

Certificate in

Professional Translation *(Spanish/English)*

PROFESSIONAL DEVELOPMENT

BOOST YOUR CAREER POTENTIAL WITH NEW SKILLS!

Do you enjoy words and savor the challenge of using them effectively and correctly? Are you fluent in Spanish and English, with an aptitude for translation? If so, a career in translation of the written word could be just what you are looking for.

Hands-on classes in this program are geared to practical learning through interactive and engaging activities. You will improve your level of translation skills, and substantially boost your career potential. Interpreters of the spoken word who want to expand their skill sets will also find this program ideal.

Why is a development of translation skills a good career bet?

- Translation is a global phenomenon and opportunities in this career field will continue to expand
- The translation of written communication within many businesses is frequently accomplished by bilingual employees who are not trained in translation, with sometimes unfortunate consequences
- Electronic communications have created many opportunities for skilled translators who can facilitate accurate written business and technical communications
- Trained translators who can be relied on to provide consistent, accurate translation will be in demand

WHO SHOULD ATTEND

- Bilingual Spanish/English individuals interested in improving their language and translation skills for work purposes
- Bilingual Spanish/English interpreters seeking to improve their translation skills
- Bilingual Spanish/English individuals interested in a career in professional translation

HOW DO I GET STARTED?

1. Register for the Program Orientation class. Get an overview of translation and interpretation careers and this certificate. A question and answer session is an opportunity to speak with interpreters currently working in a variety of fields.
2. Register for the Introduction to Interpretation and Translation course. This gateway class is a requirement for enrollment in any of the other courses. A placement test will be administered at the end of this course.
3. Register for the skill-based certificate courses when you have received a satisfactory score on the placement test. (If you do not meet the minimum language proficiency requirements, you can take a Spanish/English grammar review course and based on an exit text, may then be admitted into the skill-based classes.)



Register today at www.csufextension.org or 657.278.2611

For more information, contact Veronica Martinez: 657.278.3123, vmartinez@fullerton.edu

THE CLASSES

For detailed class descriptions please go to www.csufextension.org/certificate

To receive a Certificate in Professional Translation (Spanish/English), students are required to complete the Program Orientation and required courses totaling a minimum of 135 hours of lecture and discussion. Students may also select additional elective classes for up to a total of 174 hours. At least 13.5 Continuing Education Units will be awarded to the certificate graduate.

PROGRAM ORIENTATION

SHSS 6450

Prerequisite: none. For individuals considering a career in translation and interpretation, this orientation will provide an introduction to the field, as well as employment opportunities in the legal system, health care, and business. Admission requirements, the placement test and classes in the interpretation and translation certificate programs will also be discussed.

INTRODUCTION TO INTERPRETATION & TRANSLATION

SHSS 6444 (1.8 CEUs/18 hours)

Prerequisite: Program Orientation, completion of or concurrent enrollment in Program Orientation or approval of the program manager. This gateway class is a requirement for enrollment in any of the Interpretation and Translation classes because it presents the foundation for understanding and development of translation and interpretation skills. A placement test will be administered at the end of the class to determine your level of proficiency. Please Note: Students are notified of their results on the placement test within two to three weeks of taking the test. Students who receive a satisfactory score on the test are eligible to enroll in skill-based interpreting and translation classes.

PRINCIPLES OF TRANSLATION

SHSS 6442 (2.1 CEUs/21 hours)

Prerequisite: Introduction to Interpretation and Translation, Program Orientation, a satisfactory score on the placement test or approval of the program manager. The foundation of interpretation is translation; therefore, a solid base in translation is crucial to fully developing translation and interpreting skills. Class activities will enable you to identify the skills needed to translate a particular document, break it down for translation, conduct basic research, and demonstrate good business practices and ethics in doing so.

TRANSLATION: CONTRASTIVE ANALYSIS OF SPANISH/ENGLISH

SHSS 6465 (2.4 CEUs/24 hours)

Prerequisite: Principles of Translation or approval of the program manager. Designed to help individuals better understand the syntactical and grammatical structures of Spanish and English, this class is key for aspiring interpreters and translators. Emphasis on problematic topics encountered in interpretation and translation such as false cognates, prepositional phrases, and the subjunctive will be particularly useful in highlighting contrasts and similarities between the two languages.

LEGAL & ADMINISTRATIVE DOCUMENT TRANSLATION

SHSS 6456 (2.1 CEUs/21 hours)

Prerequisite: Translation: Contrastive Analysis of Spanish/English or approval of the program manager. Legal translation requires a basic understanding of the legal systems in both the source and target language. This class provides an overview of legal and administrative document translation and its respective features. This includes the different types of legal systems, and how to research legal terminology in both Spanish and English.

BUSINESS & FINANCIAL TRANSLATION

SHSS 6466 (2.1 CEUs/21 hours)

Prerequisite: Translation: Contrastive Analysis of Spanish/English. This class examines the practical issues involved in business and financial translation from an introductory perspective. Class discussions and exercises will focus on the nature of business and financial translation; development of terminology and concepts frequently encountered in these types of translations; and familiarity with the various resources available for improving knowledge of the business world.

TECHNICAL & SCIENTIFIC TRANSLATION

SHSS 6467 (1.8 CEUs/18 hours)

Prerequisite: Translation: Contrastive Analysis of Spanish/English. In this class, you will learn translation skills targeting technical and scientific translation. As science and technology develop, new English words used to express the latest concepts, techniques and inventions are created. Therefore, it is important for individuals to hone their research skills and develop language specific glossaries for major topic areas in technical and scientific language.

ELECTIVES (1 Required)

MEDICAL TERMINOLOGY, ANATOMY AND PHYSIOLOGY

SHSS 6382 (2.1 CEUs/21 hours)

Prerequisite: none. This class is designed for individuals with minimal or no medical background. You will develop a working knowledge of medical terminology and gain a basic understanding of related anatomy and physiology to function effectively when interpreting in a health care setting. Note: Individuals who have taken a medical terminology, anatomy and physiology course may be able to waive this class with prior approval of the program manager.

SPANISH/ENGLISH GRAMMAR REVIEW

SHSS 6468 (1.8 CEUs/18 hours)

Prerequisite: none. In this class, you will review frequently encountered grammatical difficulties between the two languages. Emphasis will be placed on the basic to intermediate-level aspects of Spanish and English grammar. Note: Students who do not receive a satisfactory score on the bilingual placement test are required to take the Spanish/English Grammar Review class and based on an exit test, may then be admitted into the skill-based classes.

THE U.S. LEGAL & COURT SYSTEM

SHSS 6451 (1.2 CEUs/12 hours)

Prerequisite: none. To perform effectively in the courts or a legal setting, interpreters need to understand how the legal and court systems function. In this class, you will develop an overview of the U.S. judicial system with an emphasis on criminal and civil procedures. You will gain an understanding of how the courts work and how cases are processed. Professional conduct for court interpreters and ethical issues involving interpreters and translators working in the legal field will also be discussed.

ELIGIBILITY REQUIREMENTS

The classes in Professional Translation are open to anyone who meets stated prerequisites for each class. To be eligible for the certificate, students should have completed one of the following:

- CSUF credit class Spanish 301 Advanced Grammar and Composition with a grade of C or better, attend the program orientation and receive a satisfactory score on the bilingual placement test **OR**
- 24 semester units or 36 quarter units of post-secondary education, attend the program orientation and receive a satisfactory score on the bilingual placement test **OR**
- Demonstrate bilingual competence in oral and written Spanish and English, attend the program orientation and receive a satisfactory score on the bilingual placement test

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