اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	Dictionary Skills
Course Code:	TRAN 131
Program:	English
Department:	Translation
College:	Languages
Institution:	Princess Nourah bint Abdulrahman University

Table of Contents

A. Course Identification

1. Credit hours: 4 hours

2. Course type

a. University ☐ College ☐ Department ☐ Others ☑

b. Required ☑ Elective ☐

3. Level/year at which this course is offered: Level 1 1st Year / English Language Program

4. Pre-requisites for this course (if any)**: None**

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

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	40	100%
2	Blended	NA	NA
3	E-learning	NA	NA
4	Distance learning	NA	NA
5	Other	NA	NA

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	40
2	Laboratory/Studio	NA
3	Tutorial	NA
4	Others (specify)	NA
	Total	40

B. Course Objectives and Learning Outcomes

1. Course Description

Students are acquainted with different types of specialized and general dictionaries and the characteristics of each. They are trained on how to skillfully use them.

2. Course Main Objective

After this course students will be ready for future translation courses.
-They are expected to be able to use different types of dictionaries intelligently, effectively, and professionally.
-They are expected to acquire the necessary methodological skills presented in this course
-Students are encouraged to refer to electronic material related to the topics discussed in class. Such as grammar lesson videos and web pages.
-Students' feedback concerning the content of the course is taken into consideration.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Define different types of information dictionaries (grammatical, morphological, phonological, semantic, etc.)	K1
1.2	Identify the different strategies of classifying words in Arabic and English dictionaries.	K2
1.3	Differentiate between the dictionary types and their different functions.	K1
2	**Skills :**	
2.1	Analyze words according to their part of speech and function.	S1
2.2	Translate words/sentences in different contexts using the right dictionary.	S1
2.3	Extract the required information from the different types of dictionaries.	S3
3	**Values:**	
3.1	Demonstrate their work as part of a team.	V3
3.2	Demonstrate their skills in searching and creating mind maps.	V1

C. Course Content

No	List of Topics	Contact Hours
1	Types and components of dictionaries + types of information dictionaries.	4
2	Monolingual dictionaries (English)	4
3	Monolingual dictionaries (English)	4
4	Monolingual dictionaries (Arabic)	4
5	Monolingual dictionaries (Arabic) +Bilingual dictionaries (English – Arabic, Arabic – English).	4
6	Bilingual dictionaries (English – Arabic, Arabic – English)+ Quiz.	4
7	Specialized dictionaries (synonyms, collocations, idioms, phrasal verbs, terminology, etc).	4
8	Specialized dictionaries (synonyms, collocations, idioms, phrasal verbs, terminology, etc) + Midterm.	4
9	Specialized dictionaries (slangs, activators, usages, etc).	4
10	Specialized dictionaries (slangs, activators, usages, etc) + Online and electronic dictionaries.	4
	Total	40

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Define different types of information dictionaries (grammatical, morphological, phonological, semantic, etc.)	Lecture Presentations	Quiz Direct questions in class Assignments Midterm

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
			Final
1.2	Identify the different strategies of classifying words in Arabic and English dictionaries.	Lecture	Assignments Midterm Final
1.3	Differentiate between the dictionary types and their different functions.	Lecture	Assignments Midterm Final
2.0	**Skills**		
2.1	Analyze words according to their part of speech and function.	Discussions by raising questions that stimulate the students' critical thinking about words and their structures.	Quiz Direct questions in class Assignments Midterm exam Final exam
2.2	Translate words/sentences in different contexts using the right dictionary.	Discussions by raising questions that stimulate the students' critical thinking about words and their structures.	Quiz Direct questions in class Assignments Midterm exam Final exam
2.3	Extract the required information from the different types of dictionaries.	Discussions by raising questions that stimulate the students' critical thinking about words and their structures.	Quiz Direct questions in class Assignments Midterm exam Final exam
3.0	**Values**		
3.1	Demonstrate their work as part of a team.	Pair and group work. Presentations. Discussions.	Direct questions in class Assignments
3.2	Demonstrate their skills in searching and creating mind maps.	Using mind maps	Project

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz	6th	10%
2	Midterm	8th	30%
3	Project	9th	10%
4	Participation and Assignments	Weekly	10%
5	Final Exam		40%

Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:
Office hours: 4-6 hours weekly.

