

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.

➤ 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 our team

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Admssion

01



About ESWATINI TECH ACADEMY

Eswatini Tech Academy is a tech upskilling academy based Eswatini, 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
Finance	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 scheduling orientation.

Orientation

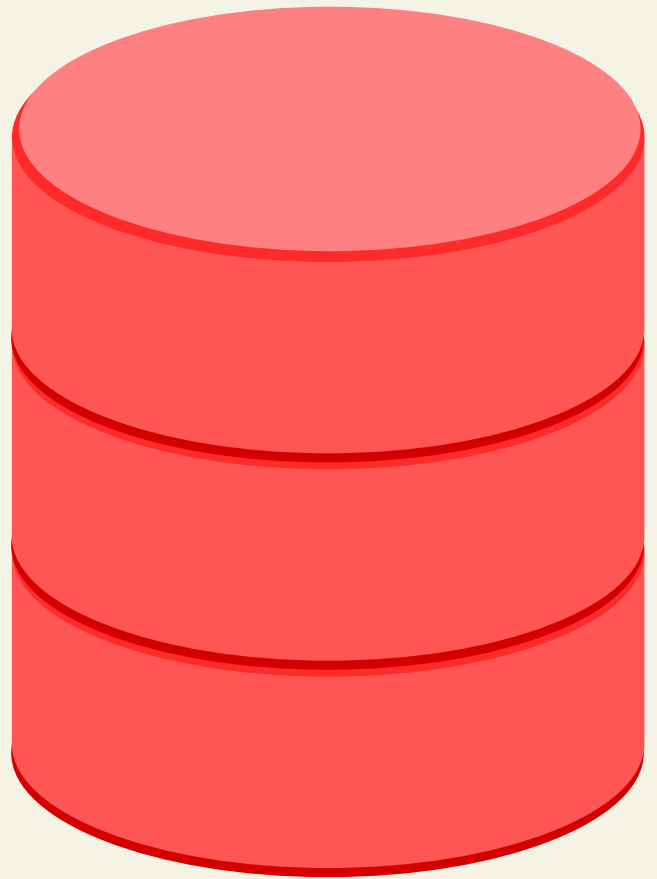
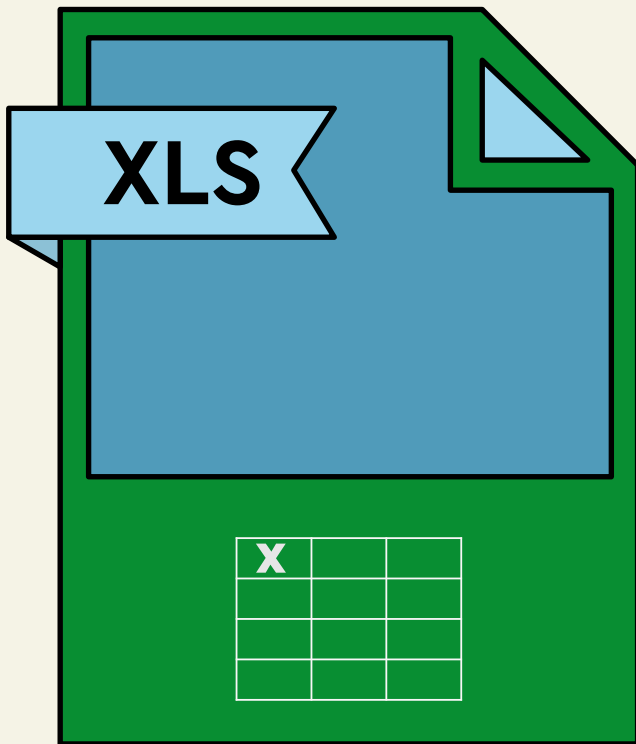
- Must be attended within 24 hours of registration completion.
- Conducted virtually, covering course breakdown and Q&A.

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

02



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.

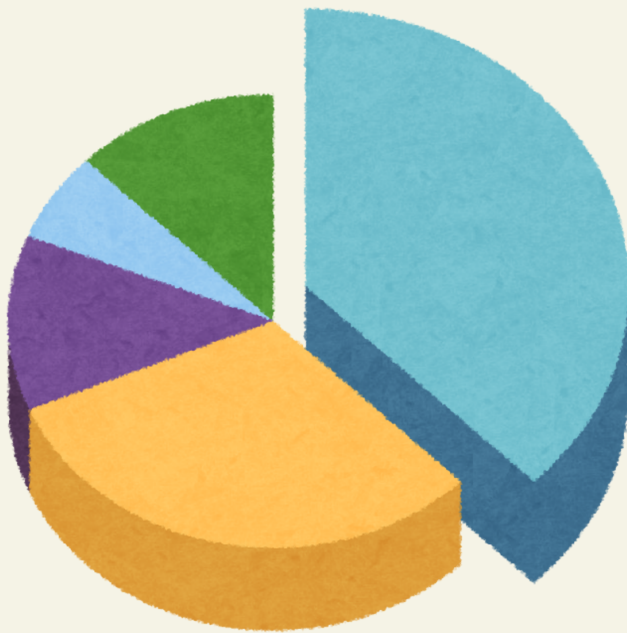


Finance

Duration: 1 months

Cost: *E1250*

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



Web Development

Learners can pursue careers as full-stack 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

03



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

04



Summary

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

- E1250/month for 1 month.
- 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 3 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

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