NEBATECH SOFTWARE SOLUTION LTD

Student Handbook

"Empowering Innovators and Transforming Futures"

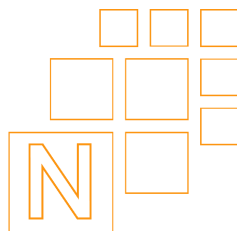**2025 EDITION**

Table of Contents

Welcome Message

Dear Student,

Welcome to **Nebatech Software Solution Ltd**, where technology meets innovation and learning fosters transformation. We are thrilled to have you join our growing community of passionate learners and professionals dedicated to leveraging technology for impact and excellence.

At Nebatech, we believe in your potential to innovate and create a better future through technology. With our cutting-edge training programs, exceptional faculty, and supportive community, we are committed to equipping you with the knowledge, skills, and tools needed to excel in today's fast-evolving digital world. We also want to express our gratitude to our investor, **Mr. Rafik Fuseini**, for believing in our vision and supporting our growth.

Additionally, we extend our heartfelt appreciation to **Alhaj Dr. Tanko Mohammed**, a valued member of our Board of Advisory, and **Mr. Awal Fuseini**, who serves as the Board Advisor Secretary, for their immense contributions toward the success of Nebatech Software Solution Ltd. Their guidance and dedication continue to inspire and propel us forward.

This handbook is your guide throughout your journey at Nebatech. It includes comprehensive details on our programs, policies, services, and support systems. We encourage you to read it carefully and use it as a resource during your time with us.

Together, let's build the future!

Warm regards,

Abdul-Hafiz Yussif
Founder & CEO, Nebatech Software Solution Ltd

1. About Nebatech

Who We Are

Nebatech Software Solution Ltd is a beacon of innovation and excellence in information technology and web services. Our mission is to empower individuals and businesses to harness technology to achieve their goals. We are committed to delivering top-tier solutions and comprehensive training programs tailored to meet global industry standards.

Our Mission

To provide innovative and transformative technological solutions and training to individuals and organizations.

Our Vision

To become the leading hub of innovation and technical excellence in Africa and beyond.

Our Core Values

- **Innovation:** We embrace creativity and forward-thinking.

- **Excellence:** We strive for the highest standards in everything we do.

- **Integrity:** We are honest, ethical, and transparent.

- **Collaboration:** We believe in teamwork and mutual success.

2. Code of Conduct

2.1 Student Expectations

To ensure a conducive learning environment, all students are expected to:

- Respect fellow students, instructors, and staff.

- Be punctual and fully prepared for all classes and activities.

- Maintain academic integrity by avoiding plagiarism and cheating.

- Adhere to Nebatech's policies and procedures as outlined in this handbook.

- Use Nebatech's facilities and resources responsibly.

2.2 Prohibited Conduct

Students may face disciplinary action for:

- Any form of harassment, discrimination, or bullying.

- Damage to property or misuse of resources.

- Violating classroom rules or disrupting learning activities.

3. Our Services

Nebatech offers a wide range of services designed to meet the technological needs of individuals and businesses. These include:

1. **Mobile & Web Application Development**
   Custom software solutions to streamline business operations and enhance user experience.

2. **Website Design & Development**
   High-quality, responsive websites tailored to clients' unique needs.

3. **Network Installation & Troubleshooting**

    Professional network setup and maintenance for homes and businesses.

4. **CCTV Camera Installation**

    Advanced security solutions to protect your property and assets.

5. **iPhone & Laptop Repairs**

    Reliable hardware and software repair services for devices.

4. Program Overview

At Nebatech, we offer a variety of technical and vocational training programs designed to empower you with hands-on skills that meet current industry demands. Each program is competency-based and emphasizes practical application.

Our Programs:

1. Front-End Development

2. Back-End Development

3. Database Management & Administration

4. Microsoft Office Suite Mastery

5. Video Editing & Production Technology

6. Graphic Design & Digital Arts

7. Digital Literacy

8. iPhone & Computer Hardware Technician Training

5. Program Descriptions

1. Front-End Development

- HTML5, CSS3, and JavaScript

- Responsive Web Design and Cross-Browser Compatibility

- Introduction to Frameworks like ReactJS and Vue.js

- Version Control Systems (Git and GitHub)

2. Back-End Development

- Server-Side Programming with Node.js and PHP

- RESTful API Development

- Database Integration with MySQL and MongoDB

- Authentication, Authorization, and Security Practices

3. Database Management & Administration

- Relational Database Concepts and Design

- SQL Queries, Optimization, and Data Migration

- Backup, Recovery, and Disaster Management

- Data Security and Governance Policies

4. Microsoft Office Suite Mastery

- Advanced MS Word Document Creation

- Data Analysis and Visualization in MS Excel

- Professional Presentation Design with PowerPoint

- Introduction to MS Access Database Management

5. Video Editing & Production Technology

- Fundamentals of Video Editing

- Adobe Premiere Pro and Wondershare Filmora

- Motion Graphics with After Effects

- Sound Editing and Mastering for Media

6. Graphic Design & Digital Arts

- Core Design Principles and Visual Communication

- Tools: Adobe Photoshop, Illustrator, and Canva

- Branding and Marketing Material Creation

- Introduction to Digital Painting and Illustration

7. Digital Literacy

- Computer Hardware and Software Basics

- Internet Safety and Cybersecurity Awareness

- Cloud Computing and Collaboration Tools

- Digital Citizenship and Ethics

8. iPhone & Computer Hardware Technician Training

- Diagnostics and Repair of iPhones and Laptops

- Replacing Hardware Components and Software Troubleshooting

- Networking Setup and Maintenance

- Fundamentals of IoT (Internet of Things)

6. Admission Requirements

To enroll in any of our programs, students must meet the following requirements:

- Basic literacy and numeracy skills (minimum JHS certificate).

