



“We Strive to Guarantee Quality and Excellence”

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

**T4 - Continuing Education & Adult High School**

**Three Year Program Review**


**Service Area**

**Continuing Education**

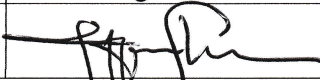
**Period of Three Year Review**

**School Year 2014-2015, 2015-2016, 2016-2017**


Program Review Completed By:

Name	Title	Signature	Date
Jefferson Thomas	Dean		April 20, 2018

Program Review Certified By:

Name	Title	Signature	Date
Jefferson Thomas	Dean		April 20, 2018

Program Review Received By: (Institutional Research & Evaluation Office)

Name	Title	Signature	Date
Ligaya Sara	Institutional Research		04/20/2018

**Purpose:**

Program review at Palau Community College is a process that provides an extensive evaluation of academic and non-academic programs on a three year basis. The results of yearly assessments (using the FAMED process) are compiled into the one three year review cycle.

The purpose of program review is to evaluate program sufficiency to allow definite strategies to be developed for major revisions, to provide information for consideration when decisions are made, and to develop recommendations to improve institutional effectiveness.

**Instructions for completing Program Review:**

1. Type your text into the boxes. The text boxes will expand to accommodate the amount of text spaces you need.
2. Individual instructions are included before each section. Examples are in **green**, remove when you start writing.
3. Submit completed and signed Program Review in both hard copy and electronic copy format to the Institutional Research & Evaluation Office.
4. Required Evidence (supporting documents) must be included for submission.

Appendix A: Yearly assessment data and analysis result (e-copy only)

Appendix B: Course/Training offerings during current cycle including student learning outcomes (e-copy only)

Appendix C: Course/Training offering rosters (e-copy only)

Appendix D: Service Area Assessment Calendar (e-copy only)

5. Be sure to keep both hard and electronic copies for your file.

Note: Other college plans may include the 15-Year Institutional Master Plan, the 5-Year Technology Plan, Institutional Learning Outcomes, Institutional-Set Standards for Student Achievement, or other plans, such as an approved department plan or committee plan.

## **PROGRAM / SERVICE AREA REVIEW**

### **I. PROGRAM PROFILE**

Program Mission and Goals:

Define program mission statement here.

The Continuing Education Division is an outreach arm of the college accessible and flexible to respond to the diverse educational and training needs of the community it serves by ensuring that quality service is provided to meet the customers expected outcome. Other programs under the CE Office are the Educational Talent Search Program and Adult High School.

Identify how the program supports the overall mission of the institution here.

Continuing Education mission statement reflect the college own mission and fulfill the college responsibility under public law 4-2 that respond to the educational and training needs of the community of Palau as well as the region.

List Program Goals here.

Continuing Education goals and objectives follow PCC 15 Year Institutional Master Plan 2009-2024.

Goal 1.8 under the plan the college will ensure all noncredit programs will have student learning outcomes (SLO) for all its offering.

1.8.1 Develop SLOs for Continuing Education/professional development/ compensatory offerings.

1.8.2 Have continuing education unit (CEU) for students/employee recognized for advancement or college graded purpose.

1.8.3 Conduct State Visits to assess community training needs, interested individuals to attend Adult High School Program, and disseminate information relevant to training opportunities.

1.8.4 Work closely with ministries, agencies, private sectors and non-profit government organization to assess training needs and establish program sponsorship.

1.8.5 Provide appropriate and effective apprentice program.

1.8.6 Provide crash courses to support in-service training of newly hired teachers who lack the basic in teaching skills.

1.8.7 Provide Non-instrumental Navigation and sea-faring classes to the community.

List Expected Program Outcomes here.

Goal and Objectives:

1. 8.2 The board has not taken any action on this objective yet.

1.8.3 There is no record of state visit done in this cycle.

1.8.4 The CE worked closely with the ministries, state government, non- profit organization and responded to their needs. In particular, Koror State Cultural Affairs Office has been working closely with the CE and Workforce Investment Act Program to provide Youth Training in the last three years (See CE list of Offerings).

The CE responded to the Ministry of Health Counseling training needs as well as computer classes. These are all reflected in the CE lists of offerings.

1.8.5 Student Learning Outcome for all the apprentice Training has been done. Comprehensive report and evaluation results were sent to Yap Department of Education.

1.8.6 Crash courses were developed and advertised to both Palau Ministry of Education and Yap Department of Education waiting their decision. CE is still waiting for them to inform the college if they need us to offer them.

1.8.7 The CE never issued any certificates to the program participants although the initial non-instrumental navigation curriculum framework was developed through the CE assisting the class instructor to develop the curriculum. Thereafter, the college ran the class using other college personnel who are not part of the CE. Therefore, it is not clear where this activity falls.

List Program/Course Offerings, Titles and Descriptions here

Introduction to Fabric Design	Upon completion of this training, the trainee will acquire basic skills and knowledge of the basic techniques to design tablecloths, pillow covers, and clothes as well as hands-on experience in tie-dye, sponge printing, and stenciling techniques.
Introduction to Drawing	Upon completion of this training, the trainee will acquire basic skills and knowledge in drawing and sketching. The trainee will also gain familiarity with tools and techniques used in drawing and the foundation of all other forms of art. Also the effective use of the line and how to create texture, shading, and depth, and the use of pencil, charcoal, and pen and ink in drawing various subjects such as still life, human figures, and landscape will be covered
Introduction to Water Color Painting	Upon completion of this training, the trainee will have been introduced to the world of watercolor painting and gain familiarity by creating abstract designs, still life, landscapes, and portraits. This training will cover color mixing, watercolor techniques, the types of brushes and paper, and also explore techniques in blending, overlaying, and dry and wet brush
Introduction to Print Making	Upon completion of this training, the trainee will become familiar with the art of making prints or multiple copies of an image. A variety of printing techniques such as rubber stamping, leaf printing, sponge printing, and linoleum block printing will be covered. Prints will be made on paper in color water-based inks
Introduction to Oil Painting	Upon completion of this training, the trainee will have explored the basics of oil painting, learned the different tools used and the basic guidelines for creating oil paintings as well as learn the basic concepts of backgrounds, center, focus, and highlighting. During this

	course, each participant will create his/her own Rock Island masterpiece.
Batik Painting	Upon completion of this training, the trainee will acquire basic skills and knowledge required for painting using fabric.
Kirie Art	Upon completion of this training, the trainee will acquire basic skills and knowledge required for creating art using cutout and portion sheets of paper
Wood Carving	Upon completion of this training, the trainee will have acquired the basic skills of carving storyboards and be able to do it on his/her own.
Wood Sculpturing	Upon completion of this training, the trainee will have acquired the basic skills of sculpting wood into any sculpture desired.
Marmar and Lei Weaving	Upon completion of this training, the trainee will have acquired basic skills in weaving marmars and leis; become familiar with the different types of flowers needed and the best ropes or strings to use.
Pandanus leaves Weaving	Upon completion of this training, participants will learn how to weave, learn the various tools for weaving, learn how to select good pandanus leaves for weaving, preparation of the leaves using the sun's heat, preparing the leaves by cutting out the sharp edges, and splitting the leaves into different sizes for different kinds of weaving such as baskets, hats, mats, and more.
Basket Weaving using Coconut Leaves	Upon completion of the training, participants will have learned how to weave baskets using coconut leaves. Participants will learn how to select good coconut leaves, preparing them for weaving using the sun's heat, and also learn different types of basket weaving
Kumade (Bamboo Rake) Construction	Upon completion of this training, participants will learn how to make Kumade (Bamboo Rake) by learning to select a good bamboo for rake handle, preparation of the rakes by learning how to cut, bend, and tie the rake together using wires. Participants will learn the tools used for this kind of trade including maintaining the tools in good conditions
Basket Weaving Using Vines	This course introduces students to traditional Palau basket weaving, utilizing vines (ngidech) to make certain household baskets (zaru) according to traditional standards. Upon completion of this course, student is expected to be able to identify vines (ngidech) among many vines in the forest; be able to differentiate between mature and young vines (ngidech); be aware of typical local habitats for the vines (ngidech); know the respective tasks required to be done in traditional basket (zaru) Weaving, utilizing vines (ngidech) or churul a dui.
How to start a Small Business	Upon successful completion of this training, the trainee will be able to identify or provide the type of information or data required to start a small business
Marketing	Upon successful completion of this training, the trainee will have acquired the basic understanding of how to make his/her products or services successful in an already competitive environment.
Accounting Workshop	Upon completion of this training, the trainee will have acquired the basic understanding of proper accounting techniques for government accounting procedures
Keyboarding	Upon completion of this training, the trainee will be able to master the computer keyboard by touch and type operation and thorough knowledge of correct typing and formatting techniques
Window 08 & Above	Upon Completion of this training, the trainee will have acquired the basic knowledge of how to operate Windows such as starting a program, opening, copying, changing settings, printing, and saving files as well as quitting a program. Other topics covered in the training include introduction to desktop and the operating system option. Pre: Keyboarding
Microsoft Word	Upon completion of this training, the trainee will have acquired the basic understanding of how to create, revise, format, print, and save most of the written communications needed in personal and professional life. Pre: Keyboarding
Microsoft Access	Upon completion of this training, the trainee will be able to use Microsoft Access to develop a record keeping system that allows him/her to view, manipulate, modify, sort, query, search, and store data in different tables and produce reports in various forms. Pre: Keyboarding
Microsoft Excel	Upon completion of this training, the trainee will be able to use Microsoft Excel for spreadsheet applications such as problem solving, calculations, and a range of other alternative decisions by entering information such as text, numbers, and formulas into the program and interpreting feedback. Pre: Keyboarding
Microsoft Publisher	Upon completion of this training, the trainee will have learned how to use Microsoft Publisher to integrate graphics, pictures, and text to produce posters, flyers, brochures, and other professional quality promotional material. Pre: Keyboarding
Personal Computer Servicing &	Upon completion of this training, the trainee will have acquired the skills and knowledge

