

**DEPARTMENT OF EDUCATION, MAGADH UNIVERSITY, BODHGAYA**  
Workshop on ICT in Education  
**17th - 22nd February, 2014**

<b>Date &amp; Day</b>	<b>Time</b>	<b>Topic</b>	<b>Resource Persons</b>
17.02.2014 Monday	08.00 am to 09.00 am	Inauguration and Introduction about Motive of ICT	
	09.00 am to 10.00 am	Convergence of Technology (ICT) in Teaching Learning	
	10.00 am to 10.15 am	Tea-Snacks Break	
	10.15 am to 11.00 am	ICT In Classroom	
	11.00 am to 12.00 am	Searching Engines (WWW)	
18.02.2014 Tuesday	08.00 am to 09.00 am	Information about proper use of Computer System	
	09.00 am to 10.00 am	Introduction & use of MS OFFICE in Teaching (MS-Word)	
	10.00 am to 10.15 am	Tea - Snacks Break	
	10.15 am to 11.00 am	Activity on MS-Word & Computer System	
	11.00 am to 12.00 am	Introduction of MS OFFICE & its use in Teaching (MS-Excel)	
19.02.2014 Wednesday	08.00 am to 09.00 am	Introduction about the internet & its uses	
	09.00 am to 10.00 am	Activity on Internet	
	10.00 am to 10.15 am	Tea-Snacks Break	
	10.15 am to 11.00 am	Use of MS Office in Teaching (MS-Excel) + Data analyse Excel	
	11.00 am to 12.00 am	Activity on MS-Excel	
20.02.2014 Thursday	08.00 am to 09.00 am	Use of MS OFFICE in Teaching (MS-PowerPoint) Theory	
	09.00 am to 10.00 am	Use of MS OFFICE in Teaching (MS-PowerPoint) Practical	
	10.00 am to 10.15 am	Tea-Snacks Break	
	10.15 am to 11.00 am	C.A.I. Group Activities	
	11.00 am to 12.00 am	Activity on MS PowerPoint	
21.02.2014 Friday	08.00 am to 09.00 am	E-contents for Effective Teaching	
	09.00 am to 10.00 am	E-Governance	
	10.00 am to 10.15 am	Tea-Snacks Break	
	10.15 am to 11.00 am	E-Office Management	
	11.00 am to 12.00 am	E-Learning in Teacher Education Group Activities	
22.02.2014 Saturday	08.00 am to 09.00 am	Use of ICT in Library	
	09.00 am to 10.00 am	Mobile Learning Group Wise Activities and Report Presentation	
	10.00 am to 10.15 am	Tea-Snacks Break	
	10.15 am to 11.00 am	Feedback	
	11.00 am to 12.00 am	Closing Ceremony	