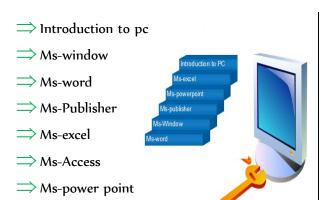# Hope University College

HUC

SHORT TERM TRAININGS

Hope University College, Ethiopia's non-profit college, was accredited in 2011 to run undergraduate programs. In the past three formative years, the university college increased its programs from five to eight and has just graduated it first batch of students on July 26, 2014 with the bachelor degree in art. The university college has now developed short term courses to meet the technically-skilled manpower needs of Ethiopia. These tailor-made trainings address individual various skill levels and are delivered by qualified instructors of the university college. The following courses are offered in the university college.

❖ **Basic computing**

❖ **Brief descriptions:** This module provides an overview of how to use computers. It will be supported by a practical laboratory sessions where students are exposed to hands- on experience in using computers.

⇒ Introduction to pc

⇒ Ms-window

⇒ Ms-word

⇒ Ms-Publisher

⇒ Ms-excel

⇒ Ms-Access

⇒ Ms-power point

Duration of the tarining: 106 hours

❖ **Hardware maintainance**

Brief descriptions: This module is designed to provide students with the fundamentals of configuring, installing, diagnosing, repairing, upgrading maintaining, computers and their peripherals.

The topics include PC hardware configuration preventative maintenance, customer interaction, virus protection, safety and networks and installation of operating systems and applications.

⇒ Office Machines Maintenance

Duration of the tarining: 64 hours

❖ **Climate Change and Development Planning**

Basic descriptions: *The trainees will be able to understand the link between climate change and development, identify source of potential GHGs and analyze the main elements of a recognized climate change planning methodology.*

Duration of the training: 14 days, each day comprised of 6 hours of taching (84 hours total)

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HUC has high standard ICT facility with its well-equipped six computer labs. Come to experience it.

Digital campus of HUC is optimum to teachAutoCAD, Peachtree accounting and other computer aided courses.

Architecture Computer Laboratory

❖ **Environmental Impact Assessment**

Briefdescriptions: Trainees will be able to identify and predict the impact of any project, legislative proposal, policy, program or operational procedure on the physical environment and on human health and wellbeing. Trainees will also be taught to communicate and interpret information about the impacts in the form of an Environmental Impact Statement.

Duration of the training: *11 days, each day comprised of 6 hours (66 hours total.)*

❖ **Peachtree accounting**

Basic descriptions: This training enablesstudents to have basic knowledge and application of Peachtree accounting in a real work situation. The training will be supported with hand-on practice using the recent Peachtree program.
Duration of the training: 30 hours

❖ **Basic accounting**

Brief descriptions: Trainees will learn in how to record transactions in an organized and systematic manner taking into account the basic accounting principles.

Duration of the training: 25 hours

❖ **AutoCAD**

Brief descriptions: The course is aiming to develop basic skills that can lead to professional utilization of developing, using and interpreting AutoCAD data. It covers topics such creating basic geometry, making primary modifications, organizing drawings, and similar operations.

Duration of the training: 32 hours

❖ **Pre-university English**
Brief descriptions: Trainees grasp the basic skills of Pre-university. They develop skills in communication-conversation, reading and listening. They become familiar with making use of the University's Language Laboratory (writing, reading and listening are practiced by using computers individually).

Duration of the training: 40 hours

❖ **Professional English**

Brief descriptions: Trainees will be acquainted with professional English in that they write grammatically correct and meaningful paragraphs and essays. The trainees will learn to write correct cause-and-effect, persuasive statements, comparison-and- contrast, process and descriptive paragraphs. It also helps them to practice conversational speaking, basic professional presentations, paraphrasing proverbs and short paragraphs, and finally to develop writing e-mails, memos, letters and reports.

Duration of the training: 32 hours

❖ Supervisory management

Brief descriptions: Train participants in different techniques of supervisory management including but not limited to supervisory challenges, planning, organizing, staffing, controlling, and decision-making. It also introduces trainees to appraisal, safety, negotiation, change, and labor relations. Participants know different elements of supervisory management by the end of the course.

Duration of the training: 40 hours

HUC delivers high-standard trainings with its qualified trainers in an optimal learning environment.