



Short Training Course on MS Office

(21-25 January 2024)

Course Management Team

| | |
|--------------------|---|
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| Course Director | : Dr. Muhammad Mustafizur Rahaman Director Admin (Joint Secretary) |
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Health Economics Unit, Health Services Division
Ministry of Health and Family Welfare



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Course Guideline



**Health Economics Unit
Health Services Division
Ministry of Health and Family Welfare**

Table of Contents

| Sl No. | Subject | Page No. |
|---------------|-------------------------------------|-----------------|
| 1 | Background of Health Economics Unit | 1-4 |
| 2 | Objectives of the Training | 5 |
| 3 | Program Schedule (Day-01) | 6-7 |
| 4 | Program Schedule (Day-02) | 8 |
| 5 | Program Schedule (Day-03) | 9 |
| 6 | Program Schedule (Day-04) | 10 |
| 7 | Program Schedule (Day-05) | 11 |
| 8 | Evaluation Method | 12 |
| 9 | Closing Ceremony | 12 |

A Brief on Health Economics Unit (HEU)

Background:

The Health Economics Unit traces back to a government project under the Fourth Health Population and Nutrition Sector Program (HPNSP) of the Ministry of Health and Family Welfare (MoHFW), established in 1994. In 1997, the project produced the first ever National Health Accounts. During 1998 to 2003, the Government of Bangladesh (GoB) transformed the project into the Policy Research Unit, which was composed of three wings, the Health Economics Unit, Human Resources Development Unit, and Gender, NGO and Stakeholder Participation Unit. In 2002, the GoB merged the Health Economics Unit and the Gender, NGO and Stakeholder Participation Unit and the new entity was named Health Economics Unit, while the Human Resources Development Unit was merged to the administration wing of the MoHFW. Quality Improvement Secretariat (QIS) started their work under HEU from 2015.

Initially mandated activities of the HEU includes capacity building in health sector by various trainings/ workshops (local & overseas), research and dissemination of research findings, and networking with National, Regional and International Health Economics Institutions/ Organizations with the aim of enhancing knowledge and fostering collaboration in the field of Health Economics. Based on this mandate, over the years, the HEU focused on conducting policy research on health economics and health financing. In addition, it has expanded its activities to other relevant health issues, and has now been working as the focal point for Universal Health Coverage (UHC) and coordinating all activities geared to that Sustainable Development Goals (SDGs) target being undertaken by the GoB, non-government, academia and research organizations.

Vision:

Universal Health Coverage

Mission:

To improve the performances of the health, population and nutrition sector for increased provision of quality services for the entire population, especially the poor, women and the disadvantaged, through use of resources in economically efficient manner with a focus on equity and participat

Specific Mandate & Responsibility:

- Policy Advocacy: The Health Economics Unit plays a central coordinating role and working as focal point for Universal Health Coverage (UHC) and some other key areas with the aim of the development of the HNP sector. The HEU responds to ad-hoc policy queries from the MoHFW.
- Capacity Development: For capacity building in the field of “Health Economics and Financing”, the HEU organizes training/ workshops. The broad areas of the training include: Basic Health Economics Principles and its uses in Bangladesh, Health Care Financing, Costing and Economic Evaluation of Health Care, Inequity in Health Care and Poverty, Health Economics Research Methodology.
- Research and Development: The HEU concentrates on providing and commissioning policy relevant research related to Health Economics. In 2012, Bangladesh adopted a health care financing strategy with the aim of generating more resources for health, improving equity and increase health care access especially for the poor and vulnerable as well as enhancing efficiency in resource allocation and utilization. HEU played the stewardship role to develop this strategy on behalf of the MoHFW. One of the main mandates of HEU is to prepare and publish the Public Expenditure Review (PER) on health and National Health Accounts (NHA). The main objective of the PER is to examine the trends in public spending during a time series in order to assess performance of health sector particularly the sector wide programs over the period. Two PER were published during the 4th HPNSP. A good number of research have been conducted in the areas of costing, expenditure tracking, benefit incidence analysis, namely, Tracking Urban Health Expenditure, Reproductive, Maternal, Newborn and Child Health (RMNCH) Accounts, Disease Specific Accounts, Essential Service Package (ESP) expenditure tracking, Pharmaceutical Expenditure Tracking and Covid-19 Expenditure Tracking, etc.
- Quality Improvement: Achieving Universal Health Coverage requires addressing the quality-of-care agenda. The HEU coordinates and steers the initiative of quality improvement activities in health sector through its Quality Improvement Secretariat (QIS). For this purpose, the QIS prepared and published significant number of standard protocols, namely National Health Care Standard-2015, National Patients Safety Strategic Plan in Bangladesh-2018, Hospital infection Prevention and Control Manual-2018, TQM (Total Quality Management) Module-2019, RMNCAH QI Framework-2019, BNHQS (Bangladesh National Healthcare Quality Strategy) 2021-2030 & National Strategy and Guideline for Clinical Mentorship on RMNCAH (Reproductive, Maternal, Newborn Child & Adolescent Health Services)-2023.

