

# Postgraduate Certificate Translation Project Management



## Postgraduate Certificate Translation Project Management

- » Modality: online
- » Duration: **6 weeks**
- » Certificate: TECH Global University
- » Accreditation: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/us/humanities/postgraduate-certificate/translation-project-management](http://www.techtute.com/us/humanities/postgraduate-certificate/translation-project-management)

# Index

01

Introduction

---

*p. 4*

02

Objectives

---

*p. 8*

03

Structure and Content

---

*p. 12*

04

Study Methodology

---

*p. 16*

05

Certificate

---

*p. 26*

# 01

# Introduction

When translating complex or large-volume projects, it is crucial to have an expert in charge of managing all aspects of the work. The success of a translation project depends on the project manager's ability to ensure it is completed within the established budget and agreed-upon timeline, while guaranteeing the high quality of the delivered content. These are often large companies with recurring needs that require more complex management processes. In this regard, this 100% online qualification teaches graduates to analyze and understand the role of the manager in such projects, so they can apply the knowledge acquired to the practice of translation for proper organization, management, and coordination.





“

*This program will immerse you  
in the skills and responsibilities  
of a translation project manager”*

Beyond occasional translation requests, many companies require ongoing support to ensure that the flow of documentation serves the ultimate purpose of internal and/or external communication. As such, within the activities of a language service provider, managing large-scale projects is a key component. TECH offers this university course to help graduates develop the necessary skills to organize, manage, and coordinate translation projects.

This comprehensive training covers general computer resources and software trends in the sector, as well as the work environment, focusing on communication and organization. Furthermore, translation professionals will have access to email management tools and online collaboration platforms.

As expected, the curriculum includes an analysis of a project from its calculation, delivery deadline, budget acceptance and confirmation, to planning, files, and materials provided, execution, closure, invoicing, and client retention. All of this will be approached according to quality standards, applicable regulations, and their respective evaluations.

This 100% online program will be fundamental to the professional growth of translators and interpreters, allowing them to manage their studies as they see fit. They will have complete freedom to choose their study schedule, the topics they tackle each day, and the location from which they learn. Thanks to these conveniences, graduates will be able to perfectly balance their studies with their other daily obligations, whether personal or professional.

This **Postgraduate Certificate in Translation Project Management** contains the most complete and up-to-date program on the market. The most important features include:

- ♦ Practical cases presented by experts in translation and interpreting
- ♦ The graphic, schematic, and practical contents with which they are created, provide exhaustive and practical information on the disciplines that are essential for professional practice
- ♦ Practical exercises where self-assessment can be used to improve learning
- ♦ Its special emphasis on innovative methodologies
- ♦ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Content that is accessible from any fixed or portable device with an internet connection



*This training will highlight the needs and demands of the current job market, as well as the valuable skills of a translation project manager"*

“

*Thanks to this qualification, you will be able to analyze a project regarding calculation, delivery deadlines for the translation assignment, and the acceptance and delivery of the budget”*

The program's teaching staff includes professionals from the sector who contribute their work experience to this educational program, as well as renowned specialists from leading societies and prestigious universities.

The multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide immersive education programmed to learn in real situations.

This program is designed around Problem-Based Learning, whereby the professional must try to solve the different professional practice situations that arise during the course. For this purpose, students will be assisted by an innovative interactive video system created by renowned experts.

*You have at your disposal this University Course to stay informed about the skills and responsibilities of a project manager.*

*This comprehensive training will introduce you to the software trends in the Translation Project Management sector.*



# 02 Objectives

This Postgraduate Certificate has been designed with the primary goal of providing graduates with the necessary knowledge to organize, manage, and coordinate translation projects. It covers aspects such as the functions of a translation project manager and the essential characteristics of the work environment. In this context, the course addresses the skills and responsibilities of the project manager, with final reflections and conclusions.





