CERTIFICATE SUPPLEMENT
EITCA/KC/KVG20004369

Certificate ID: EITCA/KC/KVG20004369
Certificate type: The European Information Technologies Certification Academy Programme
Academy name: EITCA Information Technologies Key Competencies Programme (EITCA/KC)
Issue date: January 2020
Holder's name: Kaja Karwacka
Holder's country: Poland
Examination center: CompSecur Sp. z o.o., Wroclaw, Poland
Earned ECTS credits: 12

EITCA/KC Programme (version/revision: v4r2) component EITC Certificates: **Result:**

EITC/BI/MSO10 Office software fundamentals (Microsoft Office 2010) — 84%

EITC Certificate number: EITC/BI/MSO10/KVG20004369

Certificate Programme description: > Microsoft Office Word: Introduction: main window, ribbon, Microsoft Office Button, Quick Access toolbar, printable and nonprintable characters, ruler, paragraph, indentation, margins, navigation, keyboard shortcuts; Document creation and edition: simple editing (copy, paste, cut), text formatting (font type, style, size), text alignment, line spacing, bullets and numbering (multilevel lists), auto-formatting (styles, table of contents, footnotes); Tables: creation methods, selection in tables, automatic formatting, table properties, text in a cell, AutoFit, cell size adjustment, graphical formatting; Objects in document: images (inserting and formatting), shapes (shape selection menu, categories of shapes, shape formatting, text in shapes), footer and header, SmartArts (inserting, categories, editing and formatting) > Microsoft Office Excel: Introduction: basic definitions and concepts (cell, cell edition, formulas), sample formulas, cell references (relative, absolute), cell formatting (number formats, graphical formatting); Usage of spreadsheets in business: sample formulas and functions (basic, statistical, financial, etc.), pivot tables (creation, filters, row and column labels, values, functionality), data grouping, data sorting, data validation (validation criteria, messages); Charts: chart creation, chart data, chart types, chart as an object (design, layout and format tabs), chart graphical and 3D formatting, sample charts; Excel options, module installation and usage (Solver tool example); Visual Basic language in Excel: basic concepts in VB (variables and arrays, procedures and functions, conditional statements, loops, cell and sheet access), macros (VB editor, defining events, creation, running and examples of macros) > Microsoft Office Power Point: Introduction: main window, slide, notes, fields on a slide; Creating a presentation: title slide, creating and editing a slide (types of slide layouts), themes (theme editing), slide show; Objects on a slide: inserting and editing objects, usage examples (formatting, many shapes insertion, shape connectors), objects overlapping, editing objects (shapes, SmartArts, images, tables); Object animation and transitions between slides: animation definition, animation modification (custom animation, auto-preview, animation effects, animation parameters, timing, triggers), adding and editing transitions between slides (single transition, transition parameters); Spell checking in MS Office (error corrections, dictionary); Slide Sorter view (slide operations: move, duplicate, copy, paste, delete); Printing (print types); Help in Microsoft Office (search for help topics, online and offline mode)
Certificate Programme version/revision: EITC/BI/MSO10v1r1

EITC/BI/BAS Business and administration software — 64%

EITC Certificate number: EITC/BI/BAS/KVG20004369

Certificate Programme description: Introduction to knowledge associated with computerization of business / administration: needs and potential for computerization in institutions (objectives of an institution, business areas, benefits of computerization), business requirements analysis, problem of information security; information and communication technologies solutions overview: information and communication infrastructure, software support for main business processes, software for enterprise management, complex ERP systems, other solutions based on information technologies (real time collaboration software, internet based communication solutions, mobile solutions, systems of authorization and access control, monitoring systems), customer relationship management - CRM systems: introduction and overview of CRM systems functionality, exemplary CRM systems (installation, configuration and system administration, customers, sales, graphs and reports, calendar and activities organization, auxiliary tools and interface organization), Internet telephony: VoIP technology, benefits and problems related to usage of Internet telephony, VoIP devices, Internet telephony market, VoIP in practice - using VoIP software and hardware
Certificate Programme version/revision: EITC/BI/BASv1r2

EITC/CG/APS Raster graphics processing software (Adobe Photoshop) — 84%

EITC Certificate number: EITC/CG/APS/KVG20004369

Certificate Programme description: Introduction: downloading and installation of application, basic concepts (bitmap graphics, resolution standards, compression); User interface: workspace, commands, palettes, preferences, keyboard shortcuts, navigation through a document, views; Image parameters: rotation, cropping, histogram correction, noise blurring, sharpness improvement, color correction, examples (red eye effect removal, adjusting hue and saturation irises, object geometry corrections); Photomontage: design analysis, editing tools: pen, layers (working with multiple layers, editing, locking, transformations, layer properties, alpha channel), selections (selections stored in files), manual image adjustments (tools, brushes, light and shadow adjustment); Portrait retouching: eyes (hue/saturation, smudge tool), mouth, teeth (sharpening, unsharp mask), skin (eyedropper tool, clone stamp tool, blur tool), hair (chiaroscuro); Silhouette retouch: appearance modification, needed tools (liquify filter, density, liquify panel, pucker tool, bloat tool, reconstruct tool); Website graphics elements: basic aspects (web safe palette, dimensions, fonts, photos), vignette, vector objects, layer style (elements styling, color, gradient, shadow, glow), text objects, small graphics elements, styles, actions (batch sequence), images export (image size, cutting); Print publishing: working on a print publication (image styling, print area, scaling, typography in print publication), offset printing (reproduction of images)
Certificate Programme version/revision: EITC/CG/APSv1r2

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EITC/BI/TF Telework fundamentals

85%

EITC Certificate number: EITC/BI/TF/KVG20004369

Certificate 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

EITC/BI/CAPMF Computer-aided project management fundamentals

88%

EITC Certificate number: EITC/BI/CAPMF/KVG20004369

Certificate 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

EITC/BI/GADW Internet advertisement and marketing fundamentals (Google AdWords)

71%

EITC Certificate number: EITC/BI/GADW/KVG20004369

Certificate Programme description: Introduction to online advertising: Internet marketing (definitions, Internet usage statistics, Internet marketing tools and paradigms), basic e-advertising formats, advantages and disadvantages of online advertising; Google AdWords system: Advertising with Google AdWords (Google Inc. Advertising Principles and requirements for ads approval, ads displaying and scheduling, features of advertising with Google AdWords system); AdWords Account: account types, campaign creation (campaign settings), keyword management, fundamental principles for text ad creation; Main elements of Google Network: ad targeting in Google AdWords (targeting types, conditions for targeting specific users), keyword matching options (possible match types), AdWords payment types; AdWords ads effectiveness testing: impact of quality on search results, methods of monitoring ads effectiveness, report feature (types of reports), conversion role; Payments in Google AdWords system: Billing process (billing cycle, European Union Value-Added Tax - EU VAT); Landing pages and account optimizing: keywords, placements, ads scheduling, ads positioning (setting position preferences), advanced optimization; Google AdWords Tools: usage of Google AdWords tools, AdWords Editor application characteristic (View and Sort Information functionalities); Google Analytics - website statistics and visits tracking system : account creation, main advantages, differences between Google Analytics and conversion tracking, methods of efficient usage of statistics, main indicators in Google Analytics; Google AdWords features: My Client Center (client accounts management), AdWords API (advantages and benefits, API features)
Certificate Programme version/revision: EITC/BI/GADWv1r2

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