- Gender, NGO, Stakeholder Participation Unit (GNSPU): GNSPU conducts research and helps the MoHFW design gender responsive policies and activities. The unit organizes various gender sensitization workshops, training programs and seminars for enhancing the professional capacity of the health care providers and stakeholders in implementing the gender responsive policies and programs. An audio-visual module on Clinical Management of Rape (CMR) and a protocol for health sector response to Gender based Violence (GBV) have been developed to optimize access to GBV service protocol for the health care providers.

- Dissemination: Dissemination is one of the main activities of HEU. Research findings are disseminated through workshops/ seminars. Moreover, to share the experience from the health economists around the world, HEU organizes Health Economics Conference occasionally where experts from home and abroad in health economics present papers in the conference. The GOB policy makers/ planners, different stakeholders, NGOs and private sector representatives attend the conference.

- Social Health Insurance Piloting: As per the direction stated in HCFS, the Health Economics Unit (HEU) is piloting a social health protection scheme termed as *Shasthyo Shurokhsha Karmasuchi* (SSK). In this pilot scheme, a benefit package has been designed, in order to transforming financing from input-based allocation to output based financing, and testing the purchaser-provider split through 3rd party management. The main objective of the scheme is to prevent catastrophic health expenditure of below poverty line (BPL) households, thereby protecting them from impoverishment in case of catastrophic illnesses. BPL households holding an SSK card are entitled to complimentary in-patient department (IPD) services for 110 specific diagnoses, with plans to gradually expand the scope of the benefit package. As one of the major objectives of SSK is to ensure quality of care, the SSK Cell has developed clinical protocols for management of in-patient department to reduce clinical errors and unjustified variations in clinical practice as well as to contain costs.

Alongside this, HEU is working on the modalities as well as HBP for the first ever insurance scheme for the Civil Servants of Bangladesh known as “SHIPS”.

HEU is also developing the structural and functional design of an organization like National Health Security Office (NHSO) of Thailand or National Health Authority (NHA) of India with the aim of institutional reforms that are required for introducing strategic purchasing in health sector as well as shifting to demand side financing from supply side financing.

Strategic Partners & Collaborators of HEU

International Partners:

UN Organizations: World Health Organization (WHO), United Nations Children's Fund (UNICEF), United Nations Fund for Population Activities (UNFPA).

International Banks: World Bank, Asian Development Bank (ADB).

Foreign Development Agencies: United States Agency for International Development (USAID), Foreign, Commonwealth and Development Office (FCDO), Japan International Cooperation Agency (JICA), Swedish International Development Cooperation Agency (SIDA), Bill and Melinda Gates Foundation, Rockefeller Foundation, German Development Cooperation (GIZ).

Foreign Government Partners: NITI Aayog (Govt. of India), NHIS & HIRA (Govt. of Korea) BPJS Kesehatan (Govt. of Indonesia)

International Think Tanks: Chatham House, Joint Learning Network (JLN), Think Well

International Organizations: IQVIA, RTI International, Abt Associates

Foreign Institutes: London School of Hygiene and Tropical Medicine (LSHTM)

Local Partners:

Govt. Partners: Directorate General of Health Services (DGHS), Directorate General of Family Planning (DGFP), Directorate General of Drug Administration (DGDA), Directorate General of Nursing and Midwifery (DGNM), Bangladesh Bureau of Statistics (BBS), Institute of Epidemiology Disease Control and Research (IEDCR) and NGO Affairs Bureau.

