

**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.