UNIVERSITY OF DELHI

DEPARTMENT OF ARABIC

UNDERGRADUATE PROGRAMME
(Courses effective from Academic Year 2015-16)

SYLLABUS OF COURSES TO BE OFFERED
Core Courses, Elective Courses & Ability Enhancement Courses

Preamble

The University Grants Commission (UGC) has initiated several measures to bring equity, efficiency and excellence in the Higher Education System of country. The important measures taken to enhance academic standards and quality in higher education include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems, besides governance and other matters.

The UGC has formulated various regulations and guidelines from time to time to improve the higher education system and maintain minimum standards and quality across the Higher Educational Institutions (HEIs) in India. The academic reforms recommended by the UGC in the recent past have led to overall improvement in the higher education system. However, due to lot of diversity in the system of higher education, there are multiple approaches followed by universities towards examination, evaluation and grading system. While the HEIs must have the flexibility and freedom in designing the examination and evaluation methods that best fits the curriculum, syllabi and teaching–learning methods, there is a need to devise a sensible system for awarding the grades based on the performance of students. Presently the performance of the students is reported using the conventional system of marks secured in the examinations or grades or both. The conversion from marks to letter grades and the letter grades used vary widely across the HEIs in the country. This creates difficulty for the academia and the employers to understand and infer the performance of the students graduating from different universities and colleges based on grades.

The grading system is considered to be better than the conventional marks system and hence it has been followed in the top institutions in India and abroad. So it is desirable to introduce uniform grading system. This will facilitate student mobility across institutions within and across countries and also enable potential employers to assess the performance of students. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the UGC has formulated these guidelines.

CHOICE BASED CREDIT SYSTEM (CBCS):

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the UGC has formulated the guidelines to be followed.

Outline of Choice Based Credit System:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
    2.1 **Discipline Specific Elective (DSE) Course**: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
    2.2 **Dissertation/Project**: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.
    2.3 **Generic Elective (GE) Course**: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.
    P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.
3. **Ability Enhancement Courses (AEC)/Competency Improvement Courses/Skill Development Courses/Foundation Course:** The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) and AE Elective Course (AEEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement. They ((i) Environmental Science, (ii) English/MIL Communication) are mandatory for all disciplines. AEEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
    3.1 AE Compulsory Course (AECC): Environmental Science, English Communication/MIL Communication.
    3.2 AE Elective Course (AEEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

Details of Courses Under Undergraduate Programme (B.A./ B.Com.)

Course	*Credits	
	Paper+ Practical	Paper + Tutorial
I. Core Course	12X4= 48	12X5=60
(12 Papers)		
Two papers – English		
Two papers – MIL		
Four papers – Discipline 1.		
Four papers – Discipline 2.		
Core Course Practical / Tutorial*	12X2=24	12X1=12
(12 Practicals)		
II. Elective Course	6x4=24	6X5=30
(6 Papers)		
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Inter disciplinary		
Two papers from each discipline of choice		
and two papers of interdisciplinary nature.		
Elective Course Practical / Tutorials*	6 X 2=12	6X1=6
(6 Practical/ Tutorials*)		
Two papers- Discipline 1 specific		
Two papers- Discipline 2 specific		
Two papers- Generic (Inter disciplinary)		
Two papers from each discipline of choice		
including papers of interdisciplinary nature.		

- **Optional Dissertation or project work in place of one elective paper (6 credits) in 6ᵗʰ Semester**

	Paper+ Practical	Paper + Tutorial
III. Ability Enhancement Courses		
1**. Ability Enhancement Compulsory**	2 X 2=4	2 X 2=4
(2 Papers of 2 credits each)		
Environmental Science		
English Communication/MIL		
2**. Ability Enhancement Elective**	4 X 2=8	4 X 2=8
(Skill Based)		
(4 Papers of 2 credits each)		
	Total credit= 120	**Total = 120**

Institute should evolve a system/policy about ECA/ General Interest/Hobby/Sports/NCC/NSS/related courses on its own.

*wherever there is a practical there will be no tutorial and vice-versa.

