BELLEVUE COMMUNITY COLLEGE
Translation & Interpretation
Credit Certificate Program

PROGRAM IN BRIEF

With the input of experienced and working professionals, BCC's Translation & Interpretation Certificate program offers up-to-date training for aspiring and practicing translators and interpreters. In the program's core courses, which are non-language specific and taught in English, students of various language backgrounds will receive an extensive overview of the field. They will also learn how to master new vocabulary quickly, and use the latest industry technology effectively. Advanced courses are taught in small groups using students' target or dominant language, providing an intimate and personalized experience. One of the few of its type in the U.S., BCC's Translation & Interpretation Certificate program gives students balanced, comprehensive, and rigorous professional training.

PROGRAM DETAILS

- BCC's part-time program can usually be completed in 1 ½ to 2 years.

- Classes typically meet one night a week (6–9 p.m.) for 10 weeks.

- Translation (written word) and interpretation (spoken word) are separate 24-credit certificate tracks that can also be pursued simultaneously with four additional courses for a total of 36 credits.

- In addition to the credit courses, the program offers non-credit workshops on a variety of topics, including localization.

- BCC is a member of the American Translators Association (ATA), the Northwest Translators and Interpreters Society (NOTIS), the National Association of Judiciary Interpreters and Translators (NAJIT), and the Washington State Court Interpreters and Translators Society (WITS).

- For more information, go to www.gotobcc.com/translation or contact Jamie Lucero at jlucero@bellevuecollege.edu or (425) 564-3177.

COURSE STRUCTURE

Interpretation
Certificate requires a total of 24 credits (240 hours)

Core Courses	Credits	(Hours)
• INTRP 101: Introduction to Translation & Interpreting	3	(30)
• INTRP 102: Fundamentals of Interpreting	3	(30)
• INTRP 104: Technology for Translators & Interpreters	3	(30)
• INTRP 105: Vocabulary Acquisition & Terminology Research	3	(30)
• INTRP 106: Ethics & Business Practice of Translation & Interpretation	3	(30)

Language-Specific Courses		
• INTRP 107: Advanced Interpreting Skills I	3	(30)
• INTRP 108: Advanced Interpreting Skills II	3	(30)
• INTRP 109: Advanced Interpreting Skills III	3	(30)

Translation
Certificate requires a total of 24 credits (240 hours)

Core Courses	Credits	(Hours)
• INTRP 101: Introduction to Translation & Interpreting	3	(30)
• TRANS 103: Fundamentals of Translation	3	(30)
• INTRP 104: Technology for Translators & Interpreters	3	(30)
• INTRP 105: Vocabulary Acquisition & Terminology Research	3	(30)
• INTRP 106: Ethics & Business Practice of Translation & Interpretation	3	(30)

Language-Specific Courses		
• TRANS 109: Advanced Translation Workshop I	3	(30)
• TRANS 110: Advanced Translation Workshop II	3	(30)
• TRANS 111: Advanced Translation Workshop III	3	(30)

Prerequisite for all courses: Acceptance into program, bilingual proficiency.

COURSE DESCRIPTIONS

Core Courses

Core courses are not language-specific and are taught in English.

INTRP 101: Introduction to Translation & Interpreting
An introduction to translating and interpreting as a career, and for those who work with translators and interpreters. Overview of the field and skills necessary for the profession. Covers general problems involved in translating and interpreting.

INTRP 102: Fundamentals of Interpreting
Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing, closure, and note taking.

TRANS 103: Fundamentals of Translation
Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proofreading skills necessary to produce clear and polished translations.

INTRP 104: Technology for Translators & Interpreters
An introduction to the equipment and electronic tools currently used by professional translators and interpreters. Learn the limitations and advantages of MAHT (machine-assisted human translation) and HAMT (human-assisted machine translation).

INTRP 105: Vocabulary Acquisition & Terminology Research
Students develop skills in terminology research, dictionary usage, and glossary building. Basic terminology in the fields of medicine, law, computers, business, and international trade are covered.

INTRP 106: Ethics & Business Practices of Translation & Interpretation
Learn the role of the interpreter and translator in the business conference, medical, and courtroom setting. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts.

Language-Specific Courses

Language-specific courses are offered in select languages.

Interpretation

INTRP 107: Advanced Interpreting Skills I
Provide students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings.

INTRP 108: Advanced Interpreting Skills II
Provide students with repeated opportunities for practical experience in the interpreting modes necessary for working in different settings. Simultaneous, consecutive, and sight translation are practiced in different settings.

