

# MACOMB COMMUNITY COLLEGE

## Center for Continuing Education

### SYLLABUS SAMPLE

**To be used as a guide to fill out a syllabus**

(A syllabus is to be given to each student at first class meeting)

- COURSE TITLE:** No more than 30 characters and spaces
- INSTRUCTOR:** Instructor name
- TEXT:** List title, author, edition, publisher and ISBN number  
If required
- DESCRIPTION:** Brief description of class –50 words or less for most classes
- LEARNING OUTCOMES:** What will students learn? What will students be able to do as a result of this education or training activity? Learning outcomes should be measurable.
- TOPICS:** List the educational topics that will be addressed
- ACTIVITIES/RESOURCES:** Describe activities, hands-on experiences, & opportunities to practice what is being taught.
- EVALUATION/ASSESSMENT:** Students will confidentially assess this course by completing the Student Evaluation of Class form distributed at the last class session.
- SUCCESSFUL COMPLETION:** The number of contact hours necessary to successfully complete the course: \_\_\_\_  
75% of contact hours, unless otherwise stated.