
COURSE Syllabus

**Course Name: Administrative and
Economic Translation**

Course Number: 01084134

General Course Information:

Course title	Administrative and Economic Translation
Course number	01084134
Credit hours (theory, practical)	3 (1 theory & 2 Practice per week)
Contact hours (theory, practical)	10:00 – 11:00 (Sun., Tues., & Thurs.), 3 (1 theory & 2 Practice per week) / 45 per month
Prerequisites/corequisites	01083132
Academic Program	English Language / Translation
Program code	08
Awarding institution	Isra University
Faculty	Faculty of Arts
Department	Dept. of English Language / Translation
Level of course	Fourth year / First Semester
Academic year /semester	2019/2020- Second Semester
Awarded qualification	BA in translation
Other department(s) involved in teaching the course	None
Language of instruction	English
Date of production/revision	20-02-2020

Course Coordinator:

Coordinator's Name: Dr. Yasmin Hikmat Hannouna
Office No.: 2109
Office Phone: 2388
Office Hours: 09:00-10:00 Sun., 11:00-12:30 Mon, 01:00-02:00 Tues., 12:00-01:30 Wed., 03:00-04:00 Thurs.
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Course Description:

Focusing on problems in translation of commercial & economic texts from English to Arabic and vice versa and how they can be solved ; practical translation tasks, introducing students to translation in such disciplines as economics, management, business, and commerce; 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.

Text Book: *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 Arabic and English administration and economics 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 :
Gilling, Desmond A. *The Essential Handbook For Business Writing*, Canada: Greenlink Consulting, 2013.

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

Required book (s), assigned reading and audio-visuals:

1. Higuera, M.T. *The Translation of Economic Texts with Reference to a Comment on Laidler in Actas VI* , Congresso Luso-Espanhol de Línguaspara Fins Específicos: Viseu, 1997.
2. **Saker Dictionary in Economic, Administrative and General Terms** (English-Arabic)
<http://wfp.tind.io/search?f1=author&as=1&sf=title&so=a&rm=&m1=e&p1=Saker%2C%20M.&ln=en#>
3. - Joreige, Mona . Glossary of Commercial, Economic & Financial Terms, Librairie du Liban Publishers, 2000.
4. Al Hikma Online Library including:
Dictionaries of Business and Economics, Dictionary of Management terminology , dictionary of Finance and Accounting and other related Dictionaries
www.dictionar-economic.com,

<http://faculty.mu.edu.sa/public/uploads/1424627870.3201%D9%85%D8%B5%D8%B7%D9%84%D8%AD%D8%A7%D8%AA%20%D8%A5%D8%AF%D8%A7%D8%B1%D9%8A%D8%A9%20%D9%85%D8%AA%D8%B1%D8%AC%D9%85%D8%A9.pdf>

<https://www.ventureline.com/accounting-glossary/>

www.wordreference.com/enro/economic,

<http://liensutiles.org/econom.htm>,

www.banknews.ro/dictionar_financiarbancar,

www.rdt-contabilitate.ro/dictionareconomic-on-line.html,

www.webdex.ro/online/dictionar/economice

- <http://www.businessdictionary.com/definition/administrative-cost.html>

- http://www.dictionaryofeconomics.com/advanced_search

- <http://www.businessdictionary.com/definition/administrative-control-system.html>

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):

1.	Intended Learning Outcomes (ILO's)	Relationship to CEOs	Contribution to PLOs
2. A	Knowledge and Understanding:		
3. A1	Demonstrate the processes and competencies in translating administrative and business documents usually from English to Arabic or the reverse.	1., 2	1, 3 , 7
4. B	Intellectual skills:		
5. 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, 3, 6, 7
6. C	Subject specific skills:		
7. 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	1,3,5
8. D	Transferable skills:		
9. D1	Master the proper administrative and economic terminology and how to deal with numbers and figures correctly.	4	3, 6

Topic Outline and Schedule:

Topic	Weeks	Achieved ILOs
A revision of basic translation definitions, principles and theories.	1	A1 , D1

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 translator of administrative and economic texts.	2	A1 , B1
Translating Administration and economies texts into Arabic or English	3	B1, C1, D1
Translating Administration and economies texts into Arabic or English	4	=
Translating Administration and economies texts into Arabic or English	5	B1, C1, D1
Translating Administration and economies texts into Arabic or English	6	=
Translating Administration and economies texts into Arabic or English	7	B1, C1, D1
Translating Administration and economies texts into Arabic or English	8	=
Translating Administration and economies texts into Arabic or English	9	B1, C1, D1
Translating Administration and economies texts into Arabic or English	10	=
Translating Administration and economies texts into Arabic or English	11	B1, C1, D1
Translating Administration and economies texts into Arabic or English	12	=
Translating Administration and economies texts into Arabic or English	13	B1, C1, D1
Translating Administration and economies texts into Arabic or English	14	=
GENERAL REVIEW OF COURSE MATERIAL	15	
Final exam	16	

Teaching Methods and Assignments:

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

- Introductory lecture, assignment of texts for translation between Arabic and English, detailed group analysis and criticism of students' translations, and feedback. Extensive use will be made of the Internet, mobile phone, glossaries, bilingual and monolingual dictionaries, relevant scholarly publications and extensive reading in English of economic texts.
- Homework to translate various business texts between Arabic & English using different types of dictionaries and translation tools.

Course Policies:

A- Attendance policies:

The maximum allowed absences is 15% of the lectures.

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

First Exam and second 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.

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

Required equipment:

A Notebook, a pen, Arabic-English / English -Arabic dictionary, Dictionary of Business & Economic terms/ Glossary of Financial, Economic & Administrative terms , in addition to various types of electronic and / or hardcopies dictionaries and other translation tools.

Assessment Tools implemented in the course:

- Mid-Term Oral / Interpreting Exam. **35% (or First & Second Exam each out of 25%)**
- Final Oral / interpreting Exam. **50% (or Final out of 40% in case of First / Second Exams)**
- Practice in the Interpreting Lab (recording interpretation to be evaluated by the instructor) **5%**
- Participation in Lecture.**10% (or 5% in case of First / Second Exams)**

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 () program will demonstrate

1.	Acquiring the basic language skills in English.
2.	Gaining the necessary knowledge in simultaneous & consecutive interpretation.
3.	Understanding the different fields of knowledge.
4.	Having the ability to adapt to work environments and conditions.
5.	Using different ways of contact and communication.
6.	Having the ability to solve translation problems.
7.	Having the ability to analyse various texts.
8.	Enhancing critical thinking skills.

Responsible Persons and their Signatures:

Course Coordinator	Dr. Yasmin H.Hannouna	Completed Date	24 / 02 /2020
		Signature	
Received by (Department Head)	Dr. Baker Bani Khair	Received Date	24 / 02 /2020
		Signature	