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“A High Performing School District”

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Home Instruction Packet for (Computer Applications)

Name of Teacher and Class: Mr. P. Rock / Mrs. J. Sinisi Computer Applications

<p>In this packet are materials and directions for Computer Applications This work will be collected by the teacher. This work will be graded and counted towards their marking period grade. All work will be submitted via EMAIL for Mrs. Sinisi’s class.</p>	
<p>I am available to support you during the hours 7:50am-2:50 pm to answer any of your questions. I will be responding to your emails within the hour.</p> <p>You contact me at: Mr. Rock: prock@rpsd.org Mrs. Sinisi: jsinisi@rpsd.org</p>	
<p>Lesson: Title, Objective, What doing and how assessed.</p>	<p>Students will be able to utilize the internet for researching current event topics and summarize their findings in MLA format. Mrs. Sinisi’s work will be sent back via email.</p>
<p>Week 1- Microsoft Word Practice. Typing/Speed Practice</p> <p>Lesson 1:</p> <p>Lesson 2:</p> <p>Lesson 3:</p> <p>Week 2-</p> <p>Lesson 1:</p> <p>Lesson 2:</p> <p>Lesson 3:</p>	<p>Students will Utilize Microsoft Teams and the internet for www.gcflearnfree.com and to access their email to complete all assignments</p> <p>Week 1: Due by Friday 3/20/2020</p> <p>Utilizing www.gcflearnfree.com on the Home Page</p> <p>Students will go to All Topics and select a topic from the following four (4) categories and write a one (1) paragraph blurb on what they learned. The categories are:</p> <ol style="list-style-type: none"> 1) Technology 2) Smartphones & Tablets 3) Social Media 4) Online Security <p>Finally, use Typingtest.com to practice typing. Complete 20, 1 minute interval test.</p> <p>Week 2: Due by Friday 3/27/2020</p> <p>Utilizing www.gcflearnfree.com on the Home Page</p> <p>Students will go to All Topics and select any four (4) topics from the “Word” category, write a one (1) paragraph blurb on what they learned.</p> <p>Finally, use Typingtest.com to practice typing. Complete 20, 1 minute interval test.</p> <p>Week 3: Due by Friday 4/3/2020</p> <p>Utilizing www.gcflearnfree.com on the Home Page</p> <p>Students will go to All Topics and select any four (4) topics from the “Office 2016” category, write a one (1) paragraph blurb on what they learned.</p> <p>Finally, use Typingtest.com to practice typing. Complete 20, 1 minute interval tests, and record in Teams.</p>