ECQA Certified Terminology Manager - Advanced

Online course, October 2015 – January 2016

Introduction - ECQA, Certified Terminology Manager – Advanced and online course
Date: 8 October 2015 – from 10.00 to 11.30 a.m.

- What is ECQA and CTM - Advanced
- Learning concept
- Self assessment
- Learning platform / Moodle
- Exam and certificate

UNIT 1 - PROFESSIONAL TERMINOLOGY MANAGEMENT: THEORY AND PRACTICE
Date: 15 October 2015 – from 10.00 to 11.30 a.m.

CTM-A.U1.E1	Terminology theory (advanced level)
CTM-A.U1.E2	How to implement terminology management
CTM-A.U1.E3	How to define a termbase structure
CTM-A.U1.E4	How to structure a terminological entry
CTM-A.U1.E5	Why and how to assure quality of terminological entries

UNIT 2 - TOOLS AND TECHNOLOGY
Date: 22 October 2015 – from 10.00 to 11.30 a.m.

CTM-A.U2.E1	How to select a Terminology Management System
CTM-A.U2.E2	Terminology extraction (methods and tools)
CTM-A.U2.E3	Terminology Management Systems and interfaces

TOOLS PRESENTATIONS: 28 October – 6 November

UNIT 3 - TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES
Date: 19 November 2015 – from 10.00 to 11.30 a.m.

CTM-A.U3.E1	Terminology planning and policies
CTM-A.U3.E2	How to present the business case for terminology
CTM-A.U3.E3	How to calculate and argue costs & return on investments
CTM-A.U3.E4	How to involve relevant stakeholders
CTM-A.U3.E5	How to collaborate with relevant organisational units
CTM-A.U3.E6	Internationalisation, Globalisation, Localisation

UNIT 4 - TERMINOLOGY PROJECT MANAGMENT AND TEAM WORK
Date: 26 November 2015 – from 10.00 to 11.30 a.m.

CTM-A.U4.E1	How to manage terminology projects
CTM-A.U4.E2	Team work and communication skills

UNIT 5 - TERMINOLOGY STANDARDS AND LEGAL ISSUES
Date: 3 December 2015 – from 10.00 to 12.00 a.m.

CTM-A.U5.E1	Terminology and Standards
CTM-A.U5.E2	How to deal with copyright issues in terminology management
CTM-A.U5.E3	Terminology and product liability

UNIT 6 – APPLICATION SCENARIOS

Preparation for Unit 6 and topics for the participants´ projects:
Date: 10 December 2015 – from 10.00 to 11.30 a.m.

Presentation of the participants projects
Date: 11 – 22 January 2016 (date to be confirmed by participants)

EXAM: 1st attempt: 28 January 2016
2nd attempt for failed elements: 29 January 2016

Preliminary programme may be subject to slight modification