Core Course B.A. (Prog.) & B.Com (Prog.)	
In Lieu of MIL - **ARABIC**	
Semester : I/II	
Core - In Lieu of MIL (Arabic) - I **Arabic Language-I**	
Semester – III/IV	
Core - In Lieu of MIL (Arabic) - II **Arabic Language-II**	
DISCIPLINE SPECIFIC CORE (DSC)	
Semester-I	**Semester-II**
DSC - 1 Text & Applied Grammar-I	**DSC - 2** Text & Applied Grammar-II
Semester–III	**Semester-IV**
DSC - 3 Text, Applied Grammar & Translation-I	**DSC - 4** Text, Applied Grammar & Translation-II

Proposed By:

Department of Arabic, ZHDC & Department of Arabic, University of Delhi.

Semester – I / II
Core - In Lieu of MIL - Arabic I
Arabic Language - I

a) **Reading & Writing Arabic-I**	b) **Basic Vocabulary**

- Alphabets with different shapes
- Moon & Sun letters
- Vowel signs (short &long)
- Joining of letters
- Words with different vowels
- Reading text with vowels
- Practicing Arabic alphabets in isolated shapes, two, three, four & five letters
- Copying text
- Taking dictation
	▪ Frequently used Urdu words of Arabic origin. (100)
	▪ Frequently used vocabulary of the following heads: (300)
	    - House
	    - Kitchen
	    - Office
	    - Class Room
	    - College
	    - Fruits
	    - Vegetables
	    - Fruits
	    - Name of Days
	    - Name of Months
	    - Numbers (1-10)

c) **Conversation**

Usage of the following letters:

أسماء الإشارة (مفرد)	لِ	لدى	عند	همزة	هل	لا	نعم
عدد وصفي (١٠-١)	كم	أين	متى	لماذا	كيف	ما	من	أسماء الاستفهام

Note: After memorizing vocabulary, the teacher should help students practice these words in oral expression. Also, the teacher should teach them how to make simple sentences using these words.

Recommended Books:

- Reading material prepared by the Department of Arabic, ZHDC
- V. Abdur Rahim : Madina Arabic, Vol. 1

▪ د. احسان الرحمان : الجديد في العربية

<table>
<tr><td colspan="2" align="center">**Semester – III / IV**
Core-In Lieu of MIL - Arabic II
Arabic Language - II</td></tr>
</table>

a) Text:

<div dir="rtl">

الجديد في اللغة العربية: السيد إحسان الرحمن

</div>

Lessons: 1 - 10

b) Grammar:

▪ Masculine & Feminine	المذكر والمؤنث
▪ Definite & Indefinite	المعرفة والنكرة
▪ Singular & Plural	المفرد والجمع
▪ Demonstrative Pronouns	أسماء الإشارة
▪ Detached Pronouns	الضمائر المنفصلة
▪ Attached Pronouns	الضمائر المتصلة
▪ Annexation	الإضافة: المضاف والمضاف إليه
▪ Quality & the Noun Qualified	النعت والمنعوت
▪ Nominal Sentence	الجملة الاسمية: المبتدأ والخبر
▪ Cardinal Numbers 1-10	العدد الأصلي من ١ إلى ١٠
▪ Preposition	حروف الجر: من، في، إلى، على، بـ ، لـ
▪ Perfect Tense	الفعل الماضي
▪ Imperfect Tense	الفعل المضارع
▪ Verbal Sentence	الجملة الفعلية: الفاعل والمفعول

c) Translation:

Translation of simple sentences from English into Arabic.

Recommended Books:

- ▪ Dr. Syed Ali : Arabic For Beginners
- ▪ Dr. W. A. Nadwi : A Practical Approach to The Arabic Language Vol-1
- ▪ Amir Jamal: Arabic: Learn the Easy Way

a) Text:
  Prescribed Book:

  Madina Arabic, Vol - 1
  Dr. V. Abdur Rahim

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b) Grammar:

