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| **College of Languages & Translation****(Translation in Administration) Syllabus** |
| **Course Code & No.:** 333 NAJD | **Credit Hours:** 2 | **Course Instructor:** Mrs. Sarah Alajlan | **Semester:** 2nd, Spring 2016 |
| **Main Course Goals:** The course aims at developing an understanding of the terminology and concepts often encountered in administration. Students are encouraged to read relevant texts in English and Arabic and pay special attention to the jargon and style of administrators in both languages. Students are required to develop a language-specific glossary of terms, indicating their use in various contexts, based on the course readings and assignments given.  |
| **Course Texts:** 1. Booklet available the photocopy center in COLT. 2. A Dictionary of Economics and Commerce; Arabic-English, English-Arabic. Compiled and Edited by: The Dictionaries Department, Librairie du Liban |
| **Assessment:** 1st In-term Exam [30 pts.] 2nd In-term Exam [30 pts.] Final Exam [40 pts.]  |
| **Office:** 2nd floor, room 12 | **Office hours:**  Sun. [9:00-10:00] Mon. [10:00-12:00] Thurs. [9:00-10:00]  |
| **Instructor’s Email:** salajlan@ksu.edu.sa | **Additional Contact Info:** fac.ksu.edu.sa/salajlan  |
| **Absence Warning:** 25% & above  | **Banning from final exam:** 25% & above | **Break:** March 13th -19th  |
| **Important Reminders:**1. Since language accuracy is core to translation and interpreting, expect strict, detailed grading of all language errors, in all courses.
2. Right after being absent from an exam, a valid verifiable excuse must be presented to the exam committee for approval. Location: G/16
3. No points will be awarded for **(a)** cheating in any exam and/or **(b)** plagiarism: using other people’s work without proper citation.
4. For further info on KSU’s plagiarism policies and detection tools, check this link: [http://35302.wikispaces.com/file/view/plagiarism+handbook+2011.pdf](http://35302.wikispaces.com/file/view/plagiarism%2Bhandbook%2B2011.pdf) A more severe penalty will be implemented upon repeated cheating and/or plagiarism.
5. Abayas must be removed during class and exams; phones must be switched off and only used for emergencies.
6. A Psychological Counseling Center is available to students on campus, if needed. ADA and Students with Disabilities: [Universal Access Program for people with special needs](https://accessibility.ksu.edu.sa/)

 0114697305 – 0114696414  accessibility@ksu.edu.sa  1. The college library is located on the 1st floor with printing and scanning facilities.
2. An internet-enabled computer lab is located on 1st floor and open for students' use (4F25).
3. College website: https://girlsusc.ksu.edu.sa/ar/languages-translation
4. Twitter: Colt\_female\_ksu Instagram: Colt\_female\_ksu
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| **Tentative Weekly Schedule** |
| **Week** | **Gregorian** | **Lesson** |
| 1 | Sun., Jan. 17 | Registration week (dropping/adding courses) |
| 2 | Sun., Jan. 24 |  **Introduction to translation****+ Translating text 1 (Introduction to Management)** |
| 3 | Sun., Jan. 31 | **Translating text 2 (The Five Functions of Management)** |
| 4 | Sun., Feb. 7 |  **Translating text 3 (Difference between Management and Administration)** |
| 5 | Sun., Feb. 14 | **Translating text 4 (The Role of Administration Department)** |
| 6 | Sun., Feb. 21 | **Translating text 1 Arabic (المنتج)** |
| 7 | Sun., Feb. 28 | **Mid 1 (Wed, March 2nd )** |
| 8 | Sun., Mar. 6 | **Translating text 5 (Marketing)****+ text 2 Arabic (صندوق الاستثمار)** |
| 9 | **BREAK** |
| 10 | Sun., Mar. 20 | **Translating text 6 (Accounting)****+ text 3 Arabic (المصارف)** |
| 11 | Sun., Mar. 27 | **Translating text 7 ( Economics)****+ translating headlines/language of Stock Markets** |
| 12 | Sun., Apr. 3 | **Translating text 8 (Credit)****+ text 4 Arabic (البورصة)** |
| 13 | Sun., Apr. 10 | **Mid 2 (Wed, Apr. 24th )** |
| 14 | Sun., Apr. 17 | **Translating text 9 (Banking)****+ text 5 Arabic (التسويق الالكتروني)** |
| 15 | Sun., Apr. 24 | **Translating text 10 (IMF)****+ text 6 Arabic (الاحتكار)**  |
| 16 | Sun., May 1 | ORAL EXAMS WEEK |
| 17 | Sun, May 8 | GENERAL EXAMS WEEK |
| 18 | Sun., May 15 | FINAL EXAMS |