“

*You will become familiar with the translation project manager's tools for email management and online collaboration, applying them to your profession”*



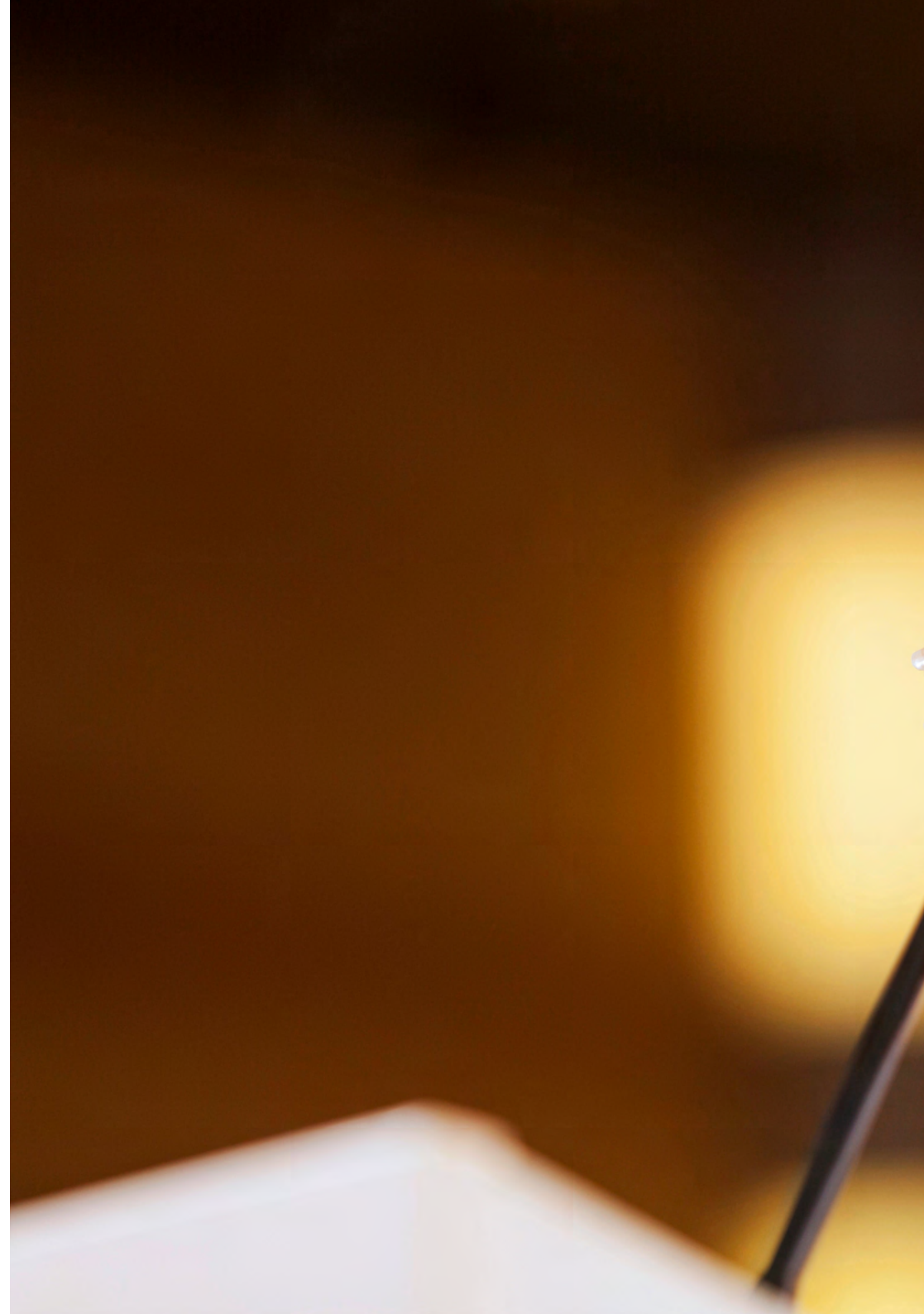
## General Objectives

---

- ♦ Analyze and understand the role of the translation project manager
- ♦ Acquire the necessary knowledge to organize, manage, and coordinate translation projects



*Thanks to this Postgraduate Certificate you will tackle the process of project closure, invoicing, and client retention in Translation Project Management"*





### Specific Objectives

---

- ♦ Apply all acquired translation practice knowledge to the organization, management, and coordination of translation projects
- ♦ Develop the skills necessary to organize, manage, and coordinate translation projects



03

# Structure and Content

The syllabus of this Postgraduate Certificate in Translation Project Management has been designed to show graduates the key aspects they must master to fulfill the ultimate purpose of internal and/or external communication. In this way, the study plan covers the analysis of a project, from its calculation, delivery deadlines, and budget, to planning, the files, and materials provided for execution.







