

# CERTIFICATE

## Dorota Dziuban-Lech

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

### EITC/BI/TF Telework fundamentals

**Certification Programme examination result:**

 84.44%

**Certification Programme description:**

Introduction to telework: flexible forms of employment in the current labor market situation, a review of the telework definition, telework history; Telework and its organizational forms: types of telework (telework at home, telework performed outside the place of residence), telework and outsourcing, the personality-characterological portrait of teleworker, telework and disabled person; Telework SWOT analysis: strengths of telework (telework benefits from the employer's perspective, the strengths of telework for the teleworker), telework weaknesses, opportunities, threats; Psychosocial aspects of telework: psychological factors of telework, telework social conditioning; Companies transformation process: ICT in modern enterprises, required telework equipment; Information technologies for telework (software): internal communication systems, internal publishing systems, internal collaborative systems (Google Apps as a tool for communication and collaboration, Microsoft Office Sharepoint for communication and employees management); Information technologies for telework (hardware): portable computers, mobile devices, wireless Internet access, VoIP telecommunications systems, GPS location systems; Telework in the world: telework in USA, telework in EU, global perspective

**Certificate Programme version/revision:** EITC/BI/TFv1r2

**Earned ECTS credits:** 2



**CERTIFICATE ID:** EITC/BI/TF/KVG20004694

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