Subject:  New Education and Training Program at Manhattan Area Technical College (MATC)

Dear Industry Leader,

As you might have heard, the Manhattan Area Technical College (MATC) in Manhattan, Kansas is building an exciting new program to address perceived industry needs for employee training in Critical Environment Technologies (CET), with special emphases on Building Automation, Commercial HVAC, and IT technologies.

We would greatly appreciate it if you could take time to answer the TWO-PART survey below regarding our proposed courses, and then leave any additional comments below.

**Question 1:  Which of the following training options would you allow your employees to pursue?**

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| **Training Format Options** | **Interest 1 to 5****(5 = highest interest)** |
| Remote -- online, self-paced, but with one day at MATC in a lab |  |
| Remote -- online, self-paced, but with one day of mobile lab work on your worksite |  |
| On MATC campus -- 4 to 5 consecutive full days of training |  |
| On MATC campus -- one day per week for 6-8 weeks |  |
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| Other (Describe ideal training formats in space provided) |
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**Question 2:  For each course topic listed, please supply information regarding your interest level, level of training needed, potential number of employees requiring training, and maximum price per course you would consider paying for a well-designed course.**

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|  | **Interest Level****(1 to 5)** | **Training Level** | **Trainees** | **Value** |
| **Approximate Training Hours** | **(5 = Highest)** | **(Select Level)** | **(# Employees/yr)** | **($/ Course)** |
| **Safety Courses** |
|  | Biohazards Risk Reduction | 30 |  | Choose an item. |  |  |
|  | Safety Orientation OSHA 30 | 30 |  | Choose an item. |  |  |
| **Basic Controls Courses** |
|  | CET Electrical Fundamentals I | 60 |  | Choose an item. |  |  |
|  | CET Electrical Fundamentals II | 45 |  | Choose an item. |  |  |
|  | Basic Controls | 60 |  | Choose an item. |  |  |
| **Building Systems Courses (including Critical Environment considerations)** |
|  | Electrical & Lighting Systems | 30 |  | Choose an item. |  |  |
|  | HVAC Systems | 30 |  | Choose an item. |  |  |
|  | Security Systems | 30 |  | Choose an item. |  |  |
|  | Plumbing and Waste Neutralization Systems | 30 |  | Choose an item. |  |  |
| **Building Automation Systems Courses** |
|  | Introduction to Networks | 45 |  | Choose an item. |  |  |
|  | Building Automation Controllers & Software | 60 |  | Choose an item. |  |  |
|  | Commercial HVAC Controls | 45 |  | Choose an item. |  |  |
|  | Building Automation System Programming | 45 |  | Choose an item. |  |  |
|  | Building Data Analysis and Energy Conservation | 30 |  | Choose an item. |  |  |
| **CET Commercial HVAC** |
|  | HVAC Fundamentals | 60 |  | Choose an item. |  |  |
|  | HVAC Thermodynamics and Psychrometrics | 60 |  | Choose an item. |  |  |
|  | Commercial HVAC Systems & CET | 45 |  | Choose an item. |  |  |
|  | Commercial HVAC Design | 45 |  | Choose an item. |  |  |
|  | Troubleshooting, Testing & Balancing CET HVAC | 30 |  | Choose an item. |  |  |
| **CET Building Networks** |
|  | Building Automation Networking and BACnet | 30 |  | Choose an item. |  |  |

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| **Additional Comments** |
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