Maintenance	in the introduction of PC technology and the principles of servicing, upgrading, and maintenance procedures for a personal computer. This training includes the components that make up a PC, the necessary measurements and development of mastery in the use of industry standard operating system with basic system troubleshooting.
Auto Cad Training	Upon completion of this training, the trainee will be able to use Auto Cad to prepare and produce maps or drawings of land being surveyed using information acquired from the field.
Introduction to Microprocessors	Upon completion of this training, the trainee will have acquired the basic skills and knowledge in the basic concepts, the organization, and the flow of information in microprocessors employed in microcomputers and computer systems.
Email/Internet Training	Upon completion of this training, the trainee will have acquired the skills and understanding needed to successfully access/use E-mail and Internet using Windows.
Power Point Presentation	Upon completion of this training, the trainee will have acquired the skills and knowledge to be able to make complex information understandable using the power of graphics, pictures, slides, and Microsoft Power Point
Thatching NYPA Leaves	Upon completion of this course, the participants will be able to repair a leaking roof made of thatch by themselves. The Participants will learn the types of materials needed, application, and weaving techniques.
Basic Residential Wiring and Trouble Shooting	Upon completion of this training, the trainee will have the basic technical skills and knowledge necessary to do electrical wiring of residential buildings and be able to troubleshoot some electrical problems in his/her household. Hands on practicum hours will be included.
Basic Plumbing	Upon completion of this training, the trainee will have acquired the basic knowledge and skills to be able to install and repair basic residential plumbing. This training includes plumbing symbols, tools, materials, pipes, and fittings. Hands on practicum hours will be included
Plastering	Upon completion of this training, the trainee will have acquired the basic skills and knowledge in the proper use of plastering tools, mortar mixing, plastering guides, and plastering techniques. Hands on practicum hours will be included.
Rebar Work	Upon completion of this training, the trainee will have acquired the basic skills and knowledge in rebar sizes, including bending and laying techniques in various concrete members. Hands on practicum hours will be included
Form Building	Upon completion of this training, the trainee will have acquired the basic skills and knowledge in the functions of each form member, selection of form material, layout, cut material and building footing, and foundation forms as well as column, beam, and roof forms. Hands on practicum hours will be included
Laying Blocks	Upon completion of this training, the trainee will have acquired the basic skills and knowledge in the erection of story poles, making course heights on story poles, setting lines, mixing mortar, and laying blocks. Hands on practicum hours will be included.
Laying Blocks	Upon completion of this training, the trainee will have acquired the basic skills and knowledge in the erection of story poles, making course heights on story poles, setting lines, mixing mortar, and laying blocks. Hands on practicum hours will be included.
Mixing Concrete	Upon the completion of this training, the trainee will acquire the basic skills and knowledge in mixing operations, placing finishing operation, and curing concrete. Hands on practicum hours will be included.
Basic Appraisal Principle	An introductory course leading towards a certification, and licensing on appraiser program. The Participants will undergo an intensive 30 hours (one week) of training to acquire the required courses each time offered for certification and licensing. There are seven courses required, plus practicum and professional examination. The Instructor is coming from off-island, and the scheduling if this course requires a minimum of ten participants. The cost varies depending on the number of sign ups; \$300 per person if only ten will attend and \$200 per person if 20 or more will attend.
Construction Safety, Tools, and Equipment.	Upon completion of this training, the trainee will have the basic technical skills and knowledge of hand tools and power tools used in construction work. They will also have the technical skills and knowledge necessary to effectively perform layout, measurement, cuttings, fastening, and finishing operations. Maintenance of tools and equipment will be addressed. Safe use of tools will be stressed. Hands on practicum hours will be included.
Site Preparation, Footing and Foundation, & Basic Leveling	Upon the completion of this training, the trainee will acquire the basic knowledge to perform preparation and layout as well as footing and foundation. The trainee will also have acquired the basic knowledge and understanding of how to use instruments of leveling. The metric system, the proper way to use instruments, how to measure height



	and distance, and what a benchmark is are all covered as well. Hands on practicum hours will be included.
Plastering and Blocking Laying	Upon the completion of this training, the trainee will acquire the basic skills and knowledge in the proper use of plastering tools, mortar mixing, plastering guides, and plastering techniques. In addition, the trainee will acquire the basic skills and knowledge in the erection of story poles, making course heights on story poles, setting lines, mixing mortar, and laying blocks. Hands on practicum hours will be included
Cement Mixing and Basic Masonry	Upon the completion of this training, the trainee will acquire the basic skills and knowledge in mixing operations, placing finishing operation, and curing concrete. In addition, measuring, basic plan reading, estimation and masonry skills will be covered. Hands on practicum hours will be included.
Plumbing Maintenance and Repair	Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to locate and clear a stoppage in a plumbing drain waste system. Hands on practicum hours will be included.
Service Learning/ Practicum	This course provides the student practical training in construction work. With the assistance of the instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business in order to learn through actual work experience. Pre: Advisor's Consent
Identifying Palauan Mangrove Woods	Upon completion of this class, the participants will be able to identify different varieties of mangrove wood by their physical features: leaves, sizes, flowers, and common usage.
Preparing Pigs for Customs	Upon completion of this class, the participants will be able to prepare a pig for custom and understand the concept and principles behind the way the pig is prepared.
Report Writing	Upon completion of this training, a trainee will acquire the skills and knowledge to write effective reports. This training includes but is not limited to simple narrative, book reports, police reports, and other specialized reports as indicated by the student's needs. It also covers mechanics, basic grammar, sentence structure, organization, format, proofreading, and editing. Computer skills are desirable but not required
Shop English	Upon completion of this training, the trainee will have the basic writing skills and knowledge necessary to fill out work related forms. Students will also acquire shop/trade related vocabulary and have practice with reading parts catalogs and manuals.
Shop Math	Upon completion of this training, the trainee will have the basic math skills and knowledge necessary for mathematical application in the construction and/or mechanic trade areas
Basic Palauan	Upon completion of this course, a trainee will be able to understand and converse in simple daily conversational Palauan.
Advance Palauan	Upon completion of this course, the trainee will be able to understand and converse in Palauan with more fluency.
Basic Mandarin (Chinese)	Upon completion of this course, a trainee will be able to understand and converse with customers in basic daily conversational Chinese
Advance Mandarin (Chinese)	Slightly advanced from the Mandarin one level. Participants will reinforce what they have learned from the Mandarin one, provided additional vocabulary, grammar, and pronunciation is emphasizes. Students will do a lot of role playing (exercises) as a practice to acquire the knowledge
Japanese	Upon completion of this course, a trainee will be able to understand and converse with customers in basic daily conversational Japanese
English Conversation	Upon completion of this training, a trainee will gain the basic language skills needed to carry on survival level conversational English. Selected simulated situational conversation models will be used to assist students to learn the vocabulary for such areas of life as the bank, restaurant, school, or office.
English Writing	Upon completion of this training, a trainee will have the basic skills and knowledge to be able to write simple business letters and fill out simple forms such as those used in various government offices. Basic grammar will be covered as well as sentence structure.
English Reading	Upon completion of this training, a trainee will have learned the basics in reading skills such as looking for main ideas and details, making inferences, and following directions. This training will also cover the different types of reading materials and how to get the most out of reading such materials. Techniques to increase vocabulary and dictionary use will also be covered
Palauan Orthography Writing and Grammar	The purpose of this course is to teach Palauan Orthography and Grammar. These concepts will be taught through reading and writing exercises. It is designed for student with sufficient knowledge of the language's orthography and grammar.

