



بهش: فهلسهفه

کۆلیژ: ئاداب

زانکۆ: سهلاحه دین-ههولیر

**بابهت: Advanced Computer Skills**

پهرتووکی کۆرس – (ماسته)

ناوی مامۆستا: پ.ی.د. عزالدین عبدالصمد رسول

سالی خویندن: ۲۰۲۳-۲۰۲۴

## پەرتووکی کۆرس Course Book

<b>Advanced Computer Skills (SPSS)</b>	1. ناوی کۆرس
پروفیسوری یاریدەدەر د.عزالدين عبدالصمد رسول	2. ناوی مامۆستای بەر پرس
بەشی کۆمەڵناسی / کۆلیژی ناداب	3. بەش / کۆلیژ
نیمیل: <a href="mailto:izaddin.rasool@su.edu.krd">izaddin.rasool@su.edu.krd</a> ژمارەى تەلەفون : ٠٧٥٠٤٤٨٨٥٥٤	4. پەيوەندى
3يەكە = ٣ كاتژمير	5. يەكەى خويندن (بە سەعات) لە هەفتەيەك
ئامادەبوونی مامۆستای وائەبیژ بۆ قوتابیان لە ماوەی هەفتەيەكدا: ( ٣ ) كاتژمير	6. ژمارەى كارکردن
<p><b>1/4/2009 – 1/10/2013:</b> PhD in Sociology and social policy, University of Bangor, United Kingdom</p> <p><b>01/2006- 04/2006:</b> Certificate in Social Work practice. Canterbury Christ Church University, United Kingdom</p> <p><b>2002 – 2004:</b> Master in Sociology. Kurdistan Regional Government, Ministry of Higher Education and Scientific Research. Salahaddin University-Hawler, Iraq, College of Arts. Department of Sociology.</p> <p><b>1994 – 1998:</b> B A in Sociology. Kurdistan Regional Government, Ministry of Higher Education and Scientific Research. Salahaddin University-Hawler, Iraq, College of Arts, Department of Sociology.</p> <p><b>1991-1994:</b> Graduates' Rizgari Higher School, Erbil, Iraq.</p>	7. كۆدى كۆرس 8. پروفایلی مامۆستا
<p>Subject: Advance computer statistics</p> <p>Chapter one: Creating with Long document Using Microsoft Word (1 Week)</p> <p>Chapter Two: Computer Essentials</p> <p>1-The computer history.</p> <p>2-Understanding Hardware and Software.</p> <p>3-Adjust the main operating system (Windows 11).</p> <p>4-The Main concepts of file management.</p> <p>5-Understanding Key storage concepts and use utility software to compress and extract large files.</p> <p>6-Understand network concepts and connection options and we be able to connect to a network.</p>	

Chapter Three: Advanced Word Processing.

- 1-Apply advanced text, paragraph and table formation. Convert text to a table and vice versa.
- 2-Work with referencing features like footnotes, endnotes and captions.
- 3-Enhance productivity by using fields, forms, and templates.
- 4-Apply advanced mail merge techniques and work with automation features like macros.
- 5-Use linking and embedding features to integrate data.
6. Collaborate and review documents. Work with master documents and subdocuments. Apply document security Features.
- 7- Work with sections, and headers and footers in a document.

Chapter four: Advanced Spreadsheets

- 1-Use functions such as those associated with logical, statistical, financial and mathematical operations.
- 2-Create charts and apply advanced charts formatting features.
- 3-Work with tables and lists to analyze, filter and sort data. Create and use scenarios.
- 4-Enhance productivity by working with named cell ranges, macros and templates.
- 5-Use linking, embedding and importing features to integrate data.
- 6- Collaborate on and review spreadsheets. Apply spreadsheet security features.

Chapter Five: Advanced PowerPoint

- 1-Insert Photos and Graphics.
- 2-Add Animations and Transitions.
- 3-Embed Music, Narration, and Timing.
- 4-Choose Printing Options.
- 5-Save Time with Macros and Master Slides.
- 6-Make Presentations Portable.

The aim of the course

۱۱\_ نامانجه كانی كۆرس:

- 1-The most important aspect of computer science is problem solving, an essential skill for life.
- 2-Students study the design, development and analysis of software used to solve problems in a variety of social contexts.

12. نەركەكانى قوتابى

لەمیانەى ئەم كۆرسەدا قوتابىيان پىويستەپابەند بن بەو نۆرمانەى خوارەوەرەچاویان بکەن:

	13. رینگه‌ی وانه‌ووتنه‌وه
	14. سیسته‌می هه‌ئسه‌نگاندن
	15. ده‌رئه‌نجامه‌کانی فیربوون
	16. لیستی سه‌رچاوه‌کان:
	<p>1- "ECDL Foundation". Retrieved 7 August 2012.</p> <p>2. ^ Jump up to: <i>abc</i> "European Computer Driving License". UCL Information Services Division. University College London. Retrieved 29 November 2013.</p> <p>3. Jump up^ Poulter, A.; McMenemy, D. (1 January 2004). "Beyond the European Computer Driving License: basic and advanced ICT skills for the new library professional". <i>IFLA Journal</i>. <b>30</b> (1): 37–46. <i>CiteSeerX</i> 10.1.1.140.9351. doi:10.1177/034003520403000107.</p> <p>4. Jump up^ "About Us - ECDL Foundation". News archive. ECDL Foundation. Retrieved 29 March 2016.</p> <p>5. Jump up^ "eEuropeTargets 2001/2002". European Commission. 2 July 2007. Archived from the original on 27 June 2008. Retrieved 2007-10-12.</p> <p>6. Jump up^ Leahy, Denise; Dolan, Dudley (September 2010). Tatnall, Arthur, ed. "History of the European Computer Driving License". <i>History of Computing: Learning from the Past</i>. Germany: Springer: 136. ISSN 1868-4238.</p> <p>7. Jump up^ ECDL site with all diagnostic tests</p> <p>8<a href="https://developer.ibm.com/predictiveanalytics/wpcontent/uploads/sites/48/2016/06/">https://developer.ibm.com/predictiveanalytics/wpcontent/uploads/sites/48/2016/06/</a></p>
17. بابته‌کان	ناوی ماموستای وانه‌بیژ
به‌رواری	<p>ناوی ماموستا:</p> <p>پ.ی.د. عزالدین عبدالصمد رسول</p> <p>۳ کاتژمیر له هه‌فته‌یه‌کدا</p>
18. بابته‌ی پراکتیک :	
19. تاقیکردنه‌وه‌کان	
20. تییینی تر	
21. پینداچوونه‌وه‌ی هاوه‌ل	