|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **College of Languages & Translation**  **Translation in the field of Economics and Administration** | | | | | |
| **Course Code &No.:**  TRAE 354 | **Credit Hours:**  2 | | **Course Instructor:**  Eman Alkatheery | | **Semester:**  2nd, Spring 2016 |
| **Main Course Goals:**  This course is to examine with students the practical issues involved in advanced translation in the fields of economics and administration including economic issues, banking, trade, import and export, taxes and customs. The students will have an opportunity to learn and share among themselves useful translation procedures and terminologies related to the field. Students sharpen awareness of translation techniques and enhance professional performance. This course concentrates through regular home and class assignments followed by discussions of the students’ work, on translating representative and graded texts on commerce. | | | | | |
| **Course Texts:** A booklet designed by the course instructor | | | | | |
| **Assessment:**1st In-term Exam [30 pts.] 2nd In-term Exam [30 pts.] Final Exam [40 pts.] | | | | | |
| **Office:** 2nd floor, room 10 | | **Office hours:** Sun. [10 a.m. – 11 p.m.] Tues. [8 a.m. – 10 a.m.] | | | |
| **Instructor’s Email:**  [ekathiri@ksu.edu.sa](mailto:ekathiri@ksu.edu.sa) | | **Twitter account:** @emanrk | | | |
| **Absence Warning:**  25% & above | | **Banning from final exam:**  25% & above | | **Instructor’s webpage:**  [fac.ksu.edu.sa](mailto:ekathiri@ksu.edu.sa)**/ekathiri** | |
| **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>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](mailto: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 | | | | | |