“

*Take a dynamic academic journey through translation service quality and the applicable standards in each project”*

## Module 1. Translation Project Management

- 1.1. Introduction to Translation Project Management
  - 1.1.1. Definition
  - 1.1.2. Functions of the Translation Project Manager
  - 1.1.3. Essential Characteristics of the Work Environment
- 1.2. Resources and Work Environment
  - 1.2.1. General Computer Resources
  - 1.2.2. Software Trends in the Translation Project Management Sector
  - 1.2.3. Team Members and Colleagues
  - 1.2.4. Communication and Organization
- 1.3. Tools for the Translation Project Manager
  - 1.3.1. Introduction to Tools
  - 1.3.2. Email Management Tools
  - 1.3.3. Translation Tools Used
  - 1.3.4. Online Collaboration Tools
- 1.4. The Translation Project
  - 1.4.1. Definition
  - 1.4.2. Classification
  - 1.4.3. Types of Clients
  - 1.4.4. Project Management at the Start
    - 1.4.4.1. Introduction
    - 1.4.4.2. Files and Volume for Cost Evaluation
    - 1.4.4.3. Cost Evaluation and Budget
    - 1.4.4.4. Budget
- 1.5. Project Analysis I
  - 1.5.1. Calculation
  - 1.5.2. Translation Assignment Delivery Deadline
  - 1.5.3. Delivery of the Budget
  - 1.5.4. Budget Acceptance and Confirmation







- 1.6. Project Analysis II
  - 1.6.1. Planning
  - 1.6.2. Files and Materials Provided
  - 1.6.3. Implementation
  - 1.6.4. Project Closure, Invoicing, and Client Retention
- 1.7. Translation Service Quality
  - 1.7.1. Quality Criteria
  - 1.7.2. Applicable Standards
  - 1.7.3. Translation Quality Evaluation
  - 1.7.4. Process Quality Evaluation
- 1.8. Skills and Responsibilities of the Project Manager
  - 1.8.1. Necessary Skills
  - 1.8.2. Responsibilities
  - 1.8.3. Final Reflections and Conclusions
- 1.9. Translation Management Practice Exercises
  - 1.9.1. Project Analysis Exercise I
  - 1.9.2. Project Analysis Exercise II
  - 1.9.3. Project Analysis Exercise III
- 1.10. Job Market in Translation Project Management
  - 1.10.1. Evolution of Translation Project Management Practices
  - 1.10.2. Current Labor Market Needs and Demands
  - 1.10.3. Valuable Competencies for Translation Project Managers



*You have before you a top-tier program that will be essential for improving your work as a translation project manager”*

# 04

# Study Methodology

TECH is the world's first university to combine the **case study** methodology with **Relearning**, a 100% online learning system based on guided repetition.

This disruptive pedagogical strategy has been conceived to offer professionals the opportunity to update their knowledge and develop their skills in an intensive and rigorous way. A learning model that places students at the center of the educational process giving them the leading role, adapting to their needs and leaving aside more conventional methodologies.





“

*TECH will prepare you to face new challenges in uncertain environments and achieve success in your career”*

### The student: the priority of all TECH programs

In TECH's study methodology, the student is the main protagonist.

The teaching tools of each program have been selected taking into account the demands of time, availability and academic rigor that, today, not only students demand but also the most competitive positions in the market.

With TECH's asynchronous educational model, it is students who choose the time they dedicate to study, how they decide to establish their routines, and all this from the comfort of the electronic device of their choice. The student will not have to participate in live classes, which in many cases they will not be able to attend. The learning activities will be done when it is convenient for them. They can always decide when and from where they want to study.

“

*At TECH you will NOT have live classes  
(which you might not be able to attend)”*



### The most comprehensive study plans at the international level

TECH is distinguished by offering the most complete academic itineraries on the university scene. This comprehensiveness is achieved through the creation of syllabi that not only cover the essential knowledge, but also the most recent innovations in each area.

By being constantly up to date, these programs allow students to keep up with market changes and acquire the skills most valued by employers. In this way, those who complete their studies at TECH receive a comprehensive education that provides them with a notable competitive advantage to further their careers.

And what's more, they will be able to do so from any device, pc, tablet or smartphone.

