

ATTACHMENT 2 (e)

Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

Course Specifications

Course Specifications

Institution: University of Jeddah	Date of Report 30 th June 2016
College/Department: Faculty of Sciences and Arts / department of English and Translation	

A. Course Identification and General Information

1. Course title and code: Commercial& Legal Translation – Lane 454			
2. Credit hours: 3			
3. Program(s) in which the course is offered: Bachelor of Arts (If general elective available in many programs indicate this rather than list programs)			
4. Name of faculty member responsible for the course: Ahmad Mahmud Abu Ismail			
5. Level/year at which this course is offered: Level 7			
6. Pre-requisites for this course (if any):			
7. Co-requisites for this course (if any): None			
8. Location if not on main campus: Khulais Campus...Boys' Campus.... KM01			
9. Mode of Instruction (mark all that apply)			
a. Traditional classroom	<input checked="" type="checkbox"/>	What percentage?	<input type="text"/>
b. Blended (traditional and online)	<input checked="" type="checkbox"/>	What percentage?	<input type="text"/>
c. e-learning	<input type="checkbox"/>	What percentage?	<input type="text"/>
d. Correspondence	<input type="checkbox"/>	What percentage?	<input type="text"/>
f. Other	<input type="checkbox"/>	What percentage?	<input type="text"/>
Comments:			

B. Objectives

1. What is the main purpose for this course?

Upon completion of this course, students will be able to:

- Get acquainted with the principles and rules of commercial and legal texts translation
- Get acquainted with the attributes and qualities of legal texts translator
- Understand and apply the basic principles and methods of commercial and legal texts translation
- Identify the various problems and difficulties that are likely to arise while translating commercial and legal texts.
- Get in the different approaches to translation problems
- Know the rules of informative, communicative and accurate translation of commercial and legal texts
- Attain a comprehensive awareness of the different translation tools used in translating commercial and legal texts
- Appropriately translate passages from English into Arabic and vice versa
- Access, evaluate, and use translation sites and online dictionaries relevant to commercial and legal texts translation
- Identify different types of mistakes in translated commercial and legal texts and correct them.
- Illustrate linguistic and conceptual skills specific to commercial and legal language
Attain writing proficiency in both Arabic and English in commercial and legal texts

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

- Referring students to web and IT applications of relevance to commercial and legal translation
- Encouraging students to observe the use of translation in their daily life
- Referring students to materials and resources on commercial and legal texts dealing with issues related to their life, interests and understanding

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached).

This three- hour credit course introduces students to the principles of commercial and legal texts translation (English-Arabic). The course provides linguistic and conceptual skills specific to translating commercial and legal texts. It offers an understanding of analytical, linguistic and cross-cultural factors affecting translating commercial and legal texts from English into Arabic and vice-versa. It deals with questions such as: What makes one translation (in the area of commercial and legal texts) better than another? The course covers the following topics:

- Introduction to commercial and legal translation
- Principles of commercial and legal translation
- Duties, qualities and attributes of the commercial and legal texts' translator

- Practical samples on contracts, commercial and legal agreements from English into Arabic and vice-versa in an attempt to guide students to get acquainted with the styles used in translating commercial and legal texts
- A glossary containing the most common terminology of commercial and legal texts
- Selected topics from different areas of laws (international law, commercial law, criminal law, constitutional law, arbitration.....etc....

1. Topics to be Covered		
List of Topics	No. of Weeks	Contact Hours
Introduction to Commercial and Legal Translation+ principles of commercial and legal translation	1	6
Nature of Commercial and Legal Texts	1	6
Translating from English into Arabic (different types of marriage contracts)	1	6
Translating from Arabic into English(business contracts)	1	6
Translating from English into Arabic (agreements)	1	3
A glossary containing the most common legal terminology	3	3
Selected topics from different areas of law (international law, commercial law, criminal law, constitutional law, arbitration....etc.	3	9

2. Course components (total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours	39 Hours	None	None	None	None	39 Hours
Credit	39 Hours	None	None	None	None	39 Hours

3. Additional private study/learning hours expected for students per week.		<input type="text"/>
By appointment; depending on the instructor.		
<ul style="list-style-type: none"> • Students are advised to carry out extra practical translation works in translation centres in Jeddah. • Students are also advised to translate some commercial and legal materials and articles of their own choice 		

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy. Students are advised to carry out extra practical works in translation centres in Jeddah.

Course Learning Outcomes, Assessment Methods, and Teaching Strategy work together and are aligned. They are joined together as one, coherent, unity that collectively articulate a consistent agreement between student learning, assessment, and teaching.

