


2.00 credits

0 h + 30.0 h

Q1

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| Teacher(s) | Vrancx Marlène ; |
| Language : | French |
| Place of the course | Bruxelles Saint-Louis |
| Learning outcomes | <p>At the end of this learning unit, the student is able to :</p> <p>On completing this Course students should:</p> <ul style="list-style-type: none"> - carry out simple documentary research ; - type text with a certain ease and speed; - use the Microsoft Office suite for their translation activities; - use Windows to archive documents ; - create and manage PDF files; - use the standard functionalities of the MemoQ CAT tool. |
| Evaluation methods | January and September sessions: written examination with open questions and PC-based exercises. Students who do not have their own login and password will not be allowed to take the exam. |
| Teaching methods | First term, practical sessions (30 hours) in the computer lab. |
| Content | <p>A 'practical' introduction to digital tools:</p> <p>This Learning Activity includes an introduction to the basic theory and concepts of information technology and the terminology used in the field. After a presentation by the course tutor of a range of software, students perform a series of individual PC-based exercises related to translation activities.</p> |
| Inline resources | A programme handout as well as several exercise maps are made available progressively on the Moodle of the course. The PowerPoint presentation will not be delivered to the students. |
| Bibliography | <p>GILE, D. (2005) : La traduction. La comprendre, l'apprendre, Presses Universitaires de France, Paris.</p> <p>GOUADEC, D. (2002) : Profession : traducteur, La Maison du Dictionnaire, Paris.</p> |
| Faculty or entity in charge | TIMB |

| Programmes containing this learning unit (UE) | | | | |
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| Program title | Acronym | Credits | Prerequisite | Learning outcomes |
| Bachelor in Translation and Interpreting | TIMB1BA | 2 | |  |