Institutes: Institute of Health Economics (DU), Bureau of Economic Research (DU), Dept. of Women and Gender Studies (DU) and Bangabandhu Sheikh Mujib Medical University (BSMMU).

Local NGOs: Bangladesh Rural Advancement Committee (BRAC), Human Development and Research Centre (HDRC), Power and Participation Research Centre (PPRC) and ARK Foundation.

Research Organizations: International Centre for Diarrheal Disease Research, Bangladesh (icddr) and Centre for Policy Dialogue (CPD).

Local Organizations: Data International

Objectives of the Training

Computer office applications play a crucial role in modern offices due to the numerous benefits they offer in terms of efficiency, productivity, collaboration, and overall organization. Office applications like Microsoft Word, Google Docs, and others allow users to create, edit, and format documents easily. This is essential for tasks such as writing reports, letters, proposals, and other types of communication.

In Short

- Create, edit, save, and print documents to include documents with lists and tables.
- Word Processing
- Document creation and editing
- Spreadsheet analysis
- Presentation software
- Communication and collaboration
- Task management
- Data storage and retrieval
- Data security and backup
- Professional document templates
- Remote work facilitation
- Printing and Publishing:
- Track Changes
- Tables/Graphs/Charts
- Indicate the names and functions of the Word interface components.
- Format text and to use styles.
- Add a header and footer to a document.
- Add a footnote to a document.
- Add a graphic to a document.
- Mailing
- Use the Spelling and Grammar Checker as well as Microsoft Help.
- Manipulate documents using functions such as find and replace; cut, copy, replace.

Finally, to devolve the information technology skill of official's

Program Schedule (Day-01)

Subject: Short Training Course on MS Office

Date: 21 January 2024

Time: 09.00 AM- 04.00 PM

Venue: Conference Room, Health Economics Unit

| Date | Time | Subject | Resource Person |
|--------|--------------------|---|----------------------|
| Day-01 | 09.00 AM- 09.30 PM | Registration | |
| | 09.30 AM- 10.00 AM | Inaugural speech | Dr. Md. Enamul Haque |
| | 10.0 M- 11.30 AM | <p>Introduction to Computer Basic Microsoft Word Module</p> <ul style="list-style-type: none"> • Opening MS Word • Exploring the MS Word Ribbon Home tab <ul style="list-style-type: none"> - Font - Styles - Paragraph –Bulleted and Numbered Lists - Copy and Paste • Exploring the Insert tab <ul style="list-style-type: none"> - Table - Pictures - Hyperlinks - Headers and Footers - Page Numbers • Page Layout <ul style="list-style-type: none"> - Page Setup - Paragraph • Design Ribbon <ul style="list-style-type: none"> - Page Background | |
| | 11.30 AM- 11.45 AM | Tea Break | |
| | 11.45AM- 01.00 PM | <ul style="list-style-type: none"> • References <ul style="list-style-type: none"> - Table of Contents - Footnotes - Citations and Bibliography - Captions - Index - Table of Authorities • Mailings • Review <ul style="list-style-type: none"> - Spelling and Grammar - Thesaurus - Word Count | |

| | | | |
|--|--------------------|---|--|
| | | <ul style="list-style-type: none"> - Language - Comments - Tracking & Changes - Compare - Protect | |
| | 01.00 PM- 02.00 PM | Prayer And Lunch Break | |
| | 02.0 PM- 04.00 PM | <ul style="list-style-type: none"> • View <ul style="list-style-type: none"> - Show - Zoom - Window - Macros • Acrobat <ul style="list-style-type: none"> - Create Adobe PDF - Create and Email - Review and Comment - Create and Run Action - Flash • Saving Your Document <ul style="list-style-type: none"> - File naming conventions • Printing Your Document <ul style="list-style-type: none"> - Compatibility Package | |

Program Schedule (Day-02)

Subject: Short Training Course on MS Office

Date: 22 January 2024

Time: 09.00 AM- 04.00 PM

Venue: Conference Room, Health Economics Unit

| Date | Time | Subject | Resource Person |
|--------|--------------------|--|-----------------|
| Day-02 | 09.00 AM- 10.30 AM | Microsoft Excel Module <ul style="list-style-type: none"> • Opening MS Excel • Exploring the MS Excel Ribbon Home tab Learning Worksheet Fundamentals Editing and Formatting Worksheets Formatting Cells | |
| | 10.30 AM- 11.30 AM | Changing Print Options Rows/Columns/Worksheets/Workbooks Working with Charts | |
| | 11.30 AM- 11.45 AM | Tea Break | |
| | 11.45 AM- 01.00 PM | Performing Basic Calculations Using Basic Financial Functions | |
| | 01.00 PM- 02.00 PM | Prayer And Lunch Break | |
| | 02.00 PM- 04.00 PM | Create advanced formulas Create advanced charts and tables | |

