HST

STUDENT HANDBOOK
for Online Learning

HST Learning Solutions

Accounting Technician Qualification Program (HST-ATQ)

TABLE OF CONTENTS

Dear Online HST Accounting Technician Qualification (ATQ) Students,

Welcome to HST Learning Solutions!

We are excited that you have enrolled or considering to enroll in an Online HST Accounting Technician Qualification (HST-ATQ) training program. HST is committed to quality online courses and online support in all aspects.

We want you to succeed at being an online student.

This Student Handbook sets forth the general administrative policies, procedures, and benefits of being an online student with 24/7 access to your course work.

Use this handbook as a reference as you enroll in fully online courses. When there is a change in the Learning Management System or important procedures, we will update this handbook and our Learning Web pages https://learn.hst-et.com/ as soon as possible. Feel free to contact me with any questions you may have about being an online student on:

Phone: **(+251) 930-366275**
Email: **gobeze.dessalegn@hst-et.com**
Address: **Mina Building, Wello Sefer**
Ethio-China Friendship Avenue
Addis Ababa, Ethiopia
Hours: **Monday – Friday 8:30am to 5:00pm**

To your success at HST Learning Solutions!
Sincerely,

Gobeze Dessalegn
Director, Learning Solutions

1, HST Background and Online Training Philosophy

HST is a professional services firm established in 2003 by a merger of three professional service firms (Haile Leul Tamiru & Co; Solomon Gizaw & Co; Tekeste Gebru & Co. HST provides a wide range provisional services: Strategy and Organization Design, Audit and Enterprise Risk, Human Capital Recruitment and Assessment, Tax Advisory and Business Support, Learning Solutions, Investment Advisory Services. HST has   10 partners and directors and over 200 staff.

HST Learning Solution is staffed with internationally certified adult trainers who feel professionally obliged to share their knowledge and expertise through training programs that are designed to bridge the existing knowledge, skill, and attitude gaps within your workforce.

Our Learning Solutions Business Unit has the aspiration to make HST the most sought after Corporate and Public Sector Training Center in Ethiopia. The unit provides tailored trainings designed to create awareness, improve performance and enhance the competitiveness of client organizations.

Over the past few years, HST has been developing online training programs for technical, soft skills and executive development courses to begin providing distance on-line learning opportunities for students. HST Accounting Technician Qualification (HST-ATQ) program is one of these programs. Its objective is to develop the student's knowledge and understanding of the main types of business transactions, their supporting documentation, and how these are recorded in an accounting system.

Our online facilitators provide regular live webinars summarizing each course's critical concepts and giving students a chance to ask questions. The success of our online offerings is based on providing quality and down to earth online education. Our belief is '**a motivated student can learn anytime, anywhere'**. We have a list of online courses that are offered 24/7 and information located on the HST Learning Management System (LMS) platform at https://learn.hst-et.com/.

We believe that there are many advantages for taking online courses:

- Local language preference
- Students with busy schedules
- Self-paced
- 24/7 access
- Transportation issues
- Remote areas
- Childcare issues
- Need to update skills for employment
- Courses with practical and local context
- Disabled or Home-bound
- Shyness in large groups

2, Delivery Methods

The HST Accounting Technician Qualification (HST-ATQ) training program courses are Fully Online, supplemented with regular live webinars.

3, Minimum Technical Requirements

It is important to have regular access to a reliable computer and Internet connection. Below are the minimum standards for hardware and software for online learning

3.1 Hardware:
- Personal Computer (PC); or
- Tablet; or
- Smartphone.

3.2 Software:
- A modern web browser (e.g., Chrome, Firefox, Edge)

Students should also have access to a reliable personal Internet connection, soundcard, and speakers or headphones.

