



# EMILY GRIFFITH

## TECHNICAL COLLEGE

### **2021-2022 Accounting Checklist**

#### **Course Materials**

- Access to digital media materials are included in program fees and will be provided in class.

#### **Part Time Program Hybrid Learning**

- On the days your class meets face-to-face (Mondays and Wednesdays), you will be expected to participate in lecture, discussion, and activities. On the days that you would not be meeting face-to-face, you will complete readings, virtual labs, and homework.
- Students must be prepared to commit a minimum of 8-10 hours/week of study-time in addition to the 8 hours of weekly class time.
- Students are expected to keep up with classwork by adhering to course assignment schedules.

#### **Accelerated Program**

- On the first day of class for a program crucial policy, procedure, and orientation take place. It is expected that all registered students attend on the first day. If a student does not attend on the first day of a program without prior approval from the Instructional Dean or Associate Dean, they will be dropped from the program and encouraged to register at another date.
- Classes are completed at a quick pace, without breaks between classes. One class is covered in its entirety before moving to the next class. Classes range from three to five weeks in length.
- In order to access course content online, students must make payment arrangements with the Treasurer's Office prior to the first class. If a student has not made these arrangements, they will not have access to course content and may find themselves behind in class from day one.
- Due to the fast pace of the program, attendance on Monday and Wednesdays is required for student success.

#### **Classroom Logistics**

- In the College of Trades, Industry, and Professional Studies our programs welcome new students multiple times throughout the year. As a student, you will likely experience being in the classroom with another cohort that may be learning different content than



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you. We believe this structure enriches the learning experience for all students, as the peer to peer learning that takes place is invaluable.

### Internet and Computer Access

- Access to a reliable internet connection outside of class is required in order to complete assignments in the Learning Management System and other online tools.
- Access to a reliable PC/Laptop outside of class with MS Office applications is required.
  - Should you need to borrow a laptop from the school, before your program start date please contact the College of Trades, Industry, and Professional Studies Student Success Coordinator, Ciara Martinez at [student.help@emilygriffith.edu](mailto:student.help@emilygriffith.edu).
- Students must have a flash/thumb drive to store course assignments. No files should be stored on classroom laptops or computers.
- Please discuss technology access needs with your Career Navigator and instructor prior to starting the program.

### Computer Skills

- Basic computer skills, including file management in a Windows operating system, are necessary for successful completion of coursework.
- Please discuss digital literacy support needs with your Career Navigator prior to starting the program.