

# 2025 HANDBOOK

Your Guide to Admission, Course, and Student Outcomes

www.eswatinitechacademy.tech

# About This Handbook

#### Purpose of the Handbook

This handbook serves as a guide for prospective and current students, providing an overview of courses, learning objectives, career outcomes, and admission procedures.

#### What You'll Find in This Handbook

**Admission** Admission process and requirements

Courses Course structure and learning outcomes

Career Careers and Student Outcomes

Safety and Security Student policies and expectations

#### **Admission**

Applicants must fulfill all resource requirements for the course, including:

Time Commitment to allocated study time

**Tools** Access to a laptop

Finance Verification from their sponsor

## Why This Handbook Matters

This handbook provides a clear roadmap for students enrolling at Eswatini Tech Academy. It outlines the admission process, learning expectations, and career opportunities, ensuring that students understand what to expect and how to succeed.

**Admission** 

Admission to Eswatini Tech Academy is open to students who meet the basic requirements, including access to a laptop and a commitment to learning. The process involves selecting a course, paying the registration fee, and attending an orientation session. This ensures that every student is prepared and supported before beginning their studies.

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Learning Our learning approach combines virtual classes (Monday-

Wednesday) and in-person learning for starters. The curriculum is designed to develop practical skills in computing, data analysis, and web development through

hands-on projects and industry-relevant exercises.

Outcomes

At the end of each course, students receive a Certificate of Completion, Outcome Report, and Portfolio. These documents validate their skills and increase employment opportunities.

#### **Important Note**

For further clarification or questions, you can always reach out to ou team

LIVE Schedule virtual appointment

Phone

+268 7913 4516

Email info@eswatinitechacademy.tech

Website eswatinitechacademy.tech

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# Admssion



## About ESWATINI TECH ACADEMY

Eswatini Tech Academy is a tech skilling based in Manzini, Eswatini, owned by COPRODE PTY LTD, offering training in basic computing, data management & analysis, and web development. Our programs are designed for full-time employees, university students, and first-time users. The academy operates in a structured weekly bootcamp format to ensure practical, hands-on learning experiences.

We focus on equipping learners with essential and advanced skills in Microsoft Excel, Microsoft Access, and data management to improve efficiency and workflow. Additionally, we introduce students to web development and modern digital tools to enhance career opportunities.



# Admission

Applicants must fulfill all resource requirements for the course, including:

Time Commitment to allocated study time

Tools Access to a laptop

Verification from their sponsor (if not self sponsored)

# Learning and Student Outcome

Classes are held Monday through Thursday visually and Friday in person for starters. Attendance is required for all sessions, and completion of exercises is mandatory to successfully complete the course.

Monthly student outcome reports will be provided, detailing learning progress, portfolio projects, and certificates of completion.

### Register, Pay Registration Fee & Orientation

Register Choose your desired course

from our catalog.

Pay Registration Pay the registration fee (E150).

Orientation Our consultant will assist with

finalizing registration and

**Orientation** scheduling orientation.

• Must be attended within 24 hours of registration completion.

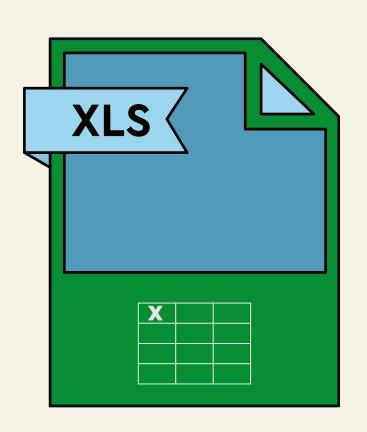
Conducted virtually, covering course breakdown and Q&A.

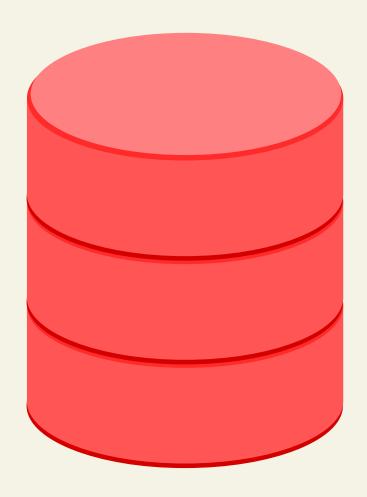
## Study Kit and Service Level Agreement

All students receive a study kit and must agree to our SLA, detailing student responsibilities and academy support, including students who make monthly payments on a scheduled date.



