Appendix 1: Assignment submission cover sheet

ASSIGNMENT SUBMISSION COVER SHEET

Student ID:

BIDA25-380

Student names:

LEATILE KING BAAITSE

Student email:

bida25-380@thuto.bac.ac.bw

Cohort:

BIDA1-07

Assignment title:

DIGITAL PORTFOLIO—INDUSTRIAL ATTACHMENT LETTER

Date of submission:

20 NOVEMBER, 2025

Programme of Study:

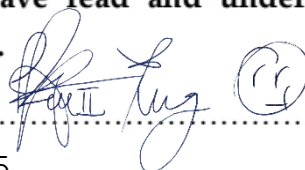BSC BUSINESS INTELLIGENCE & DATA ANALYTICS

Year of Study:

YEAR 1

Intellectual property statement

By checking the box below, I certify that this assignment is my own work and is free from plagiarism. I understand that the assignment may be checked for plagiarism by electronic or other means and may be transferred and stored in a database for the purposes of data-matching to help detect plagiarism. The assignment has not previously been submitted for assessment in any other unit or to any other institution. **I have read and understood the Botswana Accountancy College plagiarism guidelines policy.**

☑Agree   Signature..

Date........13/11/2025...

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Gaborone, Botswana

20th November 2025

The Human Resources Manager

Botswana Telecommunications Corporation (BTC)

Gaborone, Botswana

Dear Sir/Madam,

RE: APPLICATION FOR INDUSTRIAL ATTACHMENT

I am writing to formally apply for an industrial attachment with Botswana Telecommunications Corporation (BTC). I am currently a third-year student pursuing a Bachelor of Science (Honours) in Business Intelligence and Data Analytics (BIDA) at Botswana Accountancy College. As part of my programme requirements, I am required to undergo an attachment to gain hands-on experience in data-driven environments and enhance my professional competencies.

Through my coursework, projects and internships, I have developed core competencies in data analysis, business intelligence, statistical methos, digital communication and information systems. I am proficient in Python, JavaScript, SQL and R, and have hands-on experience using modern analytics tools such as Power BI, Tableau, Excel Advanced and Git. Additionally, I bring strong soft skills in communication, teamwork, problem-solving and time management—skills that enhance my ability to work effectively in collaborative and technical environments.

With that said, I have also completed practical projects that demonstrate my analytical and problem-solving abilities, including:

- Social Media Content Calendar – designed a structured, automated calendar improving content scheduling efficiency.
- Student Data Dashboard – built an interactive dashboard using Power Bi to visualize performance trends and insights.

- Web Scraping Tool – developed a Python tool to extract and process online data for analysis.

I have attained key certification and recognition, including:

- Microsoft Power BI Certification.
- Dean's List Excellence Award.
- Data Science Fundamentals Certificate.

I am particularly interested in BTC because of your leadership in telecommunications, digital services and innovation in Botswana. Your commitment to data-driven decision-making and technological advancement aligns closely with my academic background and career aspiration. I believe that joining BTC would provide me with the platform to bring-forth positively exponential and noteworthy to your mission and people's lives.

My digital portfolio, blog and CV, which include detailed information about my skills, projects and achievements, can be accessed here:

Portfolio: https://kingbaaitse.oratoryleague.com

Blog: https://kingbaaitse.oratoryleague.com/blog

Curriculum Vitae: https://kingbaaitse.oratoryleague.com/cv

I am available for attachment from November 20th 2025, to June 30th 2026, or any period that may perhaps align more with BTC's requirements. I am eager to contribute positively to your team and further develop my professional abilities under your guidance.

Thank you for considering my application. I would appreciate the opportunity to discuss how I can add value to BTC. I am available at your convenience for any further information or an interview.

Yours faithfully,

Leatile King Baaitse