

Republic of Yemen
Alandalus University

Quality Assurance Unit



الجمهورية اليمنية
جامعة الأندلس
للعلوم والتقنية
وحدة ضمان الجودة والاعتماد

توصيف مقرر: Translation 4

Course Specification

I. Course Identification and General Information:						
1	Course Title:	Translation4				
2	Course Code & Number:	3402474				
3	Credit hours:	C.H				TOTAL
		Th.	Seminar	Pr	Tr.	
		3	-	-	-	3
4	Study level/ semester at which this course is offered:	<i>Level 1 / Semester 1</i>				
5	Pre –requisite (if any):	-				
6	Co –requisite (if any):	-				
8	Program (s) in which the course is offered:	BA in English Translation				
9	Language of teaching the course:	English				
10	Location of teaching the course:	Alandalus University				
11	Prepared By:	Dr. Abdulkhaliq AlDhubyany ⁷⁷⁷⁰³⁶⁷⁰²				
12	Date of Approval	2017				

II. Course Description:	
<p>This course is designed to improve the quality of English to Arabic and Arabic to English translation in business and legal. Emphasis is on practice. This module looks at the features of culture bound language in general and as applied to the translation of business and legal texts. Practical translation workshops which are language specific will be part of the teaching and learning strategy.</p>	

III. Intended learning outcomes (ILOs) of the course:	
<p>By the end of this course, students are expected to be able to:</p> <ol style="list-style-type: none"> Demonstrate their knowledge and understanding of types of documents used in the fields of business and legal documents. Demonstrate their knowledge and understanding of the most common terms used in the field of business and legal documents. Demonstrate their knowledge and understanding of some transferable skills as working cooperatively in teams, and independently seeking translation via electronic dictionaries as a means of translation: mobiles, laptops, and the Internet. 	

(A) Alignment Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes By the end of the course the students will have demonstrated their ability to:	Teaching strategies	Assessment Strategies
A1- List types of documents used in the field of business and legal documents.	Classroom lecture. Group activities. Class discussions. Demonstrations using Pair check, models and visual aids. Individual formative feedback. Tutorial support from academic staff by e-mail.	Written assignments
A2-Name parts of Employment contract and how they can be translated.	Classroom lecture, Group activities, Class discussions. Group exercises. Deploying tutorial guidance and feedback on assessments.	Written assignments. Individual formative feedback.
A3- Describe lease contracts.	Classroom lecture, Group activities, Class discussions.	Written assignments.

(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
B1- Classify types of documents used in the field of business and legal documents.	Classroom lecture Group activities Class discussions	Written assignments
B2- Translate the most common terms used in the field of business and legal documents.	Classroom lecture Group activities Class discussions	Written assignments
B3- Spot the mistakes and correct them in translating business and legal terms.	Classroom lecture Group activities Class discussions	Written assignments

(C) Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
C1- Translate employment contract and a lease contract.	Classroom lecture Group activities Problem solving	Individual assignments Progress tests Written assignments
C2- Translate selected marriage	Classroom lecture	Individual formative

contract, and business letters.	Group activities Problem solving	feedback.
C3- Translate selected academic letters.	Classroom lecture Group activities Problem solving	
C4- Translate selected financial documents, e.g. receipts.	Classroom lecture Group activities Problem solving	
C5- Translate selected power of attorneys.	Classroom lecture Group activities Problem solving	
C6- Translate selected certificates.	Classroom lecture Group activities Problem solving	
C7- Translate selected business slogans.	Classroom lecture Group activities Problem solving	
(D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
D1- Work cooperatively and actively as members of teams.	Provide regular opportunities to have presentations Class activities Deploying tutorial guidance and feedback on assessment Provide students with initial support in finding information	Observation Written assignments Individual formative feedback.
D2- Use IT as Google Translation to translate.		
D3- Independently seek translation via electronic dictionaries as a means of translation: mobiles, laptops, and the Internet.		

IV. Course Content:					
A – Theoretical Aspect:					
Order	Units/Topics List	Learning Outcomes	Sub Topics List	Number of Weeks	contact hours
1	Business & Legal Translation 1-General introduction on business and legal fields (TWO WEEKS)	A1 B1 B2 B3	-Types of businesses and companies -Types of documents used in the field of business and legal documents	2	3