Program Schedule (Day-03)

Subject: Short Training Course on MS Office

Date: 23 January 2024

Time: 09.00 AM- 04.00 PM

Venue: Conference Room, Health Economics Unit

| Date | Time | Subject | Resource Person |
|--------|--------------------|---|-----------------|
| Day-03 | 09.00 AM- 10.30 AM | Microsoft PowerPoint Module <ul style="list-style-type: none"> • Opening MS PowerPoint • Exploring the MS PowerPoint Ribbon Home tab Create a Presentation Insert and Format Slides Change Presentation Options and Views Configure a Presentation for Print | |
| | 10.30 AM- 11.30 AM | Configure and Present a Slide Show Insert and Format Text Insert and Format Images | |
| | 11.30 AM- 11.45 AM | Tea Break | |
| | 11.45 AM- 01.00 PM | Insert and Format Charts Insert and Format SmartArt graphics Insert and Manage Media Animate Slide Content | |
| | 01.00 PM- 02.00 PM | Prayer And Lunch Break | |
| | 02.00 PM- 04.00 PM | Set Timing for Transitions and Animations Finalize Presentations Create a Slide Show presentation about your biography within 10 slides. | |

Program Schedule (Day-04)

Subject: Short Training Course on MS Office

Date: 24 January 2024

Time: 09.00 AM- 04.00 PM

Venue: Conference Room, Health Economics Unit

| Date | Time | Subject | Resource Person |
|--------|--------------------|---|-----------------|
| Day-04 | 09.00 AM- 10.30 AM | Adobe Photoshop Getting Started Interface Layout Palettes Toolbox Selection Tools Alteration Tools Drawing and Selection Tools | |
| | 10.30 AM- 11.30 AM | Adobe Photoshop Assisting Tools Color Boxes and Modes Basic Image Editing Cropping Resizing Correcting Sharpening/Softening Saving | |
| | 11.30 AM- 11.45 AM | Tea Break | |
| | 11.45 AM- 01.00 PM | Basic Internet and browsing/email corresponding and personal account management. Multimedia Dashboard/ Google Drive/Dropbox/Video Editing | |
| | 01.00 PM- 02.00 AM | Prayer And Lunch Break | |
| | 02.00 PM- 04.00 AM | Print and Save Information Print message, calendar, contact, or task information Save message attachments Preview attachments Save messages in alternate formats Export messages to a data file Perform Search Operations in Zimbra Create new search folders Search for items in messages, tasks, contacts, or calendars Search by using advanced find Search by folder | |

Program Schedule (Day-05)

Subject: Short Training Course on MS Office

Date: 25 January 2024

Time: 09.00 AM- 04.00 PM

Venue: Conference Room, Health Economics Unit

| Date | Time | Subject | Resource Person |
|--------|--------------------|--|----------------------|
| Day-05 | 09.00 AM- 10.30 AM | Computer System Troubleshooting Introduction Screen Saver Appearance Effects Web Settings | |
| | 10.30 AM- 11.30 AM | Computer Networking, The processing of internet connection and Troubleshooting | |
| | 11.30 AM- 11.45 AM | Tea Break | |
| | 11.45 AM- 01.00 PM | IT Security Best Practice Advance Technical Tools Using AI Tools | |
| | 01.00 PM- 02.00 PM | Prayer And Lunch Break | |
| | 02.00 PM- 04.00 PM | Overview | |
| | 04.30 PM- 05.00 PM | Concluding Remarks | Dr. Md. Enamul Haque |

Evaluation Method

| Subject | Mark | Remark | |
|----------------------|-------------|---------------|--|
| Attendance | 20 | | |
| Active participation | 10 | | |
| Written assessment | 70 | | |
| Total mark | 100 | | |

Closing Ceremony

In closing session every participant will get **Course Certificate**. The Director General (Additional Secretary) **DG'S Award** for **1st Position**.



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