



Course Specification of Electronic Tools for Translators

I. Course Identification and General Information:						
1	Course Title:	<i>Electronic Tools for Translators</i>				
2	Course Number & Code:	DR 43				
3	Credit hours:	C.H				Total
		Theoretical	Practical	Training	Seminar	
		3				
4	Study level/ semester at which this course is offered:	Level: 2 nd Semester: 4 th				
5	Pre –requisite (if any):	Computer Skills				
6	Co –requisite (if any):					
7	Program (s) in which the course is offered:	BA in Translation				
8	Language of teaching the course:	English				
9	Location of teaching the course:					
10	Prepared by:	Dr. Essam Al-Mizgagi				
11	Date of approval:					

II. Course description:	
<p>This course aims at enabling translation students to use tools in general and electronic ones in particular to bring their translation to a success. The instructor of the course uses computer, mobile and other tools that can be used for translation. Teaching strategies, such as presentations, group/pair class activities are adopted during the course. The course Computer Skills is pre-requisite to this course.</p>	

III. Intended learning outcomes (ILOs) of the course:			
(A) Knowledge and Understanding:			
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Knowledge and Understanding.			
Program Intended Learning Outcomes (Sub- PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
A1-	Demonstrate knowledge and understanding of key concepts, issues, ideas, theories, styles of argumentation, evaluation criteria and research methods used in the field of translation studies.	a1-	Demonstrate knowledge and understanding of the concepts of a variety of translation tools between English and Arabic
A3-	Show an awareness of the basic structures, levels and discourse functions of English and Arabic and the ways in which words and sentences are	a2-	Show awareness with the basic structures of different types of texts and their equivalent through the use of Technology.

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related to each other and how they combine to create texts of different types.			
Teaching and Assessment Methods For Achieving Learning Outcomes:			
Alignment Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding		Teaching strategies /methods to be used	Methods of assessment
After participating in the course, students will be able to:			
a1-	Demonstrate knowledge and understanding of the concepts of a variety of translation tools between English and Arabic	Computer lab Presentation Projects	Quizzes Project evaluation Presentation evaluation
a2-	Show awareness with the basic structures of different types of texts and their equivalent through the use of Technology.	Home/class assignments	Mid/final tests
(B) Intellectual Skills:			
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills			
Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs) of Intellectual Skills	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
B3-	Adopt critical thinking and evaluation of electronic tools used for translating various types of texts.	b1-	Critically evaluate the use of electronic tools used for translation different types of texts.
B5-	Compare and contrast competing translation methods, strategies and techniques of translation and interpretation.	b2-	Scrutinize difference between English and Arabic texts through the use of electronic tools.
Teaching and Assessment Methods for Achieving Learning Outcomes:			
Alignment Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in Intellectual Skills.		Teaching strategies /methods to be used	Methods of assessment
After participating in the course, students will be able to:			
b1-	Critically evaluate the use of electronic tools used for translation different types of	Computer lab Presentation Projects	Quizzes Project evaluation Presentation evaluation
b2	Scrutinize difference between English and Arabic texts through the use of electronic tools.	Home/class assignments	Mid/final tests
(C) Professional and Practical Skills:			
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills			
Program Intended Learning Outcomes (Sub-		Course Intended Learning Outcomes	

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PILOs) in Professional and Practical Skills		(CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
C3-	Effectively use a variety of interpretive strategies for analyzing multiple kinds of texts and translate them accurately and efficiently from English into Arabic and vice-versa.	c1-	Render different types of texts neatly and accurately through the use of a variety of translation tools.
C4-	Effectively discuss the relationship between sound, image and language in multimedia texts and apply a range of electronic tools to handle written and oral Arabic and English texts clearly and coherently.	c2-	Use the appropriate tools to bring about acceptable and adequate translation.

Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:		
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:	Computer lab Presentation Projects Home/class assignments	Quizzes Project evaluation Presentation evaluation Mid/final tests
c1- Render different types of texts neatly and accurately through the use of a variety of translation tools.		
c2- Use the appropriate tools to bring about acceptable and adequate translation.		