			-The most common terms used in the field of business and legal documents.		
2	2- Parts of employment contract and how they can be translated from English into Arabic (ONE WEEK)	A2 C1		1	3
3	3- Lease contract to be translated from English into Arabic (ONE WEEK)	A3 C1		1	3
4	4- Marriage contract to be translated from English into Arabic (ONE WEEK)	C2		1	3
5	5- Business letters to be translated from English into Arabic and vice versa (ONE WEEK)	C2		1	3
6	6- Academic letters to be translated from Arabic into English (ONE WEEK)	C3		1	3
7	7- Receipts, debentures, and other financial documents to be translated from Arabic into English (ONE WEEK)	C4		1	3
8	8- Special and general power of attorneys to be translated from Arabic into English	C5		1	3

	(ONE WEEK)				
9	9-Certificates	C6	(membership certificate, graduation certificate, completion of work certificate, Bona fide, recommendationsetc. to be translated from Arabic into English (TWO WEEKS)	2	3*2
10	10- Business Slogans to be translated from Arabic into English (ONE WEEK)	C7		1	3
11	Final Exam	C1-7		1	3
Number of Weeks /and Units Per Semester				13 weeks	

B - Practical Aspect: (if any)				
Order	Tasks/ Experiments	Number of Weeks	contact hours	Learning Outcomes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Number of Weeks /and Units Per Semester				

V. Teaching strategies of the course:
Teaching Translation to ESL/EFL learners effectively is based on current second language acquisition (SLA) research findings and grammar teaching approaches /methodologies/techniques.
Classroom lecture, class workshops, group activities, class discussions, demonstrations using pair check, models and visual aids, individual formative feedback, and tutorial support from academic staff by e-mail.

VI. Assignments:				
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	Assignment 1	A1, A2 B1-3	3	7
2	Assignment 2	A3 C1-3	6	7
3	Assignment 3	C4-5	9	8
4	Assignment 4	C6-7	12	8
5	Presentations	D1-3	Class is divided into groups	10

VII. Schedule of Assessment Tasks for Students During the Semester:					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignments	Weekly	30	30%	A1-3 B1 C1-7
2	Presentations	Once a week	10	10%	D1-3
3	Final Exam	The end of the term	60	60%	C1 through 7

VIII. Learning Resources:	
<ul style="list-style-type: none"> Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher). 	
1- Required Textbook(s) (maximum two).	
	1- Ghazala, Hasan. (2006). Translation as Problems and Solutions. Dar wa Maktabat Al-Hilal: Beirut.
2- Essential References.	
	1- Newmark, P. (1981). Approaches to Translation. Pergamon Press: Oxford. 2- Newmark, P. (1988). A Textbook of Translation. Practice Hall: London. 3- Nida, E. A. (1964). Toward a Science of Translating. Leiden, E. J. Brill. 4- Nida and Taber, C. R. (1982). The Theory and Practice of Translation. E.J. Brill, Leiden
3- Electronic Materials and Web Sites etc.	
	1- www.translationdirectory.com

	2- www.translation.babylon.com/ Arabic 3- www.Translate.google.com/ translate_t?hl=en# 4- www.islamreligion.com/articles/355/
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IX. Course Policies:	
1	Class Attendance: Follows the program and the university general policy.
2	Tardy: Subject to the regulations of the program and the general policy of the university.
3	Exam Attendance/Punctuality: Follows the policies of the program and university.
4	Assignments & Projects: Assignments tasks and submission to be assigned by the instructor.
5	Cheating: Subject to the regulations and rules of the university as directed by the systems of the Ministry of Higher Education.
6	Plagiarism: Such matter is ruled by the general regularities of the university and MHE.
7	Other policies: Detailed in the general policy of the program.

University of: Alandalus
 Faculty of: Arts & Humanities
 Department: English and Translation
 Title of the Program:

Template for Course Plan (Syllabus)

I. - Information about Faculty Member Responsible for the Course:							
Name of Faculty Member	Dr. Abdulkhaliq	Office Hours					
Location & Telephone No.	777036702	SAT	SUN	MON	TUE	WED	THU
E-mail	Dr.abdulkhaliq2006@gmail.com	/	x	x	x	/	x

II. Course Identification and General Information:						
1-	Course Title:	Translation 4				
2-	Course Number & Code:	3402474				
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		3	Seminars, exercises..	practical	Field, training	3
4-	Study level/year at which this course is offered:	Level One				
5-	Pre –requisite (if any):	-				
6-	Co –requisite (if any):	-				
7-	Program (s) in which the course is offered	BA in English				
8-	Language of teaching the course:	English				
9-	System of Study:	Full Time				
10-	Mode of delivery:	Lecturing				
11-	Location of teaching the course:	Alandalus University				

III. Course Description:	
<p>This course is designed to improve the quality of English to Arabic and Arabic to English translation in business and legal. Emphasis is on practice. This module looks at the features of culture bound language in general and as applied to the translation of business and legal texts. Practical translation workshops which are language specific will be part of the teaching and learning strategy.</p>	

IV. Intended learning outcomes (ILOs) of the course:	
<ul style="list-style-type: none"> Brief summary of the knowledge or skill the course is intended to develop: 	
	<p>By the end of this course, students are expected to be able to:</p> <ol style="list-style-type: none"> Demonstrate their knowledge and understanding of types of documents used in the fields of business and legal documents. Demonstrate their knowledge and understanding of the most common terms used in the field of business and legal documents. Demonstrate their knowledge and understanding of some transferable skills as working cooperatively in teams, and independently seeking translation via electronic dictionaries as a means of translation: mobiles, laptops, and the Internet.

