



## **Course Syllabus**

**According to JORDAN National Qualification Framework  
(JNQF)**

**Course Name: Administrative and  
Economic Translation**

**Course Number: 01084134**

### General Course Information:

Course title	Administrative and Economic Translation
Course number	01084134
Credit hours	3
Education type	Hybrid(2 Lectures Face – To - Face+1 Lecture Asynchronous)
Prerequisites/corequisites	01083132
Academic Program	English Language / Translation
Program code	08
Faculty	Faculty of Arts
Department	Dept. of English Language / Translation
Level of course	Fourth-year
Academic year /semester	2023/2024- First Semester
Awarded qualification	BA in translation
Other department(s) involved in teaching the course	None
Language of instruction	English
Date of production/revision	22-10-2023

### Course Coordinator:

Coordinator's name	Dr. Bilal Alderbashi
Office No	2410 (Third Floor)
Office Phone extension number	Ext. 2410
Office Hours	Sun. (11.00-13.00)/ Mon. (10.00-11.00)/ Tues. (12.00-13.00)/ Wed. (09.00-11.00)/ Thu. (BY APPOINTMENT).
Email	bilal.aderbashi@iu.edu.jo

### Other Instructors:

Instructorname	
Office No	
Office Phone extension number	
Office Hours	
Email	

### Course Description (English/Arabic):

English	<ul style="list-style-type: none"><li>•Focusing on problems in translation of commercial &amp; economic texts from English to Arabic and vice versa and how they can be solved practical translation tasks.</li><li>•Introducing students to translation in such disciplines as economics, management, business, and commerce.</li><li>•Building the rudimentary skills of translation including, among other things, vocabulary building, colloquial expressions, using dictionaries, solving syntactic problems in translation, cohesion and coherence, culture in translation, and language varieties.</li></ul>
Arabic	<ul style="list-style-type: none"><li>• التركيز على حل مشكلات ترجمة النصوص الإدارية والاقتصادية من الإنجليزية إلى العربية والعكس.</li><li>• تعيين مهام الترجمة العملية للنصوص في المجال الاقتصادي والإداري.</li><li>• تعريف الطلاب بأسس الترجمة التخصصية، ومتطلباتها في مجالات مثل الاقتصاد والإدارة والأعمال والتجارة.</li><li>• تنمية المهارات الأولية للترجمة بما في ذلك بناء المفردات والتعبير الاصطلاحي والعامية، واستعمال القواميس، وحل المشكلات النحوية في الترجمة، والاحتفاظ بتماسك النصوص المترجمة، والتعرف إلى دور التنوع الثقافي واللغوي في الترجمة.</li></ul>

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**Textbook:** *Author(s), Title, Publisher, Edition, Year, Book website.*

- A practical approach is adopted in teaching this course due to its applied nature. There will be no prescribed textbook. Texts will be selected from a variety of sources which meet the course objectives.
- A selection of English administrative and economic texts is provided for students for classroom and homework translation.
- Supplemental materials (HANDOUTS) will be provided by the teacher, where necessary.
- Some texts are selected from :
  - MacRae, P. (2019). *Business and professional writing: A basic guide*. Broadview Press.
  - Zou, B., & Thomas, M. (2020). *Recent developments in technology-enhanced and computer-assisted language*. United States: IGI Global.

**References:** *Author(s), Title, Publisher, Edition, Year, Book website.*

- Required book (s), assigned reading and audio-visuals:
- Saker Dictionary in Economic, Administrative and General Terms ( English-Arabic)
- <https://www.ventureline.com/accounting-glossary/>
- [www.wordreference.com/enro/economic](http://www.wordreference.com/enro/economic),
- <http://liensutiles.org/econom.htm>,
- [www.banknews.ro/dictionar\\_financiarbancar](http://www.banknews.ro/dictionar_financiarbancar),
- [www.rdt-contabilitate.ro/dictionareconomic-on-line.html](http://www.rdt-contabilitate.ro/dictionareconomic-on-line.html),
- [www.webdex.ro/online/dictionar/economice](http://www.webdex.ro/online/dictionar/economice)
- <http://www.businessdictionary.com/definition/administrative-cost.html>
- [http://www.dictionaryofeconomics.com/advanced\\_search](http://www.dictionaryofeconomics.com/advanced_search)

## Course Educational Objectives (CEOs):

1.	This course is designed to give students the opportunity to: be introduced to the nature and characteristics of administration and economic texts;
2.	acquire a certain amount of the terminology needed to understand texts on business and finance in the English speaking world ( banking, sales and negotiations, setting up a business and presenting a company, etc.,);
3.	develop the students' writing skills to enable them to respond to input applying information to a specified task, to elicit, to select, to summarize& translation information in a range of writing activities, such as essays, reports and various forms of business correspondence ;using different dictionaries & translation tools;
4.	Develop the students' general capacity to a level that enables them to use English / Arabic translation in their academic and professional environment granted that they are provided with the specific notions and vocabulary of economics, mathematics, statistics, banking and finance in the course of their studies.

