



WMO ARTS AND SCIENCE COLLEGE, MUTTIL

DEPARTMENT OF ARABIC Certificate Course(30hrs) Arabic DTP with Translation

Introduction

Arabic language is one of the most popular language worldwide, Arabic language is quite attractive that people love to learn it and this is one of the reasons that it became very popular language in the world. Arabic language is comparatively much easier to learn. Arabic ranks at sixth position in the world's league table of languages along with 186 million native speakers. Learning of Arabic language opens up many employment avenues and possibilities in several different industries such as oil, travel & Tourism, Finance, Banking, Teaching, industrial Collaborations, Hospitality Management, Information Technology, Court Affairs, Emigration, translation & interpretation fields. This course designed to ensure that, graduates who pass out after completing this course would have knowledge, skills and aptitude for gainful employment in Arabic DTP and translation works, the wage sector in Arabian Gulf countries and for self-employment. As Arabic is an International language, the non-Arabic learning students can also take benefit from this course. The course has introduced a flexible system of certificate programme; which run parallel to the conventional B.A., B. Com and B.Sc. degrees. The authority has given consent to offer good facilities to run this course.

Objectives

- ❖ To introduce DTP skills in Arabic
- ❖ To introduce Arabic language to non-Arabic students
- ❖ To make familiar with the Arabic enabled MS Office
- ❖ To introduce career and market-oriented, skill enhancing capacity in the field of competitive IT world.
- ❖ To introduce the basic knowledge on translation from Arabic to English and vice versa
- ❖ This course has utility for job, self-employment and empowerment of the students.

- ❖ At the end of this course, the students will be equipped with a certificate duly signed by the Head of the Institution
- ❖ the courses could be of inter-disciplinary nature and flexible to enhance non-Arabic students

Course Outline

Module –I

Unit- 1

General study of computer: Definition and History

Unit- II

Parts of Computer- Input and Output Devices- Operating System.

Module-II

Unit- I

Introduction about DTP: Experience with Arabic Keyboard- Finger Position Methods- Introducing Arabic Symbols.

Unit-II

Concentration on Alphabets, Experience Middle Keys, Upper and Lower Keys, Practicing on Number and Symbols.

Unit-III

Short Key Learning, Word Typing, Page Lay Out and Alignment, Speed Typing

MODULE-III

Unit- I

Introduction of Translation, Translation and Its Definition, Types of Translation, Problems of Translation

Unit-II

Practical Approach, Common Words, Phrases and Usages, Types of Sentence

Unit-III

Advanced Translation, Normal Translation, Legal Translation, Business Translation

Unit-IV

Communication Skill in Arabic, Correspondence, Greetings and Wishes, SMS and E-mail, News Reports