



**FALL
2024**



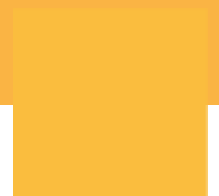
PARTICIPANT HANDBOOK

TechPro
Academy



Table of Contents

Introduction	-----	3
Course Structure	-----	4
Preparation	-----	5
Location	-----	6
Course Information	-----	7
Opportunities	-----	8
Partners	-----	9
Contact Us	-----	10



Introduction

Welcome to TechPro Academy!



This is a complete guide that will help you throughout your course! Discover all the essential information and contact details needed.

**LET'S
START!**



TechPro
Academy





Course Structure



Start Fall 2024

At Tech Pro Academy, each day brings a unique experience, mirroring the dynamic nature of a real-world work environment. Participants will be assigned to either Front End Development, Back End Development, Junior Full Stack Stream, Data Science. Courses material will be uploaded and accessed through Google Classroom for easy and convenient learning.

Class Schedule

Classes are scheduled from Monday to Friday.
This schedule does not require five days a week.
Your schedule will run 2-3 times a week, depending on the week and companies' workshops. To assist you in effectively managing your schedule, you will receive your class schedule for the upcoming weeks on your Google Calendars.

We advise you to use your own **laptop** so that you can also study at home. If you don't have a laptop, don't worry! We will provide you with what you need.



You have already received a link to join your Google Classroom.

Please note that in case you do not have a google account you might need to create one using your name and surname. This is mandatory to access the course material, student handbook, and any other necessary documents you might need during the Bootcamp & Courses.



The room is fully equipped with network and wifi connectivity, as well as power supplies. The Wifi code will be given to you on the first day of your classes.

Laptop

Accounts

WiFi





Location

Our classes will take place, in person, in our new premises located at Androutsou 21 & Kosmopoulou 2 (Mpotsari & Leoforos Vasilisis Olgas).

We have 3 fully equipped rooms and specially designed space for co-working and networking.



Course Information

Orientation Day

We will have companies from the technology ecosystem with us to present themselves and get to know each other better.

October | Week 1-4

Junior Full Stack | Data Science

October Bootcamp

Participants will go through the onboarding course to learn basic technical skills and information. You will also learn core skills and GitHub.

November-March

All streams program

- **Semester A**

Junior Full-Stack
Data Science

- **Core Program**

Front-End
Back-End

March-June

All streams program

- **Semester B**

Junior Full-Stack Specialization
Data Science & A.I.

Important Notes

Cross Stream Workshops

During the program, participants will learn streams to develop a holistic understanding.

Capstone Project

All participants will be able to work in teams to demonstrate and apply their acquired skills and knowledge from the course.



Opportunities

Workshops

Participate in workshops covering various topics delivered by the companies to further expand your knowledge!

Educational Excursions

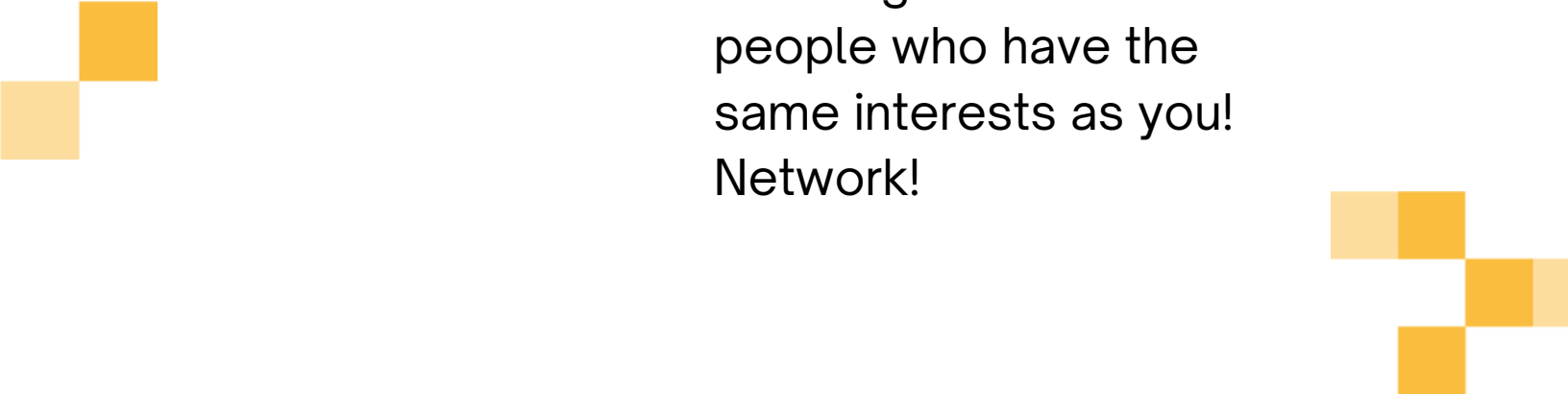
Visit the IT companies of our partners and get to know the IT sector of Thessaloniki directly.

