

Dear Parents and Students,

I hope you are enjoying a wonderful summer! I am thrilled to welcome you to The Office.

I am Dr. Andrea Marconi Nastelli, and I will be your course facilitator for the 2023–2024 academic year. A bit about myself: my family and I moved to Tampa from Northern Virginia nearly 10 years ago. My husband, John, and I have two children, Noah (13 years old) and Ava (11 years old), who also attend T.E.A.C.H. I hold an undergraduate degree in biology and a Doctor of Chiropractic degree, with extensive postgraduate training in prenatal, postnatal, and pediatric chiropractic care from the International Chiropractic Pediatric Association (ICPA), earning my CACCP. For over a decade, I owned and operated a thriving holistic practice in Northern Virginia, serving a wonderful community and families. Currently, I offer my time to a non-profit organization, while prioritizing time with our young children.

I am honored to be a part of your family's educational journey this year! I'm thrilled to delve into Microsoft Office with your student. During the first half of the year, your student will develop their skill set. In the second half, we will apply these skills through project-based learning, where they can put their knowledge into practice. The **Learn-by-Doing** curriculum offers 1 bundle of 3-spiral curriculum allowing students to visit newly learned skills many times to achieve mastery. Upon completion of the Level 1 curriculum your student is able to take the [MOS \(Microsoft Office Specialist\) Associate Certification Exam](#). This certification, recognized by Certiport, assesses proficiency in Microsoft 365 applications in a project-based environment.

As you prepare for the upcoming year, please gather the following supplies before our Open House:

Course Needs:

Students are required to bring the following items:

- A laptop with Microsoft Office 365 Desktop installed and fully operational *BEFORE the first day of class.
- Each student must have a Gmail account or another form of email account. Please ensure the password is written down and readily accessible for your student.
- A link to TYPING.COM will be provided to each student once the class is in session.
- Additionally, please purchase 1 bundle of Learn-By-Doing (Word, Excel, & PowerPoint) from [The HomeSchool Hive](#).

During home study days, parents are encouraged to actively support their child's learning. Progress can be monitored through class participation, lesson quizzes, and project completion. Parents are urged to thoroughly review all assigned work with their students. Assignments will be provided; however, one outstanding feature of the Learn-By-Doing series is its self-paced nature for students. While many students may have some experience with Microsoft applications, we will begin everyone at the same starting point. Students can then progress at their own pace and complete tasks based on their understanding.

I will assess assignments and provide feedback and grades when indicated. Please note, in accordance with the Florida homeschool statute, while I assign grades, the ultimate responsibility for your child's education lies with you, the parent(s). My role is solely to facilitate learning, as outlined in our T.E.A.C.H. handbook.

"The parent(s) is in ultimate control of their children's education. In no form is T.E.A.C.H. held accountable for the progress or lack of progress of a student's academics. As the parent, you fully understand that you are responsible for transcripts, grades, and any dynamic of their learning environment. The instructors at T.E.A.C.H. are contracted with the sole responsibility to facilitate learning." - T.E.A.C.H. Student Handbook

To maximize our 30 minutes together each week, my aim is to create an interactive learning environment that brings each lesson to life. Please feel free to reach out with any questions or for student support. My goal is your student's success, never hesitate to contact me.

Our class meets on Wednesdays from 12-1pm in room ED1. We will follow the syllabus provided at Open House (and also found on Mellow Yellow Student Portal) throughout the year and make adjustment according to students learning pace. I look forward to meeting you and your student at Trinity's open house! We're going to have an amazing year together!

In Health,

Dr. Andrea M. Nastelli