EUROPEAN INFORMATION TECHNOLOGIES CERTIFICATION INSTITUTE, ASBL.

Brussels, Belgium, European Union

# CERTIFICATE

## Katarzyna Luiza Kolacz

Has successfully completed test requirements of
The European Information Technologies Certification Programme

### EITC/BI/CAPMF Computer-aided project management fundamentals

**Certification Programme examination result:** 81.67%

**Certification Programme description:**

Introduction to management: management concepts, basic management functions, major trends in human resources management, organization, teamwork (team creation, team types, standards, and objectives, roles of group members and their skills, assertiveness, conflict), communication and its role (effective communication, types of communication in organizations, active listening and communicating); Project management and human resources management: basic concepts of motivation, human relations and human resources model, theory of needs, leadership (situational approach to leadership, transformational leadership), recruitment (internal and external recruitment, trait theory, job interview), training (training effectiveness); Introduction to project management: project implementation stages, project management in practice, project schedule (PERT method); Prince2 methodology: processes in Prince2-managed projects, components in the Prince2 methodology; Microsoft Project 2010: installation, application introduction, ribbon, tasks workspace, charts workspace (Gantt chart, network diagram, workload diagram); Formal aspects of information security: secure systems design principles, STRIDE model (Data Flow Diagrams, constructing threat model in STRIDE methodology)

**Certificate Programme version/revision: EITC/BI/CAPMFv1r2**

CERTIFICATE ID: **EITC/BI/CAPMF/KVG25004417**

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