▪ Arabic Alphabet	حروف الهجاء
▪ Sun Letters & Moon Letters	الحروف الشمسية والحروف القمرية
▪ Vowels	الحركات
▪ Orthographic Signs	(السكون والشدة والمدة
▪ Masculine & Feminine	المذكر والمؤنث
▪ Definite & Indefinite	المعرفة والنكرة
▪ Singular & Plural	المفرد والجمع
▪ Sound Masculine Plural	جمع المذكر السالم
▪ Sound Feminine Plural	جمع المؤنث السالم
▪ Broken Plural	الجمع المكسّر
▪ Demonstrative Pronouns	أسماء الإشارة
▪ Attached & Detached Pronouns	الضمائر المتصلة والضمائر المنفصلة
▪ Nominal Sentence	الجملة الاسمية: المبتدأ والخبر
▪ Perfect Tense	الفعل الماضي
▪ Imperfect Tense	الفعل المضارع

Recommended Books:

  ▪ Dr. Syed Ali : Arabic for Beginners
  ▪ Dr. W. A. Nadwi : A Practical Approach to The Arabic Language Vol.1
  ▪ Amir Jamal : Arabic: Learn the Easy Way

<table>
<tr><td colspan="2" align="center">**Semester - II**
DSC - 2
Text & Applied Grammar - II</td></tr>
</table>

a) Text:

Prescribed Book:

Madina Arabic, Vol - 2
Dr. V. Abdur Rahim

b) Grammar:

▪ Quality & the Noun Qualified	النعت والمنعوت
▪ Annexation	الإضافة
▪ Preposition	حروف الجر
▪ Verbal Sentence	الجملة الفعلية: الفعل + الفاعل
▪ Verbal Sentence	الفعل + الفاعل + المفعول به
▪ Conjugation of the Perfect Verb	تصريف الفعل الماضي
▪ Conjugation of the Imperfect Verb	تصريف الفعل المضارع
▪ Conjugation of the Imperative	تصريف فعل الأمر
▪ Conjugation of the Prohibitive	تصريف فعل النهي
▪ Active Verb & Passive Verb	الفعل للمعلوم والفعل للمجهول
▪ Groups of the Trilateral Verbs	أبواب الفعل الثلاثي المجرد
▪ Active Participle	اسم الفاعل
▪ Passive Participle	اسم المفعول

Recommended Books:

- ▪ Dr. Syed Ali : Arabic for Beginners
- ▪ Dr. W. A. Nadwi : A Practical Approach to The Arabic Language Vol-1
- ▪ Amir Jamal : Arabic: Learn the Easy Way

a) Text:

Prescribed Book:

القراءة الرشيدة (الجزء الأول): عبد الفتاح صبري

Lessons:

الزهرة (٢)	المذياع (١)
الشباك (١٤)	الطائر (١٠)
الطريق (٢١)	عيادة المريض (١٦)
ترنيمة الولد في الصباح (٢٧)	إطلاق الطيور (٢٨)
تاريخ الكرسي (٥٩)	حلاوة الكسب (٥٣)

b) Grammar:

▪ Inna & its sisters	إنّ وأخواتها
▪ Kaana & its sisters	كان وأخواتها
▪ The Circumstantial Accusative	الحال
▪ The exception with إلا	الاستثناء بـ إلا
▪ Sound & weak verb	الفعل الصحيح والفعل المعتل
▪ Number & the noun qualified by the number	العدد والمعدود

c) Translation:

Translation of simple sentences from English into Arabic.

Recommended Books:

- Dr. Syed Ali : Arabic for Beginners
- Dr. W. A. Nadwi : A Practical Approach to The Arabic Language
- J. A. Haywood & H. M. Nahmad : A New Arabic Grammar
- Amir Jamal : Arabic: Learn the Easy Way

a) Text:

Prescribed Book:

<div dir="rtl">

القراءة الرشيدة (الجزء الثاني): عبد الفتاح صبري

</div>

Lessons:

<div dir="rtl">

الأمانة كنز (١٢)	جزاء الصدق (١)
جماعة الفيران (٣٥)	الأسد والثعلب (٢٢)
الخادم والسمكة (٤٥)	الطاؤوس (٣٦)
جزاء الوالدين (٥٤)	الصياد والأسد (٥٢)

</div>

b) Grammar:

<div dir="rtl">

- The Derived Trilateral Verbs — أبواب الفعل الثلاثي المزيد فيه

تفعيل - مفاعلة - إفعال - تفعل - تفاعل - انفعال - افتعال - استفعال

- Subjunctive Mood of the Imperfect Verb — الحروف الناصبة للمضارع
- Jussive Mood of the Imperfect Verb — الحروف الجازمة للمضارع
- Hamza al-Wasl & Hamza al-Qat' — همزة الوصل وهمزة القطع
- The Adverb of Time & Place — ظرف الزمان وظرف المكان

</div>

Translation:

Translation of simple sentences from English into Arabic.