Team Building	Upon completion of this course, the participants will be able to understand the importance and dynamics of teamwork. Through the participative process, team members will share experiences, abilities, opinions, and concerns.
Time Management	Upon completion of this course, the participants will be able to manage time more effectively. The Participants will learn to understand the principles that relate to focusing daily objectives toward personal goals
Secretarial Training	Upon completion of this training, the trainee will have acquired an understanding of the importance of proper work attitudes, office management, and word processing, and how they relate to daily work
How To Take Meeting Minutes	Upon completion of this course, the participants will be able to take effective meeting minutes. The course will cover formats, styles, and techniques
Clerical Training	Upon completion of this course, the participants will be able to answer telephones properly, file, operate office equipment, and understand proper office procedures
Office Management	Upon completion of this training, the trainee will have improved the skills and knowledge he/she has in regard to office management, human relations, time and task management, records management, communications and technology, travel arrangements, word processing, work ethics and professional growth and development
Customer Service	Upon successful completion of this training, the trainee will be able to understand the importance of customers to any business: customers' needs, customers' expectations, and most importantly, how to solve customers' problems
Telephone Etiquette	Upon completion of this course, the participants will be able to answer telephones more effectively. The Participants will understand the correct telephone procedures and how to effectively handle situations that occur with communication by telephone.
Building Office Skills	Upon completion of this course, the participants will learn the basic skills relevant to office management. The course will combine skills in secretarial and clerical as well as administrative skills.
Office Administration	Upon completion of this training, the trainee will have learned to improve his/her work performance. This training covers the qualities as a worker and how to improve work performance. This training covers qualities in a worker; how to make the work environment more pleasant; improvement of interpersonal skills, customer service, telephone etiquette, communication, professional conduct; office equipments, documents, and methods of evaluation
Effective Communication	Upon completion of this training, the participants will have a better understanding of effective communication and how to make communication more effective and what not. Participants will learn the principles of communication with respect to cultural influences and meaning, values, attitude, behavior, and more
Attitude	Upon completion of this training, the participants will be able to understand what attitude is and how it affects our behavior. Participants will also learn to assess their own attitude to determine how it can affect the relationship in a social environment if it is not positive.
Maritime Observers Training	Upon completion of this training, the trainee will have acquired skills and understanding of navigation, fish sampling, and record keeping, and will be issued a certificate to become a Maritime Observer.
Boating Safety Training	Upon completion of this training, the trainee will be issued a boating safety license as acknowledgment that he/she has acquired an understanding of boating regulations and "the rules of the road" and the skills to operate boats safely and responsibly in Palau waters
First Responders Training	This first responders training provides an overview of how responders respond to and handle emergency situations. The training is divided into specific segments of operation, portraying technical skills in triage, treatment, transport, staging, rehab, safety, and medical assistance. The training can be offered in a day by covering one particular segment, or in two consecutive weeks covering the entire module.
History of Palau	The history of Palau is presented in the following segments covering timelines and events of the history of Palau: Spanish Era, German Era, Japanese Era, the war years, Naval Administration, Trust Territory of the Pacific Islands (TTPI), Separation and Construction, Compact of Free Association (COFA) and Plebiscites, breakdown of Law and order, and the Post COFA era. Upon completion of each of these segments, the participants will have a clear understanding of the history of Palau. Presentations will cover topics and issues that have had a dramatic impact on the Palauan history, government, economy, and culture.
(BOID) Palauan Chants	Sel bol merek tia lomesuub, e a chad el mesuub a mla mo re ngii a klaodengei er ngii ra teletelel a Boid e mla mo meduch el lou Boid. Tiang a uldimukl er ngii a belkul a derta el



	Boid, teletelel a domuchel a Boid, delchercherul a Boid, ma omengiteklel a Boid ma derta el chimal a Boid. Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it. Each student will have learned as many as 20 chants throughout the course.
(Rebetii) Palauan Chants	Sel bol merek tial omesuub, e a chad el mesuub a mla mo re ngii a klaodengei er ngii ra teletelel ma omengiteklel a Rebetii. Tiang a uldimukl er ngii a belkul a derta el Rebetii, teletelel a omengiteklel a Rebetii, derlecherul a Rebetii ma chimal a derta el Rebetii. Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it. Each student will have learned as many as 20 chants throughout the course
(Chesols) Palauan Chants	Sel bol merek tial omesuub, e a chad el mesuub a mla mo er ngii a klaodengei er ngii ra teletelel a Chesols e mla mo meduch el mengesols. Tiang a uldimukl e ngii a belkul a derta el Chesols, teletelel a domuchel a Chesols, delechercherul a Chesols, ma omengiteklel a Chesols. Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it. Each student will have learned as many as 20 chants throughout the course.
(Delang) Palauan Chants	Sel bol merek tial omesuub, e a chad el mesuub a mla mo er ngii a klaodengei er ngii ra teletelel a Delang e mla mo meduch el mengesols. Tiang a uldimukl er ngii a belkul a derta el Delang, teletelel a domuchel a Delang, delechercherul a Delang, ma omengiteklel a Delang. Upon completion of this course, participant should have an understanding of the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it. Each student will have learned as many as 20 chants throughout the course.
Uchelel a Belau (Story in Art)	Upon completion of this course, student is expected to be able to color selected posters depicting the mythical origin and history of ancient Palau (UchelelBelau); Discuss the legendary/mythical origin of Palau using the posters he/she colored as reference; discuss the legendary/mythical history of ancient Palau using the poster he/she colored as reference.
Uchelel a Belau (Mythology)	Upon completion of this course, student is expected to be able to narrate the legend Uchelel Belau, wither orally or in writing; discuss and related important events to the traditional and customary practice of Palau today; identify major events, places, characters and value in the legend; discuss how Palau society reflects the legend, Uchelel Belau in its values and practice; portray the major events of the legend through play/skit.
Introduction to Palau's Wildlife	Upon completion of this course, the student is expected to understand the local necessity of proper management/conservation of wildlife on land, sea and air to avoid irreversible consequences; be aware of the common ways/means of local wildlife management/conservation, including proper/controlled usage and systematic regulation; know the native names and general habitats of common local wildlife resources on land, sea and air; know the native names and general characteristics of the different terrains/parts of the land and sea; know the Palauan names and general characteristics of the moon's different phases
Identify Flora and Usage in Palau	Upon completion of this course, student is expected to be aware of the traditional usages of specific native plants for medicinal purposes, house building, and watercraft construction; know the Palauan names and general habitats of these native plants resources; know the general characteristics that differentiate native plants resources endemic to the different local terrains/habitats, including keburs, ked, oreomel, and chelebachab; be aware of specific invasive plants that are now locally prevalent and significantly problematic; and be aware of specific local plants that are significantly poisonous/toxic.
Cultural Performing Arts: Delal a Ngloik (Traditional Women Dance)	Upon completion of this course, the student is expected to know the four fundamental types of Palauan women's traditional group dance (ocharou, delal a ngloik, chelchedal a ngloik, and belulechab) and their respective integral components (merodel ra chelital, oldiu ra ngloik, mengesebrachelitakl and melemotem); be able to perform the four fundamental types of Palauan women's traditional group dancing and theirrespectiveintergral components according to traditional standards; know the words to and the meaning of selected traditional Palauan songs/chants commonly used in Palauan women's traditional group dancing
Cultural Performing Arts: Ruk (Traditional Men Dance)	Upon completion of this course, student is expected to know the legend of Terebkul as he and his warriors conquered Ulong island and its legendary leader Osilek; Know the required costume and adornments (usaker, usm, meolt, protech, biskang) and be able to

