UNIVERSITI TEKNOLOGI MARA
BAP460: ARABIC LANGUAGE AND INFORMATION TECHNOLOGY

Course Name (English)	ARABIC LANGUAGE AND INFORMATION TECHNOLOGY `APPROVED`
Course Code	BAP460

MQF Credit	4

Course Description	This course aims to train students the use of information technology to improve their communication skills. Students are exposed to the world of technology and their role in applying Arabic in content development. Students are taught to use computers and the internet through the Arabic activities in various software such as Microsoft office software, graphics, multimedia, web applications and e-learning. This course focuses in student-centered teaching approach through active learning, practice training, group discussion, assignments, presentations and practical projects.

Transferable Skills	Tech-Savvy: Demonstrate analytical skills using technology.

Teaching Methodologies	Lectures, Blended Learning, Tutorial, Discussion, Computer Aided Learning, Project-based Learning

CLO	CLO1	Apply information technology to prepare documents in Arabic
	CLO2	Demonstrate skills in deploying Arabic language platform using web technology to produce Arabic web
	CLO3	Demonstrate interest and initiative to design and develop Arabic language applications

Pre-Requisite Courses	No course recommendations

Topics
1. Glossary of Arabic Information Technology 1.1) Students learn glossary of Arabic Information Technology
2. MS Word (Style/Formatting) 2.1) Students learn how to format Word document.
3. MS Excel (count result, grade, graft, percentage) 3.1) Students learn how to process data to count the test result, grade, graft, percentage.
4. MS Publisher (brochure design) 4.1) Students learn how to design brochures or posters using MS Publisher.
5. Developing Arabic website 5.1) Students learn how to develop Arabic website and prepare Arabic content.
6. Graphic design (photoshop/pictochart) 6.1) Students learn how to design graphics using web-based platform.
7. Video editting (Camtasia studio) 7.1) Students learn how to do video editing using Camtasia Studio.
8. Web 2.0 (Kahoot/Prezi/Powtoon/Quizizz) 8.1) Students learn how to create online quiz and create animation using Kahoot/Prezi/Powtoon/Quizizz.

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Developing website and prepare Arabic content in the website.	30%	CLO2
	Final Project	Video editing in group work.	40%	CLO3
	Lab Exercise	Online Quiz(10 Questions) Lab test (Data processing using Excel, Designing Poster and Word Formatting)	30%	CLO1

Reading List	Reference Book Resources	**Brian Messenlehner 2014**, *Building Web Apps with WordPress* , O'Reilly Media **Piotr Kulczycki 2017**, *Information Technology and Computational Physics,* **Springer** **Janudin Sardi 2017**, *Masradil Mufradat: Attaisir fi attaallum Al-Lughah Al-Arabiah wa Tiqniyatil Maklumat,* **UiTM Press** **Aaron Goold 2017**, *The Video Editing Handbook* **Peter Weverka 2018**, *Office 2019 All-in-One For Dummies*, **John wiley&Sons.Inc**
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	