Instructors

Learn from the best in the industry!
Instructors from the companies will introduce you the latest technologies used today by the biggest IT companies!

Networking Events

Meet representatives of the companies up close and talk with them!
Exchange views with people who have the same interests as you!
Network!



Our Hiring Partners

ACADEMIC PARTNER

Deloitte.

ADVISOR

ONELITY

SUPPORTER





Contact Us

TECHPRO TEAM



info@techproacademy.gr



231 11 18 095

stay in touch!



Tech Pro Academy



@techpro_academy



Tech Pro Academy



www.techproacademy.gr



➔ Do I need to study or prepare anything upfront?

You should spend some time going through the curriculum as shown [here](#). Although in high level, this is a structure of what you should expect to cover during your time spend with TechPro. Given that, you should try to familiarize with some concepts to make sure you understand what the lectures are to present.

➔ What about the software/hardware I need?

TechPro will provide and assist you install all appropriate software once we begin. You really don't need to have anything ready upfront. It is highly recommended that you use your own laptops as considerable studying and preparation will be needed from your side too so that you prepare for assignments & projects. In the event you don't have or cannot afford a laptop, TechPro has available laptops for you on site and you need to let us know when filling in the onboarding survey. All in all, a laptop with a minimum of 8GB RAM and the required software for your stream (front-end, back-end, or data science) is necessary. The list of software to use will be provided to you per stream per tutor.

➔ What is the exact schedule?

At TechPro, we are trying to onboard you smoothly to a professional working environment. You will be receiving your weekly schedule every week as an invitation to your calendar. Detailed information on the Agenda of each lecture, trainers' names & rooms will also be noted on the invite. Please note that in principle:

All seminars start at 18:00 and may last until 22:00 on weekdays. In case we have a class or a workshop on a Saturday the schedule will be 10:00 - 14:00 – breaks are expected following delivery rhythm/pace/needs.

→ Who are the hiring partners and why there are so many companies involved in the process?

TechPro has set as its main objective the immediate employment offer by one of the companies that act as employability partners to each bootcamp. To make sure that we make our best effort to meet our objective employability partners:

- Assist in the definition of the curriculum and propose subjects that we should include so that when completing the bootcamp you have at least the minimum required skills, by them and by the market.
- They can ask to include their own people as instructors in subjects they would like to deliver themselves or they can ask for hands on sessions on what has already been presented so that you understand exactly how this is used in the real world.
- You are encouraged to approach them while on site so that you develop a proper rapport and increase instantly your employability prospects.

→ How can I contact my tutors?

You can contact your tutors through their TechPro email accounts. Kindly, ask them to provide them to you.

→ For what reasons and when should I contact my tutors?

You should contact your tutors only for academic issues, such as questions about the curriculum, subject workshops, or assignments. To reduce email or message overload, please consolidate your questions and organize them before reaching out.

→ What are the operating hours of the bootcamp?

The bootcamp operates from 18:00 p.m. to 21:00 p.m., Monday to Friday and 10:00 a.m. to 14:00 p.m. on Saturday. Some workshops or special events may occur outside these hours, and you are encouraged to join them. Please note that some overtime should be expected when there is an obvious need, but in no means we are to finish later than 21:45.

→ How do I access the course material?

All course materials are available on the TechPro Google classroom, which you will access during the first week of classes. Kindly note that you will need a Gmail account to join the classes.



➔ Is there a dress code?

There is no formal dress code, but we recommend wearing casual, comfortable attire suitable for a professional environment.

➔ Are there any student support services?

Yes, we offer student support services, especially services related to professional resumes, preparation for an interview and discussion session on how to approach a corporate position for the first time. These bootcamp (dimitris.tragoudaras@techproacademy.gr). You will receive relevant details during the induction workshop of the bootcamp.

➔ How do I join online classes or meetings?

Online classes and meetings will be conducted through TechPro Google Classroom. Links will be shared on your Calendars.

➔ Can I work on projects outside of class hours?


Absolutely, you are encouraged to apply what you learn by working on projects outside of class hours. In fact, it is necessary to devote a significant amount of time outside the working hours of the bootcamp if you want to reach a level of understanding that will set you at the top of the selection list of tech companies. Practice makes perfect!

➔ How are assignments assessed?

We do assess your overall professional approach to the bootcamp, your weekly progress through your interaction with the tutors and the exercises/assignments you will need to solve during the bootcamp. The final capstone project will be also a point to consider for your overall assessment.

➔ What happens if I miss a class?

While we strongly discourage missing classes, exceptions can be made for valid reasons. Notify the bootcamp administration ahead of time and we can arrange for a catch-up session with a tutor.



→ Are there any networking opportunities?

Yes, we regularly invite industry professionals for guest lectures, and we also host virtual/physical networking events.

→ How can I provide feedback on the course or instructors?

You can submit feedback directly to the academic director via email (dimitris.tragoudaras@techproacademy.gr).

