



Course Specification

(Bachelor)

Course Title: **Economic and Administrative Translation**

Course Code: **334 TRA-3**

Program: **BA in Translation**

Department: **Translation**

College: **College of Languages and Translation**

Institution: **Najran University**

Version: **2024**

Last Revision Date: **15/4/2026**

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A. General information about the course:

1. Course Identification

1. Credit hours: 3

2. Course type

- A. ☒ University ☐ College ☐ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: Level 6 – 3rd Year

4. Course General Description:

This course develops the students' skills in translating different administrative and economic texts from English into Arabic and vice versa. It also teaches them the principles and strategies related to the translation of such type of texts. Students will learn about the challenges related to the translation of such texts, their stylistic features and the dictionaries and references used for translating them.

5. Pre-requirements for this course (if any): None

6. Co-requisites for this course (if any): None

None

7. Course Main Objective(s):

The main purpose of this course is to enable students to:

1. Develop translation skills needed in the specialized domains of administration and economy.
2. Identify the characteristics of economic and administrative texts.
3. Find specialized terms in dictionaries.
4. Enhance their mental dictionary in the domains of administration and economy.
5. Translate a variety of specialized texts.
6. List various strategies utilized in the domains of administration and economy.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	E-learning		





No	Mode of Instruction	Contact Hours	Percentage
3	Hybrid - Traditional classroom - E-learning	45	100%
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		45

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Identify the basic categories and features of administrative and economic texts.	K1	Lecturing Presentations Discussion Problem solving	Midterm tests Quizzes or/ and assignments Final test
1.2	Identify the necessary specific terminology of administrative and economic texts.	K2	Lecturing Presentations Discussion Problem solving	Midterm tests Quizzes or/ and assignments Final test
...				
2.0	Skills			





Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
2.1	Translate administrative and economic texts from English to Arabic at a given time.	S3	Lecturing Presentations Discussion Problem solving	Midterm tests Quizzes or/ and assignments Final test
2.2	Translate administrative and economic texts from Arabic to English at a given time.	S3	Lecturing Presentations Discussion Problem solving	Midterm tests Quizzes or/ and assignments Final test
...				
3.0	Values, autonomy, and responsibility			
3.1	Bear responsibility for self-study and self-improvement.	V1	Self-learning strategies	Observation Card
3.2	Show self-confidence during the activities and tasks assigned.	V2	Self-learning strategies	Observation Card
3.3	Have ethics of translation profession	V2	Self-learning strategies	Observation Card

C. Course Content

No	List of Topics	Contact Hours
1.	- Introduction to economic and administrative translation General characteristics of economic and administrative texts - - Problems related to translating economic and administrative texts	3
2.	- Common economic and administrative terms and vocabulary	3
3	Translating economic texts and news.	3
4	Practical translation of economic reports (short paragraphs) from English into Arabic.	3
5	Practical translation of economic texts (short paragraphs) from Arabic into English.	3





6	- Practical translation of economic texts (long paragraphs) from English into Arabic.	3
7	Practical translation of economic texts (long paragraphs) from Arabic into English.	3
8	- Introduction to translation of administrative texts - General characteristics of administrative texts - Common administrative terms and vocabulary - Problems related to translating administrative texts from English to Arabic & Arabic to English.	3
9	- Practical translation of economic reports (short paragraphs) from English into Arabic.	3
10	Practical translation of economic reports (short paragraphs) Arabic into English.	6
11	Practical translation of administrative reports (long paragraphs) from English into Arabic.	6
12	Practical translation of administrative reports (long paragraphs) from Arabic into English.	6
Total		45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignments & Quizzes	7	%20
2.	Midterm Exam	11	%30
3.	Final Exam	16	%50
...			

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Compiled material that depend mainly on the following resources: * Majid Dodeen (2009) (in Arabic) Economic and Financial Translation Guide, Maktabat ● Byrne, J. (2006) Technical translation: Usability strategies for translating technical documents. Dordrecht : Springer
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	PAG ● Dickens, J., Sandor Hervey and Ian Higgins. (2002). Thinking Arabic Translation, A Course in Translation Method: Arabic to English. London: Routledge. * Majid Dodeen (2009) (in Arabic) Economic and Financial Translation Guide, Maktabat
Supportive References	–Selected economic and administrative texts from Newspapers and Magazines for Translation Practice.
Electronic Materials	1- Web Sites: http://en.wikipedia.org/wiki/Main_Page 2- Glossary of Accounting, Finance and Economic Terms http://www.alpineguild.com/glossary_of_important.htm 3- http://www.economist.com/economics-a-to-z 4- Glossary of Accounting, Finance and Economic Terms http://www.alpineguild.com/glossary_of_important.htm
Other Learning Materials	All learning material is uploaded on the blackboard system in the form of PowerPoint presentations, echo lectures & also electronic versions of available textbooks/references.

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms
Technology equipment (projector, smart board, software)	Projector, Laptops
Other equipment (depending on the nature of the specialty)	NA

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Indirect
Effectiveness of Students assessment	Faculty Program Leaders Peer Reviewer	Direct Direct
Quality of learning resources	Students	Indirect
The extent to which CLOs have been achieved	Faculty Program Leaders Peer Reviewer	Direct
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)



G. Specification Approval

COUNCIL /COMMITTEE	TRANSLATION DEPT. COUNCIL
REFERENCE NO.	17/2026
DATE	18/4/2026

