**GAU, Faculty of Humanities**

**Translation for Business**

**Course Description**

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| **Course Unit Title** | | **Translation for Business** | | |
| **Course Unit Code** | | **TRA303** | | |
| **Type of Course Unit** | | Compulsory | | |
| **Level of Course Unit** | | 3rd year B.A | | |
| **National Credits** | | 3 | | |
| **Number of ECTS Credits Allocated** | | 5 ECTS | | |
| **Theoretical (hour/week)** | | 3 | | |
| **Practice (hour/week)** | | - | | |
| **Laboratory (hour/week)** | |  | | |
| **Year of Study** | | 1 | | |
| **Semester when the course unit is delivered** | | 1 | | |
| **Course Coordinator** | | - | | |
| **Name of Lecturer (s)** | | B. Kübra Eryılmaz | | |
| **Name of Assistant (s)** | | - | | |
| **Mode of Delivery** | | Face to Face | | |
| **Language of Instruction** | | English-Turkish | | |
| **Prerequisites and co-requisites** | | - | | |
| **Recommended Optional Program Components** | | - | | |
| **Objectives of the Course** | | | | |
| * Introducing the students to basic concepts of business area. * Analyzing and translating various agreements between different companies. * Translating real records of business meetings or writings. | | | | |
| **Learning Outcomes** | | |  | |
| When this course has been completed the student should be able to | | | Assessment | |
| 1 | Learn the basic concepts of business terminology and start using business terms. | | 1 | |
| 2 | Translate real dialogues in several business types. | | 1,5 | |
| 3 | Understand and translate business related documents. | | 1,5 | |
| *Assessment Methods*: 1. Exam, 2. Assignment 3. Project/Report, 4. Presentation | | | | |
| **Course’s Contribution to Program** | | | | |
|  | | | | CL |
| 1 | Ability to understand and apply knowledge of language and interpretation methods | | | 3 |
| 2 | Ability to translate texts as well as to analyze and interpret | | | 5 |
| 3 | Ability to work in multidisciplinary texts while exhibiting professional responsibility and ethical -conduct | | | 1 |
| 4 | Ability to apply systems thinking in problem solving | | | 4 |
| 5 | Knowledge of contemporary issues while translating texts | | | 3 |
| 6 | Ability to use the techniques, skills and modern translating tools necessary for translating practice | | | 3 |
| 7 | Ability to express their ideas and findings, in written and oral form | | | 2 |
| 8 | Ability to acquire components or processes to meet desired needs within realistic situations in translation. | | | 3 |
| 9 | Ability to approach translating problems and effects of their possible solutions within a well-structured, ethically responsible and professional manner | | | 3 |
| *CL (Contribution Level)*: 1. Very Low, 2. Low, 3. Moderate, 4. High, 5. Very High | | | | |
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| **Course Contents** | | | | | | | | |
| Week |  |  | | | | | | Exam**s** |
| 1 |  | Introduction of the course and basic concepts of business terminology. | | | | | |  |
| 2 |  | Reading and understanding real business documents. | | | | | |  |
| 3 |  | Translating real business documents. | | | | | |  |
| 4 |  | Translating real business documents. | | | | | |  |
| 5 |  | Translating real business documents. | | | | | |  |
| 6 |  | Translating real business documents. | | | | | |  |
| 7 |  | Quiz | | | | | |  |
| 8 |  |  | | | | | | Midterm |
| 9 |  | Real dialogues and brochures. | | | | | |  |
| 10 |  | Translating and understanding business texts and agreements. | | | | | |  |
| 11 |  | Translating real business documents. | | | | | |  |
| 12 |  | Translating real business documents. | | | | | |  |
| 13 |  | Translating real business documents. | | | | | |  |
| 14 |  | Quiz | | | | | |  |
| 15 |  |  | | | | | | Final |
| **Recommended Sources** | | | | | | | | |
| **Textbook:**  Materials will be provided by the instructor.  **Supplementary Material(s):**   1. Supplementary materials will be provided by the instructor. | | | | | | | | |
| **Assessment** | | | | | | | | |
| Attendance | | | 10% |  | | | | |
| Homeworks | | | 10% |  | | | | |
| Participation | | | 10% |  | | | | |
| Midterm Exam | | | 30% |  | | | | |
| Final Exam | | | 40% |  | | | | |
| Total | | | 100% |  | | | | |
| **ECTS Allocated Based on the Student Workload** | | | | | | | | |
| Activities | | | | | Number | Duration (hour) | Total Workload(hour) | |
| Course duration in class (including the Exam week) | | | | | 14 | 3 | 42 | |
| Labs and Tutorials | | | | |  |  |  | |
| Assignments | | | | | 2 | 4 | 8 | |
| E-Learning Activities | | | | | 2 | 10 | 20 | |
| Project/Presentation/Report Writing | | | | | - | - | - | |
| Quizzes | | | | | 2 | 4 | 8 | |
| Lab Exams | | | | | - | - | - | |
| Midterm Examination | | | | | 1 | 2 | 2 | |
| Final Examination | | | | | 1 | 2 | 2 | |
| Self Study | | | | | 4 | 80 | 84 | |
| Total Workload | | | | | | | 166 | |
| Total Workload/30 (h) | | | | | | | 5.5 | |
| ECTS Credit of the Course | | | | | | | 6 | |
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