4, Approach to HELP

If you experience technical difficulties or cannot log into the LMS, please contact our System Administrator at:
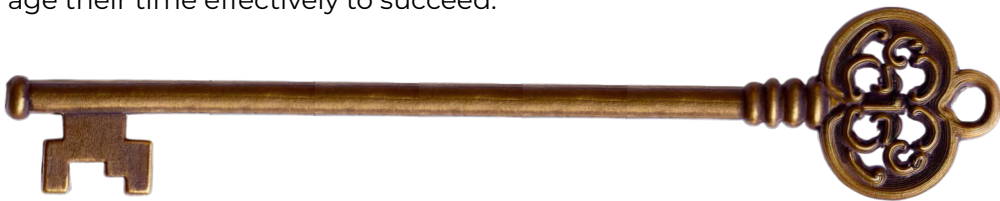
- 0996148714| technical.support@hst-et.com

For administrative matters, please contact at:

- 0996148782| admin.support@hst-et.com

5, What You Need to Know

Online classes are not easier than face to face classes. Students' expectations that online classes involve less work are often mistaken. The reality is that students must be more self- directed , work diligently, and manage their time effectively to succeed.

6, Program Requirements

6.1 Education Requirement

Students must be at least 18 years old and must have completed high school or its equivalent to enroll in the program. The Ethiopian General Secondary Education Certificate Examination (EGSECE) should be submitted as evidence.

However, the courses are designed for a broad audience, including:

- Accounting and Finance Graduates: seeking a refresher.
- Non-Accounting Graduates & Practitioners: looking to enhance their financial literacy affordably.

6.2 Computer Literacy

Students are required to have basic computer literacy to succeed in the program.

6.3 Technical Requirements

While the HST LMS may be accessed on a smartphone or tablet, a computer or tablet provides the best learning experience for participating daily online activities.

7, Program Information

The HST Accounting Technician Qualification (HST-ATQ) Program
The HST-ATQ program covers 12 courses which must be completed to get final certification of program completion. It is suggested that the courses are taken in the order listed below. Course details are available in the syllabus at https://learn.hst-et.com/. The basic summary is as follows:

No.	Course Title	Prerequisite courses to be passed or exempted
	Fundamentals-Level 1	
1	Introduction to Accounting (IA) 101	None
2	Introduction to Accounting (IA)102	IA 101
3	Management Information System (MIS)	None
4	Cost Accounting (CA)	MIS, IA 101 and 102
5	Business Skills (BS)	None
6	Law (BL)- Local Variant	None

No.	Course Title	Prerequisite courses
	Advanced -Level 2	
7	Management Accounting (MA)	All fundamental courses
8	Financial Accounting (FA)	All fundamental courses
9	Financial Management (FM)	All fundamental courses
10	Assurance, Controls and Ethics	All fundamental courses & FA
11	Ethiopian Taxation- Local Variant	All fundamental courses & FA
12	Public Sector (PF) - Local Variant	All fundamental courses & FA

8, Exemption Policy

Graduates in Accounting and Finance from recognized universities may apply for exemption from some program courses. HST Learning Solutions will determine the type and number of courses to be exempted based on the applicant's qualification, university attended, and grade results. Exemption fees apply for approved exempted courses

9, Assessment and Grading Policy

HST ATQ students are assessed at three stages as follows:

No.	Assessment stage	Pass score	No. of attempts	Assessment Type	Assessment Result Effect
1	At the end of sections within courses	None	NA	Online	Move to next section (only in certain cases depending on nature & criticality of the section)
2	At the end of each course	50%	No limit	Online	Move to next course, as applicable, as per section 7 of this handbook.
3	At the end of ATQ Program (N1)	At least 50% for each exam	3	Online (proctored)	ATQ Completion Certificate

N1- At the end of the program, students are expected to sit for final program completion exams for the following courses:

    I.   Financial Accounting;
    II. Cost and Management Accounting (combined);
    III. Assurance, Controls and Ethics; and
    IV. Taxation

A student will be warned if their cumulative grade point average in the final assessment falls below 50. If a student cannot attain the minimum 50% after 3 attempts, he/she will be dropped from the program and will not be issued a completion certificate. Such students are, however, eligible to re-register for the program as a new student and may apply for exemption on some courses.