→ How do I report technical issues?

For any technical issues, please contact our admins team to transfer it directly to our IT support. Please send any issues to info@techproacademy.gr

→ What if I need additional help with coursework?

Tutors have designated office hours for extra help, and additional resources will be available on the Google Classroom

→ Can I change my stream (front-end, back-end, data science) after the bootcamp starts?

Stream changes are generally not allowed or encouraged after the bootcamp starts due to curriculum and class schedule constraints. However, exceptions can be made on a case-by-case basis. Contact the academic director (dimitris.tragoudaras@techproacademy.gr) for more information.

→ Remind me again, who-is-who in the bootcamp administration?

You can contact Maria Rammou, Maria Koloni, Marianna Dalkidou & Chrysa Prodromidou for administration, payment, class schedule.

You can contact Dimitris Tragoudaras for any issues with the curriculum, tutor behavior and performance, material delivered, bootcamp progression, material delivery issues, pedagogical issues.



Why is there a code of conduct?

The code of conduct exists to foster a professional, respectful, and inclusive environment for everyone involved in the bootcamp. It sets the standard for behavior, outlining what is expected from each participant, so that we can ensure a successful and productive learning experience. Adhering to the code of conduct also prepares you for the professional behavior expected in the tech industry. If you have any questions or concerns regarding the code of conduct, reach out our academic director (dimitris.tragoudaras@techproacademy.gr).

If you have any objections to the code of conduct, please contact TechPro administration. It is important to note that if you have no objections, we will assume that you agree to uphold this code of conduct during the bootcamp.

Integrity

Maintain honesty in all interactions and tasks. Academic dishonesty, including cheating and plagiarism, are not effective routes to take if you pursue growth, personal or professional. Sometimes it helps to take shortcuts in life and bend the rules of the game, but:

- you first have to know the landscape to cut a shortcut through it and
- you first have to know the rules to bend them.

So, while there are a lot of tools out there to use to “cheat”, if you use them, try to learn from them, not use them to substitute your cognitive and physical capacity. Also, be sure to uphold a strong moral code and make decisions based on fairness and integrity, in and out of the class.



CODE OF CONDUCT

Communication skills

Express yourself clearly, concisely, and respectfully in all forms of communication. Select a different tone of voice and language for each professional occasion. In some of those occasions you will be allowed to speak once, and maybe, for a few minutes. You will need a lot of practice beforehand to make that one-time count.

Work ethic

Show commitment to quality, punctuality, and responsibility in all your tasks and assignments. Deliver work that represents your character and personality. How your work will reflect you is your choice.

Respect for others

Treat everyone—colleagues, instructors, and subordinates—with courtesy and consideration.

Appearance and demeanor

Maintain a professional appearance and demeanor that aligns with workplace culture.

Adaptability

Be open to new challenges and willing to adapt to change. By the way, change is the only constant in the universe, thus adaptation to change is an evolutionary characteristic.

Accountability

Avoid blaming others or making excuses. You will miss out on an opportunity to learn from your mistakes if you do not own your mistakes.



CODE OF CONDUCT



Teamwork

Collaborate effectively and contribute to group tasks. Acknowledge the efforts and expertise of teammates. Seek success for the team. Being a member of a team, it is in your best interest to make the teamwork. If the team succeeds, you will too.

Continuous improvement and learning

Regularly update your skills and be receptive to feedback, stay updated with the latest trends in your field and strive for personal and professional growth. Be the better version of you today and compare yourself only with who you were yesterday

Confidentiality

Secure sensitive information and disclose it only with proper authorization. Also, do not take the road of toxic personal gossiping within a working environment. Such behavior is considered as highly nonprofessional.

Timeliness

Be punctual for all classes, meetings, and deadlines. Managing your time and maybe the time of others if you happen to become a manager, is a must-to-have skill. Time cannot be reversed, replenished, stocked. It is a resource that is managed only once every minute.

Feedback

Provide and accept constructive criticism as a growth opportunity. Be open to hearing how bad or good you are. Be creative in how you review work of others.

Resourcefulness

Be proactive in problem-solving and make full use of available resources.





CODE OF CONDUCT

Ethical use of technology

Use technology responsibly and adhere to all legal and academic standards.

Diversity & inclusion

Treat everyone with dignity and respect, regardless of background, gender, or ethnicity. Remember that the time and place of birth are just random variables.

Compliance

Follow all bootcamp rules, guidelines, and procedures.

Harassment-free zone

Do not engage in harassment or discrimination. Such behavior will lead to immediate expulsion from the bootcamp (even if you have paid the full amount of the bootcamp)!

Health & safety

Follow all safety protocols, including those for COVID-19 and maintain respectful personal hygiene.

Networking

Utilize the bootcamp as a networking platform. Network is not just getting to know the partnering companies that support TechPro. Other participants of the bootcamp also provide networking opportunities.

Self-care

Maintain a work-life balance to prevent burnout and keep your work-energy at higher levels.