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INTER-OFFICE MEMO

Issue No
1

Page No.
Page 1 of 1

Date 07/10/2024

For all AASTU Regular and Extension Students

The Office of the Academy Program would like to inform you that as per the attached letter from the Ministry of Education (MoE) **all students are required to complete mandatory "Student Success Suite (SSS)" courses** via the new university e-learning system (www.courses.aastu.edu.et) within one month. Starting from **October 7, 2024**, all students are required to activate their accounts on the new e-learning portal and start taking the SSS courses. You are required to complete all courses within three weeks, leaving the final week for report compilation for the e-learning office.

List of Mandatory Courses:

1. How to Study Effectively (1 hour)
2. How to Evaluate Resources (1 hour)
3. Set Goals to Manage Your Time (1 hour)
4. Academic Integrity (1 hour)
5. Keeping Yourself Safe Online (1 hour)
6. Strategies for Successful Online Learning (4 hours)
7. How to Take a Course (1 hour)

Optional Courses (Recommended):

1. **Outlook Essentials**
2. **Video Conferencing with Teams**
3. **Analytics with Excel**

Important Notes:

1. The digital library is fully dedicated to help you complete these courses over the next three weeks.
2. If you encounter issues accessing or activating your account, please contact the e-learning unit in the ICT office.
3. Remember, **completing the seven mandatory courses is not optional**; it is essential for all students.

With regards


(Dr.)

Musin Kelel Aba
Academic Program
Directorate Director