Khidmat: Project Title

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This Project is to build basic understanding of Microsoft Word, Excel and PowerPoint as well as some programmming (Python) among the students of TCF, to whom we are teaching.

The Citizens Foundation (TCF) is a professionally managed, non-profit organization set up in 1995 by a group of citizens who wanted to bring about positive social change through education. 22 years later, TCF is now one of Pakistans leading organizations in the field of education for the less privileged. For further details please visit here.

Much of what the students, in the future and as undergraduates, will be focused towards working using the utilities by Microsoft. Most particularly, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook and numerous others but not excluding the online utilities. Not to mention, the opportunities provided by these utilities alone in the market are quite massive and most certainly, rewarding in different manners especially for growth and experience.
Furthermore, taking inspiration from the Hour of Code, we realize the importance of students having an awareness of programming, in general, and thereby, possessing a basic skillset. In that regards, the programme has a week-long session, in the end of this whole program, in which students will be equipped with the ability to program on a basic level.

We have divided the whole student population of TCF Bhittaiabad campus into sections, namely ExMatric (Those who have done matriculation and are applying for colleges) , Matric A and Matric B. Each pair of volunteers will be given a section from the above pool, and they will invest 2.5 Hours daily (from monday to Saturday), that means a certain pair of volunteers needs to be on campus for a minimum of 2.5 Hours, but that is not the case with some, because they will also be taking Math or English classes for TCF ADP program, and for that those volunteers will be granted certificates.

Week 1: 26 June – 1 July, 2018

This week's classes covered: Microsoft Word.

Item	Activity	Time	ID
1	Held Class	9 hrs	ma02954
2	Held Q&A session	6 hrs	ma02954
3	Held Class	9 hrs	ga02197
4	Held Q&A session	6 hrs	ga02197
5	Held Class	9 hrs	mr02388
6	Held Q&A session	6 hrs	mr02388
7	Held Class	9 hrs	sf02969
8	Held Q&A session	6 hrs	sf02969
9	Held Class	6 hrs	aa02820
10	Held Q&A session	4 hrs	aa02820

The total time spent on the Khidmat this week is as follows.

ID	Total Hours
ma02954	15 hours
ga02197	15 hours
mr02388	15 hours
aa02820	10 hours
sf02969	15 hours

Conclusion

Our project was to provide a intermediate level of understanding of Microsoft Office to underprivileged students of TCF Bhittaiabad Campus. These skills will provide them better job opportunities (data entry) in the future and will also be beneficial for them if they decided to pursue higher education.

I hereby certify that I supervised this Khidmat and that I have read and agree with the weekly updates included in the Khidmat report.

_____   _____

Name and signature   Date and place