



The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.

Plan for Facility and Campus Improvement for 2021

Facility Improvements			
<u>Topic of Improvement</u>	<u>Implementation Timeline</u>	<u>Evidence of Implementation</u>	<u>Total Cost (Estimated)</u>
<u>1.Expand the suite to the adjacent suite</u>	1/2021	Spoke to the owner	\$ 3000
<u>2.Equipment/Supplies</u> Buy some media items including computers, projectors and etc	01/2021	Purchasing coordinator is working to get prices from vendors	\$10,5000
<u>3.Compliances:</u> Creates offices, class room, bigger media & library	January 2021	Discussed with the construction parties and asked for rough estimates	\$2000
<u>4.Personnel:</u> Provide staff training on policies and procedures about COE	Summer 2021	Discussed on Staff Meeting	\$500