GRAY COLLEGIATE ACADEMY

GCA - Workplace Communications 2025-2026 Online Class

Instructor
Mr. Jess Hutchinson

Email
jhutchinson@grayca.com

Office Location
Room 208

Office Hours
Monday-Thursday
8:00 AM - 10:00 AM
3:00 PM- 3:30 PM

Friday
7:40 AM - 10:00 AM

Course Description:

Computing for College and Careers, Semester A is the first part of a two-semester course that is intended as a practical, hands-on guide to help you understand basic computer skills required during your college education as well as in your career. This course covers basic computer hardware components, software applications, productivity applications such as word processing software, spreadsheet software, and presentation software, and new hardware and software technologies such as virtualization, cloud computing, green computing, and blockchain technology. This course also guides you on various career options and provides guidelines on privacy, security, and ethical issues relating to software and internet use.

Course Materials

- Chromebook

Login Information
Account: GCA9
Username: Firstname.Lastname
Password: Gray2025!!!!

Course Website

(GCA - Essential Communications)

(Workplace Communications 2025-2026 Hutchinson)

[LOGIN HERE](#)

Click Log In (top right corner of screen) and then select **Edmentum Exact Path**. *Enter login information in the format posted above.*

Friday Intervention: *I will check student progress every Tuesday by 5:00 PM. Any students who are not up to date on their progress or are failing the course will be required to come in on Friday to get caught up with their work. I will send an email to both the student and parent for those who will need to attend on Fridays. You will receive this email by noon on Wednesday.*

Students should login to Edmentum to access the course. Please contact Mr. Hutchinson asap if you have any issues logging in, so that we may assist you. Please note that this is a self driven course. It is important that students follow the pacing guide below and check their Gray Gmail inbox daily. Please contact Mr. Hutchinson at jhutchinson@grayca.com for help.

COURSE SCHEDULE - FALL/SPRING 2025-2026

Activity/Objective	*Due Date*
UNIT 1 Introduction to Communications	
Communication Overview: Mastery Test	8/11
Professional and Social Communication: Mastery Test	8/25
Reading and Writing Skills: Mastery Test	9/8
Writing a Business Letter	9/17
Speaking and Listening Skills: Mastery Test	9/22
Discussion: Introduction to Communication	9/29
Posttest: Introduction to Communication	10/6
UNIT 2 Communication in Business Organizations	
Business Firms: Mastery Test	10/30
Preparing for Job Interviews: Mastery Test	11/12
Group Discussions and Leadership Skills: Mastery Test	12/3
Critical Thinking and Problem Solving: Mastery Test	12/15
Health and Safety: Mastery Test	1/15
Discussion: Communication in Business Organizations	1/27
Posttest: Communication in Business Organizations	2/12
UNIT 3 Technology for Communication	
Using Information Technology: Mastery Test	2/26
Creating Desktop-Published Projects: Mastery Test	3/19
Creating Multimedia Presentations: Mastery Test	4/2
Legal and Ethical Issues: Mastery Test	4/16
Discussion: Technology for Communication	4/23
Posttest: Technology for Communication	5/7