Recommended Books:

- Dr. Syed Ali : Arabic for Beginners
- Dr. W. A. Nadwi : A Practical Approach to The Arabic Language Vol. 2
- J. A. Haywood & H. M. Nahmad : A New Arabic Grammar
- Amir Jamal : Arabic: Learn the Easy Way

* Elective: Discipline Specific (DSE) B.A. (Prog) Arabic	
Semester: V/VI	
DSE – 1 Arabic Children's Stories (Reading & Comprehension) قصص الأطفال باللغة العربية: قراءة واستيعاب	**DSE – 2** Translation: Arabic - English - Arabic ترجمة: انجليزي - عربي - انجليزي
DSE – 3 Khutoot:Ruq'ah & Naskh خط الرقعة وخط النسخ: تعريف وتمرين	**DSE – 4** Composition الإنشاء

* Optional **Dissertation** or **Project Work** in place of one Discipline Specific Elective Paper (4 Credits) in the 6th Semester

DSE – 1   **Arabic Children's Stories: Reading & Comprehension**

<div dir="rtl">

قصص الأطفال باللغة العربية: قراءة واستيعاب

- حكاية من نوادر جحا
- قصتان من مجلة الفاتح للأطفال الإلكترونية
- قصيدتان من مجلة الفاتح للأطفال الإلكترونية
- قصة فكاهية لكامل الكيلاني

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Recommended Books:

<div dir="rtl">

- كامل الكيلاني : مجموعة القصص
- دار المعارف بمصر : نوادر جحا
- مجلة الفاتح الإلكترونية

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DSE – 2   **Translation: Arabic - English - Arabic**

<div dir="rtl">

ترجمة: عربي - انجليزي - عربي

</div>

- Simple Sentences Arabic - English - Arabic on different topics.

DSE – 3   **Khutoot:Ruq'ah & Naskh**

<div dir="rtl">

خط الرقعة وخط النسخ : تعريف وتمرين

</div>

Introduction to Arabic script Ruq'ah	تعريف بخط الرقعة
Introduction to Arabic script Naskh	تعريف بخط النسخ
Familiarity with different Arabic scripts	إلمام بمختلف الخطوط العربية
Skill of reading handwritten scripts	مهارة قراءة النصوص المكتوبة باليد

Recommended Books:

<div dir="rtl">

- مولانا نور عالم خليل الأميني : خط رقعہ کیوں اور کیسے سیکھیں؟
- مركز الملك فيصل للبحوث والدراسات الإسلامية : الخط العربي من خلال المخطوطات
- د.عادل الألوسي : الخط العربي نشأته وتطوره

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DSE – 4   **Composition**

<div dir="rtl">

الإنشاء

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- Short essay writing
- Letter writing
- Application writing

<table>
<tr><td colspan="2">Elective Course: Generic
(GE)
B.A. (Prog) & B.Com (Prog)</td></tr>
<tr><td colspan="2">Semester: V/VI</td></tr>
<tr>
<td>GE – 1
Let us Read & Write Arabic
هيأ نقرأ ونكتب باللغة العربية</td>
<td>GE – 2
Arabic for Job Seekers
اللغة العربية في سوق العمل</td>
</tr>
<tr>
<td>GE – 3
Introduction to History of Arabic Language
تاريخ اللغة العربية: تعريف موجز</td>
<td>GE – 4
Impact of Arabic on Indian Languages
أثر اللغة العربية على اللغات الهندية</td>
</tr>
</table>

