اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	Business and Economic Translation
Course Code:	ENG 257
Program:	Bachelor of Arts in English
Department:	Department of English Language & Literature
College:	College of Languages and Translation
Institution:	Al-Imam Muhammad Ibn Saud Islamic University

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A. Course Identification

1. Credit hours: (2) credits	

2. Course type

a.	University	☐	College	☐	Department	☑	Others	☐
b.		Required	☑		Elective	☐		

3. Level/year at which this course is offered:

4. Pre-requisites for this course (if any)**:**
ENG 152

5. Co-requisites for this course (if any)**:**

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**		
2	**Blended**	30	100%
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	16
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (Practical)	14
	Total	30

B. Course Objectives and Learning Outcomes

1. Course Description

The course aims at training students to produce error-free translations in two selected linguistic registers: business and economics texts. It contains two interrelated components: (a) minimally required practice-oriented theoretical guidelines and (b) intensive translation practice at various discourse levels (sentence, paragraph, and text). The theoretical component is not an end in itself; it is rather conceived as a facilitator of students' practical translation tasks. Besides, it is not presented independently of the practical translation tasks in the form of abstract theoretical notions; but it is incorporated in practice. In addition to its register-bound nature, this course equally handles a number of lexical, grammatical, and textual features associated with translating business and economic texts undergoing translation (e.g. sentence types, compounding, VP voice, emphasis structures, coordination and subordination, etc.).

2. Course Main Objective
The purpose of this course is to develop students oral and written translation skills in business and economic registers of language.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding** *By the end of the course, students will be able to:*	
1.1	Identify major translation techniques associated with business and economic texts.	**K 2**
1.2	Translate with the terminology and in the style appropriate for a particular text type when performing the translation task from English to Arabic and vice versa.	**K 3**
1.3	Describe specific translation problems for each translation task through in-depth study of authentic bilingual business and economic texts	**K 4**
2	**Skills:** *By the end of the course, students will be able to:*	
2.1	Modify their translation decisions on receiving feedback from peers or instructor.	**S 1**
2.2	Evaluate the appropriate translation technique for each specific translation task, taking into account register distinctions.	**S 2**
2.4	Subdivide the source text into minimal translation units bearing numeric coding.	**S 5**
3	**Values:** *By the end of the course, students will be able to:*	
3.1	Demonstrate autonomous learning abilities through a willingness to question, learn and take challenges independently and negotiating their own translation decisions confidently with instructor and peers.	**V 1**
3.2	Demonstrate teamwork skills and signs of leadership while involved in group translation tasks.	**V 2**
3.3	Show a commitment to abide by ethical behavior in performing translation assignments, translation research, and academic work.	**V 3**

C. Course Content

No	List of Topics (Translation is bi-directional: Arabic & English)	Contact Hours
1	Brief overview of major stylistic features of business and economics texts and their immediate implications for translation	2
2	Fundamental concepts in specific translation: register, genre, text type	2
3	Brief overview of translation techniques (procedures): business and economic texts in focus	2
4	Practice 1: Translating brief passages on business and economic topics	2
5	Practice 2: Translating accounting texts	2
6	Practice 3: Translating banking texts	2
7	Practice 5: Translating marketing texts	2
8	**MIDTERM EXAM**	2
9	Practice 5: Translating administrative texts	2
10	Practice 6: Translating texts on business correspondence and meetings (letter, memo, minutes, etc.)	2
11	Practice 7: Translating texts on economics (Branches of the economy)	2
12	Practice 8: Translating texts on types of business firms (sole proprietorship, limited partnership, LLC, etc.)	2
13	Practice 9: Translating e-commerce texts	2
14	Practice 10: Translating texts on stock exchange	2
15	Practice 11: Translating texts on the Saudi economy	2
	Total	30

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Identify major translation techniques associated with business and economic texts.	- Lecturing - Practical translation tasks - Peer correction - Discussion of errors - Group and pair work to compare translations	- Tests - Periodic quizzes - PPT presentations - Assignments - Oral questions
1.2	Translate with the terminology and in the style appropriate for a particular text type when performing the translation task from English to Arabic and vice versa.		
1.3	Describe specific translation problems for each translation task through in-depth study of authentic bilingual business and economic texts		
2.0	**Skills**		
2.1	Modify their translation decisions on receiving feedback from peers or instructor.	- Intensive translation drills - Intensive tutorial input - Direct monitoring of student's output in class - Peer technique teaching - Discussion of errors - Group and pair work to compare translations - PPT presentations	- Tests - Peer evaluations - Periodic quizzes - PPT presentations - Assignments - Oral questions
2.2	Evaluate the appropriate translation technique for each specific translation task, taking into account register distinctions.		
2.3	Subdivide the source text into minimal translation units bearing numeric coding.		
3.0	**Values**		
3.1	Demonstrate autonomous learning abilities through a willingness to question, learn and take challenges independently and negotiating their own translation decisions confidently with instructor and peers.	- Interactive classroom communication - Practical translation tasks - Peer technique teaching - Discussion of errors - Group and pair work to compare translations - PPT presentations	- Monitoring individual performance using self-evaluations - Observing students' behavior during pair/group work sessions - PPT presentations (especially Q&A time)
3.2	Demonstrate teamwork skills and signs of leadership while involved in group translation tasks.		
3.3	Show a commitment to abide by ethical behavior in performing translation assignments, translation research, and academic work.		

