

University College, Thiruvananthapuram
Add-on Courses in Arabic
Revised Syllabus

ADD ON CERTIFICATE COURSE IN MODERN ARABIC
WITH COMPUTER APPLICATIONS

C.C.A.1. – BASIC ARABIC

This paper comprised of two parts: 1. Elementary Arabic 2. Modern Arabic Usages

1. Elementary Arabic

Under this part it is envisaged that the students be taught the Sound system, Script, Orthographic signs, basic patterns of structure and Vocabulary of Arabic Language along with practicing the exercises in the prescribed book.

Practice Book : **Arabic by Radio** , Part I , Book 1 – 4
(Published by ARE Broadcasting Corporation, Cairo).

Reference Books :

- i. Arabic for Beginners - Syed Ali
- ii. Arabic Made Easy – Abul Hashim
- iii. Teach Your self- Arabic for Beginners – Syed Ali
- iv. The Essentials of Arabic – Dr. Rafeeul Imad Fainan

2. Modern Arabic Usage

Under this part the student shall acquainted with Terminology and Modern Arabic Usage for various occasions. Details of the topics are as follows :

Cardinal and Ordinal Numbers – Fractions – Days of the week – Months of the year – Date and Time – Colours and Common Adjectives – Useful Verbs – Common Phrases/ Expressions – Parts of Human Body – Names of Countries – Professions and Occupations – General Terminology in the fields of Administration, Commerce, Medicine, Journalism, Science and Technology.

Books Recommended :

- i) The Correct Translator (Lessons 1 – 77 only)
Published by Al Hayat Library, Beirut.
- ii) The Commercial Arabic (Section IV , Chapter 15 only)
by Prof. V.P. Abdul Hameed & Prof.N.K.Abdul Haleem
- iii) Improve your Spoken Arabic (Chapters 2 & 3 only)
by Amanulla Vadakkangara.
- iv) Easy steps to Functional Arabic (Chapter VI only)
by Dr.S.K. Bah mani.
- v) Journalistic Arabic (Part III only)
by Prof. V.P. Abdul Hameed & Prof.N.K.Abdul Haleem
- vi) Technical Arabic (Vocabulary Section only)
by Vernon Daykin

C.C.A.2. – Arabic Conversation

The objective of this paper is to train the students in Arabic Conversation.

Practice Books:

1. Al-Arabiyyah Lil Hayat, Vol I, Published by King Saud University , Riyadh
2. The Correct Translator (Lessons 78 – 96 only) Published by Al-Hayat Library, Beirut.
3. Arabic for Various Situations, Published by Al Huda Books, Calicut

C.C.A.3. – Computer Applications in Arabic

Topics of Study and Practice :

- i. Computer Fundamentals : Classification of Computers – Input and Output Devices – Storage Devices – Organization of Computer – Programming Languages – Operating Systems .
- ii. M.S. Word : Elements of Word Window – Typing, Selecting, deleting, Copying and Moving of a Text – Creating Files/ Folders, Saving, Opening , Closing and Printing Documents – Page Setup – Formatting Paragraphs and Characters – Numbered and Bulleted Text – Working with Table – Mail Merging, etc.
- iii. M.S. Excel : Building Work Sheet – Entering and Editing Data – Inserting / Deleting Rows & Columns – Auto Fill – Ranges, Formulas – Formatting – Charts – Functions etc.
- iv. Arabic Keyboard Typing Practice using the Arabic Word Processing package.

C.C.A.4. – Communicative English

The paper has been framed to impart communicative and functional skills in English along with understanding the basic English structure and grammar. The areas of study as follows.

Conversational Expressions – Glossary of Useful words – Miscellaneous terminology - Numerals – Days of week – Basic questions – Parts of speech – Tense forms – Articles – Degrees of comparison – Gerund – Prefixes and Suffixes – Question tag – Prepositions – Active and Passive voice – Direct and Indirect speech- use of helping Verbs – Sound training and Phonetics – Group discussions – Drafting of letters – Conversation practice – Impact - Usages – Pronunciation – Idiomatic expressions

C.C.A.5. – Project Work

The Project Report shall be computer typed by the candidate himself in a size of not less than 25 pages and the same may be on any one of the following:

- a. Preparation of English – Arabic Phrase Book / Glossary of day to day use as giving English Transliteration of the Arabic Terms.
- b. Collecting specimens of Current Arabic Passages from News Reports, Journals Manuals / Hand Books etc. and supplementing them with Vocabulary Index and Transliteration.

B. DIPLOMA COURSE IN FUNCTIONAL ARABIC

D.C.A.1. – Written Arabic

Under this paper it is envisaged that the student be taught the fundamentals of Arabic Grammar and Structure along with language drill .

Practice Book : An Introduction to Modern Literary Arabic – David Cowan
Published by S.Chand & Company , New Delhi.

Reference Book :A New Arabic Grammar of the Written Language
By Nahmad and Haywood.