“

*TECH's model is asynchronous, so it allows you to study with your pc, tablet or your smartphone wherever you want, whenever you want and for as long as you want”*



## Case Studies and Case Method

The case method has been the learning system most used by the world's best business schools. Developed in 1912 so that law students would not only learn the law based on theoretical content, its function was also to present them with real complex situations. In this way, they could make informed decisions and value judgments about how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

With this teaching model, it is students themselves who build their professional competence through strategies such as Learning by Doing or Design Thinking, used by other renowned institutions such as Yale or Stanford.

This action-oriented method will be applied throughout the entire academic itinerary that the student undertakes with TECH. Students will be confronted with multiple real-life situations and will have to integrate knowledge, research, discuss and defend their ideas and decisions. All this with the premise of answering the question of how they would act when facing specific events of complexity in their daily work.





## Relearning Methodology

At TECH, case studies are enhanced with the best 100% online teaching method: Relearning.

This method breaks with traditional teaching techniques to put the student at the center of the equation, providing the best content in different formats. In this way, it manages to review and reiterate the key concepts of each subject and learn to apply them in a real context.

In the same line, and according to multiple scientific researches, reiteration is the best way to learn. For this reason, TECH offers between 8 and 16 repetitions of each key concept within the same lesson, presented in a different way, with the objective of ensuring that the knowledge is completely consolidated during the study process.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*



## A 100% online Virtual Campus with the best teaching resources

In order to apply its methodology effectively, TECH focuses on providing graduates with teaching materials in different formats: texts, interactive videos, illustrations and knowledge maps, among others. All of them are designed by qualified teachers who focus their work on combining real cases with the resolution of complex situations through simulation, the study of contexts applied to each professional career and learning based on repetition, through audios, presentations, animations, images, etc.

The latest scientific evidence in the field of Neuroscience points to the importance of taking into account the place and context where the content is accessed before starting a new learning process. Being able to adjust these variables in a personalized way helps people to remember and store knowledge in the hippocampus to retain it in the long term. This is a model called Neurocognitive context-dependent e-learning that is consciously applied in this university qualification.

In order to facilitate tutor-student contact as much as possible, you will have a wide range of communication possibilities, both in real time and delayed (internal messaging, telephone answering service, email contact with the technical secretary, chat and videoconferences).

Likewise, this very complete Virtual Campus will allow TECH students to organize their study schedules according to their personal availability or work obligations. In this way, they will have global control of the academic content and teaching tools, based on their fast-paced professional update.



*The online study mode of this program will allow you to organize your time and learning pace, adapting it to your schedule"*

### The effectiveness of the method is justified by four fundamental achievements:

1. Students who follow this method not only achieve the assimilation of concepts, but also a development of their mental capacity, through exercises that assess real situations and the application of knowledge.
2. Learning is solidly translated into practical skills that allow the student to better integrate into the real world.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.

### The university methodology top-rated by its students

The results of this innovative teaching model can be seen in the overall satisfaction levels of TECH graduates.

The students' assessment of the teaching quality, the quality of the materials, the structure of the program and its objectives is excellent. Not surprisingly, the institution became the top-rated university by its students according to the global score index, obtaining a 4.9 out of 5.

*Access the study contents from any device with an Internet connection (computer, tablet, smartphone) thanks to the fact that TECH is at the forefront of technology and teaching.*

*You will be able to learn with the advantages that come with having access to simulated learning environments and the learning by observation approach, that is, Learning from an expert.*



As such, the best educational materials, thoroughly prepared, will be available in this program:



#### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

This content is then adapted in an audiovisual format that will create our way of working online, with the latest techniques that allow us to offer you high quality in all of the material that we provide you with.



#### Practicing Skills and Abilities

You will carry out activities to develop specific competencies and skills in each thematic field. Exercises and activities to acquire and develop the skills and abilities that a specialist needs to develop within the framework of the globalization we live in.



