



CERTIFICATE SUPPLEMENT

EITCA/KC/KVG22004362



Certificate ID: EITCA/KC/KVG22004362
Certificate type: The European Information Technologies Certification Academy Programme
Academy name: EITCA Information Technologies Key Competencies Programme (EITCA/KC)
Issue date: January 2022
Holder's name: Anna Swider
Holder's country: Poland
Examination center: CompSecur Sp. z o.o., Wrocław, Poland
Earned ECTS credits: 10



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

Result:

☒ **EITC/B1/BAS Business and administration software**
☒ **EITC** EITC Certificate number: EITC/B1/BAS/KVG22004362

87%

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/B1/BASv1r2



☒ **EITC/INT/ITAF Internet technologies and applications fundamentals**
☒ **EITC** EITC Certificate number: EITC/INT/ITAF/KVG22004362

72%

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



☒ **EITC/CG/APS Raster graphics processing software (Adobe Photoshop)**
☒ **EITC** EITC Certificate number: EITC/CG/APS/KVG22004362

65%

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, 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



☒ **EITC/B1/TF Telework fundamentals**
☒ **EITC** EITC Certificate number: EITC/B1/TF/KVG22004362

82%

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/B1/TFv1r2





CERTIFICATE SUPPLEMENT

EITCA/KC/KVG22004362



EITC/BI/CAPMF Computer-aided project management fundamentals

EITC Certificate number: EITC/BI/CAPMF/KVG22004362

67%

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

