CERTIFICATE SUPPLEMENT
EITCA/KC/KVG23004591

Certificate ID: EITCA/KC/KVG23004591
Certificate type: The European Information Technologies Certification Academy Programme
Academy name: EITCA Information Technologies Key Competencies Programme (EITCA/KC)
Issue date: May 2023
Holder's name: Edyta Zajdlic
Holder's country: Poland
Examination center: CompSecur Sp. z o.o., Wroclaw, Poland
Earned ECTS credits: 14

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

EITC/BI/BAS Business and administration software 87%
EITC Certificate number: EITC/BI/BAS/KVG23004591

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 69%
EITC Certificate number: EITC/INT/ITAF/KVG23004591

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) 61%
EITC Certificate number: EITC/CG/APS/KVG23004591

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

EITC/SE/CPF Computer programming fundamentals 86%
EITC Certificate number: EITC/SE/CPF/KVG23004591

Certificate Programme description: Introduction to object-oriented and event-driven programming: variables and data types, overview of programming paradigms (imperative, procedural, structural, object-oriented and event-driven programming), idea of object-oriented programming (classes and objects, inheritance and polymorphism); Programming in C# on Microsoft .NET platform: .NET Framework, Visual Studio .NET programming environment, syntax and semantics of C# language (program structure, variables and data types, operations and operators, functions, methods, imperative data-flow structures), console applications, object aspect of C# language, object model of .NET environment, classes and objects in C#, creation of window-based applications (Windows Forms object model, forms, controls and attributes, event handling implementation); code re-usage and open-source software: object-oriented programming and code re-usage, free software idea, social networks programming
Certificate Programme version/revision: EITC/SE/CPFv1r2

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EITCA KEY COMPETENCIES

EITC/DB/DDEF Databases and data engineering fundamentals

77%

EITC Certificate number: EITC/DB/DDEF/KVG23004591

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

EITC/BI/TF Telework fundamentals

87%

EITC Certificate number: EITC/BI/TF/KVG23004591

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/IS/ISCF Information security and cryptography fundamentals

63%

EITC Certificate number: EITC/IS/ISCF/KVG23004591

Certificate 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

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