- A passion for technology and a commitment to learning.

- Access to a laptop is highly recommended for technical programs.

7. Learning Tools and Resources

Nebatech provides the following tools and resources to enhance your learning experience:

- Modern Classroom with high-speed internet.

- Free Wi-Fi for research and assignments.

- Access to licensed software and tools relevant to your program.

- Study guides, e-books, and video tutorials for each course.

8. Training Policies

Attendance

Students are required to maintain at least **85% attendance** to qualify for certification.

Assignments and Projects

All assignments and projects must be submitted by the stipulated deadlines. Late submissions may result in penalties.

Use of Resources

Misuse of Nebatech's facilities, software, or equipment will result in disciplinary action.

9. Assessment and Certification

Assessment Methods:

- Regular quizzes and tests.

- Practical assignments and group projects.

- Final capstone projects.

Certification:

Upon successfully completing a program, students will receive a **Certificate of Completion**, endorsed by Nebatech Software Solution Ltd and our partner organizations.

10. Student Support Services

At Nebatech, we are dedicated to your success. Our support services include:

- **Career Counseling:** Guidance on career paths and opportunities.

- **Internship Placements:** Opportunities with partner organizations.

- **One-on-One Tutoring:** Personalized learning support.

- **Job Placement Assistance:** Help with CV writing and interview preparation.

11. Internship and Job Opportunities

Nebatech collaborates with industry leaders to provide internship and employment opportunities for our students. These programs are designed to:

- Offer hands-on experience in real-world projects.

- Build professional networks and industry connections.

- Enhance employability through mentorship and practical training.

To apply for internships or job placements, visit our Career Services office.

12. Faculty Profiles

Our instructors are experienced professionals with a passion for teaching and mentoring. Each faculty member brings a wealth of industry knowledge and technical expertise to the classroom. Detailed profiles of our faculty can be found on our website.

13. Alumni Success Stories

Nebatech takes pride in the achievements of our alumni, many of whom have gone on to excel in various industries. These success stories are a testament to the quality of our training programs. Visit our website for featured alumni profiles and testimonials.

14. Frequently Asked Questions (FAQs)

Q: What is the duration of each program?

A: Program durations vary but typically range from 3 to 12 months.

Q: Are the programs full-time or part-time?

A: We offer both full-time and part-time options to accommodate different schedules.

Q: What are the class sizes?

A: Class sizes are kept small to ensure personalized attention and effective learning.

For more FAQs, visit our website or contact our administration office.

15. Emergency Procedures

In case of emergencies, follow these procedures:

1. Report any incidents immediately to the administration or faculty.

2. Evacuate the premises in an orderly manner during fire or security alarms.

3. Follow instructions from Nebatech staff during emergencies.

Emergency contact numbers are displayed in the training center.

16. Technology Requirements

Students are encouraged to have the following:

- A laptop or desktop computer with a modern operating system (Windows 10 or 11).

- Reliable internet connectivity for research and assignments.

- External storage devices for backup.

- Recommended software will be provided during program orientation.

17. Feedback and Complaints

We value your feedback and are committed to continuous improvement. If you have suggestions, concerns, or complaints:

1. Speak directly to your instructor or program coordinator.

2. Submit a feedback form available at the administration office.

3. Email your feedback to info@nebatech.com.

All feedback will be reviewed promptly, and appropriate action will be taken.

18. Payment Policies

Payment Structure:

- A minimum deposit of **50% of the total tuition fee** is required upon enrollment.

- The remaining balance must be paid in two (2) months installments, as agreed upon during registration.

Accepted Payment Methods:

- Cash payments at the administration office.

- Bank transfers or mobile money payments.

- Online payment options via our website.

Late Payments:

- A **5% late fee** will be charged for payments overdue by more than 7 days.

- Students with unpaid fees will not be allowed to participate in final assessments or receive certifications.

For questions regarding payments, contact the finance office.

19. Terms and Conditions

By enrolling at Nebatech, students agree to abide by all policies and procedures outlined in this handbook. Failure to comply may result in disciplinary action, up to and including dismissal from the program.

20. Recognition of Excellence

We celebrate outstanding achievements through awards and recognition programs, including:

- **Top Performer Awards:** For students with the highest academic scores.

- **Innovation Awards:** For exceptional projects or ideas.

- **Leadership Awards:** For exemplary contributions to the Nebatech community.

Award recipients are featured on our website and social media platforms.

21. Contact Information

For inquiries, assistance, or further information, please contact us:

- **Email:** info@nebatech.com

- **Phone:** +233249241156 / 0206789600 / 054

- **Website:** www.nebatech.com

- **Address:** Choggu Yapalsi, Tamale, Northern Ghana

Thank you for choosing Nebatech Software Solution Ltd. We look forward to being a part of your journey to success!