	prepare and apply them according to established standards; know the words to the Terebkul war song; be able to perform the Terebkul was dance and its integral components, including the war song, according to established standards.
Fixing Spears	Upon completion of this class, the participants will be able to make their own spears. The Participants will learn how to select better and stronger rods and handles, and learn how to tie the spear properly.
Fish Trap Making	Upon completion of this course, the participants will be able to make their own fish traps. The course will cover both the traditional as well as use of modern materials to construct fish traps. Different techniques and applications to trap different fish will be covered.
Keyboarding	Upon completion of this training, the student will be able to use keyboarding skills to type a minimum of 10 words per minute as well as to create, edit, spell check, print, and save documents. Pre: None
Computer Applications	Upon completion of this training, the student will have acquired the basic skills and understanding of computer applications starting with Windows XP and Microsoft Office, which includes Word, Excel, Access and Power Point. Pre: Keyboarding.
English Reading	Upon completion of this training, the student is expected to have increased his/her vocabulary formed a habit of using a dictionary, improved his/her pronunciation and listening skills, and improved skills in interpreting written works. Pre: None.
English Writing	Upon completion of this training, the student will acquire an appreciation for writing as well as improve his/her creativity skills and techniques. Pre: None.
Math	Upon completion of this training, the student will have improved his/her understanding of basic mathematics which include whole numbers, fractions, decimals, ratio and proportion, percent, positive and negative numbers, roots of numbers, and measurements in the English and metric system. Pre: None.
Basic Arts	Upon completion of this training, the student will have acquired the skills, and understanding and appreciation of variety of art projects, including basic drawing, painting, wall murals, print-making, sculptures and fabric designs. Pre: None
Marine Science	Upon completion of this training, the student will have acquired basic knowledge of marine science, including the importance of corals and coral reefs in Palau, mangroves, sea-grass and seaweed identification, and endemic, endangered, and threatened marine species
Music	Upon completions of this training, the student will have learned to read simple music and understand the keyboard. The Students will also have learned to appreciate music by understanding vocal techniques as well as understanding music and culture to broaden their minds about the world around them. This course includes introduction to music theory; the keyboard, keyboard note, spelling, introduction to Beethoven, Imesei and his composition and Mozart; songs in Palauan, English, and Japanese; singing in harmony, and music appreciation.
English Reading & Writing	Upon completion of this course, the student will be able to organize through and ideas: brainstorming, cluster map, webbing, story map; understanding the components of the story in a personal narrative: title, author, illustrator, beginning-middle-ending; character analysis: identify the writing; mechanics: quotation marks; identify the main idea and supporting details: topic sentence, details, concluding sentences
Basic Oxyacetylene	Upon completion of this training, the trainee will have acquired the basic skills and knowledge to weld in compliance with fundamentals of safe and effective welding.
Basic Auto Mechanic	Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to proper operation and maintenance of an automobile with emphasis on preventive maintenance. Hands on practicum hours will be included.
Basic Small Engine	Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to proper operation and maintenance of small displacement internal, combustion engines, which includes lawn mowers, chain saws, outboard motors, tiller machines, trimmers, water pressure machines and motorcycles. Hands on practicum hours will be included.
Heavy Equipment Maintenance	Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to proper operation and maintenance of heavy equipment. Hands on practicum hours will be included.
Bicycle Repair & Maintenance	Upon completion of this training, the trainee will have acquired the skills and knowledge related to proper procedures needed to repair and maintain a bicycle
Outboard Motor Training	Upon completion of this training, the trainee will have acquired the basic knowledge and understanding of outboard motors and be able to perform basic maintenance and troubleshooting. Safe operation of motor boats will also be covered and hands on

	practicum hours will be included.
Basic Auto Body Repair	Upon completion of this training, the trainee will have acquired the basic skills and knowledge of basic auto body repair. Hands on practicum hours will be included
Auto Brakes Service	Upon completion of this training, the trainee will have acquired the basic skills and knowledge to service hydraulically operated car brakes. Hands on practicum hours will be included.
Vehicle Preventive Maintenance	Upon completion of this training, the trainee will have acquired the basic skills and knowledge to operate light duty vehicles classified under Palau Public Safety restriction code A to C and comply with local traffic rules and regulations. Preventive maintenance will also be covered and hands on practicum hours will be included
Power Train Servicing	Upon completion of this training, the trainee will have acquired the basic skills and knowledge to service power train components. Preventive maintenance and hands on practicum hours will be included.
Diesel Engine Preventative Maintenance	Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to proper operation and maintenance of a diesel engine vehicle with emphasis on preventive maintenance. Hands on practicum hours will be included
Basic Outboard Engines	Upon completion of this training, the trainee will have acquired the basic skills and knowledge related to relating to repair and maintenance of basic outboard engines. Hands on practicum hours will be included
Suspension and Steering Servicing	Upon completion of this training, the trainee will have acquired the basic skills and knowledge to service auto suspension and steering components. Preventive maintenance and hands on practicum hours will be included.
Basic Automotive Electrical Servicing	Upon completion of this training, the trainee will have acquired the basic skills and knowledge of testing and repair of batteries, charging and starting systems, computerized engine controls, and electrical accessories. Preventive maintenance and hands on practicum hours will be included.
Refrigerant Safety, Tools, and Equipment	Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to apply refrigeration shop safety and regulations and use equipment and tools properly. Hands on practicum hours will be included.
Air Conditioning Installation	Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to install both split unit and window unit air conditioners. Hands on practicum hours will be included.
Air Conditioning Maintenance and Repair	Upon the completion of this training, the trainee will acquire the basic knowledge and skills to be able to perform simple maintenance and repair for both split unit and window unit air conditioners. Hands on practicum hours will be included
Service Learning/ Practicum	This course provides the student with practical training in automotive mechanic technology. With the assistance of the instructor-coordinator, the student is assigned to work under a supervisor in a governmental department or a private business in order to learn through actual work experience. Pre: Advisor's Consent
Basics to improving your memory	Upon completion of this training, the trainee will have acquired the skills and techniques to improve his/her memory. This course includes a variety of memory strategies, mnemonics, and other techniques. Emphasis will be devoted to general principles of memory improvement; powers of observation; methods to improve concentration; visualization and imaging information to increase memory; keys to association, substitution and thinking; classification as a memory technique; memory pegs for better recall; and a number of recall systems.
Real Estate Appraisal	Upon completion of this training, a trainee will have acquired basic knowledge and understanding of real estate appraisal. This course covers real estate, real estate appraisal, types of value, the real estate appraiser, classifications of real estate, eliminating value, assumptions and limiting conditions, market data analysis, and the appraisal report.
Koror State Tour Guide Certification Program	This course covers the basics principles and values of tour guiding in the state of Koror. The course will cover the roles and responsibilities of a tour guide or tour guiding within the state of Koror, with special emphasis on the Rock Island Southern Lagoon and the UNESCO World Heritage Site. It will expose student/participants to the natural environment, traditional and contemporary culture, Palauan History, human safety, water safety, and the essential environmental regulations that all tour guides operating with the state of Koror should know
Addiction Treatment Counseling	In this course, the participants learn the "12 Core Functions", a Global Criteria used by Certified Substance Abuse Counselors in delivering quality Chemical Dependency Counseling and client care. The 12 Core Functions are 1) Screening 2) Intake 3) Orientation 4) Assessment 5) Treatment Planning 6) Counseling 7) Case Management 8)

	Crisis Intervention 9) Client & Family Education 10) Referral 11) Report & Record Keeping and 12) Consultation.
Effective Communication Skills	This course offers many alternatives to enhancing your communication skills when dealing with another person or a group of people who are in need of help. This will be the very basic core element of effective communication skills that will resolve a lot of misunderstanding and confusion and help others.
Caregiver Training	Upon completion of this training, the participants will gain basic skills in care-giving services. It is to provide necessary skills that he/she needs in order to do his/her job easier as well as to ensure the harmony and comfort to the patient. Participants will gain some skills and understanding in normal aging, general principles in caring for the aged-cultural aspects of caregiving; understanding in gaiting and transferring patient and fall prevention; understanding of pain and symptoms management and managing difficult behaviors; activities of daily living – part I: dressing, bathing and grooming; activities of daily living – Part II: oral care, dental hygiene, nutrition and dining; wound care and bedsore prevention – anemia, diabetes, hypertension, UTI; Understanding in relieving caregiver and family stress and resources if elders in Palau; practicum
Emergency Medical Technician Training	Upon completion of this training, the participants will be able to understand the priorities of trauma management; be able to rapidly and accurately assess trauma patient's needs; be able to resuscitate and stabilize trauma patients; and to know how to organize basic trauma care in your hospital.

Provide written summary of Program Profile here.

Continuing Education is tasked to respond to the training and educational needs of the community of Palau and the region. As stated in its mission statement, it is an arm of the college accessible and flexible to respond to the diverse educational and training needs of the community it serves by ensuring that quality service is provided to meet the customers' expected outcome.

## II. PERSONNEL

1. Provide data and use data to indicate trends in full-time staffing.

Staffing	Management Level	Professional Level	Classified Level	Student Worker / Volunteer
2014-15	1	0	2	2 half-time
2015-16	1	0	2	2 half-time
2016-17	1	0	1	4 half-time

2. List information requests below for all full time personnel.

Position/Title (no name)	Highest Degree	Initial Date of Hire	Description of Duties
Dean	MA	2015, 2016, retired 2017	Oversee/ Manage programs and services
Dean	BA	Sept.11, 2017	Oversee/ Manage programs and services

Senior Office Clerk	AAS	April 1, 2016	Organize and maintain program files and data and work as liaison between trainers & trainees.
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3. Provide data and use data to indicate trends in part-time instructors/presenters.

<b>Year</b>	<b>No. of Instructor/Presenter</b>	<b>Degrees Held:</b>	<b>Type of Service:</b>
2014-15	24	Ranging between HS Diploma, AAS, AA/AS , BA/BS, and MA/MS	Community Request Trainings and Children's Summer School Program
2015-16	26	Ranging between HS Diploma, AAS, AA/AS , BA/BS, and MA/MS	Community Request Trainings and Children's Summer School Program
2016-17	27	Ranging between HS Diploma, AAS, AA/AS , BA/BS, and MA/MS	Community Request Trainings and Children's Summer School Program

Provide summary of trends analysis below. Summary should include the following.

- Is the number of personnel adequate to support the service area?
- Do available personnel possess adequate skills required to support the service areas?
- Do any personnel need professional development in order to improve services in this service area?

