

To:

Professor Dr. Md. Showkat Ali
Vice Chancellor, Begum Rokeya
University Bangladesh

From:

Aysha Akter Dipti
Learning Consultant
NetCom Learning Bangladesh

Subject: Proposal for Participation in "Microsoft Copilot Certification Course"

Date: 20-05-2025

Introduction:

We are excited to present **Microsoft Copilot Certification Course**, a high-profile complementary AI course powered by Microsoft and hosted by **NetCom Learning Bangladesh**. This complementary AI course offers students an opportunity to enhance their AI skills and gain hands-on experience with cutting-edge technology.

Objective of the Program

The primary goal is to **enhance digital and AI literacy** among university students by introducing them to **real-world applications of AI through Microsoft Copilot**. This course is designed to **equip students with modern productivity skills** that are highly valued in both local and global job markets.

Program Overview -

- **Course Title:** Microsoft Copilot Fundamentals
- **Format:** Online, self-paced
- **Duration:** Approx. 3 hours
- **Certification:** Students will receive an official **digital certificate directly from Microsoft** upon successful completion
- **Cost:** **Completely free of charge** for all participating students

Learning Outcomes –

By the end of this course, students will be able to:

- Understand how **Microsoft Copilot** enhances productivity using AI
- Learn how to use Copilot in **Microsoft Office** (Word, Excel, PowerPoint, Outlook, and Teams)
- Gain insights into **ethical AI usage** and responsible digital practices
- Apply their knowledge to **academic and real-world tasks**

Benefits for Students and the University -

- **Industry-relevant certification from Microsoft**
- Enhanced employability and digital readiness
- Opportunity to add a globally recognized skillset to their CVs
- Positive institutional branding by aligning with a global tech leader

Our Request to the University

To implement this program effectively, we request your kind support in:

- Sharing this opportunity with students across departments
- Allowing us to conduct a short virtual or in-person **session**
- Issuing a formal endorsement from the university, if possible, to encourage greater participation

Conclusion:

We believe that Begum Rokeya University's participation in **Microsoft Copilot Certification Course** will be a milestone in its journey toward becoming a hub for innovative AI education. This collaboration offers Begum Rokeya University not just an opportunity for student engagement but also a strategic branding platform that aligns with the university's vision for the future.

We look forward to your positive response and to the opportunity of working together on this exciting initiative.

Best Regards,

Aysha Akter Dipti
Learning Consultant, NetCom Learning.