

University of Mumbai



No. AAMS_UGS/ICC/2024-25/50

CIRCULAR:-

All the Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments is invited to this office Circular No. UG/311 of 2003, dated 19th July, 2003 relating to the Diploma in Commercial and Technical Translations and Tourism (German) Syllabus.

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in German at its meeting held on 23rd April, 2024 and subsequently passed by the Board of Deans at its meeting held on 18th May, 2024 vide item No. 5.8 (N) have been accepted by the Academic Council at its meeting held on 24th May, 2024 vide item No. 5.8 (N) and that in accordance therewith to **revised the syllabus of Diploma in Commercial and Technical Translations and Tourism (German)** as per appendix ~~XXXXXX~~ with effect from the academic year 2024-25.

(The said circular is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
16th August, 2024

(Prof. (Dr.) Baliram Gaikwad)
I/c. REGISTRAR

To,

All the Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments.

A.C/5.8 (N)/24/05/2024

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Humanities,
- 3) The Chairman, **Ad-hoc Board of Studies in German**,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari.
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM).

Copy for information and necessary action :-

1. The Deputy Registrar, College Affiliations & Development Department (CAD),
2. College Teachers Approval Unit (CTA),
3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),
4. The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA)
5. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),
6. The Deputy Registrar, Executive Authorities Section (EA)
He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
7. The Deputy Registrar, PRO, Fort, (Publication Section),
8. The Deputy Registrar, Special Cell,
9. The Deputy Registrar, Fort Administration Department (FAD) Record Section,
10. The Deputy Registrar, Vidyanagari Administration Department (VAD),

Copy for information :-

1. The Director, Dept. of Information and Communication Technology (DICT), Vidyanagari,
He is requested to upload the Circular University Website
2. The Director of Department of Student Development (DSD),
3. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,
4. All Deputy Registrar, Examination House,
5. The Deputy Registrars, Finance & Accounts Section,
6. The Assistant Registrar, Administrative sub-Campus Thane,
7. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,
8. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,
9. P.A to Hon'ble Vice-Chancellor,
10. P.A to Pro-Vice-Chancellor,
11. P.A to Registrar,
12. P.A to All Deans of all Faculties,
13. P.A to Finance & Account Officers, (F & A.O),
14. P.A to Director, Board of Examinations and Evaluation,
15. P.A to Director, Innovation, Incubation and Linkages,
16. P.A to Director, Department of Lifelong Learning and Extension (DLLE),
17. The Receptionist,
18. The Telephone Operator,

Copy with compliments for information to :-

19. The Secretary, MUASA
20. The Secretary, BUCTU.

University of Mumbai



Revised Syllabus for Commercial And Technical Translations And Tourism (German)

(With effect from the academic year 2024-25)

**DIPLOMA IN COMMERCIAL AND TECHNICAL
TRANSLATION AND TOURISM (GERMAN)**

Ordinances and Regulations as per the credit system of the Faculty of Arts, University of Mumbai

Paper I: Translation (100 marks)

Section I: Business and Commercial Translation (50 marks)

Section II: Technical Translation (50 marks)

Paper II: Travel and Tourism (100 marks)

Project + Orals: 100 marks

Project / Assignment / test based on section I and II of Translation: 75 marks

Viva based on Tourism: 25 marks

Course Outcomes (Translation):

1. Develop and upgrade German & English language skills. Understand domain specific texts of finance, trade, commerce, law, engineering, basic, life and applied sciences. Identify and list domain specific vocabulary, analyse and translate domain specific texts.
2. Apply and research concepts / terminology online and use online dictionaries, use the CAT tool at an introductory level in translation of texts and understand principles of working on a large document successfully as a group of translators.
3. Apply word processing, spreadsheet, presentation and PDF software proficiently for spell check and review. Formulate solutions to complex and unpredictable problems. Apply cognitive and technical skills
4. Apply principles of professional ethics effectively to various real-life scenarios in the field of translation. Avoid plagiarism. Use principles of project management like invoicing successfully.

Course Outcomes (Tourism):

1. Demonstrate general knowledge of various touristic attractions, mastery domain specific vocabulary and language structures.
2. Develop required communication and presentation skills to interact with people. Exhibit effective oral communication through personal interaction and develop the ability to engage larger groups of audience with confidence.
3. Reflect upon one's own culture in contrast to the culture of German speaking countries. Elaborate concepts from disciplines like history, art, politics and geography.
4. Imbibe and demonstrate ethics and professionalism while dealing with target groups. Understand and respect the (inter-) cultural differences.

Syllabus:

Paper I Translation

Section I: Business and Commercial Translation

This section deals with translation of texts from the domain of finance, trade and commerce. Texts shall include business & (basic) legal correspondence, business plans, documents related to accounts and banking, balance sheets, audit reports, salary slips etc. The course shall also introduce texts from legal domain e.g. lease and rental agreements and employment contracts, which are often required in a commercial setting. This course shall also deal with concepts of proofreading, spell check and review that are essential after translation of the text. This course shall deal with CAT Tools in an introductory manner. Students will also be made aware of the importance and protocol of working in groups as a translator.

