

DEPARTMENT OF ARABIC, UNIVERSITY OF KERALA

Course Details, Scheme & Syllabus

CERTIFICATE COURSE IN ARABIC TYPING

Course Details

Name of the Course	:	Certificate Course in Arabic Typing
Department	:	Department of Arabic, University of Kerala
Course Duration	:	3 Months (60 Hours (2hours/day))
Course Fee	:	INR 3000 (Rupees Three Thousand only)
Eligibility	:	Those who have successfully completed Plus Two

Scope

The career scope of learning Arabic has risen to great extents. There are several reasons to learn foreign languages. As the nature of global business changes, so do languages used in communicating in the business process and for many, learning a new language opens the door to a large number of other activities like International travel, career advancement.

Nowadays Arabic is assuming a central position in International Business. Learning of Arabic opens up many employment avenues and possibilities in a number of different Industries such as oil, travel, finance, industrial collaboration and translation.

Students who complete the course successfully have number of employment opportunities in India as well as in Middle East.

Aims of the Course

- To enable students to operate the keyboard by using correct touch technique with speed and accuracy
- To attain a thorough working knowledge of the keyboard and its various alphabetic, numeric and special symbol keys.
- To Impart basic knowledge about application of computer skills in Arabic Language

Course Objectives

Students who have completed a course in typewriting in Arabic will be able to:

- Establish correct posture and fingering at the keyboard and to improve keyboard memorisation.
- To control and manipulate all aspects of the keyboard, including letters, figures, symbols, and all special manipulative parts.
- To prepare a document in Arabic

Scheme of the Course

Certificate Course in Arabic Typing is a two month (60 Practical Hours) Part time course. The candidate will be declared eligible for receiving the Certificate in 'Arabic Typing' on his completion of the course of practices prescribed, and passed the examination (both theory and Practical) (2 Hours).

There will be two parts in this examination. Part I (Theory) and Part II (Practical).

Part I

1. Theoretical Part regarding Word Processor (20 Minutes) (20 Marks)

Part II (Practical)

Prepare formatted text documents using Word Processor. (100 minutes) (60 Marks)

Grades will be based on

- Successful candidates who obtain 75 and above marks will be placed in Grade A
- Successful candidates who obtain 60 - 74 marks will be placed in Grade B
- Successful candidates who obtain marks in between 50-59 will be placed in Grade C
- Those candidates who obtain below 50 should reappear for the exam

Syllabus of the Course

PAPER 1: ARBAT- ARABIC TYPING

Course Description

Certificate Course in Arabic Typing is a part time vocational course which will help the job aspirants in Middle East. By the successful completion of the course the candidate will be able to prepare a document in Arabic with in the international standard time for typing.

Module I:

Familiarizing the different shapes of Arabic alphabets

Introducing touch techniques for the letters with corresponding fingers

Module II : Word Processor

Basic formatting features in Word processor

- Create a new document.
- Open, save and print a document.
- Edit and format text.
- Change the page layout, background and borders.

- Insert headers and footers.
- Insert and edit tables.
- Insert clip art and pictures to documents.

At the end of each lesson, there will be special accuracy and speed building practice drills.

Scheme of Valuation (Total Marks: 100)

1.	Theory Part	(20 Marks)
2.	Typing Test & Documentation in MS Word	(60 Marks)
3.	Internal	(20 Marks)