# Courses







#### **Basic Computing**

Basic Computing introduces essential Microsoft Office skills, helping learners become more productive in professional and academic settings. The course covers document creation, spreadsheet management, database organization, and communication tools.



#### Curriculum

Covers fundamental computing skills, file management, and Microsoft Office tools.

- Introduction to computers and operating systems.
- Microsoft Word: Document creation, formatting, and templates.
- Microsoft Excel: Data entry, formulas, and basic charts.
- Microsoft Access: Tables, queries, and reports.



#### **Learning Methods**

- Monday Thursday: Virtual interactive classes with guided exercises.
- · Instructor-led sessions.
- Assignments projects for practice.
- · Student assessments and feedback reviews.
- Final project to demonstrate skills learned.



#### **Finance**

Duration: 2 months

Cost: *E850* 

Delivery: Monday - Thursday.





#### Data Management & Analysis

This learning path covers advanced Excel functions, data modeling, and automation alongside Access database design, query optimization, and integration. By mastering these tools, learners are equipped for careers in data analysis, database management, and business intelligence.



#### Curriculum

Advanced Excel, Access, database design, and data visualization techniques.

- Advanced Excel: PivotTables, conditional formatting, and automation.
- Data visualization
- Database design: Structuring data efficiently.
- · Query optimization and data integration techniques.
- SQL basics for database management.
- Business intelligence reporting and dashboards.



#### **Learning Methods**

- Monday Thursday: Virtual classes for advanced theory and case studies.
- Hands-on exercises datasets.
- · Interactive problem-solving and scenario-based learning.
- Weekly assessments to track progress.
- · Final project on data-driven decision-making.



#### **Finance**

Duration: 2 months Cost: E1250

Delivery: Monday-Thursday





Learners can pursue careers as fullstack developers, web developers, or software engineers, creating modern and efficient web solutions.



#### Curriculum

Full-stack web development, covering HTML, CSS, JavaScript, React.js, Node.js, and MongoDB.

- Frontend development: HTML, CSS, JavaScript, and React.js.
- Backend development: Node.js, Express.js, and API integration.
- Database management: MongoDB and SQL basics.
- Authentication and security best practices.
- Full-stack project development.
- Deployment, hosting, and version control (Git, GitHub).



#### **Learning Methods**

- Monday Wednesday: Virtual classes covering theory and coding exercises.
- Hands-on project-based learning.
- Weekly coding assignments.
- Pair programming and collaborative development.
- Capstone project showcasing a fully functional web application.



#### **Finance**

Duration: 3 months Cost: E1250/month

Delivery: Online (Mon-Thurs)



# Student Outcomes





#### **Student Outcome**

Student outcomes at Eswatini Tech Academy reflect the practical skills and knowledge gained throughout the course. Upon successful completion, students receive certifications and performance reports that enhance career opportunities.

- **Certificate**
- Recognizes successful completion of a course.
- Verifies proficiency in covered topics.
- Student Outcome Report
- Detailed performance evaluation.
- Highlights skills mastered and areas of excellence.
- Portfolio
- · Collection of completed projects.
- Demonstrates competency to potential employers.

This is part of our assessment process. It is mandatory for all students to complete all projects to receive a Student Outcome Report and be eligible for a Certificate of Completion.



# Information





#### **Important Information**

Please Read Carefully

#### **Refund Policy**

• The registration fee is non-refundable.

However, applicants are eligible for a full refund of course fees if they cancel before the course begins.

#### Orientation

Orientation is compulsory for all students.

#### **Equipment Required**

All students must have a laptop to participate.

#### **Course Fees & Details**

#### 1. Basic Computing

- E850/month for 2 months
- · Virtual classes: Monday to Thursday
- 4 sessions per week + 2 assignments

#### 2. Data Management and Analysis

- E1250/month for 2 months
- Virtual classes: Monday to Thursday
- 4 sessions per week + 2 assignments

#### 3. Web Development

- E1250/month for 2 months
- · Virtual classes: Monday to Thursday
- 4 sessions per week + 2 assignments

#### **About ETA**

ETA is built for working professionals and university students looking to upgrade their skills in data management, analysis, and workflow automation. We also support beginners preparing for higher education, entering the job market, or starting fresh in tech.



# Thank You

#### **Contact Information**

**Phone** +268 7913 4516

Social Media @eswatinitechacademy

Website www.eswatinitechacademy.tech

Email info@eswatinitechacademy.tech