The *National Qualification Framework* provides five learning domains. Course learning outcomes are required. Normally a course has should not exceed eight learning outcomes which align with one or more of the five learning domains. Some courses have one or more program learning outcomes integrated into the course learning outcomes to demonstrate program learning outcome alignment. The program learning outcome matrix map identifies which program learning outcomes are incorporated into specific courses.

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. **Fourth**, if any program learning outcomes are included in the course learning outcomes, place the @ symbol next to it.

Every course is not required to include learning outcomes from each domain.

	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	<p>(i) Description of the knowledge to be acquired:</p> <p><i>This course will enable students to:</i></p> <ul style="list-style-type: none"> • Apply linguistic and conceptual skills specific to translating commercial and legal texts from mass media dealing with issues of interest to their life interests • Recognize analytical, linguistic and cross-cultural factors affecting the translation of commercial and legal texts from English into Arabic and vice versa • Use gadgets, software products, and online resources that can help them with the translation process 		
1.2	<p>(ii) Teaching strategies to be used to develop that knowledge</p> <ul style="list-style-type: none"> • Didactic lectures • Power-point Presentations presented by the instructor(optional) • Class discussion • Assignments • Pair work • Group work • homework • Referring students to web and IT applications of relevance to legal texts translation • Encouraging students to observe the use of translation in their daily life 		
1.3	<p>(iii) Methods of assessment of knowledge acquired</p> <ul style="list-style-type: none"> • Performance tasks (e.g. oral presentations) (Optional) • Quizzes/ Tests • Exams 		

2.0	Cognitive Skills		
2.1	<p>(i) Description of cognitive skills to be developed</p> <p><i>This course will enable students to:</i></p> <ul style="list-style-type: none"> • Develop critical thinking to analyze and synthesize between the different types of translation • Demonstrate the skill of recognition and distinction between the various types of translation • Develop maturity and self-growth in learning about one's and other languages • Demonstrate the skill of independent critical thinking 		
2.2	<p>(ii) Teaching strategies to be used to develop these cognitive skills</p> <ul style="list-style-type: none"> • Didactic lectures • PowerPoint Presentations given by instructor • In-class practice • Class discussion • Assigning performance tasks (e.g. oral presentations) (Optional) 		
2.3	<p>(iii) Methods of assessment of students cognitive skills</p> <ul style="list-style-type: none"> • Classroom performance and homework • Performance tasks (e.g. oral presentations) (Optional) • Quizzes/ Tests • Exams 		
3.0	Interpersonal Skills & Responsibility		
3.1	<p>(i) Description of the interpersonal skills and capacity to carry responsibility to be developed</p> <p><i>This course will enable students to:</i></p> <ul style="list-style-type: none"> • Show self-reliance when working independently • Cooperate in pair/ group activities and display teamwork skills • Display a professional commitment to ethical practice on a daily basis • Value people for what they are, not how they look 		
3.2	<p>(ii) Teaching strategies to be used to develop these</p>		

	<p>skills and abilities</p> <p><i>This course will enable students to:</i></p> <ul style="list-style-type: none"> • Encourage group/pair discussions • Assign individual/ group/pair performance tasks • Emphasize the importance of respecting others and valuing their thoughts • Show self-reliance when working independently • Cooperate in pair/ group activities and display teamwork skills • Display a professional commitment to ethical practice on a daily basis • Value people for what they are, not how they look 		
	<p>(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility</p> <ul style="list-style-type: none"> • Performance tasks (e.g. oral presentations) (Optional) • Group work 		
4.0	Communication, Information Technology, Numerical		
4.1	<p>(i) Description of the skills to be developed in this domain.</p> <p><i>This course will enable students to:</i></p> <ul style="list-style-type: none"> • Cooperate in pair/ group activities and display teamwork skills • Express opinion and share viewpoints • Provide examples and suggest ideas • Conduct an online research (Optional) • Give an academic PowerPoint presentation (Optional) 		
4.2	<p>(ii) Teaching strategies to be used to develop these skills</p> <ul style="list-style-type: none"> • Opening discussion sessions • Asking for examples • Asking for ideas and suggestions • Giving students more opportunities to speak and freely express personal thoughts • Offering students the opportunity to exchange thoughts, views, and experience • Teaching basic online researching skills (Optional) • Referring students to on-campus learning centres and self-study resources • Recognition tasks 		
4.3	<p>(iii) Methods of assessment of students numerical and</p>		

	communication skills		
	<ul style="list-style-type: none"> • Performance tasks (e.g. oral presentations) (Optional) • Written/oral feedback • Practicing interpreting • Presentation 		
5.0	Psychomotor		
5.1	N/A		
5.2	N/A		

