# Eastfield College Minimum Syllabi Requirements

<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td><strong>College Name</strong></td>
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<tr>
<td><strong>Div. &amp; Contact Info.</strong></td>
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<tr>
<td><strong>Semester/Term &amp; Year</strong></td>
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<table>
<thead>
<tr>
<th>Instructor Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<td><strong>Telephone</strong></td>
</tr>
<tr>
<td><strong>E-mail Address</strong></td>
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<tr>
<td><strong>Office Number</strong></td>
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<tr>
<td><strong>Office Hours</strong></td>
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<table>
<thead>
<tr>
<th>Course Information</th>
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<tbody>
<tr>
<td><strong>Course Number</strong></td>
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<tr>
<td><strong>Section Number</strong></td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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<tr>
<td><strong>Class Meeting Time</strong></td>
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<tr>
<td><strong>Course Title</strong></td>
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<table>
<thead>
<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td>The fundamentals of blueprint reading for construction industry will be examined. (2 Lec. 4 Lab.)</td>
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<tr>
<th>Course Objectives</th>
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<tr>
<td>Identify the importance and use of constructions prints; Identify the symbols, terminology, and standard abbreviations; explain the sequence of drawing organization; make the calculations and measurements relative to constructions; and interpret construction drawings and scales.</td>
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<thead>
<tr>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>100% Grades are based on completion of chapter assignments. You will receive one grade for each week assignment.</td>
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<thead>
<tr>
<th>Exams and Assignments</th>
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<tr>
<td>Approximately 12 online Assignments (Full List on Blackboard)</td>
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<tr>
<th>Late Assignment Procedures</th>
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<tbody>
<tr>
<td>One late assignment will be forgiven. The second late assignment will be graded at a maximum of 70%, and must be turned in within two days of the due date or it will not be accepted, No exceptions.</td>
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</table>
| Course Academic Calendar | • August 26 – Classes Begin  
| | • September 2 – Labor Day Holiday (No Class)  
| | • November 14 – Last Day to Withdraw  
| | • November 28 & 29 – Thanksgiving Holiday (No Class)  
| | • December 2 – Class Resume  
| | • December 9 - 12 – Final Exams  
| | • December 12 – Semester Ends  
| Attendance Policy | Attendance Verification for Financial Aid  
| | Attendance is based on your participation in this class. Failure to participate may result in a failing grade and your financial aid award will be a risk to be reduced or eliminated. You are responsible for confirming the accuracy of your attendance record.  
| | **Does Not Apply To Online Classes**  
| Course Drop Date | November 14 – Last Day to Withdraw  
| Disclaimer | The instructor reserves the right to amend this syllabus as necessary.  