# CERTIFICATE SUPPLEMENT
# EITCA/TC/FMP14004554

**Certificate ID:** EITCA/TC/FMP14004554
**Certificate type:** The European Information Technologies Certification Academy Programme
**Academy name:** EITCA Information Technologies Telework Competencies Programme (EITCA/TC)
**Issue date:** April 2014
**Holder's name:** Katarzyna Malinowska
**Holder's country:** Poland
**Examination center:** CompSecur Sp. z o.o., Wroclaw, Poland
**Earned ECTS credits:** 12

**EITCA/TC Programme (version/revision: v1r1) component EITC Certificates:** **Result:**

### EITC/TC/OST Office software for telework — 87%
EITC Certificate number: EITC/TC/OST/FMP/14004554

Certificate Programme description: Office software for telework/telecommuting: desktop sharing in operating systems, network distributed applications; Introduction to basic office software tools: word processing software - MS Word as an example (basic content, text formatting, exemplary functionalities, tracking changes in document), spreadsheet software - MS Excel as an example (basic data content, exemplary functionalities, work with datasets, charts, pivot tables), multimedia presentation creation software - MS PowerPoint (basic presentation creation, exemplary functionalities); Theoretical introduction to databases: database application, database structure; IT infrastructure for telework/telecommuting: ERP, BI, HRM, CRM; vTiger as CRM example: installation, configuration, basic functionalities; Workgroups management: Google Apps as exemplary environment for workgroup coordination (available applications)
Certificate Programme version/revision: EITC/TC/OSTv1r1

### EITC/TC/DDET Distributed databases and data engineering for telework — 79%
EITC Certificate number: EITC/TC/DDET/FMP/14004554

Certificate Programme description: Databases introduction: database models (data in relational approach, hierarchical and relational data models), distributed databases; Business Intelligence systems: idea, structure, exemplary systems; Artificial intelligence for data analysis: mathematical and logical structures, self-learning structures, semantic networks; Data presentation: Internet browsers (functionalities, exemplary browsers), HTML language (HTML elements, text and hyperlinks), cascade style sheets CSS (CSS attributes, objects manipulations: lists; tables), JavaScript (functions, variables, operators, loops and conditional instructions), PHP language (handling POST and GET methods), servlets, ASP.NET and CGI, XML (XML and PHP), XSL
Certificate Programme version/revision: EITC/TC/DDETv1r1

### EITC/TC/ITRSMT Internet technologies and remote system management for telework — 59%
EITC Certificate number: EITC/TC/ITRSMT/FMP/14004554

Certificate Programme description: Telecommunication network introduction: network topologies, ISO/OSI, network protocols; World Wide Web: introduction, threats; Basic communication protocols and services: telnet, FTP, SSH, Gopher; LAMP: Linux, Apache, MySQL, PHP/Python/Perl; Databases: MySQL; SOA architecture; SaaS concept; Web applications; Domain: idea, registration, options, configuration; SFPT: WinSCP as exemplary tool; Hosting resource management tools; Servers: virtual server; Web pages and services designing: content, visual design, CMS templates, Drupal CMS (basic functionalities, modules), Joomla! CMS (basic functionalities, modules)
Certificate Programme version/revision: EITC/TC/ITRSMTv1r1

### EITC/TC/ISCT Information security and cryptography for telework — 74%
EITC Certificate number: EITC/TC/ISCT/FMP/14004554

Certificate Programme description: Data and IT security: introduction, threats; Standards and security policies: information security policy, other policies; IT Security for telework: standards and law acts (ISO/IEC 27001:2005, ISO/IEC 27002:2005, Basel I, Basel II); Secure information channel concept: classical information channel security (symmetric and asymmetric classical cryptography), authentication; IT security tools: firewall (Windows OS firewall); Passwords management: threats, password policy, password manager (KeePass example); Overview of IDS systems; Overview of IPS systems; One Time Password concept; Quantum cryptography: quantum information, quantum information processing, quantum key distribution
Certificate Programme version/revision: EITC/TC/ISCTv1r1

### EITC/TC/CGT Computer graphics for telework — 76%
EITC Certificate number: EITC/TC/CGT/FMP/14004554

Certificate Programme description: Introduction to computer graphics: raster graphics, vector graphics, 3D graphics; Exemplary computer graphics tools (online graphics editors, raster graphics editors, vector graphics editors; concept of layers); Raster graphics tools: GIMP application for Enhancing Photographs (filters, masks, transformations, color corrections, red eye effect elimination, clone tool usage), Adobe Photoshop (basic functionalities, working with layers, styles); 3D graphics tools: Blender; Animations: basic GIF format animations, Flash animations; Vector graphics tools: Corel Draw (basic functionalities, tools, working with shapes); Desktop Publishing tools: Adobe InDesign (basic functionalities, templates, working with text); Adobe Flash: basic functionalities, simple animation
Certificate Programme version/revision: EITC/TC/CGTv1r1

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**EITC/TC/TSSA Telework support systems and applications**

68%

EITC Certificate number: EITC/TC/TSSA/FMP/14004554

Certificate Programme description: Flexible forms of work: telework/telecommuting (definitions, types); Internal communication and publishing systems; Team collaboration systems examples: Microsoft SharePoint, Google Apps; Google Apps: Google Drive, Google Docs (basic functionalities, Documents, Spreadsheets, Presentations); Google Sites: overview; Google Calendar; Google Mail; Google Talk; Additional Google Drive apps (Forms); Project management: introduction, stages of project planning and realization, project management in practice, project scheduling (PERT method); Gantter Project (configuration, Gantt chart)
Certificate Programme version/revision: EITC/TC/TSSAv1r1

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