## Intended Learning Outcomes (ILO's):

	Subject Intended learning outcomes (ILOs) describe what students are expected to know and be able to do at the end of the course. These outcomes are related to the knowledge, skill and competence that students acquire:	Relationship to CEOs	Contribution to PLOs	Bloom Taxonomy Levels*	Descriptors**
A	<b>Knowledge and Understanding:</b>				
A1	Demonstrate the processes and competencies in translating administrative and business documents usually from English to Arabic or the reverse.	1,2	2, 5	1	K,C
B	<b>Intellectual skills:</b>				
B1	Overcome the main difficulties involved in the English/Arabic business translation process, words and expressions that are usually difficult to translate, specific translation techniques and tools	2,3	1, 2, 5	2	K,C
C	<b>Subject specific skills:</b>				
C1	Master certain capabilities as proficiency in the use and application of different translation tools used in the field (such as dictionaries, software, and internet search, among others.	3	5	3	C
D	<b>Transferable skills:</b>				
D1	Overcome the main difficulties involved in the Arabic/English business translation process, words and expressions that are usually difficult to translate, specific translation techniques and tools	3	1, 2, 5	3	K,C

**\*Bloom Taxonomy Levels**

Level#	1	2	3	4	5	6
Level Name	Knowledge	Comprehension	Application	Analysis	Evaluation	Synthesis

**\*\* Descriptor (National Qualification Framework Descriptors): K : Knowledge, S: Skill, C: Competency.**

**Program Learning Outcome (PLOs):**

Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the ( <u>English language / Translation</u> ) program will demonstrate:		Descriptors**		
		K	S	C
1.	Acquiring the basic oral skills in English	✓		
2.	Getting the knowledge needed in the domain of oral and written translation	✓		
3.	Understanding other related knowledge disciplines	✓		
4.	Having the ability to adapt to various work environments and conditions		✓	
5.	Having the ability to communicate in various ways and methods.			✓
6.	Having the ability to solve problems in the field of translation			✓
7.	Having the ability to analyze various texts.		✓	
8.	Reinforcing and developing critical thinking skills			✓

**\*\* Descriptors according to the national qualifications framework (K: knowledge, S: skill, C: Competency)**

**Weekly Schedule (please choose the type of teaching)**

☐ Face to Face

☒ Hybrid (2 Lectures Face – To – Face + 1 Lecture Asynchronous)

☐ Hybrid (1 Lectures Face – To – Face + 1 Lecture Asynchronous)

☐ Online (2 Lectures Synchronous + 1 lecture Asynchronous)

Week	First Lecture (Sunday 11-12)	Second Lecture (Tuesday 11-12)	Third Lecture (Thursday 11-12)	Ach. ILOs	Ach. PLOs	Descriptors**
1	Orientation and Introduction	Orientation and Introduction	Orientation and Introduction	A1	2,5	K,C
2	An introduction into the nature and characteristics of administration and economies texts / How to translate administrative & economic texts? / Essential translation resources and tools used in translating administrative and economic texts /	An introduction into the nature and characteristics of administration and economies texts / How to translate administrative & economic texts? / Essential translation resources and tools used in translating administrative and economic texts / The requirements of	An introduction into the nature and characteristics of administration and economies texts / How to translate administrative & economic texts? / Essential translation resources and tools used in translating administrative and economic texts / The requirements of the	A1 , B1	1,2,5	K,C

	The requirements of the translator of administrative and economic texts.	the translator of administrative and economic texts.	translator of administrative and economic texts.			
3	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	C1, D1	1,2,5	K,C
4	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, D1	1,2,5	K,C
5	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, C1,	1,2,5	K,C
6	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	C1, D1	1,2,5	K,C
7	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, D1	1,2,5	K,C
8	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, C1,	1,2,5	K,C
9	Midterm Exam					
10	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, D1	1,2,5	K,C
11	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, C1,	1,2,5	K,C
12	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, D1	1,2,5	K,C
13	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	Translating Administration and economies texts into Arabic or English	B1, C1,	1,2,5	K,C
14	Revision					
15	Final Exam					

## Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:

- (3 hrs **Hybrid**(2 Lectures Face – To - Face+1 Lecture Asynchronous))
- Quizzes
- Homework and participation

## Course Policies:

A- Attendance policies:

The maximum allowed absences is 15% of the lectures.

B- Absences from exams and handing in assignments on time:

Midterm exam can be retaken based on approval of excuse by the instructor's discretion.

Not handing assignment on time will incur penalties.

C- Academic Health and safety procedures

D- Honesty policy regarding cheating, plagiarism, and misbehaviour:

Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.

E- Grading policy:

- All homework is to be posted online through the e-learning system.
- Exams will be marked within 72 hours and the marked exam papers will be handed to the students.
- Online Activities (Course Videos, Practice labs, Discussion Forums, Quizzes) **30%**
- Midterm **20 %**
- Final Exam **50%**

F- Available university services that support achievement in the course: **E-Learning Platform, Labs, Library.**

## Required equipment:

- **Bilingual Dictionary**
- **Access to Online Compiles such as:**  
**Access to the IU E-Learning Platform at: <https://elearn.iu.edu.jo/>**

## Assessment Tools implemented in the course:

- Final Exam
- Midterm Exam
- Quizzes
- Homework and participation

## Responsible Persons and their Signatures:

Course Coordinator	Dr. Bilal Alderbashi	Completed Date	22-10-2023
		Signature.	
Received by (Department Head)	Dr. Aseel Alshbeekat	Received Date	22-10-2023
		Signature	