10, Certificate of Completion

Upon completing the HST ATQ Training Program and achieving the minimum pass score for each course, the student will be eligible to sit for the final certification exams upon payment of the certification exam fee.

To obtain a certificate of completion, the student must:
1. Pass the program as outlined above.
2. Fulfill all financial obligations (i.e., pay the program tuition in full).

For your convenience, once your certificate is approved, a digital copy will be emailed to you.

Certificates of completion take approximately two weeks to verify and issue. If a student has not received a certificate two weeks following a successful final evaluation and fulfillment of financial obligations, please contact Student Services for assistance.

11, Online Enrollment and Fees

New students must submit an Application for Admissions as the very first step to enroll at HST-ATQ Training Program. Once processed, the HST LS will send an acceptance email, with necessary instruction and other information.

Students who were previously enrolled but have not attended within the past year must complete the application to reactivate their status.

Students are expected to pay the following fees for the program:
A. Registration fee- paid once upon registration- ETB 1,000
B. Exemption fee- paid once upon registration for courses exempted- ETB 500 per course
C. Annual subscription fee- paid annually till certification- ETB 2,000 per year

D. Course attendance and assessment fee- paid for each course to get access and course examination- ETB 2,000 per course
E. Certification/Completion Exam fee- paid once for final certification exam upon completion of all courses- ETB 3,000

Fees are revised annually. Information about current Tuition fees (amount, mode of payment, etc) are available at https://learn.hst-et.com/. The Program Completion exam is included in the tuition fees. Students are responsible for all other costs associated with the program including, but not limited to, textbooks.

Payment Plans

Tuition payments are made through WeBirr following the links: https://learn.hst-et.com/ up on registration. Access to courses are granted only after effecting the required payments.

Failed Transactions & Late Payments:

Students are required to make payments in advance. For employer-sponsored students, a special payment plan will be arranged. If a payment fails, the student will be placed on academic probation immediately. Sponsors must rectify failed payments within 10 business days, or the student will be dropped from the program. However, sponsors may request that fees paid for one student be transferred to another if the service has not been used.

12, Student Passwords for Online Classes

When new students are added to an HST Online course, their username and password are automatically generated by the LMS. If you cannot log in, contact our technical support team at technical.support@hst-et.com or call 0996148714.

13, Adding an Online Course

Already registered students can add other courses through HST LMS, but without any change to username and password.

14, Examinations

1. **End-of-Course Exams:** Taken through remote invigilation. Exams are scheduled every two weeks on Fridays from 9:00 AM to 12:00 PM. Students must apply for the exam one week in advance and receive confirmation. Examinees are monitored via their PC cameras, and the exam platform blocks other applications.

2. **End-of-Program Certification Exams:** Held quarterly (first week of August, November, February, and May) at approved exam centers across the country. Examinees are monitored by physical invigilators, and the exam platform blocks other applications on the PCs.

15, Academic Integrity

Defined: Academic Integrity means honesty and responsibility in scholarship. This standard applies equally to facilitators and students. It is fundamental to the existence of any learning institution.
Dishonesty will result in disciplinary action, including dismissal from the program. Examples of dishonesty include:

- Cheating
- Plagiarism
- Assisting another student in cheating or plagiarism
- Giving false information to HST, program personnel or potential employers

16, Online Student Services

Many online resources and training orientations are available to help you succeed. Please visit the Student Services web page for more information or contact at 0996148782 or admin.support@hst-et.com for inquiries regarding:

- Enrollment and Student Customer Service
- Student Financial Services (Fees)
- Other Special Services

17, Proctoring Policies

A proctored exam or activity is overseen by an individual (a proctor) who monitors a student during the process to ensure security and integrity. The proctor will require a valid ID and enforce all exam guidelines (e.g., permitted calculator use).

HST has an "open" proctoring policy for courses requiring a proctored exam   Student Services will notify you in advance if you need to attend an exam center or find a proctor

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