V. Course Content:			
<ul style="list-style-type: none"> Distribution of Semester Weekly Plan of Course Topics/Items and Activities. 			
A – Theoretical Aspect:			
Order	Topics List	Week Due	Contact Hours
1	Business & Legal Translation 1- General introduction on business and legal fields (TWO WEEKS)	1,2	3*2
2	2- Parts of Employment contract and how they can be translated from English into Arabic (ONE WEEK)	3	3
3	3- Lease contract to be translated from English into Arabic (ONE WEEK)	4	3
4	4- Marriage contract to be translated from English into Arabic (ONE WEEK)	5	3
5	5- Business letters to be translated from English into Arabic and vice versa (ONE WEEK)	6	3
6	6- Academic letters to be translated from Arabic into English (ONE WEEK)	7	3
7	7- Receipts, debentures, and other financial documents to be translated from Arabic into English (ONE WEEK)	8	3

8	8- Special and general power of attorneys to be translated from Arabic into English (ONE WEEK)	9	3
9	9- Certificates (membership certificate, graduation certificate, completion of work certificate, Bona fide, recommendationsetc. to be translated from Arabic into English (TWO WEEKS)	10, 11	3*2
10	10- Business Slogans to be translated from Arabic into English (ONE WEEK)	12	3
11	Final Exam	13	3
Number of Weeks /and Units Per Semester		13	

B- Practical Aspect: <i>(if any)</i>			
Order	Topics List	Week Due	Contact Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
Number of Weeks /and Units Per Semester			

VI. Teaching strategies of the course:
Teaching English grammar to ESL/EFL learners effectively is based on current second language acquisition (SLA) research findings and grammar teaching approaches /methodologies/techniques.
Both deductive and inductive methods are used.
Classical lecturing with class discussion using bb and PowerPoints.

VII. Assignments:				
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	Assignment 1	A1, A2 B1-3	3	7
2	Assignment 2	A3 C1-3	6	7
3	Assignment 3	C4-5	9	8
4	Assignment 4	C6-7	12	8
5	Presentations	D1-3	Class is divided into groups	10

VIII. Schedule of Assessment Tasks for Students During the Semester:				
Assessment	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Assignments	Weekly	30	30%
2	Presentations	Once a week	10	10%
3	Final Exam	The end of the term	60	60%

IX. Learning Resources:	
<ul style="list-style-type: none"> Written in the following order: (Author – Year of publication – Title – Edition – Place of publication – Publisher). 	
1- Required Textbook(s) (maximum two).	
	Ghazala, Hasan. (2006). Translation as Problems and Solutions. Dar wa Maktabat Al-Hilal: Beirut
2- Essential References.	
	1- Newmark, P. (1981). Approaches to Translation. Pergamon Press: Oxford. 2- Newmark, P. (1988). A Textbook of Translation. Practice Hall: London. 3- Nida, E. A. (1964). Toward a Science of Translating. Leiden, E. J. Brill. 4- Nida and Taber, C. R. (1982). The Theory and Practice of Translation. E.J. Brill, Leiden
3- Electronic Materials and Web Sites <i>etc.</i>	
	1- www.translationdirectory.com 2- www.translation.babylon.com/ Arabic 3- www.Translate.google.com/ translate_t?hl=en# 4- www.islamreligion.com/articles/355/

X. Course Policies:	
Unless otherwise stated, the normal course administration policies and rules of the Faculty of Arts apply. For the policy, see: the program and the university general policy	
1	Class Attendance: Follows the program and the university general policy.
2	Tardy: Subject to the regulations of the program and the general policy of the university.
3	Exam Attendance/Punctuality: Follows the policies of the program and university.
4	Assignments & Projects: Assignments tasks and submission to be assigned by the instructor.
5	Cheating: Subject to the regulations and rules of the university as directed by the systems of the Ministry of Higher Education.
6	Plagiarism: Such matter is ruled by the general regularities of the university and MHE.
7	Other policies: Detailed in the general policy of the program.