

DEPARTMENT OF ARABIC

NAME OF THE COURSE: **CERTIFICATE COURSE IN ARABIC TYPING**
COURSE CODE :CCAT

Aim of the Course:

To enable students to type in Arabic keyboard system.

Objectives of the Course:

1. To acquire Arabic Typing skill by practising in a structured method.
2. To acquire the basic Arabic computing skill
3. Practice communicating in Arabic digital forms in various situation and occasions.

Course Outcome:

After completing the course , students will able to type in Arabic keyboards for their correspondence . As they were able to type in Arabic texts; they will be placed in various professions like Typists and Translators. Also they will be able to deal with International agencies by drafting letters and other contents. They can open typing centres in and out of the country to meet global needs.

Programme Specific Outcome

By completing the course, students can submit their Arabic assignments prepared digitally.

Course Attributes

- ➔ An ability to communicate with Arabic speaking society with contents typed in Arabic keyboard systems.
- ➔ An ability to work with computer systems and electronic gadgets which are Arabic - enabled .
- ➔ An ability to deal with different cultural perspectives in both international and regional settings.

Evaluation of the Course

The Evaluation Scheme for the course is divided into two factors, one is the performance of the students in the training sessions and the second is the performance in the final practical examination conducted at the completion of the course. 20% mark shall be given to the Training Performance. The remaining 80% mark shall be for the final Practical Test.

Pass conditions: Students should get minimum of 50% marks of Training Performance and 30% in Practical Test.

Scheme of Examination: Students will give a text on the screen or in written format and they should type it at a specific time frame in the computer.

Course Intake

Numbers of students admitted to the course should be 20 at a course period.

Syllabus of the Course

This course is consisting of four lessons with six tasks in every lesson as designed below; Number of learning hours will be 30 .

First Lesson

Task One	ب ت
Task Two	ف ب ت ه
Task Three	ؤ ف ب ت ه ة
Task Four	ؤ ف ب ا ل ت ه ة
Task Five	ؤ ف ي ب ا ل ن ت ه ة
Task Six	ؤ ف س ي ب ا ل ن م ت ه ة

Second Lesson

Task One	: ف ه
Task Two	ف ه ب ت
Task Three	ف ه ي ب ت ن
Task Four	ق ف ه خ ي ب ت ن
Task Five	ؤ ق ف ه خ ي ب ت ن ة
Task Six	ء ؤ ق ف ه خ ي ب ت ن و

Third Lesson

Task One	: ب ي ت ن
Task Two	ش س ب ي ت ن م ك
Task Three	ء ؤ ش س ب ي ت ن م ك ة و
Task Four	ئ ء ؤ ش س ب ي ت ن م ك ة و ز ظ
Task Five	ذ ئ ف ر ب ت ي ه ز ظ
Task Six	ث ق ح خ س ي ن م ؤ ء و ز

Fourth Lesson

Task One	: 4 7
Task Two	ب ل 3 8
Task Three	م ص 4 ب ك 9
Task Four	ح ئ ل ا ث ل ي ف 1
Task Five	ط خ و ة ي 5 0 لا غ
Task Six	س ث ح ك ا 3 لا ز ض ق ل ئ ق ح ي