



EMILY GRIFFITH

TECHNICAL COLLEGE

2020-2021 Accounting Checklist

Course Materials:

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

COVID-19 Part Time Program Hybrid Learning

- Due to COVID-19, this program has been identified as a program that can have instruction take place 100% online until it is safe to return to campus.
- All coursework will take place remotely such as lecture, discussion, activities, and assessments. Students will participate in coursework utilizing a computer off site.
 - This will require students to have access to a reliable internet connection and a computer with video and audio capabilities. If you do not have access to these things, please contact Vivian Jeffcoat, Dean of Instruction, at vivian.jeffcoat@emilygriffith.edu, immediately to learn more about checking out a laptop for class.
- On the days your class would typically meet face-to-face (Mondays and Wednesdays), you will be expected to participate synchronously online using Google Hangouts. 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



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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 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.
- All students have access to the Emily Griffith computer lab located on the 6th floor of the Lincoln Campus. The lab hours are Monday-Wednesday 8am-6pm, Thursday 8am-3pm, and Friday 8am-12pm.
- 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 advisor 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 advisor prior to starting the program.