

## Unit 4 Databases

Word	Definition	Arabic
arrange (v)	to put things in a particular order or pattern	رتب
column (n)	numbers or words written under each other down a page	عمود
customer (n)	someone who buys goods or services from a shop, company, etc.	عميل
customer relations (n)	the part of a company that deals with customers' questions, problems, etc.	علاقات العملاء
data (n)	information or facts	بيانات
data coding (v phr)	cleaning data and double-checking for faults and inconsistencies	ترميز البيانات
data collection (v phr)	gathering raw data which you want to process	تجميع البيانات
data entry (v phr)	typing data into a database using a keyboard; entering data into a system	إدخال البيانات
data sorting (v phr)	the process of electronically sorting data; arranging and systemising data	فرز البيانات
data tabulation (v phr)	creating categories to organise data into relevant groups	جدولة البيانات
data validation (v phr)	arranging data into table format so that it can be analysed	تحقق من صحة البيانات
database (n)	a large amount of information stored in a computer system	قاعدة البيانات
enter (v)	to put information somewhere, such as into a computer	أدخل
field (n)	a type of work that people are involved in	حقل
finance (n)	a department connected with the control of how money should be spent, especially in a company	الشؤون المالية
format (n)	the way in which something is organised or designed	تنسيق
human	the department in a company that	الموارد البشرية

# English for Information Technology

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Word	Definition	Arabic
resources (n)	deals with employing, training, and helping people	
marketing (n)	the department in a company that decides how to advertise a product, what price to charge for it, etc.	التسويق
problem (n)	something difficult that you have to deal with or solve	مشكلة
production (n)	the department in a company that makes things	الإنتاج
record (n)	information that you write down and keep so that you can look at it later	سجل
remote (adj)	far away	بعيد
report (n)	a written or spoken description that gives people the information they need	تقرير
row (n)	a line of things next to each other	صف
sales (n)	the part of a company that deals with selling products	المبيعات
solution (n)	a way of solving a problem or dealing with a difficult situation	حل
spreadsheet (n)	a computer program that you use for showing and calculating lists of numbers	جدول بيانات
stock management (n)	the department in a company that deals with managing the stock of a product	إدارة الأسهم
store (v)	to keep information in a computer	خزن
table (n)	a set of numbers or facts that are arranged in rows	جدول