CERTIFICATE SUPPLEMENT
EITCA/KC/KVG21004570

Certificate ID: EITCA/KC/KVG21004570
Certificate type: The European Information Technologies Certification Academy Programme
Academy name: EITCA Information Technologies Key Competencies Programme (EITCA/KC)
Issue date: July 2021
Holder's name: Szymon Fraczkiewicz
Holder's country: Poland
Examination center: CompSecur Sp. z o.o., Wroclaw, Poland
Earned ECTS credits: 10

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

EITC/BI/MSO10 Office software fundamentals (Microsoft Office 2010) — 81%

EITC Certificate number: EITC/BI/MSO10/KVG21004570

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 — 84%

EITC Certificate number: EITC/BI/BAS/KVG21004570

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/INT/ITAF Internet technologies and applications fundamentals — 64%

EITC Certificate number: EITC/INT/ITAF/KVG21004570

Certificate 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

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EITCA KEY COMPETENCIES

EITC/INT/JOOM Website design and content management systems fundamentals (Joomla)

69%

EITC Certificate number: EITC/INT/JOOM/KVG21004570

Certificate Programme description: Getting familiar with the concept of Content Management System (CMS): purpose, architecture, applications, types of CMS; Joomla! content management system: Description of system architecture (configuration settings, access rights, workflow), basic functionality; Joomla! installation: The XAMPP (Apache web server, MySQL), web installer (settings); Introduction to Joomla! CMS: appearance (menus, functions, advertisements, login form module), localization, adding new users (user management, user hierarchy); Website: control panel , media, service configuration (system settings, service settings); Sections: categories (articles, front page content); Menu: available menus overview, modifications, creating new menu; Menu items: types, possible settings, adding menu items; Components: ads (ad categories), RSS feeds, polls; Extensions: templates, modules (incl. administrator modules), installing extensions; Tools: messaging, mail merge, e-mail setup, additional extensions
Certificate Programme version/revision: EITC/INT/JOOMv1r2

EITC/DB/DDEF Databases and data engineering fundamentals

73%

EITC Certificate number: EITC/DB/DDEF/KVG21004570

Certificate Programme description: Introduction: database requirements, characteristics of databases, database technology, data model, database systems (RDBMS), interaction and communication with the database and implementation technology of database applications (communications architecture); Relational databases: data structure, integrity constraints, data operations, data representation (rules of entities transformation into relational model); Introduction to SQL query language: SQL as a declarative language, database queries (projection, expression, aliases, duplicates elimination, sorting results of a query, selection); preparation of a laboratory environment; SQL functions: aggregate functions, operators, set operators (join, outer join), subqueries (subqueries types), insertion of tuples into relation, modification and deletion of tuples from relation; Microsoft Office Access: database creation (defining relationships between tables, field formatting), queries, reports wizard, forms, external data (data export, data import); Artificial Intelligence: decision support systems (expert systems, data mining), semantic networks; Normalization: normal forms (first normal form, second normal form, third normal form)
Certificate Programme version/revision: EITC/DB/DDEFv1r2

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