



# CERTIFICATE

## Damian Kruczynski

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

### EITC/IS/ISCF Information security and cryptography fundamentals

**Certification Programme examination result:**



**Certification Programme description:**

Information security threats: intentional threats, unintentional threats, malicious software (spyware, antivirus software); Information security policy: the security policy areas, security policy rules, examples; Information security audit: audit IT tools; Introduction to cryptography: information security history, breakthroughs in cryptography, cryptology; Confidentiality and encryption techniques: substitution cypher (types, examples), number systems (writing system, system types), Boolean functions, transposition cipher (matrix-based implementation of the cipher), one-time pad (encryption, key usage); Symmetric and asymmetric cryptosystems: encryption as a mathematical process, cryptosystems (construction, usage, defects, security), ideas of quantum cryptography; Biometric systems: the biometrics term, biometric system scheme (object identification in security systems - identification characteristics); Certificates: application, structure of a certificate; Hash functions: string conversion; Digital signature: operating principles, characteristics of digital signature; Kerberos server verification: authentication, passes

**Certificate Programme version/revision:** EITC/IS/ISCFv1r2

**Earned ECTS credits:** 2



**CERTIFICATE ID: EITC/IS/ISCF/KVG20004451**

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**EITC/BI/BAS Business and administration software**

**Certification Programme examination result:**

 87.78%

**Certification 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**

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### EITC/INT/ITAF Internet technologies and applications fundamentals

**Certification Programme examination result:**



**Certification Programme description:**

Websites: operating principles, WWW and HTTP architecture, web browsers (search mechanisms, image search), secure login to the services (authorization and authentication, SSL certificates); Creation of a simple website: the basics of HTML and CSS; Network dataflow: FTP, web services for file sharing, networking basics (IP, Wireless, Voice over Internet Protocol), text terminals telnet protocol, SSH protocol, remote connection applications; Efficient searching for information on the web: online maps applications, open encyclopedia (content co-authoring); advertising portals, online videos, news on the Internet, Internet translators (operation mechanisms, content translation); Internet communication tools: text messaging, electronic mail (theoretical fundamentals), online collaboration systems (Google Apps), video and audio communicators; Information society: definition, groups, blogs, Web 2.0 paradigm; Advertising on the Internet: advantages and disadvantages, contextual advertising, Google AdWords, Google AdSense, basics of web positioning; Formal aspects of information processing on the Internet: legal acts and regulations concerning processing of information on the Internet, copyrights

**Certificate Programme version/revision: EITC/INT/ITAFv1r2**

**Earned ECTS credits: 2**



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### EITC/CG/APS Raster graphics processing software (Adobe Photoshop)

**Certification Programme examination result:**

 96.67%

**Certification 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

**Earned ECTS credits:** 2



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### EITC/BI/MSD10 Office software fundamentals (Microsoft Office 2010)

#### Certification Programme examination result:

 64.44%

#### Certification 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/MSD10v1r1**

**Earned ECTS credits: 2**



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