(D) General / Transferable Skills:

Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills	
Program Intended Learning Outcomes (PILOs) in General / Transferable skills	Course Intended Learning Outcomes (CILOs) in General / Transferable skills
After completing this program, students will be able to:	After participating in the course, students will be able to:
D2- Manage time and prioritize workloads, think and perform under pressure and work to meet deadlines.	d1- Manage time and effort, and think and work under pressure of work to meet deadline.
D6 Communicate effectively and fluently in speech and writing.	d2 Communicate effectively and fluently in speech and writing, individually and in groups.

Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment Learning Outcomes of General and Transferable skills to Teaching and Assessment

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Methods:		
Course Intended Learning Outcomes (CILOs) in General and Transferable Skills	Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:	Computer lab Presentation Projects Home/class assignments	Quizzes Project evaluation Presentation evaluation Mid/final tests
d1- Manage time and effort, and think and work under pressure of work to meet deadline.		
d2- Communicate effectively and fluently in speech and writing, individually and in groups.		

IV. Course Content:					
1 – Course Topics/Items:					
a – Theoretical Aspect					
Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Introduction	a1-a2-b1-b2-d1-d2	Definition Types of translation tools	1	3
2	MS Word	a1-a2-b1-b2-c1-c2-d1-d2	Typing and editing Using language ad-ons.	1	3
3	Browsers	a1-a2-b1-b2-c1-c2-d1-d2	Types How useful.	1	3
4	Dictionary	a1-a2-b1-b2-c1-c2-d1-d2	Types of dictionaries Adv. And disadvantages.	1	3
5	Encyclopedia	a1-a2-b1-b2-c1-c2-d1-d2	Definition and types How and when.	1	3
6	Audiovisual Translation (AVT)	a1-a2-b1-b2-c1-c2-d1-d2	Subtitling Voice-over dubbing	1	3
7	Application session	b1-b2- c1-c2-d1-d2	Class assignment Quiz	1	3
8	Corpus use for translation	a1-a2-b1-b2-c1-c2-d1-d2	Definition and types How to use and benefit.	1	3
9	Machine Translation (MT)	a1-a2-b1-b2-c1-c2-d1-d2	Definition and types How and when to use.	1	3
10	Using cell-phone for Translation	a1-a2-b1-b2-c1-c2-d1-d2	Types of trans. Software. How to organize	1	3
11	Translation Memory (TM)	a1-a2-b1-b2 c1-	Definition	1	3

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		c2-d1-d2	Types		
12	Translation Memory (TM)	a1-a2-b1-b2- c1-c2-d1-d2	How to use TM	1	3
13	Application session	b1-b2- c1-c2- d1-d2	Class assignment Quiz	1	3
14	Revision	a1-a2-b1-b2- c1-c2-d1-d2		1	3
Number of Weeks /and Units Per Semester				14	42

b- Training Aspect:				
Order	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
1				
Number of Weeks /and Units Per Semester				

V. Teaching strategies of the course:

- Computer lab
- Presentation
- Projects
- Home/class assignments

3-Assessment Methods:

- Quizzes
- Project evaluation
- Presentation evaluation
- Mid/final tests

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VI. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Participation and quizzes	1-12	10	10%	a1-a2-b1-b2-c1-c2-d1-d2
2	Assignments	4-12	10	10%	a1-a2-b1-b2-c1-c2-d1-d2
3	Mid-semester exam	8	20	20%	a1-a2-b1-b2-c1-c2-d1-d2
5	Final Exam	16	60	60%	a1-a2-b1-b2-c1-c2-d1-d2
Total			100	100%	

VII. Learning Resource (MLA style or APA style)s:

1- Required Textbook(s) (maximum two)	
	• Miscellaneous
2- Recommended Readings and Reference Materials	
	1- (Benjamins Translation Library 133) Arnt Lykke Jakobsen, BartolomÃ© Mesa-Lao - Transla in Transition_ Between cognition, computing and technology-John Benjamins Publishing Company (2017) 2- (Routledge Studies in Translation Technology) Chan Sin-wai - The Future of Translation Technology_ Towards a World without Babel-Routledge (2016) 3- (New Frontiers in Translation Studies) MarÃ-a Luisa CarriÃ³-Pastor (eds.) - Technology Implementation in Second Language Teaching and Translation Studies_ New Tools, New Approaches-Springer Singapore
3- Essential References	
4- Electronic Materials and Web Sites etc.	
	https://www.almaany.com https://glosbe.com www.natcorp.ox.ac.uk
5- Other Learning Material:	
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IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))

