



Quality Education Academy
Welcome Letter
2020-2021

Dear Parent(s)/Guardian(s) and Student(s),

My name is Jermaine McCain and I am a Career and Technical Education teacher at Quality Education Academy. This year I have the honor of serving your child as a Business Education teacher and will be teaching Microsoft Office Word and Power Point. This class will have a brief overview of digital literacy. This course will also cover in detail the production of business correspondence, cards, advertisement, newsletters and multimedia presentations using Microsoft office suite programs. Students will be assessed on specific topics covered in class throughout the semester. Students will take the MOS certification exam for MS Word and PowerPoint as well.

In order to provide the best possible experience for your child, we must all work together as a Team! I am excited to work with you and your scholar. Please remind your child to log on daily to Google Classroom and Zoom. The first 9 weeks of the school year we will start off with remote learning. Logging on daily is a **MUST. IT'S A BIG PART OF HIS OR HER GRADE.** We will be using Google classroom starting off the school year until Canvas is available for our use.

For remote learning purposes, all students have been assigned a school email address, which is composed of their first initial and last name @qeacademy.org. For example, Johnny Smith would have an email of JSmith@qeacademy.org. For some scholars who have multiple last names, a separate email will be sent to provide you with your scholar's email address. The password is the scholar's power school/lunch number.

Below is a video link that you can help you with accessing Google classroom. Click the link below:

[How to use Google Classroom](#)

If you have any questions or concerns, please don't hesitate to contact me. My information is as follows.

Email: jmccain@qeschools.org

Phone: Cell: (336) 949-7576

School: (336) 744-7138