GE - 1

Let Us Read & Write Arabic
هيأ نقرأ ونكتب باللغة العربية

- **Reading & Writing Arabic**
  - Arabic alphabet with different shapes
  - Moon & Sun letters
  - Vowel signs (short & long)
  - Joining of Letters
  - Words with different vowels
  - Reading text with vowels
  - Practicing Arabic alphabet in isolated shapes and two, three, four & five …. letters
  - Copying text
  - Taking dictation

- **Basic Vocabulary**
  - Frequently used Urdu words of Arabic origin.
  - Frequently used vocabulary of the following heads:
    - House
    - Kitchen
    - Office
    - Class Room
    - College
    - Human Body
    - Vegetables
    - Fruits
    - Name of Days
    - Name of Months
    - Numbers (1-10)

- **Conversation**

Usage of the following:

أسماء الإشارة (مفرد)	لِ	لدى	عند	همزة	هل	لا	نعم
عدد وصفي (١٠-١)	كم	أين	متى	لماذا	كيف	ما	من	أسماء الاستفهام

Recommended Books:

- محبوب الرحمن الأزهري : دروس الأشياء

- ف. عبدالرحيم : دروس اللغة العربية لغير الناطقين بها

- لجنة علماء كيرالا : العربية للأطفال

- S. A. Rahman : Teach Yourself Arabic
- R.I. Faynan :Essential Arabic
- Rapidex (Arabic Version)

GE - 2
Arabic for Job Seekers
اللغة العربية في سوق العمل

▪ **Common Expressions**
   - Formal and Informal Greetings
   - Greeting of Special Days and Times
   - Expressing Thanks, Excuse and Apology etc.
▪ **Lessons on Alphabets**
   - Lessons on Arabic alphabet along with some frequently used words which include such letters.
▪ **Acquaintance**
   - Introducing oneself and acquainting with others
   - Asking for guidance or directions
▪ **Questions**
   - Introducing common question-words and mode of questioning
▪ **Timing**
   - Time and Date,
   - Use of calendar
   - Year, months, and dates
   - Hijri date system
	▪ **Conversation on special occasions**
	   - **Shopping:**
	      ▪ Types and sections
	      ▪ Rates and Bargaining
	      ▪ Currencies
	      ▪ Selling and buying
	      ▪ Billing and Payments
	   - **Travel**:
	      ▪ Booking and reservation
	      ▪ Modes, vehicles and methods of transport
	      ▪ Sections and formalities in an airport
	      ▪ Documents etc.
	   - **Hospital:**
	      ▪ Sign boards
	      ▪ Staff and services
	      ▪ Common diseases
	      ▪ Methods of treatment and medication
	      ▪ Numerals up to 10

Recommended Books:

▪ محبوب الرحمن الأزهري : دروس الأشياء

▪ د.اجتباء الندوي : التعبير والمحادثة العربية

  ▪ S. A. Rahman : Let Us Speak Arabic
  ▪ Amir Jamal, Arabic: Learn the Easy Way
  ▪ Rapidex (Arabic)

GE - 3

Introduction to History of Arabic Language
تاريخ اللغة العربية: تعريف موجز

- Origin of Arabic Language

- Origin of Arabic Script

- Role of Early Arab Aswaq (Fairs) in the development of Arabic Language

- Impact of Bedouin Life on Arabic Language

- Relevance of Arabic in today's Life

- Arabic Language in the Global Scenario

Recommended Books:

- جرجي زيدان : تاريخ آداب اللغة العربية
- أحمد حسن زيات : تاريخ الأدب العربي
- حنا فاخوري : الجامع في تاريخ الأدب العربي
- Philip K. Hittie : History of Arab
- Nicholson: A literary history of the Arabs

- العلاقات العربية الهندية
- العائلات العربية في الهند
- مسرد الكلمات العربية في الأردية
- الأمثال المتماثلة بالعربية والهندية

المراجع:

- علاء الدين الندوي : التعبيرات الوجيزة العربية
- سيد سليمان الندوي : عرب وهند كيه تعلقات
- سمير عبدالحميد : المفردات العربية في اللغة الأردية
- د. سيد منور نينار: تأثير اللغة العربية في لغات الهند
- الشيخ ابوالحسن علي الندوي : المسلمون في الهند

