

**PROPOSED IMPLEMENTATION PLAN**  
**Career & Technical Education Centers**  
**Prepared January 18, 2002**

**January 2002**

- 7 CTE Curriculum Committee Meets (Proposed Review Implementation Plan **(done)**)
- TBA** CareerScope Software on School Servers
- 17 CareerScope Software Training **(done)**
- 18 CTE Sub-Committee meeting to determine final RG&C/CTE Recommendations **(done)**
- 24 DRAFT of CTE Center Manual Completed
- 28 General Education Staff Job Description Completed **(done)**
- 28 Thru February 1 Phase II CareerScope Training Completed
- 29 Technical Math Materials Identified **(DRAFT)**

**February 2002**

- 4 Thru 8 - Phase III CareerScope Training
- 5 CTE Manual Completed **(ready for printing)**
- 15 Workplace Skills Progress Plotter/Resource List Completed
- 18 O.P. for CTE Centers **(Begun)**
- 22 CareerScope Training Completed
- 23 CTE Curriculum Guide Completed
- 26 Installation Instructions for Introductory Computer Skills to DPCs - School Principals & Secretaries

**March 2002**

- 1 O.P. for CTE Centers **(Completed)**
- 4 CTE Curriculum Committee Meeting **(Tentative)**
- 4 RGC Process Detailed
- 8 Work Place Skills Material **(Final Draft)**
- 15 CareerScope Fully Implemented **(all appropriate facilities using it)**
- 25 ***Printing of Introductory Computer Skills Resource Guide (Completed/Mailed)***
- 26 Introductory Computer Skills Training Conducted by BETs , other designated teachers -  
(CD/Progress Plotter/Resource List/Certificate)
- TBA** MIS - Software Review, Logan Square

**April 2002**

- 19 Meeting of CTE Center Principals and CTE Curriculum Committee

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**May 2002**

- 17** CareerScope fully implemented at RG&C
- 24** Guidelines for Content on Teacher Computer Workstations

**September 2002**

- 30** Analysis of CareerScope Test Results Completed - OETS Implemented

**October 2002**

- 1** CTE Center Conversion Complete

*Fitz: PROPOSED IMPLEMENTATION PLAN1-23-02*