



# UNIVERSITY OF KARACHI

## DEPARTMENT OF ARABIC

### ADMISSIONS 2015

# POSTGRADUATE DIPLOMA (PGD) IN FUNCTIONAL ARABIC

*Department of Arabic, University of Karachi*

### *Introduces Post Graduate Diploma in Functional Arabic*

Being the language of Holy Quran, the Arabic language enjoys a significant status among Muslims, However, due to globalization the use of Arabic Language has been increased and it has now become mandatory to learn this language in order to cater the needs of Arab job market. However, acquiring professional skills of communication and translation in this language is considered a challenge for people. Considering the need, the Department of Arabic introduces diploma in Functional Arabic. The program will help the students in acquiring professional skills of communication and translation which will benefit those who seek job opportunities in the Arab Job Market.

Classes for PGD in Functional Arabic will be conducted in the Afternoon (03:00 pm – 05:30 pm)

## OBJECTIVE

The Post Graduate Diploma Program in Functional Arabic intends to empower learners with the ability of day to day correspondence in Arabic language including translation and the use of Arabic software programs and keyboards. Some of the main objectives include:

- 1) Awareness of the physical and cultural characteristics of the Arab World including location and well-known places.
- 2) Inculcation of professional skills of translation, including the knowledge of terminologies and technologies of the art of translation. This will enable the learner to compete the job market of this field.
- 3) Training to acquire excellent communication skills in Arabic Language.
- 4) Improvement and training of Secretary ship skills including management and administrative training in an individual, which is mandatory for running office matters smoothly.

## ELIGIBILITY

- 1) At least 2<sup>nd</sup> division in Graduation with Arabic or Arabic Certificate/Diploma or any other equivalent qualification.
- 2). Al Shahadat-Al Aaliya from any recognized Deeni Wifaq/Board.
- 3). Admissions are granted on Merit of Pre-Requisite Examinations.

## PROGRAM DETAILS & CAREER IIOIRTYBUTUES

The program, comprised of two semesters, is specifically designed for those who are already in service and require the knowledge of Arabic language to perform their responsibilities efficiently.

It will also benefit those students who wish to attend Arabic courses as an additional qualification either for research or to meet the requirements of the job market.

The program will also prove to be beneficial for translators, secretaries, office administrators in Arab missions all over Pakistan and in various organizations in Arab countries etc.

## FACULTY

Highly qualified and experienced teachers will conduct the teaching sessions.

## FACILITIES

A seminar library with large collection of books related to the Arabic Language and Literature are available. A well-equipped computer laboratory is available with updated computer systems.

## ADMISSION SCHEDULE

Application Forms for Admission are available from the Department of Arabic on Payment of Rs.200/-

- Issuance/Submission of Admission Forms: December 08 , 2014 to December 19, 2014
- Provisional Merit List (to be pasted on Department Notice Board) December 22 , 2014
- Submission of Fee December 23 , 2014 to December 31 , 2014

The Department of Arabic, University of Karachi also offers admissions in the following Short Courses

**For further information, please contact:**  
Incharge, Department of Arabic,  
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