

Regular Courses

Regular courses are structured from beginner (level 1) to advanced (level 9). The Winter term starts on the week of **7 January** and ends on the week of **25 March 2019**.

COURSE	SCHEDULE OPTIONS		INSPIRA	SECTION
LEVEL 1	Tue/Thu	12:00-1:30 pm	LMS-2651	18
	Mon/Wed	1:30- 3:00 pm	LMS-2651	17
LEVEL 2	Tue/Thu	12:00-1:30 pm	LMS-2652	11
		1:30- 3:00 pm	LMS-2652	12
LEVEL 3	Mon/Wed	12:00-1:30 pm	LMS-2653	9
LEVEL 4	Tue/Thu	1:30- 3:00 pm	LMS-2654	5
LEVEL 5	Mon/Wed	12:00-1:30 pm	LMS-2655	5
LEVEL 6	Tue/Thu	12:00-1:30 pm	LMS-2656	5
LEVEL 7	Mon/Wed	1:30-3:00 pm	LMS-2657	5
LEVEL 8	Tue/Thu	1:30-3:00 pm	LMS-2658	4

Online courses are available to UN Secretariat staff members located at all duty stations. These courses are structured from regular levels 1 to 4 (additional courses will be offered each term).

COURSE	DESCRIPTION	DAY-TIME	LEVEL	INSPIRA	SECTION
Arabic 1 Web-based	This course introduces students to the Arabic alphabet and basic structures	Mondays 8:00-9:30 am	A1	LMS-2705	7

Specialized Courses

We offer specialized courses to develop specific cultural and professional skills in listening, speaking and interacting, reading or writing.

COURSE	DESCRIPTION	DAY-TIME	PRE-REQ	INSPIRA	SECTION
Arabic Conversation II	This course provides opportunity to practice oral skills in Arabic	Tuesdays 5:30-7:30 pm	5	LMS-2712	5



Placement Tests

If you are unsure about your current proficiency level, or if you have not taken classes for more than two terms, then please register for a placement test through Inspira. You can search for "Arabic Placement" under the "My Learning" section in Inspira.

Where are classrooms located?

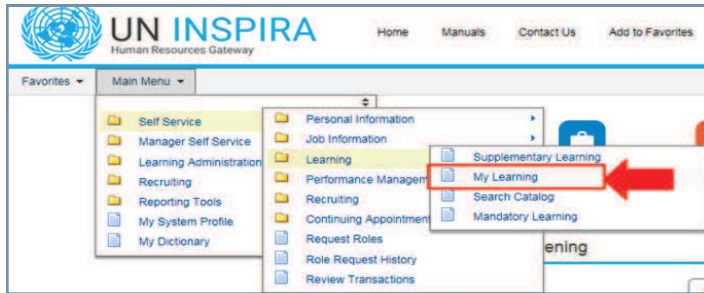
Our new United Nations Learning Centre is located on the 3rd basement level in the General Assembly Building.

How to register— UN Staff members

IMPORTANT: The following instructions are for UN Staff Members only. If you are not a UN staff member, please see the registration instructions in our site:

<https://hr.un.org/language-programmes-unhq>

1. Log into INSPIRA <https://inspira.un.org>
2. Click **Main Menu** (below the UN logo) **Learning—Self-Service—My Learning**.



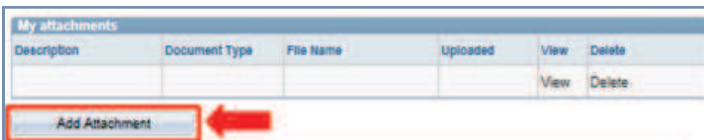
3. Now you can search the catalog by typing in the box **the first 4 digits of the course LMS Code** (available in the course schedule), or **the course name** or **placement** (for placement tests), and then click **Search**.



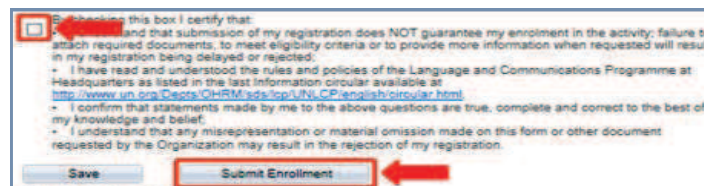
4. Click **Enroll** on the right of the course (or placement test) you want.

Activity Code	Location	Type	Start Date	
LMS-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	View Details Enroll

5. Upload any requested PDF documents (copy of your UN pass, letter from supervisor).



6. Check the **box** and click **Submit Enrolment**. Your application will be reviewed before your enrolment is confirmed (you should receive a confirmation e-mail later on).



Arabic

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

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Arabic Programme Coordinator

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General Questions: learning@un.org

Who can take a language course?

UN staff, delegates of Permanent Missions and Observer States, staff members of UNDP, UNICEF, UNFPA and UNOPS in New York and retired staff members. Check full list of who can take courses—for free or for a fee: <http://tiny.cc/eligibility>

When and how can I register?

Register via <http://inspira.un.org>

How can I get registration help?

Visit one of our Registration Help Clinics in **Computer Room B** from 1:00-3:00 p.m.

Tuesdays : **4 and 11 December 2018**

Wednesdays : **5, 12 and 26 December 2018**

Thursdays: **27 December 2018**

Do I need to take a placement test?

No, if you are a beginner. Just register for any of the Level 1 courses.

Or, if you're a native speaker, or a high-level learner with a recent diploma or test score showing your proficiency, write a comment and/or 'add attachment' with related documentation when registering for each course.

Yes, if you are a new student OR if you took a break from courses for 2+ terms.

Arabic Placement Exams

ROOM	DATE	TIME	LMS CODE
	29/11/18	10:00-11:00 am	LMS-2660-23
Classroom 03	06/12/18	10:00-11:00 am	LMS-2660-24
	13/12/18	10:00-11:00 am	LMS-2660-25