

ARBCC02 EASY LERN – ARABIC TYPING COURSE

KAHM UNITY WOMEM'S COLLEGE, MANJERI DEPARTMENT OF ARABIC

MINUTES OF BOARD OF STUDIES HELD ON 23.11.2023

A meeting of the Board of Studies to implement the Certificate Course in "Easy learn- Arabic Typing" on 23.11.2023 at 1.30 pm to discuss the following matters

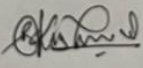
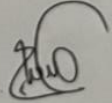
Agenda

1. Certificate courses 2023-24
2. Approval of the syllabus of certificate course
3. Duration of the course
4. Mode of Evaluation

Discussion of the meeting

1. The Board of Studies decided to accept the title, course code, duration and mode of evaluation of the syllabus
2. The draft of the syllabus was prepared was placed for discussion and approved for the certificate course

Members participated

1. Mr. Noushadali PK 
(Head, Department of Arabic)
2. Mr. Mahmud Minhaj P 
(Guest lecturer, Department of Arabic)





DEPARTMENT OF ARABIC
KAHM UNITY WOMEN'S COLLEGE, MANJERI
(Affiliated to the University of Calicut Reaccredited by NAAC at B++ grade
Narukara PO, Manjeri, Malappuram, Kerala, India)



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LEARN
ARABIC TYPING
CERTIFICATE COURSE

1st December to 15th March

Coordinator
Mahmud Minhaj P

Head of the Department
Noushadali PK

DURATION : 30 HOURS

PRACTICAL SESSIONS

LAB FACILITY

 unity_arabic_dept



Easy Learn Arabic Typing Course

Description

Course Overview:

The "Easy Learn Arabic Typing" course is designed to help beginners and intermediate learners master the skills of typing in Arabic efficiently and accurately. The course is structured to provide a comprehensive learning experience, combining theoretical knowledge with practical exercises to ensure students become proficient in Arabic typing.

Course Objectives:

- 1. Understanding the Arabic Keyboard Layout:**
 - o Familiarize students with the layout of the Arabic keyboard.
 - o Teach correct hand positioning to maximize typing speed and accuracy.
- 2. Mastering Arabic Diacritics (Tashkeel):**
 - o Learn the importance and correct usage of diacritical marks.
 - o Practice typing with diacritics to enhance readability and comprehension.
- 3. Improving Typing Speed and Accuracy:**
 - o Provide exercises to improve typing speed without compromising accuracy.
 - o Introduce techniques and shortcuts for efficient typing.
- 4. Overcoming Common Typing Challenges:**
 - o Identify and address common difficulties faced while typing in Arabic.
 - o Offer solutions and strategies to overcome these challenges.
- 5. Applying Typing Skills in Real-world Contexts:**
 - o Encourage the application of typing skills in various practical scenarios such as writing emails, creating documents, and engaging in online communication.

Credit:2

Duration: 30 Hours

Course Description: This course is designed to provide students with a comprehensive understanding of Arabic typing techniques, keyboard layout, and proficiency development. Through a combination of theoretical lessons and practical exercises, students will learn how to type accurately and efficiently in Arabic, enhancing their productivity and communication skills.

Week 1: Introduction to Arabic Typing (6 hours)

- Overview of Arabic language script and alphabet



- Introduction to Arabic keyboard layout
- Basic finger positioning and hand placement
- Typing exercises focusing on individual letters and basic words

Week 2: Diacritical Marks and Special Characters (6 hours)

- Understanding the importance of diacritical marks in Arabic typing
- Practice typing letters with diacritics (e.g., fatha, kasra, damma)
- Typing special characters and punctuation marks in Arabic
- Exercises to reinforce accuracy and speed with diacritical marks

Week 3: Building Typing Speed (6 hours)

- Techniques for improving typing speed and efficiency
- Introduction to touch typing methodology
- Speed drills and timed typing exercises
- Strategies for overcoming common typing errors and challenges

Week 4: Advanced Typing Skills (6 hours)

- Typing complex Arabic words and phrases
- Practice typing with ligatures and connecting letters
- Introduction to typing longer texts and documents
- Typing exercises focusing on accuracy, speed, and fluency

Week 5: Typing Practice and Review (6 hours)

- Review of course materials and key concepts
- Intensive typing practice sessions
- Individualized feedback and guidance from the instructor
- Final assessment to evaluate typing proficiency and progress

Assessment:

- Weekly quizzes to assess understanding of course material
- Typing speed and accuracy tests conducted throughout the course



- Final assessment including a typing proficiency test and written exam

EASY LEARN- ARABIC TYPING
Certificate Course, Department of Arabic
KAHM Unity Women's College, Manjeri
Model Question Paper

Time: 1 Hour

Mark:30

Section A: Theory (15 Marks)

Instructions:

1. Answer all the questions.
2. Write your answers in the provided answer sheet.
3. You have 30 minutes to complete this section.
1. Explain the significance of Arabic typing skills in the context of globalization and digital communication. (5 Marks)

2. Describe the correct hand positioning on an Arabic keyboard. Why is it

important to maintain this positioning while typing?

(5 Marks)



3. What are the common challenges faced while typing in Arabic and how can they be overcome? Provide at least three challenges and their solutions? (5 Marks)

Section B: Practical Typing Task: 15 Marks

Type the following paragraph in Arabic. Ensure all diacritical marks (tashkeel) are accurately placed. Pay attention to punctuation and formatting.

العَرَبِيَّةُ لُغَةٌ جَمِيلَةٌ وَعَرِيفَةٌ، تَحْمِلُ فِي طَيَّابَتِهَا تَارِيخًا طَوِيلًا وَثَقَافَةً غَنِيَّةً. تَتَضَمَّنُ العَرَبِيَّةُ العَدِيدَ مِنَ الحُرُوفِ وَالأصْوَاتِ الَّتِي تَجْعَلُهَا فَرِيدَةً. فِي زَمَانِنَا الحَاضِرِ، تُسَاهِمُ التَّكْنُولُوجِيَا فِي تَسْهِيلِ تَعَلُّمِ العَرَبِيَّةِ وَتَطْبِيقِهَا فِي مَجَالَاتٍ عَدِيدَةٍ. لِذَلِكَ، إِتْقَانُ الطَّبَاعَةِ بِاللُّغَةِ العَرَبِيَّةِ يُعْتَبَرُ مَهَارَةً هَامَّةً تَفْتَحُ آفَاقًا وَاسِعَةً أَمَامَ المُتَعَلِّمِينَ.




PRINCIPAL
Korambayil Ahamed Hajji
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College, Manjeri