INTRP 109: Advanced Interpreting Skills III
Advanced practical experience in the three interpreting modes necessary for working in different settings.

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Translation

TRANS 109: Advanced Translation Workshop I
Hands-on experience in the translation, editing, and finalization of actual commercial texts. Texts are drawn from a variety of fields including sci-tech, legal, commercial, and medical. Emphasis is on professional presentation. Included is a team translation project.

TRANS 110: Advanced Translation Workshop II
Hands-on experience in the translation, editing, and finalization of actual commercial texts. Texts are drawn from a variety of fields including sci-tech, legal, commercial, and medical. Emphasis is on professional presentation. Included is a team translation project.

TRANS 111: Advanced Translation Workshop III
Practical experience in translation, editing, and finalization of more complex commercial texts in a variety of fields.

CERTIFICATE OF ACCOMPLISHMENT IN INTERPRETATION

Upon completion of this program, students should be able to:

1) Interpret speeches and documents in a variety of fields at real-life speeds and in a variety of situations. Possess the skills necessary for consecutive interpretation, sight translation, and simultaneous interpretation.

2) Know the role and importance of local and national professional organizations.

3) Understand the different types and levels of certification available to interpreters; know the legal requirements for work as an independent contractor in the state of Washington.

4) Understand and apply a variety of Codes of Ethics for interpreters, as well as the concepts of impartiality, confidentiality, and conflict of interest.

5) Know the basic tools needed to begin work as a freelance interpreter; be familiar with the equipment commonly used by interpreters in various settings.

6) Create a variety of marketing materials: an up-to-date résumé, business cards, portfolio, contractual agreements, invoice, and a personal website targeted to the interpretation market.

7) Select and consult dictionaries and other resources from an interpreter's perspective, and be able to effectively use the Internet to conduct research. Create and maintain a terminology database relevant to interpretation, using a variety of data management tools.

8) Understand the three modes of interpretation: consecutive, simultaneous, and sight translation, and the different settings in which each is used. Be adept at note-taking for consecutive interpretation.

9) Analyze a source speech or text for interpretation; understand linguistic and cultural translatability and untranslatability and of cultural equivalent and functional equivalent as they pertain to oral interpretation. Have the ability to relay different registers of language, and to evaluate emotional tone. Comprehend differences in meaning, i.e. propositional meaning, presupposed meaning, evoked meaning.

10) Apply the general principle of the stepping stones to achieve interpretation skills, i.e. paraphrasing, summarizing, anticipation, and dual-tasking. Understand the physical dimensions of interpreting: good posture and breathing, voice projection, and speech.

11) Obtain professional experience in an actual work setting, and to analyze said experience and make changes based on professional evaluation of said experience.

CERTIFICATE OF ACCOMPLISHMENT IN TRANSLATION

Upon completion of this program, students should be able to:

1) Translate a variety of documents in different subject areas into their dominant language, producing formatted, professional quality translations.

2) Know the role and importance of local and national professional organizations.

3) Understand the different types and levels of certification available to translators. Know the legal requirements for work as an independent contractor in the state of Washington, and the legalities surrounding contractual agreements and copyright law.

4) Understand and apply a variety of Codes of Ethics for translators, as well as the concepts of impartiality, confidentiality, and conflict of interest.

5) Know the basic tools needed to begin work as a freelance translator and make an informed decision regarding what hardware, software, library resources and other equipment to acquire.

6) Create a variety of marketing materials: an up-to-date résumé, business cards, portfolio, contractual agreements, invoices, and a personal website targeted to the translation market.

7) Effectively use all basic Microsoft Office applications, send and receive files, and to conduct research on the Internet; be familiar with the most common Computer Assisted Translation Tools and understand the basic concepts involved in software localization.

8) Select and consult dictionaries and on-line resources for research; create and maintain a terminology database with a format consistent with those being used in the industry, using a variety of data management tools.

9) Analyze a source text for translation and apply the ten step process of translation; evaluate a source translation in terms of stylistics, difficulty, and emotional tone. Understand the concepts of linguistic and cultural translatability and untranslatability, of cultural equivalent and functional equivalent. Assess differences in meaning (i.e. propositional meaning, expressive meaning, presupposed meaning, and evoked meaning).

10) Create and use a style-sheet. Understand the difference between editing and proofreading.

11) Obtain professional experience in an actual work setting and to analyze said experience and make changes based on professional evaluation of said experience.