CE does not employ full time instructors to handle courses and class offerings. CE hires instructors on a short term contract basis base on the needs and program offerings. The CE programs and courses offerings are a short term programs awarding certificates. The courses and trainings offered are non-credit and participants use their credentials gained from the trainings to fulfill entry job requirements or upgrade their work skills to improve performance. CE do need an additional office staff to handle the office work in order to effectively serve the community of Palau. Additional staff will be responsible to organize community meetings and for assessment and recruitments. CE Dean is newly hired and need to be trained especially in the area of continuing education offered internationally.

### III. STUDENT/CLIENTELE'S INFORMATION

1. Provide data and use data to indicate trends in services and clientele's demographics.

October 2014 - September 2015				
Type of Service	Date of Service	Clientele Headcount	Age Group	Gender
Clinical Counseling Class	April	26	25-45	Not Available
Building Character Through Art	June – July	30	20-35	Not Available
SKP - Math for 3rd & 4th Grade	June – July	18	7-8	8 female; 10 male
SKP - Math for 5th & 6th Grade	June– July	12	9-12	9 male; 3 female
SKP - Math for 7th & 8th Grade	June– July	21	12-13	15 female; 6 male
SKP - English Reading & Writing for 3rd & 4th Grade	June – July	18	8-10	10 female; 8 male
SKP - English Reading & Writing for 5th & 6th Grade	June – July	10	9-12	6 female; 4 male
SKP - English Reading & Writing for 7th & 8th Grade	June – July	12	12-13	10 female; 2 male
SKP - Marine Science for 6th to 8th Grade	June – July	19	11-13	11 female; 9 male
SKP - Palauan Orthography for 3rd to 8th Grade	June – July	19	8-13	11 male; 8 female
SYP - Cultural Performing Arts - Delal a Ngloik	June – July	11	13-15	11 female
SYP - Cultural Performing Arts - Rruk	June – July	13	13-15	13 male
SYP - Identify Flora & Usage	June – July	12	13-15	13 male; 11 female
SYP - Vines Weaving (Ngidech)	June – July	12	13-15	13 male
SYP - Palau's Chants & Proverbs	June – July	12	13-15	13 male; 11 female
SYP - Pandanus Leaves Weaving	June – July	12	13-15	11 female
SYP - Coconut Leaves Weaving	June – July	6	13-15	11 female
SYP – Uchelel Belau	June – July	24	13-15	13 male; 11 female

October 2015 – September 2016				
Type of Service	Date of Service	Clientele Headcount	Age Group	Gender
Emergency Medical Training (EMT)	April – December	18	20–35	18 male
Clinical Counseling Class	September	26	25–50	Not Available
Customer Service Training	June	80	25–45	Not Available
Tour Guide Certification Program	June – Sept	382	20–50	Not Available
SKP - Math for 3rd & 4th Grade	June – July	28	8–14	15 female ; 13 male
SKP - Math for 5th & 6th Grade	June – July	14	8–14	7 male ; 7 female
SKP - Math for 7th & 8th Grade	June – July	18	12–14	10 male ; 8 female
SKP - English Reading & Writing for 3rd & 4th Grade	June – July	18	7–9	11 female;7 male
SKP - English Reading & Writing for 5th & 6th Grade	June – July	9	9–12	6 male;3 female
SKP - English Reading & Writing for 7th & 8th Grade	June – July	12	12–14	10 male;2 female
SKP - Music Class for 3rd - 8th Grade	June – July	22	8–14	14 female;8 male
SKP - Art Class for 3rd - 8th Grade	June – July	23	8–14	11 male;12 female
SKP - Marine Science for 6th to 8th Grade	June – July	12	11–14	9 male;3 male
SKP - Palauan Orthography for 3rd to 4th Grade	June – July	23	7–9	15 female;8 male
SKP - Palauan Orthography for 5th to 8th Grade	June – July	7	11 –14	7 female;3 male
SYP - Cultural Performing Arts - Delal a Ngloik	JUNE – July	12	14–16	12 female
SYP - Cultural Performing Arts - Ruk	JUNE – July	12	14–16	14 male
SYP - Identify Flora & Usage	JUNE – July	28	14–16	14 male; 12female
SYP - Vines Weaving (Ngidech)	JUNE – July	14	14–16	14 male
SYP - Palau's Chants & Proverbs	JUNE – July	26	14–16	14 male; 12 female
SYP - Pandanus Leaves Weaving	JUNE – July	12	14–16	12 female
SYP - Uchelel Belau	JUNE – July	25	14–16	13 male; 12 female
Care Giving Training Program	July	15	20–60	Not Available



October 2016 – September 2017				
Type of Service	Date of Service	Clientele Headcount	Age Group	Gender
Care Giving Training Program	June	14	25–70	14 female
Care Giving Training Program	June	14	25–70	12 female ; 2 male
Care Giving Training Program	July	20	25–70	18 female ; 2 male
Auto Cad Training	March – April	12	30–56	9 male; 3 female
Basic Mandarin	September	6	20–45	5 female ; 1 male
SKP - Math for 3rd & 4th Grade	June	45	7–11	36 female; 9 male
SKP - Math for 5th & 6th Grade	June	34	9–12	18 male ; 16 female
SKP - Math for 7th & 8th Grade	June	13	12–14	9 male ; 4 female
SKP - English Reading & Writing for 3rd & 4th Grade	June	28	7–11	16 male ; 12 female
SKP - English Reading & Writing for 5th & 6th Grade	June	14	9–12	12male ; 2 female
SKP - English Reading & Writing for 7th & 8th Grade	June	15	12–14	10 male ; 5 female
SKP - Music Class for 3rd - 8th Grade	June	22	8–14	14 male ; 8 female
SKP - Art Class for 3rd - 8th Grade	June	26	8–14	6 male ; 20 female
SKP - Marine Science for 6th to 8th Grade	June	15	8–14	7 male; 8 female
SKP - Palauan Orthography for 3rd to 4th Grade	June	28	8–14	14 male ; 14 female
SKP - Palauan Orthography for 5th to 8th Grade	June	13	8–14	6 female ; 7 male
SYP - Cultural Performing Arts - Delal a Ngloik	June – July	12	14–16	12 female <i>only</i>
SYP - Cultural Performing Arts - Ruk	June – July	10	14–16	10 male <i>only</i>
SYP - Identify Flora & Usage	June – July	22	14–16	12 female ; 10 male
SYP - Palau's Chants & Proverbs	June – July	21	14–16	12 female ; 11 male
SYP - Pandanus Leaves Weaving	June – July	6	14–16	6 male
SYP - Pandanus Leaves Weaving	June – July	6	14–16	6 male
SYP - Uchelel Belau	June – July	21	14–16	12 female ; 11 male
SYP - Omesubel a Bai	June – July	10	14–16	10 male
SYP - Olachitnger	June – July	21	14–16	12 female ; 11 male

## 2. Number of Certificates/Diplomas awarded in this cycle.

Term/Year	No. of Certificates	No. of Diplomas
2014-2015	331	N/A
2015-2016	439	N/A
2016-2017	436	N/A

Provide summary of Student/Clientele's Information numbers 1 & 2 here.

CE provides services to everyone in Palau. Clients come in all ages, ethnic and social background. The clients also represent different public and private sectors from the community including nonprofit, non-government organizations and state governments. In order for CE to responds to the training and educational needs of the community, CE have to visit the community on a regular basis to determine what the community members, state government, government agencies and other entities' need so that CE can design the training outcomes and hire instructor for the offering.

CE does not award diplomas, but a certificates. Certificates are awarded to the participants of the short term trainings and courses upon the date of completion. Certificates are awarded base on the competency level of the participants after the training base on the expected SLO and determined by the instructors.