#### Interactive Summaries

We present the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

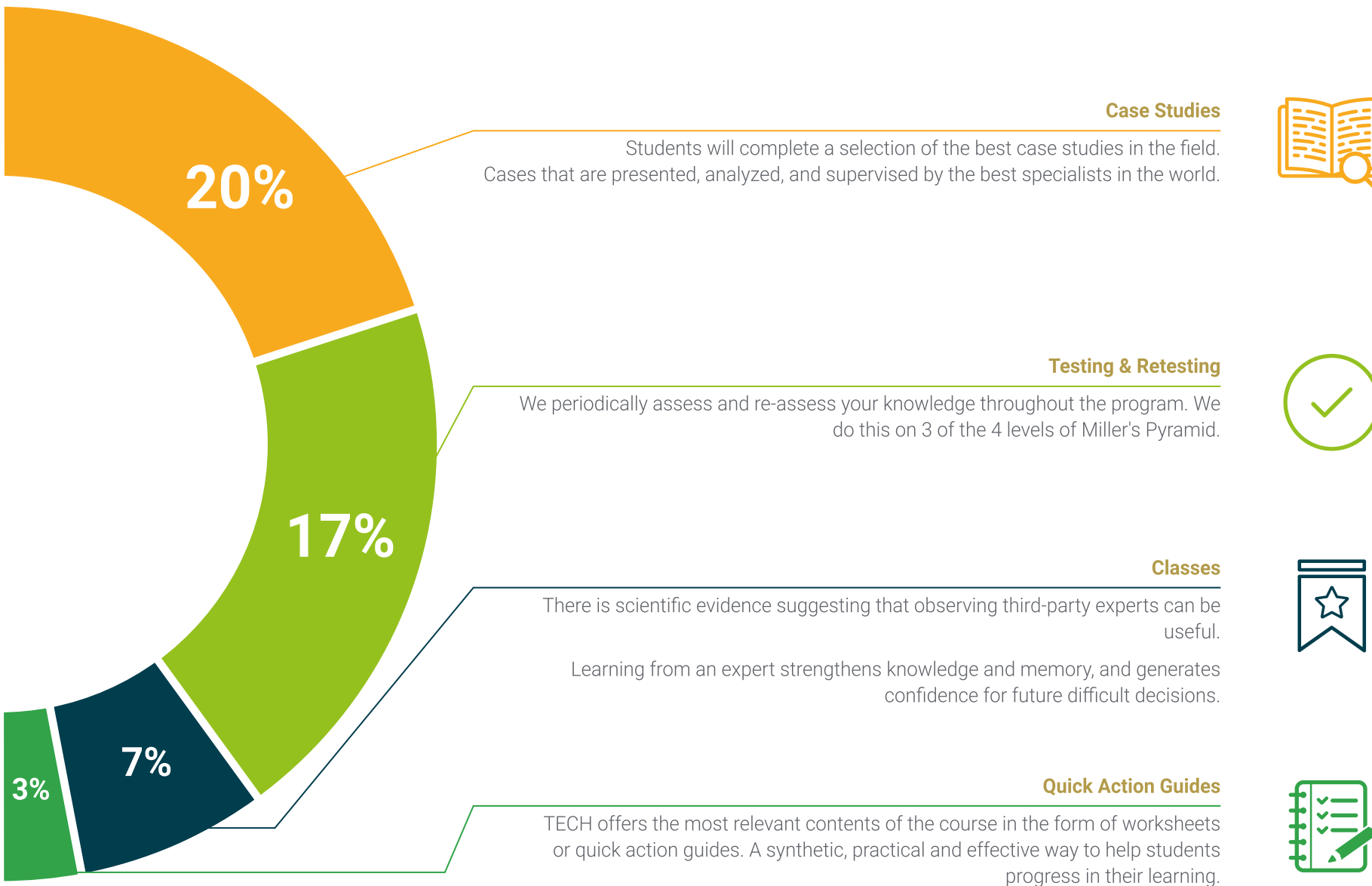


#### Additional Reading

Recent articles, consensus documents, international guides... In our virtual library you will have access to everything you need to complete your education.







# 05 Certificate

This Postgraduate Certificate in Translation Project Management guarantees students, in addition to the most rigorous and up-to-date education, access to a diploma for the Postgraduate Certificate issued by TECH Global University.



“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*



This private qualification will allow you to obtain a diploma for the **Postgraduate Certificate in Translation Project Management** endorsed by TECH Global University, the world's largest online university.

**TECH Global University**, is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** private qualification, is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Translation Project Management**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**



future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present  
online training  
development languages  
virtual classroom



## Postgraduate Certificate Translation Project Management

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Accreditation: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

# Postgraduate Certificate Translation Project Management