Ability Enhancement Compulsory Course (AECC) In Lieu of MIL - ARABIC B.A. (Prog), B.Com. (Prog)& B.Sc. (Prog)		
Semester : I/II		
AECC - MIL Arabic A (Advanced Level) (المستوى العالي) 2 Credits	**AECC - MIL Arabic - B (Intermediate Level)** (المستوى المتوسط) 2 Credits	**AECC - MIL Arabic - C (Basic Level)** (المستوى البدائي) 2 Credits

* Student can opt any **ONE** of these three levels of Arabic papers as per the criteria.

1.Text:

Prescribed Book:

دروس اللغة العربية لغير الناطقين بها   ج١/الدكتور ف. عبد الرحيم

Lessons: 12 to 23

2. Grammar:

▪ Conjugation of the Perfect Tense	تصريف الفعل الماضي
▪ Conjugation of the Imperfect Tense	تصريف الفعل المضارع
▪ Intransitive Verb	الفعل اللازم
▪ Transitive Verb	الفعل المتعدي
▪ Passive Verb	الفعل المجهول
▪ The Six patterns of Trilateral Verbs	أبواب الفعل الثلاثي
▪ The Active Participle	اسم الفاعل
▪ The Passive Participle	اسم المفعول
▪ Inna & its Sisters	إن وأخواتها
▪ The Circumstantial Accusative	الحال
▪ Number & the Noun qualified by the Number	العدد والمعدود

3. Translation:

Translation of simple Sentences from English into Arabic.

Recommended Books:

- ▪ Dr. Syed Ali : Arabic For Beginners
- ▪ Dr. W. A. Nadwi :A Practical Approach to the Arabic Language Vol. 1
- ▪ Amir Jamal : Arabic: Learn the Easy Way

1. **Text:**

   Prescribed Book:

   دروس اللغة العربية لغير الناطقين بها   ج/١الدكتور ف. عبد الرحيم

   Lessons: 1 to 11

2. **Grammar:**

▪ Masculine & Feminine	المذكر والمؤنث
▪ Definite & Indefinite	المعرفة والنكرة
▪ Singular, Dual & Plural	المفرد والمثنى والجمع
▪ Demonstrative Pronouns	أسماء الإشارة
▪ Detached Pronouns	الضمائر المنفصلة
▪ Annexation	الإضافة: المضاف والمضاف إليه
▪ Adjective & the Noun Qualified	النعت والمنعوت
▪ Nominal Sentence	الجملة الاسمية: المبتدأ والخبر
▪ Cardinal Numbers 1-10	العدد الأصلي من ١ إلى ١٠
▪ Preposition	حروف الجر: من، في، إلى، على، بـ ، لـ
▪ Perfect Tense	الفعل الماضي
▪ Verbal Sentence	الجملة الفعلية: الفاعل والمفعول به

3. **Translation:**

   Translation of simple sentences from English into Arabic.

Recommended Books:

▪ Dr. Syed Ali : Arabic For Beginners
▪ Dr. Wali Akhtar Nadwi : A Practical Approach to the Arabic Language Vol. 2
▪ Amir Jamal : Arabic: Learn the Easy Way

<table>
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AECC - in lieu of MIL
Arabic-C
(Basic Level)
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■ **Arabic Alphabets & Vowels** - Alphabets with different shapes - Moon & Sun letters - Vowel signs (short &long) - Joining of letters - Words with different vowels - Reading text with vowels - Practicing Arabic alphabets in isolated shapes and two, three, four & five letters - Copying text - Taking dictation	■ **Basic Vocabulary** - Parts of the Human Body - Relations - Household Articles - Classroom - Colours - Fruits - Vegetables - Birds - Animals - Numbers (1-10) - Name of the Days

Conversation:

Usage of the following:

أسماء الإشارة (مفرد)	لِ	لدى	عند	همزة	هل	لا	نعم
عدد وصفي (١٠-١)	كم	أين	متى	لماذا	ما كيف	من	أسماء الاستفهام

Recommended Books:

