



UNIVERSITY OF KARACHI

DEPARTMENT OF ARABIC

ADMISSIONS 2013-2014

POSTGRADUATE DIPLOMA (PGD) in FUNCTIONAL ARABIC

<p>ELIGIBILITY</p> <ol style="list-style-type: none">1). Graduation with Arabic or Graduation with Arabic Diploma or any other equivalent Bachelors degree with Arabic with at least 2nd Division from any recognized Institution2). Al Shahadat-Al Aaliya from any recognized Deeni Wifaq/Board.3). Admissions are granted on Merit of Pre-Requisite Examinations.	<p>Postgraduate Diploma in Functional Arabic is being offered in the Department of Arabic University of Karachi.</p> <p>Arabic Language being the language of the holy Quran has a special and elevated space among the languages of the world.</p> <p>As the world is becoming more globalized in this digital area specially with in the social websites the use of Arabic Language is increasing.</p> <p>To acquire professional skills in this language and to communicate, translate and to have secretary ship skills is a challenge for many people.</p> <p>The Post Graduate Diploma in Functional Arabic is a prime program of the department of Arabic, which is being offered for the first time by the University of Karachi, the classes of PGD in Functional Arabic are held in the Afternoon (3:00pm to 5:30pm). PGD in Functional Arabic helps improve professional skills in the field of translation and secretary ship and to get a job in these fields.</p>
<p>OBJECTIVE</p> <p>The PGD program teaches Functional Arabic that is the ability to know the Arab world and its culture, to translate, to communicate in correspondence, Conversation as well as in using Arabic Computers and to practice the secretary ship skills.</p> <p>1-To learn the location and places and the physical and cultural characteristics of the Arab world in order to functions more effective, in our increasingly interdependent world.</p> <p>2-To study translation for the love and pleasure of working with languages, to learn about the developing skills in terminology and technologies of translation, and to acquire professional skill in language transfer and get a job in the field.</p> <p>3- To study communication to become an effective communicator touches your career in many different ways.</p> <p>4- To study secretary ship skills is to improve and develop those skills which will help to manage, administrate a company or an organization in an organized way.</p>	<p>JOB ORIENTATION IN EDUCATION</p> <p>On Job workdeers in various Organizations of Arabic missions and Islamic organizations find training in PGD in Functional Arabic as beneficial on their Job Work.</p> <p>FACULTY</p> <p>Highly Qualified and Experienced Teachers are entrusted the Teaching in PGD in Functional Arabic</p>
<p>LEDERSHIP DEVELOPMENT PROGRAMME</p> <p>The Program which is spread over Two Semesters is specifically for those Students who are either already in service and require knowledge of Arabic to do their Job in an Efficient manner and for those who want to study Advanced Professional Courses in Arabic as an Additional Qualification which would be used in Research and Job seeking. This program is useful for Translator, Secretaries, Office Workers in Arab mission all over Pakistan and in organizations in Arab Countries etc.</p>	<p>LIBRARY AND LABORATORY</p> <p>A seminar Library with a number of books on various topics of Arabic language and literature are available within the premises of the Department. Latest books on Arabic are available for issuance to the Students. A well equipped Computer Laboratory is available with latest computers.</p>
<p>For further information, please contact: In charge, Department of Arabic Tel: (021)99261300-7 Ext:2273 Email: arabic@uok.edu.pk</p>	<p>ADMISSION SCHEDULE</p> <p>Application forms for admission are available from the Department of Arabic on Payment of Rs.200/-</p> <ul style="list-style-type: none">• Issuance/Submission of Admission forms: 6 January, 2014 to 17 January, 2014• Provisional Merit List (to be pasted on Department Notice Board) 21 January, 2014• Submission of Fee 22-30 January, 2014 <p style="text-align: right;">REGISTRAR UNIVERSITY OF KARACHI</p>