

Course Syllabus/Outline Development Form

1. NAME OF COURSE:

ITSX 6081 SDL Trados Studio 2009 Getting Started – Level 1

2. NUMBER OF CLOCK HOURS:

8 hrs

3. COURSE DESCRIPTION:

The course will familiarize participants with the SDL Trados Studio 2009 translation environment sufficiently to prepare them to attain Level 1 certification. Primary content will be drawn from materials furnished by SDL, to be supplemented by original materials from the instructor.

Prerequisites: Familiarity with at least one CAT tool and a foreign language is helpful but not required. SDL Trados runs natively only in Windows; a virtual environment is necessary for Linux or the Macintosh.

4. COURSE OBJECTIVES:

- a. Understand the principles of translation memory and the elements of SDL Trados Studio 2009
- b. Be able to navigate the interface for the Studio 2009 translation environment
- c. Be able to open and translate a simple document illustrating the major features of translation memory
- d. Be able to open and use a translation package supplied by someone else
- e. Understand the principles of source file analysis

5. RATIONALE:

With few exceptions it is taken for granted that translators will work with translation memory technology. Trados has long been and will likely continue to be the standard of the industry. The traditional Trados system has been replaced with a completely new one. Familiarity with the most modern version of SDL Trados will give translators a leg up in the coming years as end users and agencies complete the transition to Trados Studio.

6. TARGET AUDIENCE:

Translators, Project Managers

7. REQUIRED MATERIALS:

- SDL Level I courseware will be provided.
- Students must install the SDL Trados Studio 2009 program. SDL Trados can be obtained at a very significant discount. See <http://www.austincc.edu/techcert/localization.php#SDLTrados> for details.
- [SDL Student Discount Process](#)

8. EVALUATION:

Criteria to Include:

- Class participation

- Final exam

9. COURSE OUTLINE:

| <u>Topic</u> | <u>Sub-topics</u> | <u># of hours</u> |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Introduction | 1.A CAT technologies Basics of TM 1.B The two major TM interface conceptions: Add-on to Word vs. standalone program | 1 |
| 2. Getting started | 2.A The Studio interface and system components 2.B Preparing to translate a simple file | 1 |
| 3. First translation | 3.A Using the tabbed Editor windows. 3.B Editing matches, formatting, etc. 3.C Segment status, preview, export 3.D Autosuggest and other Studio-specific features | 2 |
| 4. Advanced aspects | 4.A Tag handling 4.B Complex formats (e.g., PowerPoint) 4.C Filtering and other advanced features | 1 |
| 5. Projects and packages | 5.A Structure of a project 5.B Using packages 5C Termbases | 2 |
| 6. File analysis & overall course wrap-up | | 1 |
| | | 8 total |