#### IV. LEARNING OUTCOMES / SERVICE AREA OUTCOMES ASSESSMENT

Year 1: 2014-2015

SLO / SAO	Assessment Tools	Expected Outcome	Assessment Results (Actual Results)	Action Plans
Emergency Medical Technician Training: Upon completion of this training, the participants will be able to explain the priorities of trauma management; be able to rapidly and accurately assess trauma patient's needs; be able to resuscitate and stabilize trauma patients; and to know how to organize basic trauma care in your hospital.	Certificate	<i>70% of participants will perform at proficiency level</i>	<i>18 participants; 100% performed at the proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Koror Guide Tour Guide Certification: This course covers the basics principles and values of tour guiding in the state of Koror. Students will be able to demonstrate and apply the roles and responsibilities of a tour guide or tour guiding within the state of Koror, with special emphasis on the Rock Island Southern Lagoon and the UNESCO World Heritage Site. It will expose student/participants to the natural environment, traditional and contemporary culture, Palauan History, human safety, water safety, and the essential environmental regulations that all tour guides operating within the state of Koror should know.	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>569 participants; 100% performed at the proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Clinical Counseling: In this course, the participants will be able to demonstrate and apply the principles of the "12 Core Functions", a Global Criteria used by Certified Substance Abuse Counselors in delivering quality Chemical Dependency Counseling and client	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>26 participants; 100% performed at the proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Building Character Through Art: Upon completion of this training, the student will have acquired and is able to demonstrate and apply the skills, understanding and appreciation of variety of art projects, including basic drawing, painting, wall murals, print-making, sculptures and fabric designs.	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>30 participants; 100% performed at the proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Singapore Math: Upon completion of this training, the student will have improved his/her	Certificates	<i>70% of participants</i>	<i>48 participants; 100% performed</i>	No action needed at this

understanding and able to demonstrate and apply knowledge and skills of basic mathematics which include whole numbers, fractions, decimals, ratio and proportion, percent, positive and negative numbers, roots of numbers, and measurements in the English and metric system.		<i>will perform at proficiency level</i>	<i>at the proficiency level</i>	time. Whenever need arise change will be made.
English Reading & Writing: Upon completion of this training student will be able to use new vocabulary, show a habit of using a dictionary, apply correct use of pronunciation, listening skills, and improved skills in interpreting written works. The student will also be able apply an appreciation for writing as well as show improvement in his/her creativity skills and techniques	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>39 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Marine Science: Upon completion of this training, the student will be able to demonstrate and apply basic knowledge of marine science, explain the importance of corals and coral reefs in Palau, mangroves, sea-grass and seaweed identification, and endemic, endangered, and threatened marine species	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>16 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Palauan Orthography: The purpose of this course is to teach Palauan Orthography and Grammar. After this training student will be able to read Palauan fluently and write correctly using Palauan orthography. It is designed for student with sufficient knowledge of the language's orthography and grammar.	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>34 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Cultural Performing Art (Delal a Ngloik) Upon completion of this course, the student will be able to perform the four fundamental types of Palauan women's traditional group dancing and their respective integral components according to traditional standards; cites the words to and the meaning of selected traditional Palauan songs/chants commonly used in Palauan women's traditional group dancing.	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>12 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Cultural Performing Art (Ruk): Upon completion of this course, the student retell the legend of Trebkul as he and his warriors conquered Ulong Island and its legendary leader Osilek; name and prepare the required costume and adornment (usaker usm, meolt,	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>12 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.

brotech, biskang) and be able to prepare and apply them according to established standards; sing the Trebkul war song; perform the Trebkul war dance and describe its integral components, including the war song, according to established standards.				
Identify Flora Usage: Upon completion of this course, student will be able to identify and explain the traditional usages of specific native plants for medicinal purposes, house building, and watercraft construction; Name the Palauan names and general habitats of these native plants resources; describe the general characteristics and differentiate native plants resources endemic to the different local terrains/habitats, including keburs, ked, oreomel, and chelebacheb; identify specific invasive plants that are now locally prevalent and significantly problematic; and identify and name specific local plants that are significantly poisonous/toxic.	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>12 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Palauan Chats & Proverbs: Upon completion of this course, participant is able to perform as many as 20 chants and explain the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it.	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>12 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Pandanus Leaves Weaving: Upon completion of this training, participants will be able to weave, name the various tools for weaving, explain how to select good pandanus leaves for weaving, describe the preparation of the leaves using the sun's heat, preparing the leaves by cutting out the sharp edges, and splitting the leaves into different sizes for different kinds of weaving such as baskets, hats, mats, and more.	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>12 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Coconut Leaves Weaving: Upon completion of the training, participants will be able to weave baskets using coconut leaves. Participants will be able to select good coconut leaves, preparing them for weaving using the sun's heat, and also name and identify different types of basket weaving	Certificates	<i>70% of participants will perform at proficiency level</i>	<i>12 participants; 100% performed at proficiency level</i>	No action needed at this time. Whenever need arise change will be made.
Uchehel Belau: Upon completion of this course, student will be able to	Certificates	<i>70% of participants</i>	<i>12 participants; 100% performed</i>	No action needed at this

color selected posters depicting the mythical origin and history of ancient Palau (Uchelel Belau); Discuss the legendary/mythical origin of Palau using the posters he/she colored as reference; discuss the legendary/mythical history of ancient Palau using the poster he/she colored as reference.		will perform at proficiency level	<i>at proficiency level</i>	time. Whenever need arise change will be made.
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Year 2: 2015-2016

<b>SLO / SAO</b>	<b>Assessment Tools</b>	<b>Expected Outcome</b>	<b>Assessment Results (Actual Results)</b>	<b>Action Plans</b>
Emergency Medical Technician Training: Upon completion of this training, the participants will be able to explain the priorities of trauma management; be able to rapidly and accurately assess trauma patient's needs; be able to resuscitate and stabilize trauma patients; and to know how to organize basic trauma care in your hospital.	Certificates	70% of participants will perform at proficiency level	18 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
CLINICAL COUSELING: Upon completion of this course the student be able to describe public health approaches to prevention in behavioral health, describe and discuss prevention theories and strategies, describe and illustrate strategic planning for prevention, describe and discuss cultural competence in prevention and describe and discuss coalition development.	Certificates	70% of participants will perform at proficiency level	26 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
CUSTOMER SERVICE: Upon successful completion of this training, the trainee will be able to explain the importance of customers to any business: customers' needs, customers' expectations, and most importantly, able to solve customers' problems	Evaluation	70% of participants will perform at proficiency level	80 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Singapore Math: Upon completion of this training, the student will have improved his/her understanding and able to demonstrate and apply knowledge and skills of basic mathematics which include whole numbers, fractions, decimals, ratio and proportion, percent, positive and negative numbers, roots of numbers, and measurements in the English and metric system	Certificates	70% of participants will perform at proficiency level	60 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.

English Reading & Writing: Upon completion of this training student will be able to use new vocabulary, show a habit of using a dictionary, apply correct use of pronunciation, listening skills, and improved skills in interpreting written works. The student will also be able apply an appreciation for writing as well as show improvement in his/her creativity skills and techniques	Certificates	70% of participants will perform at proficiency level	39 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
MUSIC: Upon completions of this course, the student will be able to read simple music notes and understand the keyboard. The Students will also have learned to appreciate music by understanding vocal techniques as well as understanding music and culture to broaden their minds about the world around them. This course includes introduction to music theory; the keyboard, keyboard note, spelling, introduction to Beethoven, Imesei and his composition and Mozart; songs in Palauan, English, and Japanese; singing in harmony, and music appreciation.	Certificates	70% of participants will perform at proficiency level	22 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
ART: Upon completion of this course, the student will have acquired the skills, and understanding and appreciation of variety of art projects, including basic drawing, painting, wall murals, print-making, sculptures and fabric designs.	Certificates	70% of participants will perform at proficiency level	23 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Marine Science: Upon completion of this training, the student will be able to demonstrate and apply basic knowledge of marine science, explain the importance of corals and coral reefs in Palau, mangroves, sea-grass and seaweed identification, and endemic, endangered, and threatened marine species	Certificates	70% of participants will perform at proficiency level	12 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Palauan Orthography: The purpose of this course is to teach Palauan Orthography and Grammar. After this training student will be able to read Palauan fluently and write correctly using Palauan orthography. It is designed for student with sufficient knowledge of the language's orthography and grammar.	Certificates	70% of participants will perform at proficiency level	22 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Cultural Performing Art (Delal a Ngeloik) Upon completion of this course, the student will be able to	Certificates	70% of participants	12 participants; 100% performed	No action needed at this



perform the four fundamental types of Palauan women's traditional group dancing and their respective integral components according to traditional standards; cites the words to and the meaning of selected traditional Palauan songs/chants commonly used in Palauan women's traditional group dancing.		will perform at proficiency level	at proficiency level	time. Whenever need arise change will be made.
Cultural Performing Art (Ruk): Upon completion of this course, the student will be able to retell the legend of Trebkul as he and his warriors conquered Ulong Island and its legendary leader Osilek; name the required costume and adornment (usaker usm, meolt, protech, biskang) prepare and apply them according to established standards; sing the Terebkul war song; perform the Terebkul war dance and perform its integral components, including the war song, according to established standards.	Certificates	70% of participants will perform at proficiency level	12 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Identify Flora Usage: Upon completion of this course, student will be able to identify and explain the traditional usages of specific native plants for medicinal purposes, house building, and watercraft construction; Identify and name the Palauan names and general habitats of these native plants resources; describe the general characteristics and differentiate native plants resources endemic to the different local terrains/habitats, including keburs, ked, oreomel, and chelebacheb; identify specific invasive plants that are now locally prevalent and significantly problematic; and identify and name specific local plants that are significantly poisonous/toxic..	Certificates	70% of participants will perform at proficiency level	19 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Vines Weaving (Ngidech): Upon completion of this course, student will be able to identify vines (ngidech) among many vines in the forest; be able to differentiate between mature and young vines (ngidech); identify and describe typical local habitats for the vines (ngidech); know the respective tasks required to be done in traditional basket (zaru) Weaving, utilizing vines (ngidech) or churul a dui.	Certificates	70% of participants will perform at proficiency level	14 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Palauan Chats & Proverbs: Upon	Certificates	70% of	19 participants;	No action