- Dr. V. Abdur Rahim : Madina Arabic, Vol. 1
- Reading Material prepared by the department of Arabic, ZHDC
- Dr. W. A. Nadwi: A Practical Approach to the Arabic Language Vol.1

- الجديد في العربية : د. احسان الرحمان

Ability Enhancement Elective Course (AEEC) * Skill Based Papers B.A. (Prog.) Arabic
Semester : III/IV/V/VI

AEEC – 1 Arabic For Beginners اللغة العربية للمبتدئين (2 credits)	**AEEC – 2** Arabic Composing & Setting الطباعة على الحاسوب : تنضيد وإعداد الصفحة (2 credits)
AEEC – 4 Computer Literacy (Arabic Software & Websites) معرفة استخدام الحاسوب : البرمجيات والمواقع العربية (2 credits)	**AEEC – 4** Arab World: A Brief Introduction العالم العربي: تعريف موجز (2 credits)

AEEC-1
Arabic for Beginners
اللغة العربية للمبتدئين

| **Reading & Writing Arabic**
- Arabic alphabet with different Shapes
- Moon & Sun Letters
- Vowel Signs (Short & Long)
- Joining of Letters
- Words with Different Vowels
- Reading Text with Vowels
- Practicing Arabic Alphabet in isolated shapes and two, three, four & five …. letters
- Copying Text
- Taking Dictation | **Basic Vocabulary**
- Frequently used Urdu words of Arabic origin.
- Frequently used vocabulary of the following heads:
  - House
  - Kitchen
  - Office
  - Class Room
  - College
  - Name of Days
  - Name of Months
  - Numbers (1-10, Masculine)
  - Human Body
  - Vegetables
  - Fruits |

▪ **Conversation**

Usage of the following:

أسماء الإشارة (مفرد)	لِ	لدى	عند	همزة	هل	لا	نعم
عدد وصفي (١٠-١)	كم	أين	متى	لماذا	كيف	ما	من	أسماء الاستفهام

Recommended Books:

▪ محبوب الرحمن الأزهري : دروس الأشياء

▪ ف. عبدالرحيم : دروس اللغة العربية لغير الناطقين بها

▪ لجنة علماء كيرالا : العربية للأطفال

▪ S.A.Rahman : Teach Yourself Arabic
▪ R.I. Faynan   : Essential Arabic
▪ Rapidex (Arabic Version)

AEEC - 2 **Arabic Typing, Composing & Setting** الطباعة على الحاسوب: تنضيد وإعداد الصفحة

- تنضيد الحروف الأبجدية
- تنضيد الكلمات
- إعداد الجداول
- القطع والنسخ واللصق والتكبير والتصغير والتظليل والإمالة
- كتابة الحواشي والترقيم
- إعداد الفقرة
- إعداد وتنسيق الصفحة

Recommended Books:

- PCfone: Arabic Typing Tutor, Version 3.3
- Arabic Typing : Kevin Newton, USA
- Rapidex Computer Course

- شفقت على : مكمل کمپیوٹر ٹریننگ گائڈ

▪ MS Word Arabic	برنامج إم إس ورد العربي
▪ MS PowerPoint Arabic	برنامج إم إس باور بوائنت العربي
▪ Watching Arabic news channels	مشاهدة القنوات الإخبارية العربية
▪ BBC	قناة بي بي سي العربية
▪ Al-Jazeera	قناة الجزيرة العربية
▪ Arabic e-library	المكتبات العربية الإلكترونية
▪ Online Arabic Dictionaries	القواميس العربية الإلكترونية

Recommended Books:

▪ Rapidex Computer Course

▪ شفقت على : مكمل کمپیوٹر ٹریننگ گائیڈ

- Arab under the Ottoman Caliphate

- Arab in the colonial period

- Impact of colonialism on the Arab society

- Post-colonial Arab world

- Formation of the modern Arab states

- Arab society after the discovery of petrol

Recommended Books:

- Basheer Ahmad Jamali : Glimpses of Modern Arab Word

- Halim Barakat: The Arab World: Society, Culture and State

- Jehad al-Omari : Understanding the Arab Culture

- Andrew Hammond: Popular Culture in the Arab World