1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

اللجنة الإشرافية:			
م	الاسم	الصفة الوظيفية	التوقيع
١	د/ عباس مطهر	نائب العميد للدراسات العليا	
٢	أ.م.د/ أحمد مجاهد	نائب عميد مركز التطوير وضمان الجودة	
٣	أ.د/ إبراهيم المطاع	نائب رئيس الجامعة للشؤون الأكاديمية	

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Course Plan of Electronic Tools for Translators

I. - Information about Faculty Member Responsible for the Course:						
Name of Faculty Member			Office Hours			
Location & Telephone No.			SAT	SUN	MON	TUE
E-mail			WED	THU		

II. Course Identification and General Information:						
1-	Course Title:	<i>Electronic Tools for Translators</i>				
2-	Course Number & Code:	DR 43				
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		3	-	-	3	
4-	Study level/year at which this course is offered:	2 nd				
5-	Pre –requisite (if any):	Computer skills				
6-	Co –requisite (if any):					
7-	Program (s) in which the course is offered	BA in Translation				
8-	Language of teaching the course:	English				
9-	System of Study:					
10-	Mode of delivery:					
11-	Location of teaching the course:					

III. Course Description:
This course aims at enabling translation students to use tools in general and electronic ones in particular to bring their translation to a success. The instructor of the course uses computer, mobile and other tools that can be used for translation. Teaching strategies, such as presentations, group/pair class activities are adopted during the course. The course Computer Skills is pre-requisite to this course.

IV. Intended learning outcomes (ILOs) of the course:
After completing this course, students will be able to:
<ol style="list-style-type: none"> 1. Demonstrate knowledge and understanding of the concepts of a variety of translation tools between English and Arabic. 2. Show awareness with the basic structures of different types of texts and their equivalent through the use of Technology. 3. Critically evaluate the use of electronic tools used for translation different types of texts. 4. Scrutinize difference between English and Arabic texts through the use of electronic tools. 5. Render different types of texts neatly and accurately through the use of a variety of translation tools. 6. Use the appropriate tools to bring about acceptable and adequate translation. 7. Manage time and effort, and think and work under pressure of work to meet deadline. 8. Communicate effectively and fluently in speech and writing, individually and in groups.

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V. Course Content:

A – Theoretical Aspect:			
Order	Topics List	Week Due	Contact Hours
1	Introduction	1 st	3
2	MS Word	2 nd	3
3	Browsers	3 rd	3
4	Dictionary	4 th	3
5	Encyclopedia	5 th	3
6	Audiovisual Translation (AVT)	6 th	3
7	Application session	7 th	3
8	Mid-test	8 th	3
9	Corpus use for translation	9 th	3
10	Machine Translation (MT)	10 th	3
11	Using cell-phone for Translation	11 th	3
12	Translation Memory (TM)	12 th	3
13	Translation Memory (TM)	13 th	3
14	Application session	14 th	3
15	Revision	15 th	3
16	Final test	16 th	3
Number of Weeks /and Units Per Semester		16	48

b- Training Aspect:			
Order	Training Tasks	Week Due	Contact hours
1			

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VI. Teaching strategies of the course:

- Computer lab
- Presentation
- Projects
- Home/class assignments

VII. Assessment Methods:

- Quizzes
- Project evaluation
- Presentation evaluation
- Mid/final tests
-

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Present/Absent	All	10	10%
2	Class activities and quizzes	All	10	10%
3	Midterm written Exam	8 th	20	20%
4	Final Exam (theoretical)	16 th	60	60%
5	Total		100	100%

VIII. Learning Resources:

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1- Required Textbook(s) (maximum two).

- Miscellaneous

2- Essential References.

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3- Electronic Materials and Web Sites etc.

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