Suggested Guidelines for Learning Outcome Verb, Assessment, and Teaching

NQF Learning Domains	Suggested Verbs
Knowledge	list, name, record, define, label, outline, state, describe, recall, memorize, reproduce, recognize, record, tell, write
Cognitive Skills	estimate, explain, summarize, write, compare, contrast, diagram, subdivide, differentiate, criticize, calculate, analyze, compose, develop, create, prepare, reconstruct, reorganize, summarize, explain, predict, justify, rate, evaluate, plan, design, measure, judge, justify, interpret, appraise
Interpersonal Skills & Responsibility	demonstrate, judge, choose, illustrate, modify, show, use, appraise, evaluate, justify, analyze, question, and write
Communication, Information Technology, Numerical	demonstrate, calculate, illustrate, interpret, research, question, operate, appraise, evaluate, assess, and criticize
Psychomotor	demonstrate, show, illustrate, perform, dramatize, employ, manipulate, operate, prepare, produce, draw, diagram, examine, construct, assemble, experiment, and reconstruct

5. Schedule of Assessment Tasks for Students During the Semester

	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Quiz I	4	15%
2	Quiz II	8	20%
3	Quiz III and/or Performance Tasks (e.g. oral presentations)	Throughout the Semester	15%
4	Performance Tasks		10%

	(e.g. oral presentations)		
5	Final Examination	18	40%
6	Total		100%

D. Student Academic Counseling and Support

1. Availability of faculty staff to provide student consultation and academic advice. (6 hours for academic counseling

- Faculty staff are expected to be available six hours a week for student consultations and academic advice.

E. Learning Resources

1. List Required Textbooks:

- Hamo. A. (2007) Legal Terminologies in a Nutshell 2
- Mahmoud. S (2002). Translation of Civil Contracts
- Dickens, J., sandor, H., & Higgins,1..(2002). Thinking Arabic Translation: A course in Translation Methods. Arabic to English. London: London
- Ismael, S.H. (2006). Fundamentals of Arabic /English Translation: Theory and Application. Cairo: Nader Misr
- Ghazala, H. (2008). Translation as Problems and Solutions
- Newmark, P.(1988) Approaches to Translation. Oxford: Peregamon
- Law Reports, Civil Cases, Volume VII- 1952-1955
- A dictionary of Economics& Commerce- English-Arabic
- Farouqi English-Arabic Dictionary
- Farouqi Arabic-English dictionary
- Any college level English dictionary and thesaurus such as Webster's New Collegiate,
- The American Heritage Dictionary, Roget's International Thesaurus, or Roget's Thesaurus
- Browsing the net for the possible resources both in Arabic and English.

2. List Essential References Materials (Journals, Reports, etc.)

- Introduction to translation (Peter New mark)
- Translation : Basil Hatim and Jeremy Munday

3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)

Only manuals prepared by the instructor

- Dickens, J., sandor, H., & Higgins, I. (2002). Thinking Arabic Translation: A course in Translation Methods. Arabic to English. London: London
- Ismael, S.H. (2006). Fundamentals of Arabic /English Translation: Theory and Application. Cairo: Nader Misr
- Ghazala, H. (2008). Translation as Problems and Solutions
- Newmark, P. (1988) Approaches to Translation. Oxford: Pergamon
- Baker. Mona. (2010). Critical Readings in Translation
- Mahmoud. Sameer. Alfagr Publication House. (2009). Media Translation
- Newmark. P. (2004). A Text Book of Translation
- Hassan. G. (2002). Translation as problems and Solutions
- Hatim. B. Munday. J. 2010. Translation, An advanced resource book
- Any college level English dictionary and thesaurus such as Webster's New Collegiate,
- The American Heritage Dictionary, Roget's International Thesaurus, or Roget's Thesaurus

4. List Electronic Materials (e.g. Web Sites, Social Media, Blackboard, etc.)

5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)

- Lecture room and laboratory with 30 + seats capacities depending on the number of registered student.

2. Computing resources (AV, data show, Smart Board, software, etc.)

- A computer with Office PowerPoint installed
- Computer speakers
- Internet connection
- A projector and a projection screen

3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching <ul style="list-style-type: none">• Online student survey• questionnaire
2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor <ul style="list-style-type: none">• Optional workshops for instructors provided by the university to enhance the quality of teaching.• Regular departmental meetings to ensure the effectiveness of the teaching-learning process.
3 Processes for Improvement of Teaching <ul style="list-style-type: none">• There are usually three to four meetings per semester that deal with reviewing course effectiveness and planning for improvement.
4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)

5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

Faculty or Teaching Staff: Mr. Ahmad Mahmud Abu Ismail

Signature: _____ **Date Report Completed:** _____

Received by: _____ **Dean/Department Head**

Signature: _____ **Date:** _____