completion of this course, participant is able to perform as many as 20 chants and explain the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it.		participants will perform at proficiency level		needed at this time. Whenever need arise change will be made.
Pandanus Leaves Weaving: Upon completion of this training, participants will be able to weave, name the various tools for weaving, explain how to select good pandanus leaves for weaving, describe the preparation of the leaves using the sun's heat, preparing the leaves by cutting out the sharp edges, and splitting the leaves into different sizes for different kinds of weaving such as baskets, hats, mats, and more.	Certificates	70% of participants will perform at proficiency level	13 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Uchelel Belau (Story in Art) Upon completion of this course, student is expected to be able to color selected posters depicting the mythical origin and history of ancient Palau (Uchelel Belau); Discuss the legendary/mythical origin of Palau using the posters he/she colored as reference; discuss the legendary/mythical history of ancient Palau using the poster he/she colored as reference.	Certificates	70% of participants will perform at proficiency level	19 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Care Giver Training: Upon completion of this training, the participants will gain basic skills in care-giving services. Understanding in Normal Aging, General Principles in caring for the aged cultural aspects of Caregiving. Understand in Gaiting and Transferring Patient and Fall Prevention. Understanding of Pain and Symptoms Management and managing difficult behaviors. Activities of daily living – part 1 Dressing, bathing, and grooming. Activities of daily living – part 2 Oral care, dental hygiene, nutrition and dining. Wound care and bedsores prevent – Anemia, diabetes, hypertension, UTI. Understanding in Relieving Caregiver and family stress and resources for Elders in Palau.	Certificates	70% of participants will perform at proficiency level	15 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.

Year 3: 2016-2017

<b>SLO / SAO</b>	<b>Assessment Tools</b>	<b>Expected Outcome</b>	<b>Assessment Results (Actual Results)</b>	<b>Action Plans</b>
Care Giver Training: Upon completion of this training, the participants will gain basic skills in care-giving services. Understanding in Normal Aging, General Principles in caring for the aged cultural aspects of Caregiving. Understand in Gaiting and Transferring Patient and Fall Prevention. Understanding of Pain and Symptoms Management and managing difficult behaviors. Activities of daily living – part 1 Dressing, bathing, and grooming. Activities of daily living – part 2 Oral care, dental hygiene, nutrition and dining. Wound care and bedsores prevent – Anemia, diabetes, hypertension, UTI. Understanding in Relieving Caregiver and family stress and resources for Elders in Palau.	Certificates	70% of participants will perform at proficiency level	48 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Auto Cad: Upon completion of this training, the trainee will be able to use Auto Cad to prepare and produce maps or drawings of land being surveyed using information acquired from the field.	Certificates	70% of participants will perform at proficiency level	12 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Basic Mandarin: Upon completion of this course, a trainee will be able to understand and converse with customers in basic daily conversational Chinese.	Certificates	70% of participants will perform at proficiency level	10 participants; 60% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Customer Service: Upon successful completion of this training, the trainee will be able to understand the importance of customers to any business: customers' needs, customers' expectations, and most importantly, how to solve customers' problems	Certificates	70% of participants will perform at proficiency level	10 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Singapore Math: Upon completion of this training, the student will have improved his/her understanding and able to	Certificates	70% of participants will perform at	59 participants; 100% performed at proficiency	No action needed at this time. Whenever

demonstrate and apply knowledge and skills of basic mathematics which include whole numbers, fractions, decimals, ratio and proportion, percent, positive and negative numbers, roots of numbers, and measurements in the English and metric system		proficiency level	level	need arise change will be made.
English Reading & Writing: Upon completion of this training student will be able to use new vocabulary, show a habit of using a dictionary, apply correct use of pronunciation, listening skills, and improved skills in interpreting written works. The student will also be able apply an appreciation for writing as well as show improvement in his/her creativity skills and techniques	Certificates	70% of participants will perform at proficiency level	57 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Music: Upon completion of this course students will be able to learn basic notation, basic piano, singing techniques, solo and choral sound and production. Upon on completion of this course, students will be able to read and write basic notation of music, identify and play notes on the piano, chant basic traditional Palauan songs, and sing a repertoire of stimulating children songs.	Certificates	70% of participants will perform at proficiency level	22 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Art: Upon completion of this course, the student will have acquired the skills, and understanding and appreciation of variety of art projects, including basic drawing, painting, wall murals, print-making, sculptures and fabric designs.	Certificates	70% of participants will perform at proficiency level	26 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Marine Science: Upon completion of this training, the student will be able to demonstrate and apply basic knowledge of marine science, explain the importance of corals and coral reefs in Palau, mangroves, sea-grass and seaweed identification, and endemic, endangered, and threatened marine species	Certificates	70% of participants will perform at proficiency level	15 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Palauan Orthography: The purpose of this course is to teach Palauan Orthography and Grammar. After this training student will be able to read Palauan fluently and write correctly using Palauan orthography. It is designed for student with sufficient knowledge of the language's orthography and grammar.	Certificates	70% of participants will perform at proficiency level	30 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.

Cultural Performing Art (Delal a Ngeloik) Upon completion of this course, the student will be able to perform the four fundamental types of Palauan women's traditional group dancing and their respective integral components according to traditional standards; cites the words to and the meaning of selected traditional Palauan songs/chants commonly used in Palauan women's traditional group dancing.	Certificates	70% of participants will perform at proficiency level	12 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Cultural Performing Art (Ruk): Upon completion of this course, the student retell the legend of Terebkul as he and his warriors conquered Ulong Island and its legendary leader Osilek; name the required costume and adornment (usaker usm, meolt, protech, biskang) and be able to prepare and apply them according to established standards; sing the Terebkul war song; perform the Terebkul war dance and describe its integral components, including the war song, according to established standards.	Certificates	70% of participants will perform at proficiency level	10 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Identify Flora Usage: Upon completion of this course, student will be able to identify and explain the traditional usages of specific native plants for medicinal purposes, house building, and watercraft construction; Name the Palauan names and general habitats of these native plants resources; describe the general characteristics and differentiate native plants resources endemic to the different local terrains/habitats, including keburs, ked, oreomel, and chelebacheb; identify specific invasive plants that are now locally prevalent and significantly problematic; and identify and name specific local plants that are significantly poisonous/toxic.	Certificates	70% of participants will perform at proficiency level	22 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Palauan Chats & Proverbs: Upon completion of this course, participant is able to perform as many as 20 chants and explain the use and purpose of the chants, lyrics, the meanings and implication of each words and how to sing it.	Certificates	70% of participants will perform at proficiency level	21 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Pandanus Leaves Weaving: Upon completion of this training, participants will be able to weave,	Certificates	70% of participants	12 participants; 100% performed	No action needed at this

name the various tools for weaving, explain how to select good pandanus leaves for weaving, describe the preparation of the leaves using the sun's heat, preparing the leaves by cutting out the sharp edges, and splitting the leaves into different sizes for different kinds of weaving such as baskets, hats, mats, and more		will perform at proficiency level	at proficiency level	time. Whenever need arise change will be made.
Uchelel Belau (Story in Art) Upon completion of this course, student will be able to color selected posters depicting the mythical origin and history of ancient Palau (Uchelel Belau); Discuss the legendary/mythical origin of Palau using the posters he/she colored as reference; discuss the legendary/mythical history of ancient Palau using the poster he/she colored as reference	Certificates	70% of participants will perform at proficiency level	21 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Omesubel a Bai: Upon completion of this course, the student will be able to identify name the different parts of the Bai; Describe different rituals/traditions involving the building of the Bai; Explain and describe the important role of the Bai in Palauan society and culture.	Certificates	70% of participants will perform at proficiency level	10 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.
Ollachidnger: Upon completion of this course, the student will be able to cite words meaning and the meaning of certain common native Palauan fables/proverbs and their associated morals to real life.	Certificates	70% of participants will perform at proficiency level	21 participants; 100% performed at proficiency level	No action needed at this time. Whenever need arise change will be made.

Provide summary of Student Learning Outcomes / Service Area Outcomes assessments below including analysis results.

CE caters to short term trainings and courses for the community of Palau. CE awards certificates base on student's performance that must meet the minimum requirement of 70% proficiency of the students learning outcomes. Certificates are awarded to the students who marks at, or above the minimum requirement as determined by the instructor depending on the results of the assessments conducted during and after the training. SLO are the required skills the trainings or courses are designed to meet at the end. Once a new course or training is developed with students learning outcomes, CE will include the course in the catalog. However, CE relies on the awarding of certificates to gauge the success of the offerings.

## V. FACILITIES, VEHICLES, EQUIPMENT



Facilities (classrooms, labs, shops, clinical sites, etc.) are adequate for student enrollment.

