

Student Name: _____

SID: _____

 Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://bellevuecollege.edu/classes/All/>

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
TRANS 101	Introduction to Translation & Interpreting	3						
TRANS 103	Fundamentals of Translation	3						
TRANS 104	Technology for Translators & Interpreters	3						
TRANS 105	Terminology Management & Research	3						
TRANS 106	Ethics & Business Practice of Translation & Interpretation	3						
TRANS 201	Advanced Translation Skills I	3						
TRANS 203	Advanced Translation Skills II	3						
TRANS 205	Advanced Translation Skills III	3						
TOTAL		24						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____

DESCRIPTION

Translation is the facilitation of communication between speakers of different languages in the written medium; to be accepted into the program students must have high-level written and oral proficiency in English and another spoken language. Courses cover general theory and practical skills to perform entry-level professional translation in a variety of topics (e.g., business, medical, and legal). Core courses provide fundamental translation and related skills to speakers of any language and advanced courses focus on translation practice and skill-building for speakers of select languages.

Learning Outcomes

Certificate recipients should possess the skills and abilities described below:

- Analyze a source text for translation, including the identification of meaning, stylistics, register, and emotional tone while applying the concepts of linguistic and cultural translatability and untranslatability, cultural and functional equivalency, and types of meaning (i.e., propositional meaning, expressive meaning, presupposed meaning, and evoked meaning)
- Conduct research relevant to performing specific translation assignments and design an industry-standard terminology database to store and maintain results
- Prepare and use a style-sheet for translation, editing, and proofreading
- Perform professional translation of documents into one's dominant language in a variety of fields and formats using the ten-step method of translation
- Implement performance improvements based on professional and self-evaluation of practical translation experience
- Use and assess a range of fundamental equipment and software needed to begin work as a translator, including Microsoft Office applications and computer-assisted translation (CAT) tools
- Develop and employ essential industry-oriented business materials, including résumés, business cards, portfolios, contractual agreements, and invoices
- Describe the different types and levels of certification available to translators and the legal requirements to work as an independent contractor in the State of Washington, as well as the legalities surrounding contractual agreements and copyright law
- Apply a variety of codes of ethics for translators, including the concepts of impartiality, confidentiality, and conflict of interest

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this certificate at <http://bellevuecollege.edu/degreeaudit/>

Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter; there is no fee required for this certificate. Applications are available at http://bellevuecollege.edu/enrollment/graduation/apply/applications/Short_term_cert.pdf, and at the Enrollment and Registrar Services desk located in the Student Services building.

Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/ *Translation*