



TOMS RIVER BOARD OF EDUCATION Continuing Education Unit Committee

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TO: All TREA Members

FROM: Continuing Education Unit Committee

Mr. William A. Cardone, Assistant Superintendent
Ms. Deborah Burke, High School East
Ms. Eileen Ciliento, North Dover Elementary
Mr. John H. Coleman, Director of Student Services INT Level/Curriculum 6-12
Ms. Deborah Gillespie, High School East
Ms. Sharon C. Shutzer, Intermediate North
Ms. Linda Sorrentino, District Supervisor of Technology

DATE: January 19, 2010

RE: **TECHNOLOGY GUIDELINES – Revised January 19, 2010**

Dear Colleague:

The Committee will be using the following guidelines when approving technology workshops for CEU credit:

MS Word: A total of 24 hours (2.4 CEU credits) will be awarded for participation in this subject area after Steps 1 through 6 are followed by the participant in the application process as delineated on page 3 of the CEU Guidelines dated January 19, 2010.

MS Excel: A total of 24 hours (2.4 CEU credits) will be awarded for participation in this subject area after Steps 1 through 6 are followed by the participant in the application process as delineated on page 3 of the CEU Guidelines dated January 19, 2010.

MS Publisher,
MS Frontpage,
Or
Web Page Design A total of 30 hours (3.0 CEU credits) will be awarded for participation in this subject area after Steps 1 through 6 are followed by the participant in the application process as delineated on page 3 of the CEU Guidelines dated January 19, 2010.

MS Powerpoint A total of 15 hours (1.5 CEU credits) will be awarded for participation in this subject area after Steps 1 through 6 are followed by the participant in the application process as delineated on page 3 of the CEU Guidelines dated January 19, 2010.

Keyboarding

No longer relevant.

On-Line Workshops

No longer considered for CEU Credits.

NOTE: An informal staff support or help session is not considered an "organized continuing education experience".

Hopefully, you will find this information helpful and informative. Please keep this in your personal files to refer to during the year.



William A. Cardone
For The Committee

cc: Continuing Education Unit Committee
Building Principals
Special Services