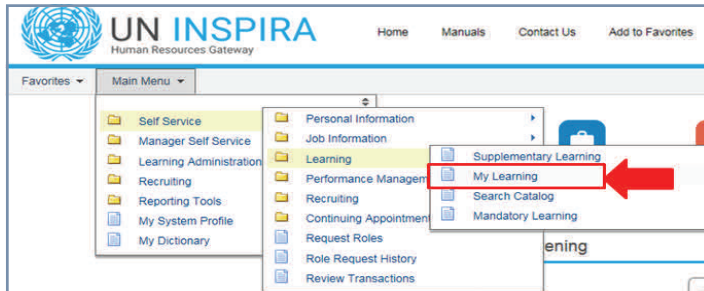


How to register— UN Staff members

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**.



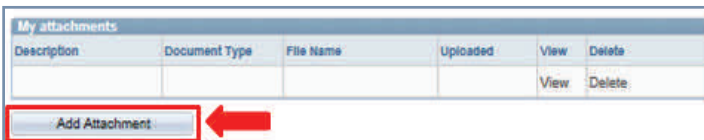
3. Now you can search the catalog by typing in the box **the first 4 digits of the course LMS Code** (available in the course schedule), or **the course name** or **placement** (for placement tests), and then click **Search**.



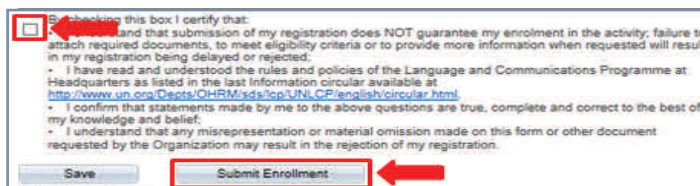
4. Click **Enroll** on the right of the course (or placement test) you want.

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?

Placement tests: From 6 Nov, 2017

Courses: 28 Nov - 28 Dec, 2017 or until two weeks before the first lesson of a course.

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

How can I get registration help?

Visit one of our Registration Help Clinics in **Computer Room B**:

Tuesdays & Thursdays

28 November- 28 December : 1-3 pm

More questions? Visit us at:

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

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
Classroom 03	13/12/17	10:00-10:30 am	LMS-2660-13
	20/12/17	10:00-10:30 am	LMS-2660-14

Regular Courses

Regular courses are structured from beginner (level 1) to advanced (level 9). The Winter term starts on the week of **8 January 2018** and ends on the week of **30 March 2018**.

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

Online Courses

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	3
Arabic 1 Web-based	This course introduces students to the Arabic alphabet and basic structures	Tuesdays 6:00-7:30 am	A1	LMS-2705	4
Arabic 2 Web-based	This course continues with the basics of the Arabic language structures and grammar	Mondays 6:00-7:30 am	A1	LMS-2706	2
Arabic 3 Web-based	This course continues with the basics of the Arabic language structures and grammar	Wednesdays 6:00-7:30 am	A1	LMS-2709	2
Arabic 4 Web-based	This course continues with the basics of the Arabic language structures and grammar	Thursdays 6:00-7:30 am	A1	LMS-2710	2

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 Ad- vanced I	This course is a continuation of the 9 regular level series	Mon / Wed 1:30-3:00 pm	9	LMS-2940	1
Media-assisted Arabic Course I	This course improves the listening and reading skills through the analysis of excerpts of Arabic Media	Mondays 5:30-7:30 pm	4	LMS-2715	2
Media-assisted Arabic Course II	This course improves the listening and reading skills through the analysis of excerpts of Arabic Media	Wednesdays 5:30-7:30 pm	6	LMS-2716	2
Media-assisted Arabic Course III	This course improves the listening and reading skills through the analysis of excerpts of Arabic Media	Thursdays 5:30-7:30 pm	8	LMS-2720	2
Arabic Calligra- phy I	This course provides learning and practicing of the most popular styles of Arabic Calligraphy	Tuesdays 6:00-8:00 pm	None	LMS-2725	2
Arabic Conversation I	This course provides opportunity to practice oral skills in Arabic	Tuesdays 1:30-3:30 pm	2	LMS-2711	2
Arabic Conversation II	This course provides opportunity to practice oral skills in Arabic	Thursdays 1:30-3:30 pm	5	LMS-2712	2
Arabic Conversation III	This course provides opportunity to practice oral skills in Arabic	Tuesdays 5:30-7:30 pm	8	LMS-2714	2



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.