Module 1: German to English

Unit 1 Business correspondence and Incoterms

Unit 2 Newspaper articles and other texts including introductory legal texts

Module 2: English to German

Unit 1 Business correspondence and Incoterms

Unit 2 Newspaper articles and other texts including introductory legal texts

References:

- Amely, Tobias: BWL kompakt für Dummies. 2. Aufl., Weinheim 2018.
- Framson, Elke A.: Transkulturelle Marketing- und Unternehmenskommunikation (Basiswissen Translation) Wien 2010.
- Kozyrev, Ilyya: Briefe schreiben B2 - Teil 1-3: Deutsch als Fremdsprache Übungen für Integrationskurse. Österreich 2019.
- Montgomery, John: Deutsch-Englische Handelskorrespondenz. Bremen 2019.
- Simonnaes, Ingrid: Basiswissen deutsches Recht für Übersetzer: Mit Übersetzungsübungen und Verständnisfragen (Forum für Fachsprachen-Forschung) Berlin 2019.
- Stephan, Ingrid: Briefe, E-Mails und Kurznachrichten gut und richtig schreiben: Berufliche und private Kommunikation verständlich und korrekt gestalten. Berlin 2020.
- Stephan, Ingrid: Geschäftskorrespondenz: Briefe, E-Mails und Kurznachrichten professionell schreiben. Berlin 2021.
- Wedmann-Tosuner, Bärbel: Geschäftsbriefe geschickt formulieren: So überzeugen Sie mit stilsicherer Korrespondenz. Regensburg 2020.

Course material and additional material will be compiled by the teacher/expert concerned.

Section II: Technical Translation

This subject shall include translation of texts selected from user manuals for machines, material specifications, technical drawing, survey reports, documentation of robotics in auto industry, patents, product specifications, hardware components, GUI, manuals, e-learning, RFPs, RFQs etc. An introduction to CAT Tools will be included in the course. This course shall also deal with business etiquettes and soft skills required as a translator.

Module 1 German to English

Unit 1 Engineering, Mechanical, Electronics, Electrical, Mathematics

Unit 2 Computer, Software, IT, Medicine, Basic and Life Sciences

Module 2 English to German

Unit 1 Engineering, Mechanical, Electronics, Electrical, Mathematics

Unit 2 Computer, Software, IT, Medicine, Basic and Life Sciences

Course material and additional material will be compiled by the teacher/expert concerned.

References:

- Byrne, Jody: Scientific and Technical Translation Explained. A Nuts and Bolts guide for Beginners. Manchester, St. Jerome Publishing, 2012.
- Cooke, Michèle: Wissenschaft Translation Kommunikation. Basiswissen Translation München, Taschenbuch, 2012.
- Reinke, Uwe: Translation Memories. Systeme. Konzepte. Linguistische Optimierung. Frankfurt/Main, Peter Lang Europäischer Verlag der Wissenschaften, 2004.
- Stolze, Radegundis: Fachübersetzen - Ein Lehrbuch für Theorie und Praxis (Forum für Fachsprachen-Forschung) München, Taschenbuch, 2013.
- Schmitt, Peter: Handbuch Technisches Übersetzen. Berlin, BDÜ Weiterbildungs- und Fachverlagsgesellschaft (2., aktualisierte Auflage) 2017.
- Schmitz, Klaus-Dirk (Hg.): Normen für Terminologearbeit, Technische Redaktion und Übersetzen. Berlin, Beuth (vollständig überarbeitete und erweiterte Auflage) 2022.
- Meex, Birgitta. Straub, Daniela: Übersetzungsdienstleistungen und Kompetenzen von Technischen Übersetzern Stuttgart, tcworld, 2018.

Paper II: Travel and Tourism

This course shall introduce various aspects of the tourism industry. Focus shall be usage of tourism related vocabulary, general knowledge and facts about touristic attractions, organizational, presentation as well as interpersonal skills and professional ethics. Students shall be trained to plan, organize and conduct tours for tourists from German speaking countries.

The internal evaluation will consist of a project. The target of the project is to gain experience in the tourism sector with a possibility of organizing tours / field trips for target groups (if feasible).

Prescribed Texts:

- Linne, Martin: Grundwissen Tourismus. Konstanz und München: UVK 2016.

Recommended Reading:

- Freyer, Walter: Tourismus. Einführung in die Fremdenverkehrsökonomie. Lehr- und Handbücher zu Tourismus, Verkehr und Freizeit. 11. Aufl. Berlin, München, Boston: Walter de Gruyter GmbH 2015

- Mundt, Jörn W: Tourismus. 4. Aufl. Oldenburg: Wissenschaftsverlag GmbH 2013
 - Schulz, Axel/ Berg, Waldemann/ u.a.: Grundlagen des Tourismus. Lehrbuch in 5 Modulen. 2. Aufl. Oldenburg: Wissenschaftsverlag GmbH 2014
- (Additional print, audio and visual material to be compiled and provided by the teacher.)

Project + Orals: 100 marks

The Project / Assignment / test shall be based on section I and II of Translation for 75 marks (best 3 of 4 tasks).

Viva based on Tourism: 25 marks

External Candidates with equivalent prerequisite competence shall be permitted to appear for the Advance Diploma III in German by paying a fees of Rs. 6,000/- only when the final exam is held.

The University Department of German may hold this exam or a part of it in collaboration with an internationally recognized body and due fees may be collected by the department as per the understanding with the international organization so that the students may avail of an internationally recognized certification in addition to the Diploma Certificate for benefit of the students.

The marksheet / gradesheet must mention the 6 Credits.

This course shall be offered online/ offline/ blended learning format from the academic year 2024 -25 onwards.

Sign of HOD	Sign of Dean
Name of the Head of Department Prof. Dr. Vibha Surana	Name of the Dean Prof. Dr. Anil Kumar Singh
Name of the Department: German	Name of the Faculty: Humanities