

IsraUniversity
Faculty of Arts
Course Calendar
2015/2016

Department of English/Translation

FirstSemester

*Course Title: Administration and Economies Translation

*Course No.: 108472

*Instructor : Hamza AunyToghoj

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*Course Description :

This course aims to prepare students to efficiently handle administration and economies translation. A major focus of the course is expanding the students' register of administration and economies terms.

*Objectives :

- To introduce students into the nature and characteristics of administration and economies texts.
- To expand the students' register of administration and economies terms.

*Skills :

- Translating administration and economies texts from English into Arabic and vice versa with good competency.

Week	Dates	Ch. & PP.	Remarks
First	18-22/10/2015	A revision of basic translation definitions, principles and theories.	
Second	25-29/10/2015	An introduction into the nature and characteristics of administration and economies texts.	
Third	1-5/11/2015	Translating Administration and economies texts into Arabic.	
Fourth	8-12/11/2015	Translating Administration and economies texts into Arabic.	
Fifth	2015/11/19-15	Translating Administration and economies texts into Arabic.	
Sixth	11-22up to 6-12/2015		فترة إجراء الاختبار الأول
Seventh			
Eighth	2015/12/17-13	Translating Administration and economies texts into Arabic.	
Ninth	20-24/12/2015	Translating Administration and economies texts into English.	
Tenth	2015-12-27up to 10-1-2016		فترة إجراء الاختبار الثاني
Eleventh			
Twelfth	10-17/1/2016	Translating Administration and economies texts into English.	
Thirteenth	17-21/1/2016	Translating Administration and economies texts into English.	
Fourteenth	2016/1/28-24	Translating Administration and economies texts into English.	
Fifteenth	31-1 up to 11-2-2016		فترة إجراء الامتحان النهائي
Sixteen			

* Assessment instruments

1. Short reports and / or presentation, and / or short research projects / or Quizzes
2. First and second exams
3. Attendance and participation
4. Final exam

Grade Distribution	
Assessment instruments	Marks
First examination	25
Second Examination	25
Participation	10
Final examination	40
Total	100

* Textbook and Supporting Material

A practical approach is adopted in teaching this course due to its applied nature. A selection of Arabic and English administration and economics texts is provided for students for classroom and homework translation.

* Additional bibliography

1. Abu-Ssaydeh, A. F. (1993) *Business Translation: A Personal Perspective*. *Babel*, 39/1, 1-10.
2. As-Safi, A.B. (2011). *Translation Theories Strategies and Basic Theoretical Issues*. Amman: Dar Amwaj.
3. Baker, M. (1992). *In Other Words: A coursebook on translation*. London & New York: Routledge.
4. Black, J., Hashimzade, N., & MylesG. (2009). *A Dictionary of Economics*. Oxford: Oxford University Press.
5. Robinson, D. (2001). *Becoming a Translator: An Accelerated Course*. London & New York: Routledge.