In addition to daily personal communication via electronic means: web page, Blackboard, Telegram and email.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Course material compiled by the instructor and posted on the course webpage. *Longman Dictionary of Contemporary English*, 6th Edition, 2009. The process of how we develop and review the terminology databases: http://www.languagescientific.com/translation-services/translation-medical-technical/translation-localization-tools/terminology-database-glossary.html
Essential References Materials	Enani, M.M. *Dictionaries for the Translator*. Cairo: The Anglo-Egyptian Bookshop, 2000. Different types of dictionaries: *Longman Dictionary of Contemporary English* *Webster's Third New International Dictionary, Unabridged* *Collins English Dictionary* *American Heritage College Dictionary* المورد (عربي – إنجليزي) المورد (إنجليزي - عربي) لسان العرب مجمع الوسيط اللغة العربية القاموس المحيط *Roget's Thesaurus* *Webster's dictionary and thesaurus* *Cambridge dictionary of American idioms* *Oxford dictionary of slang*
Electronic Materials	http://elc.polyu.edu.hk/advdicts/default.htm? http://elc.polyu.edu.hk/advdicts/quiz.htm#10a http://www.langcent.manchester.ac.uk/resources/online/support-advice/learning-guide/sheets/dictionary-skills/ http://www.articlesbase.com/tutoring-articles/how-to-use-a-dictionary-1510289.html http://www.usingenglish.com/reference/idioms/ http://esl.fis.edu/learners/advice/dic.htm http://www.teachingenglish.org.uk/think/articles/using-dictionaries http://www.wikihow.com/Use-a-Dictionary http://www.wikihow.com/Use-a-Thesaurus http://keine-boecke.blogspot.com/2007/10/how-to-make-dictionary-lecture-3.html http://www.ciil-ebooks.net/html/lexico/link5.htm

	http://www.ciil-ebooks.net/html/lexico/link8.htm
	http://www.ciil-ebooks.net/html/lexico/link9.htm
	http://www.ciil-ebooks.net/html/lexico/link11.htm
	http://www.baheth.info/
	http://www.intelliwebsearch.com/version-3/download
	http://www.onelook.com/
	http://www.abbreviations.com/category/BUSINESS
	http://www.webacronyms.com/
	http://www.allacronyms.com/_business
	http://www.parentcenterhub.org/repository/acronyms/
	http://untermportal.un.org/search/charter?subject=Trade%2Bfacilitation%2Band%2BE-commerce
	http://www.imf.org/external/np/term/eng/index.htm
	http://www.proz.com/search/
	https://glossarissimo.wordpress.com/?s=Ar-En+terms
	https://www.dictionary.com/e/slang/
	https://www.freecollocation.com/
	http://www.goenglish.com/
	http://www.peevish.co.uk/slang/
Other Learning Materials	Oxford Dictionary (CD), American Heritage Dictionary (CD), any portable dictionary devices like Atlas or Franklin. Wordfast professional MemoQ Memsource

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classrooms Virtual Classrooms
Technology Resources (AV, data show, Smart Board, software, etc.)	Smart board, computers, Blackboard, Microsoft Teams and internet connection
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	NA

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students	End of course surveys
Evaluation of Teaching by the Instructor or by the Department	Students/ Course Coordinator/ Head of the Department	end-of-year surveys to be assessed by independent body.
Processes for Improvement of Teaching	Colleagues	Peer teaching observation/recommendation

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	English Language Program Committee Translation Department Council (17) College Quality Assurance Committee College Council (12)
Reference No.	Translation Department Council (17) College Council (12)
Date	English Language Program Committee, 24/6/1441-19/2/2020 Translation Department Council (17), 30/6/1441-24/2/2020 College Quality Assurance Committee 7/2/1441-26/2/2020 College Council (12), 8/7/1441-3/3/2020