



**Adult and Higher Education**  
**ADHE 329: Developing Short Courses, Workshops and Seminars (3.0)**  
**Course Outline**

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**Evaluation:** The final grade is calculated from a total of 100 marks: Assignment 1=12%; Assignment 2=34%; Assignment 3=20%; Assignment 4=24%; Participation/Reflection=10%

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**Description**

Organization and administration of adult education events such as short courses, seminars, workshops, conferences and institutes. (UBC calendar) ADHE 329 is a core course on the Adult & Higher Education and Health Education Diplomas.

**Objectives**

This online course is designed to help the student acquire the competencies necessary to develop, implement, and evaluate short-term, intensive programs for adult learners. When students have completed the course, they should be able to:

1. Describe the advantages and disadvantages of employing the short-term format in adult education;
2. Identify the distinctions among various program types which employ the short-term format;
3. Identify and describe the major steps involved in planning short-term programs;
4. Develop a written program plan using the program planning process as an organizing framework; and
5. Evaluate a written program to determine its effectiveness and efficiency from both instructional and administrative perspectives.

**Overview**

1. The short-term format
2. Analyzing the planning context and client system
3. Identifying needs
4. Developing objectives
5. Formulating an instructional plan
6. Formulating an administrative plan
7. Developing summative evaluation plans

Students are required to have a computer, access to the Internet, and a Campus Wide Login ID and password to access the website for ADHE 329. Don't have a CWL account? Register at: <http://www.cwl.ubc.ca>

**Technical Requirements**

You must have a computer capable of running at least Netscape Navigator 6.2 or Microsoft Internet Explorer 6.0 or higher and access to the Internet at a connection speed of at least 56.6 kbps.

**Extension Library Resources** (if required): Register at: <http://www.library.ubc.ca/extension/>

**Textbooks and Learning Materials**

Call the UBC Bookstore to order: (604) 822-4742 Toll free: 1 800-661-3889 or visit: <http://www.bookstore.ubc.ca/>

Click on [Distance Education and Technology \(DE&T\) Course Material Ordering](#) and follow the instructions.

**Required Text:**

- R. Caffarella. 2002. Planning Programs for Adult learner: A Practical Guide for Educators, Trainers, and Staff Developers.
  - **Custom Course Material**
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For further information: (604) 822-3999 Toll free: 1 888-492-1122 or email: [joanne.chilton@ubc.ca](mailto:joanne.chilton@ubc.ca).

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# External Programs and Learning Technologies Faculty of Education

## ADHE 329 Textbooks and Learning Materials Order Form

There are five ways to order your textbooks from the UBC Bookstore: <http://www.bookstore.ubc.ca/>  
[http://w4.bookstore.ubc.ca/cgi-bin/det/det\\_selector.cgi](http://w4.bookstore.ubc.ca/cgi-bin/det/det_selector.cgi)

### 1. In Person

Ensure the shelf tag has the correct course number and section number. Purchase EPLT texts only; other course sections may use different texts.

### 2. Phone

Phone orders are accepted Monday to Friday between 9:30am and 5:00pm.  
Locally: call 604-822-2665. Out-of-town: call 1-800-661-3889.  
Identify yourself as a Distance Education student.

### 3. Fax

Dial 604-822-2111 and send this completed form.

### 4. Mail

Send this completed form to:  
UBC Bookstore, Attn: DET Orders  
6200 University Blvd  
Vancouver, BC V6T 1Z4

### 5. Web Order

To web order your selected texts, click on the "Make this a Web Order" button and complete the contact, delivery, and credit card billing details. After you submit the web order, you will receive a confirmation web page and an e-mail will be sent to the e-mail address you specified.

Send books to:

First name	Last Name
Street Address	
City	Province
Postal Code	Country
Phone (8:30 -4:30 pm)	Date of Order

Email address:

Please phone the Bookstore to confirm prices. Check the items you wish to order and write in the prices.

Price	Required Textbook and Learning Materials
_____ <input type="checkbox"/>	R. Caffarella. 2002. Planning Programs for Adult learner: A Practical Guide for Educators, Trainers, and Staff Developers. 2nd Edition.
_____ <input type="checkbox"/>	ADHE 329 Custom Course Material Package (EPLT Section)
_____	Total materials cost
_____	Add 7% GST
_____	Add shipping cost (contact Bookstore for shipping costs to your location.)
_____	Total payment required

Payment: Methods of payment include cheque, money order or credit card.  
Do not send cash. Cheque or money order: confirm the current book prices with the UBC Bookstore. Remember to include shipping costs and 7% GST. Cheques/money orders are payable to UBC Bookstore. For credit card payments please complete the following:

Visa                       Mastercard                       American Express

Total Amount: \_\_\_\_\_ Card no. \_\_\_\_\_

Expiry Date: Year \_\_\_\_\_ Month \_\_\_\_\_ Cardholder Name: \_\_\_\_\_ (print)

Signature: \_\_\_\_\_