2. Assessment Tasks for Students

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quizzes	6, 9, 12	5 %
2	**Midterm**	8	30 %
3	PPT presentations	4, 5, 7, 10, 13	10 %
4	Assignments	4, 6, 8, 10, 12, 14	15 %
5	**Final Exam**	16	40 %
		Total	**100%**

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

- Instructors are available during their assigned office hours usually from two to four hours depending on their teaching loads.
- Instructors devote approximately ten minutes at the end of each lecture for receiving students' questions in relation to the latest lecture as well as the student's revision and self-study problems.
- Instructors are assigned one hour for student academic advising.
- Faculty emails are accessible for students.
- Online interaction between instructor and student is available using the university's official online platforms.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	1) Lahlali, El Mustapha and Abu Hatab, Wafa. (2014). *Advanced English–Arabic Translation: A Practical Guide*. Edinburgh University Press. 2) Elewa, Abdelhamid. (2016). *Business and Economic Translation*. Cairo (Egypt). Qalam for Translation and Publication. 3) Instructor's Translation Manual (a manual designed by course instructor in accordance with course specification requirements and students' specific needs. The manual is used along with textbooks herein).
Essential References Materials	1) Hatim. Basil. (2001). *English-Arabic/Arabic-English Translation: A Practical Guide*. London: Saqi Books. 2) Farghal, Mohammed and Shunnaq, Abdullah. (1999). *Translation with reference to English & Arabic: A Practical Guide.* Dar Al-Hilal for Translation: Irbid. 3) Ghazala, Hasan S. (2006). *Translation as Problems and Solutions*. Cairo: Dar Al-Hilal.
Electronic Materials	1) Gambier, Yves and Luc van Doorslaer (eds.) (2010-2011-2012). *Handbook of translation studies*. 3 vols. Amsterdam/Philadelphia: John Benjamins. Online at http://www.benjamins.com/online/hts/. 2) *Literary translation from Arabic into English in the United Kingdom and Ireland, 1990-2010* (a report prepared by Alexandra Büchler and Alice Guthrie with research assistants Barbora Černá and Michal Karas) September 2011. Available online: http://lafpublications.files.wordpress.com/2011/04/laf-study-literary-translation-from-arabic-into-english-in-the-uk-and-ireland-1990-2010.pdf 3) www. Traductionmagazine.com (جسور) المجلة الدولية لعلوم الترجمة واللغة) 4) www.arabswata.org الجمعية الدولية للمترجمين واللغويين العرب 5) www.arabswata.info مجلة واتا للترجمة واللغات 6) http://atida.org/main.php جمعية الترجمة العربية وحوارات الثقافة (عتيدة) 7) List of online dictionaries: http://www.egyta.com/DictionariesDirectory.htm

Other Learning Materials	• *Ethics of interpreting and translating: A guide to obtaining NAATI credentials.* National Accreditation Authority for Translators and Interpreters Ltd Canberra,

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	• Classrooms with flexible seating arrangement for pair and group work. • Computer Laboratories (can be used for special electronic applications e.g. guided library search for a given translated work or any other computer-operated classroom activity: such as Concordancer or special software designed for a stylistic analysis of literature before its translation).
Technology Resources (AV, data show, Smart Board, software, etc.)	• Classroom equipped with technological facilities, including video projector (data show), whiteboard, Blackboard Interactive Technology, video projection facilities
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	• Intranet system allowing students in the same lab to share the master screen (operated by the instructor). This is useful in tasks requiring the automatic treatment of linguistic data in technical texts, textual registers as a stage of the translational act (e.g. Text Concordance or Sharp Text Analyzer are two efficient tools of computer-aided textual analysis.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching method and content	- Students - Exam results - Program leaders - Accreditation reviewers	- Direct for exam results and indirect for the rest
Extent of achievement in terms of CLOs	- Program leaders - Accreditation reviewers - Students' performance in professional competition exams	- Direct evaluation for student satisfaction (online questionnaire) - Indirect evaluation for the rest
Quality of learning resources	- Students - Instructors - Program leaders - University librarian - Accreditation reviewers	- Direct evaluation

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	