



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