1. Are available general use facilities, such as office and work spaces, adequate to support the program/service area? If no, provide response based on assessment results and other college plans.

CE does not have classroom except two training rooms use for multiple purposes. Whenever classrooms are needed CE request the office of the academic affairs for possible use of the regular classrooms. During the summer when CE caters for the academic needs of the elementary school students and youth programs, the classroom needs arise and CE will need any available classrooms and summer house base on the enrollment of the courses offered.

2. Is the current vehicle/s adequate to support program/service area? If no, provide response based on assessment results and other college plans.

CE does not have vehicle dedicated exclusively to run its programs. In order for CE to effectively implement its services and programs, CE needs a vehicle to visit the communities to do assessment, promotes its programs and to determine the community needs in order to design programs to meet the community needs and expectations.

3. Is available equipment adequate to support program/service area? If no, provide response based on assessment results and other college plans.

Yes. CE do have enough equipment at this time to deliver its services and programs to the clients, except fax machine. CE will benefit from using fax machine to promote the programs and services to other government agencies and cost effective. Fax machine will conveniently help disseminate information to state offices and other government agencies.

4. Does the service area generate revenue? If yes, explain how service area generates revenue.

Yes. CE do charge the clients for the programs/services requested through registration fees. Registration fee is determined by the instructor's fee, cost of needed materials and supplies and space rental as well. This revenue generation avenue will ensure the sustainability of the program.

Provide summary of Facilities, Vehicle & Equipment here.

CE needs vehicle to effectively provide its programs and services to the community. While college is supporting CE programs with available vehicle, it's convenient and effective to have a vehicle exclusively for CE use to run its programs and services without delay. At this time, staff are using their own vehicles to do CE errands most of the time which is more convenient than looking for available vehicle from other office to tends to CE errands. Lap tops are available that can accommodates up to 15 participants at a time. Other equipment, such as, projectors, copiers and other minor equipment are adequate to handle CE offerings as of this reporting cycle. CE do have 2 training rooms available solely for CE use. These training rooms are not enough especially during summer break with Summer Kids Program and Koror State Cultural Summer Youth Program going on concurrently.

## VI. PROGRAM'S BUDGET & OPERATING COSTS

1. Provide data and use data to explain the program's operating budget and operating costs.

Academic/Fiscal Year	Operating Budget	Operating Cost
Year 1 2014-15	96,000	73,308.43
Year 2 2015-16	Not Available	86,575.79
Year 3 2016-17	Not Available	76,879.94

2. Is the budget adequate to support the program's purpose and goals? Provide complete summary of Program's budget and Operating Costs below.

Year 2015 operated slightly below the allocated budget, whereas, operating budget for year 2016 and 2017 were not available, while the operating cost shows increase for year 2016 and a decrease for year 2017. CE went through the management transition and will continue the incomplete action plan from the previous cycle. This will give CE office management to manage the program for full year in order to determine if the budget is adequate or inadequate to for an entire year and change will be made accordingly

## VII. EVALUATION OF PREVIOUS PROGRAM REVIEW ACTION PLANS

1. List previous Program Review Action Plans and provide their current status.

Action Plan Activity/Objectives	Status (Complete/Ongoing/Incomplete)	Explanation
To buy a vehicle for the CE	Incomplete	Vehicle was requested by former CE Dean which is still a need. The current CE Dean will follow up on the current status and begins the process as necessary.
To hire additional staff	Incomplete	CE was not able to hire additional staff. CE will continue to propose the request of hiring additional staff. Additional staff will be tasked to do outreach programs to different state to promote CE programs, do community assessment and recruitment.
To buy new computers for staff and training	Complete	April 2016 15 laptops were and 3 computers were procured. Lap tops are used for trainings while 3 desk top computers were procured

		for staff to do their work.
To print CE program catalogue	Incomplete	Program catalog has been updated and under review for approval by the college.

2. Provide summary of Evaluation of Previous Goals/Activities from Previous Program Review cycle below. Summary should include the following.

- What measurable outcomes were achieved due to the actions completed?
- Evaluate the success of the completed actions. Did the completed actions lead to improvement of service area outcomes/goals/objectives and expected student learning outcomes?
- What modifications do you plan to make to the service area in the future to improve services?
- Update major changes/accomplishments since the last review.

Though CE completed one action plan activity, which is the purchasing of the CE staff's computers and laptops for trainings, CE will continue with the incomplete actions from previous review cycle. The purchased computers has enable the CE staff to perform their duties conveniently with up to date version of computers. CE is effective and is relieved from the burden of seeking available computer lab or laptops for computer training. The incomplete action plan will remain as an action plan and CE will change the action plan if needs arise.

## **VIII. PROGRAM/SERVICE AREA STRENGTHS AND IMPROVEMENT NEEDS**

1. List and explain service area strengths below.

The strength of CE programs relies on the capable and committed staff. Staff are committed as they are using their personal vehicle to run office errands and implement activities to the community requests. In addition, CE does not have adequate classrooms, CE was able to utilize the summerhouses in campus to conduct some of its offering that are mainly hands on trainings suitable to be held outdoors with consideration of the students safety and conduciveness of the summerhouses. CE was able to accommodate offerings that are scheduled to be held in the evenings and weekends with committed staff to accommodate the trainings in voluntarily. CE have capability to provide services uniquely fit individual interest. CE is flexible and accessible to bring the service to where the people are anytime.

2. List and explain service area improvement needs below.

To improve the CE service and offerings, CE should be able to:

1. Hire additional staff to do community assessments throughout Palau, as well as working closely with public and private sectors to monitor, assess and responds to their training needs.
2. Procure a vehicle in order to carry out its service and do assessment in the community of Koror and Babeldaob.

3. To print and publicize its catalog on regular basis to provide available information for its clients to be able to choose and be familiar with trainings that will meet their needs.

3. Provide summary of Program/Service Areas Major Strengths and Improvement Needs below. Summary should include the following.

- Does the program/service area data indicate overall needs that may require support from the institution? Explain.
- Define these observed needs supported by assessment data or any other college plans.

Since CE personnel are the strength of the program, CE needs additional staff to improve and expand its service and offerings to the community. The additional staff will be tasked to conduct community meetings for promotion of CE programs and offerings as well as doing community assessment in order for CE to be able to determine and design programs to meet the community needs.

As an outreach arms of the college to the community of Palau, CE does need a vehicle to promote and assess community training needs to be able to determine, design and recruit potential instructors as needed accordingly.

The data showing number of CE training participants slightly decline from one school year to another, it is predicted that CE will be able to increase the number of clients served each year with the requested needs.

## IX. PROGRAM/SERVICE AREA ACTIONS PLANS

Based on this current program review results, describe the program action plan/s for the next three (3) academic/fiscal years. Include necessary resources. Action plans should be based on assessment/evaluation results and/or any other college plans.

<b>Action Plan Activity/Objectives</b>	<b>How will this action plan improve services?</b>	<b>Needed Resources (if any)</b>	<b>Timeline</b>
To buy a vehicle for the CE	This will enable CE to visit government agencies, states in Babeldaob to promote its programs, assess community needs to determine and design trainings to meet the community needs	Funding	2018
To hire additional staff	Additional staff will be tasked to do community meetings to promote, assess and recruit clients in the community and individual states.	Funding	2018
To print CE program	CE catalog will be available	Funding	2018

catalogue	during community meetings, public and private sectors, state offices for review and selection of trainings of needs in their office and states.		
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Provide summary of Action Plans here.

CE was able to purchase computers for staff and laptops for training, but other incomplete activities will remain as an action plan for CE program.

## X. RESOURCE REQUEST

List resource request, provide complete description, an estimated amount, and justify reason why request is necessary.

Resource request should be tied to at least one institutional learning outcome, one institutional-set standard, student learning outcome/goal/objectives assessment results, and/or any other college plans.

<b>Type of Resource:</b>	<b>Description:</b>	<b>Estimated Amount Requested:</b>	<b>Justification:</b>
Personnel	Secretary	\$12,000	Secretary will be tasked to do secretarial duties along with organize community meetings to promote, assess and recruit clients for CE program offerings including daily routing duties of the CE office.
Facilities	2 Classrooms		These classrooms help expand the CE program offerings at a time. This will solve the classroom shortage problems especially during summer break when CE programs are offered to elementary students up to adult employees of government agencies which is better time of the year to release employees for trainings and career development.
Equipment			
Supplies			
Software			
Training	On and off island trainings	\$3,000.00	This trainings will enable CE staff to gain necessary skills and knowledge to train or offer trainings to the clients.

Other			
Total			

Provide summary of Resource Request (if any) here.

The resource request are the needs of CE at this time. As CE's new management undergone the transition, CE will identify needs and change will be made as need arises.

**Do not forget to include all your required evidence. Required evidence is listed on page 2 of this template.**

*Evidence: pages of CE found in Annual Report (e-copy)*

*Evidence for SLO: e-copies of certificate*