Course Specification

(Bachelor)

Course Title	**Legal & Business Translation**
Course Code	**TRA370**
Program	• **Bachelor of English Language** • **Bachelor of English Language Online**
Department	**English Language & Translation**
College	**Science & Theoretical Studies**
Institution	**Prince Musaid bin Abdulrahman University (PMAU)**
Version	**2**
Last Revision Date	**5/13/2026**

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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
• Level6-Bachelor of English Language • Level6-Bachelor of EngLanguage Online
4. Course General Description:
This course explores the translation of various legal texts and judgements and business and administrative texts, including contracts, agreements, legal and constitutional articles, banking and finance documents, advertising, and business correspondence, and introduces genre-specific translation issues through theoretical and practical examples. The course aims to enhance students' understanding of theory, concepts, terminology, descriptive vocabulary, and linguistic features relevant to legal and business texts. By applying concepts and techniques in a hands-on classroom environment, students will develop relevant skills and learn to identify solutions to common hurdles in legal and business translation.
5. Pre-requisites for this course (if any):
TRA330
6. Co-requisites for this course (if any):
No Co-requisites
7. Course Main Objective(s):
This course aims to present the basic principles of legal translation, highlighting the common features of the language of the law and legal documents, problems and challenges. It also aims to develop students' skills in legal and business translation by introducing them to a variety of topics on the subject-matter and by connecting theory to practice. By the end of the course, students should be able to critique and handle a wide variety of texts and distinguish different genres in legal and business translation.

2. Teaching Mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage (%)
1	Traditional Classroom	0	0%
2	E-learning	0	0%
3	Hybrid • Traditional classroom • E-learning	45	100%
4	Distance Learning	0	0%

3. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	30
2	Others	15
	Total	**45**

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

Code	Course Learning Outcomes	Code of CLOs Aligned with program	Teaching Strategies	Assessment Methods
1.0	**Knowledge and understanding**			
1.1	Recognize terms and terminologies commonly used in legal and international trade environments.	ENG.K2	• Group teaching (F2F Lectures) • Virtual sessions • Class Discussion	• Assignments • Discussion boards • Midterm Exam • Final Exam

Code	Course Learning Outcomes	Code of CLOs Aligned with program	Teaching Strategies	Assessment Methods
1.2	Demonstrate the challenges raised by the translation of legal and business texts.	ENG.K1	• Group teaching (F2F Lectures) • Virtual sessions • Class Discussion	• Assignments • Discussion boards • Midterm Exam • Final Exam
2.0	**Skills**			
2.1	Apply specific translation skills to a variety of texts in both legal and business environments.	ENG.S4	• Group teaching (F2F Lectures) • Virtual sessions • Class Discussion	• Assignments • Discussion boards • Midterm Exam • Final Exam
2.2	Apply effective translation strategies to manage complex linguistic, cultural, and technical transmissions.	ENG.S1	• Group teaching (F2F Lectures) • Virtual sessions • Class Discussion	• Assignments • Discussion boards • Midterm Exam • Final Exam
3.0	**Values, autonomy and Responsibility**			
3.1	Illustrate the features of legal and business texts to specialist and non-specialist audiences.	ENG.V1	• Group teaching (F2F Lectures) • Virtual sessions • Class Discussion	• Assignments • Discussion boards • Midterm Exam • Final Exam

C. Course Content

No	List of Topics	Contact Hours
1	Week 1 topics:Orientation Week	3
2	Week 2 topics:Introduction of Legal discourse	3
3	Week 3 topics:Vagueness as a feature of legal English	3
4	Week 4 topics:Features of English and Arabic Legal discourse	3
5	Week 5 topics:Translation techniques and methods	3
6	Week 6 topics:Some Pointers to the English Legal System	3
7	Week 7 topics:English Civil and Criminal proceedings	3
8	Week 8 topics:Genres in the Translation of Legal English I	3
9	Week 9:Midterm Exam	0
10	Week 10 topics:Genres in the Translation of Legal English II	3
11	Week 11 topics:Practical problems in translation explained I	3
12	Week 12 topics:Practical problems in translation explained II	3
13	Week 13 topics:Analysis of Arabic-English-Arabic texts Lexical level	3
14	Week 14 topics:Analysis of Arabic-English-Arabic texts Syntactic level	3
15	Week 15 topics:Legal Translation Case Studies	3
16	Week 16 topics:General Revision	3
Total		45

D. Students Assessment Activities

No	Assessment Activities*	Assessment timing (in week no)	Percentage of Total Assessment Score
1	Discussion 1	2-3	3%
2	Assignment 1	4-5	10%

No	Assessment Activities*	Assessment timing (in week no)	Percentage of Total Assessment Score
3	Assignment 2	5-6	10%
4	Assignment 3	9-10	10%
5	Community Service Activity	11-12	3%
6	In-class Activity	11-12	4%
7	Midterm Exam	8-8	20%
8	Final Exam	15-15	40%

***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	Kotaba, E. Tarawneh,K (2015). Lexical Discourse Analysis in Translation. Journal of Education and Practice.
Supportive References	1. El-Farahaty, H. (2014). Arabic-English-Arabic legal translation. London: Routledge. ISBN-13: 9780415707534, ISBN-10: 0415707536. 2. Alcaraz, E., & Hughes, B. (2002). Legal translation explained. Manchester, UK: Routledge. ISBN-13: 9781900650465; ISBN-10: 1900650460
Electronic Materials	Videos and articles on Blackboard by Saudi Electronic University media center.
Other Learning Materials	N/A

2. Required Facilities and Equipment

Item	Resources
Facilities (Classrooms, laboratories, exhibition rooms,simulation rooms, etc.)	Classrooms.
Technology equipment (projector, Smart Board, software)	Blackboard Collaborate Ultra & Data show
Other Equipment (depending on the nature of the specialty)	N/A

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F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Quality of Learning Resources	Committee of learning resources & E-learnin	Direct
Effectiveness of Teaching	Students	Indirect "Student-Survey"
Effectiveness of students assessments	Faculty member	Direct
The extent to which CLOs have been achieved	Quality committee	Direct

Assessors **(Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)**
Assessment Methods **(Direct, Indirect)**

G. Specification Approval

Council / Committee	English Language and Translation Department Council
Reference No.	19
Date	5/13/2026