Short Course
Microsoft Office & Cloud Communication

Organized by

Directorate of Continuing Education (DCE), BUET
Institute of Information and Communication Tech., BUET
ICT-Cell, BUET

Aug.- Sept., 2023

Trainer's Biography

Adnan Mahmud Fuad is an accomplished Software Engineer and Technical Leader with a proven track record of designing and developing complex systems. With a strong academic foundation, including an M.Sc. (cum laude) in Computer Science from AIUB, and a B.Sc. in Computer Science & Software Engineering, Adnan brings a wealth of expertise to the table.

His extensive experience includes leadership roles as Group Leader at Primeasia University and Programmer at ICT-Cell (BUET), where he spearheaded the development of cloud-based university management systems. Adnan's proficiency in JavaScript, C#, and Python, coupled with his adeptness in design patterns and principles, has led to the creation of efficient and scalable applications.

Beyond his technical progress, his commitment to innovation and leadership shines through his active participation in technical committees for various government organizations. He's a dedicated problem solver, constantly striving to push the boundaries of technological solutions.

Sarder Mohammed Farid Uddin is a skilled Software Engineer from Dhaka, Bangladesh. He has a good academic background and received a B.Sc.degree in Computer Science & Software Engineering from American International University-Bangladesh (2013). He joined ICT-Cell, BUET as a Computer Programmer.

His career in technology began while he was a Software Engineer at Primeasia University, where he was instrumental in creating the cloud-based University Management System (UMS). He contributed to the design, development, and upkeep of numerous web portals, including PAU-UMS and BUET's websites, with his knowledge of ASP.NET, MVC, and other technologies.

Farid is knowledgeable on a variety of programming languages, frameworks, and technologies, including Angular JS and C#. Farid is a dynamic individual who has made a name for himself in the software development field because of his smart problem-solving approach and commitment to quality. He also achieved a Professional Certification on SAP.

MD. Ferdous Ahmed is a dynamic and dedicated professional hailing from Dhaka, Bangladesh. With a Bachelor's degree in Software Engineering from the American International University-Bangladesh, he possesses a solid foundation in technical expertise.

His journey began as a Software Engineer at Primeasia University, where he honed his skills in front-end development and software maintenance. Later, he joined the prestigious Bangladesh University of Engineering and Technology (BUET) as an Assistant Computer Programmer, contributing significantly to the enhancement of various departmental software and BUET's main website. With a keen eye for detail, he's adept at website development, system support, and project management.

Trainer's Biography

Nasir Ahmed Bhuiyan is a versatile professional with extensive experience in ICT and engineering. He currently serves as a Maintenance Engineer at Bangladesh University of Engineering and Technology (BUET), data center maintenance, system support, and ICT procurement. Nasir also excels in software development, having led numerous national projects and maintained institute websites. Previously, as an Assistant Maintenance Engineer, he managed email servers, campus networks, and software projects. With a background as a Software Engineer at Bangladesh Japan Information Technology (BJIT) Ltd.,

Nasir demonstrated adeptness in client engagement, software testing, and team leadership. He holds a Bachelor's degree in Computer Science & Engineering from Daffodil International University and a Diploma in Computer Technology from Chittagong Polytechnic Institute. Nasir's achievements reflect his dedication to enhance technological landscapes.

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August, September, 2023

<u>Program Schedule</u>

Date	Time	Event/Topic and Resource Person	
19.08.2023 (Saturday)	5:00 PM- 7:00 PM	Lecture 1: **Microsoft Word-1**	**Ferdous Ahmmed** Assistant Computer Programmer ICT-Cell, BUET
21.08.2023 (Monday)	5:00 PM- 7:00 PM	Lecture 2: **Microsoft Word-2**	**Ferdous Ahmmed** Assistant Computer Programmer ICT-Cell, BUET
23.08.2023 (Wednesday)	5:00 PM- 7:00 PM	Lecture 3: **Microsoft Word-3**	**Ferdous Ahmmed** Assistant Computer Programmer ICT-Cell, BUET
26.08.2023 (Saturday)	5:00 PM- 7:00 PM	Lecture 4: **Microsoft Word-4**	**Ferdous Ahmmed** Assistant Computer Programmer ICT-Cell, BUET
28.08.2023 (Monday)	5:00 PM- 7:00 PM	Evaluation: **Microsoft Word**	**Ferdous Ahmmed** Assistant Computer Programmer ICT-Cell, BUET
30.08.2023 (Wednesday)	5:00 PM- 7:00 PM	Lecture 5: **Microsoft Excel-1**	**S. M. Farud Uddin** Computer Programmer ICT-Cell, BUET
02.09.2023 (Saturday)	5:00 PM- 7:00 PM	Lecture 6: **Microsoft Excel-2**	**S. M. Farud Uddin** Computer Programmer ICT-Cell, BUET
04.09.2023 (Monday)	5:00 PM- 7:00 PM	Lecture 7: **Microsoft Excel-3**	**S. M. Farud Uddin** Computer Programmer ICT-Cell, BUET

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Path to Excellence

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August, September, 2023

<u>Program Schedule</u>

Date	Time	Event/Topic and Resource Person	
09.09.2023 (Saturday)	5:00 PM- 7:00 PM	Evaluation: **Microsoft Excel**	**S. M. Farud Uddin** Computer Programmer ICT-Cell, BUET
11.09.2023 (Monday)	5:00 PM- 7:00 PM	Lecture 8: **Cloud Platform-1**	**Aadnan Mahmud Fuad** Computer Programmer ICT-Cell, BUET
16.09.2023 (Saturday)	5:00 PM- 7:00 PM	Lecture 9: **Cloud Platform-2**	**Aadnan Mahmud Fuad** Computer Programmer ICT-Cell, BUET
18.09.2023 (Monday)	5:00 PM- 7:00 PM	Lecture 10: **Cloud Platform-3**	**Aadnan Mahmud Fuad** Computer Programmer ICT-Cell, BUET
20.09.2023 (Wednesday)	5:00 PM- 7:00 PM	Lecture 11: **Cloud Platform-4**	**Aadnan Mahmud Fuad** Computer Programmer ICT-Cell, BUET
23.09.2023 (Saturday)	5:00 PM- 7:00 PM	Evaluation: **Cloud Platform**	**Aadnan Mahmud Fuad** Computer Programmer ICT-Cell, BUET
25.09.2023 (Monday)	5:00 PM- 7:00 PM	Lecture 12: **Computer Fundamentals**	**Nasir Ahmed Bhuiyan** Maintenance Engineer IICT, BUET
27.09.2023 (Wednesday)	5:00 PM- 7:00 PM	Lecture 13: **Network Fundamentals**	**Nasir Ahmed Bhuiyan** Maintenance Engineer IICT, BUET

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