# CERTIFICATE SUPPLEMENT
# EITCA/KC/NRH12003665

**Certificate ID:** EITCA/KC/NRH12003665
**Certificate type:** The European Information Technologies Certification Academy Programme
**Academy name:** EITCA Information Technologies Key Competencies Programme (EITCA/KC)
**Issue date:** December 2012
**Holder's name:** Anna Garczarek
**Holder's country:** Poland
**Examination center:** CompSecur Sp. z o.o., Wroclaw, Poland
**Earned ECTS credits:** 14

**EITCA/KC Programme (version/revision: v3r1) component EITC Certificates:** **Result:**

### EITC/BI/OOW Word processing software fundamentals (OpenOffice) — 73%
EITC Certificate number: EITC/BI/OOW/NRH/12003665

Certificate Programme description: Introduction: main window, ribbon, quick access toolbar, printable and nonprintable characters, main menu options, ruler, paragraph, indentation, margins, navigation, keyboard shortcuts; Document creation and edition: simple editing (copy, paste, cut), text formatting (font type, color, 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
Certificate Programme version/revision: EITC/BI/OOWv1r1

### EITC/BI/OOI Multimedia presentation software fundamentals (OpenOffice) — 93%
EITC Certificate number: EITC/BI/OOI/NRH/12003665

Certificate Programme description: Introduction: main window, slide, fields on a slide, main menu, toolbars, views; 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 (text objects, shapes, images, tables); Object animation and transitions between slides: animation definition, animation modification (custom animation, animation effects, animation parameters, timing, triggers), adding and editing transitions between slides (single transition, transition parameters); Spell checking (error corrections, dictionary); Slide sorter view (slide operations: move, duplicate, copy, paste, delete); Printing (print types); Help (search for help topics, online and offline mode)
Certificate Programme version/revision: EITC/BI/OOIv1r1

### EITC/BI/OOC Spreadsheets software fundamentals (OpenOffice) — 90%
EITC Certificate number: EITC/BI/OOC/NRH/12003665

Certificate Programme description: 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; OO Calc options, add-ons installation and usage (Solver tool example); OpenOffice.org BASIC language: basic concepts (variables and arrays, procedures and functions, conditional statements, loops, cell and sheet access), macros (defining events, creation, running and examples of macros)
Certificate Programme version/revision: EITC/BI/OOCv1r1

### EITC/BI/GADW Internet advertisement and marketing fundamentals (Google AdWords) — 73%
EITC Certificate number: EITC/BI/GADW/NRH/12003665

Certificate Programme description: Introduction to online advertising: Internet marketing (definitions, Internet usage statistics, Internet marketing tools and paradigms), basic e-advertising formats, advantages and disadvantages of online advertising; Google AdWords system: Advertising with Google AdWords (Google Inc. Advertising Principles and requirements for ads approval, ads displaying and scheduling, features of advertising with Google AdWords system); AdWords Account: account types, campaign creation (campaign settings), keyword management, fundamental principles for text ad creation; Main elements of Google Network: ad targeting in Google AdWords (targeting types, conditions for targeting specific users), keyword matching options (possible match types), AdWords payment types; AdWords ads effectiveness testing: impact of quality on search results, methods of monitoring ads effectiveness, report feature (types of reports), conversion role; Payments in Google AdWords system: Billing process (billing cycle, European Union Value-Added Tax - EU VAT); Landing pages and account optimizing: keywords, placements, ads scheduling, ads positioning (setting position preferences), advanced optimization; Google AdWords Tools: usage of Google AdWords tools, AdWords Editor application characteristic (View and Sort Information functionalities); Google Analytics - website statistics and visits tracking system : account creation, main advantages, differences between Google Analytics and conversion tracking, methods of efficient usage of statistics, main indicators in Google Analytics; Google AdWords features: My Client Center (client accounts management), AdWords API (advantages and benefits, API features)
Certificate Programme version/revision: EITC/BI/GADWv1r2

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

53%

EITC Certificate number: EITC/CG/APS/NRH/12003665

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

60%

EITC Certificate number: EITC/INT/JOOM/NRH/12003665

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

63%

EITC Certificate number: EITC/DB/DDEF/NRH/12003665

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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