D.C.A.2. – Spoken Arabic :

The Objective of the paper is to introduce the learner to different social situations and to improve the skills of oral communication in Arabic .

Practice Book : Duroosun Fil Arabiyyah – Text Book by Lingua phone Institute Ltd., London.(All parts of the lessons : 1,3,4,7,11,12,15,17,22 and 27 only)

D.C.A.3. – Translation : Aim of the paper is to develop Translation skills.

Topics for study and practice : Theory of Translation – Travel and Employment, Job Applications, Documents : Visas and Agreements – Advertisements & Notifications – Certificates, Passage Translation

Reference Books : i) The Professional Translator by R.Machlab & K.Kobaya
ii) Translation from English to Arabic : Methods & Principles
by Dr. Moinudeen Azmi
iii) A Hand Book of Commercial Arabic and Correspondence (Sections: 2-8) by Dr. K.P. Abubaker.

D.C.A.4. – Microsoft Office: Arabic:

Under this paper, Intensive Computer Training in the following areas shall be offered:

Arabic Word Processing: MS Excel, Access & PowerPoint

Awareness of Internet , Arab Search Engines, Arab websites and E-mail – Searching and Managing Datas from Resource CDs in Arabic.

D.C.A.5. – Project Work / Field Study :

Job Training in Functional Use of Arabic as Translator and Consultant with the Offices / Firms / Agencies referred to in Para 5 of the scheme and collection / production of copies to original Arabic Documents/ Certificates along with their Translations.

C. ADVANCED DIPLOMA COURSE IN COMMERCIAL ARABIC

A.D.C.A.1. – Standard Arabic

Objective of the paper is to develop language skills of reading, writing and understanding standard written passage in Arabic .

Prescribed Text : 1) A Reference Grammar of Modern Standard Arabic: Lessons 4 -39, by Karin C. Ryding, Published by Cambridge University Press.

2) Standard Arabic: An Elementary-Intermediate Course: Lessons 1-28, by Eckehard Schulz, Günter Krahl & Wolfgang Reuschel, Published by Cambridge University Press

A.D.C.A.2. – Commercial Arabic

Aim of the paper is to improve ability in Written Communication and to acquaint the learners with commercial correspondence .

Books Recommended :

1. The Commercial Arabic by Prof. V.P.Abdul Hameed & Prof. N.K.Abdul Haleem (Chapters 1 – 11 , Section II ,Chapter 13 and Section III, Chapter 14 only)
2. Secretarial Practice in Arabic by Dr. Hanif Palliyath (Part II only)
3. A Hand Book of Commercial Arabic and Correspondence (Sections 1: Correspondence Only) by Dr. K.P. Abubaker.

A.D.C.A.3.– Traveler’s Arabic

Under this course it is envisaged to enable the learner to converse freely and fluently in Arabic especially during journey to Arab Countries and to acquaint with the variations in spoken dialects.

Practice Book : i) Al-Arabiyyatu Lil Hayat – Second Book, Published by King Saud University, Riyadh .

ii) Arabic for your Trip by Berlitz staff of Editors

iii) Arabic Today, John Mace : Part I , Published by Edinburgh University Press,London

Reference Books : i) A Course in Spoken Arabic by Shafi Shaikh (OUP)

ii) Spoken Arabic by Said Salah

iii) Easy Steps to Functional Arabic(Chapter V) by Dr.K.S. Bahmani

iv)Arabic Self Taught (Syrian) by A. Hassam

v)Introduction to Arabic : a BBC radio Course for beginners.

A.D.C.A.4. – Travel and Tourism

The Objective of the paper is to introduce the learner to the fundamental concepts & functions of Tourism and Travel System.

Topics of Study:

1. Tourism- an introduction: Concept- tourist- Types- Definitions- Components- Impacts- Terminologies
2. Tourism: Tourism System- Tourism Products- Definitions- Product life cycle- Types of Tourism
3. International Tourism : Tourism Organizations- Functions- IATA- WTO- WTTC- ASTA- UFTA- PATA- IATO- FHRI
4. Travel Agency and Tour Operation: Definition- Differentiation- Functions- Sources of Revenue- Tour Planning and Marketing- Tourism and IT- Travel Formalities
5. Tourism Marketing: Tourism Market- Market Segmentation- Product mix- Pricing strategies- Tourism Promotion and Marketing.

Reference Books :

1. An Introduction to Travel and Tourism by Dennis L.Foster
2. International Travel and Tourism by Donald Lundberg and Carolyn Lundberg
3. The Travel Industry by Chucky.Gee,James C Makens and Dexter J.L.Choy
4. Marketting for Hospitality and Tourism by Philip Kotler, John Bowen and James Makens
5. Tourism Development Principles, Policies. By Garter
6. The Business of Tourism by Christopher Holloway
7. Economics of Tourism,Pricing, Impacts and forecasting by Krishnan K. Kamra