

Worksheet Instructions

Entering TOP codes and Program Titles

Space has been allocated for 4 TOP codes and program titles. If you have more than 4, enter information in the cells to the right of the original 4 spaces. The TOP codes entered should match those entered online into the Local Share system.

Selecting Geography

The geography you choose should also reflect the data you will provide - demand for workers in Region A and awards/certificates conferred in the same. The worksheet allows selection of one of the Region or subregion areas as defined by the CCCCO's Workforce & Economic Development program. Alternately, you may select a single county from the 'County' dropdown menu. If you have data for multiple counties and would like to detail those, please use the cells to the right of the geography section.

Entering Demand data

The Demand section accommodates up to 15 individual occupational titles. Please enter a SOC code and corresponding title. For 'Annual Openings,' please enter the number of openings (new plus replacement jobs) projected for the occupation. The Summary section will automatically aggregate the total openings for all occupations entered.

Entering Supply data

The Supply section requires two data points - aggregate number of annual awards conferred by community colleges and by other postsecondary institutions. Enter these data into the cells and the Summary section will automatically calculate the sum.

Summary of Data Entered

The final section of the worksheet does not require data entry. If the Demand is more than the Supply, you will get a positive 'It's a go!' message. If Supply exceeds Demand, you will get an 'Oh no! Oversupply indicated' message. If you get the Oversupply message, the Program is ineligible for Strong Workforce funding.

Tips for Completing this Worksheet

Prepare and save individual Excel files for uploading through the Chancellor's Office online tool.

- Complete one file/worksheet for each program 'investment' you are submitting.

More is not always better. Focus on submitting data for occupations that are primary targets of your program.

- The occupation list most likely already exists...occupational targets are required for Gainful Employment,
 - Reference the occupational employment data included in the COE's Labor Market Assessment for your region
- Utilize the Supply Data tool from the COE to easily locate the awards conferred data.

- In the Supply Data tool, select your TOP code(s) and region/county(ies). CIP codes have been matched and
- Filter by type of institution to isolate community colleges from other postsecondary institutions.

For assistance completing this worksheet or other labor market information concerns, please contact the COE for your region:

www.coecc.net/contact

Investment is targeting ...		TOP Code(s)	Program Title
Accounting		50200	Accounting
Geography - The program identified specifically targets the labor market need for trained workers in...			
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		Region/Subregion list	County list
		- Silicon Valley	Santa Clara
Demand - the program(s) prepare students to work in the following occupations...		Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type
			# of Awards Conferred (Annual Average)
1 13-2011	Accountants and Auditors	1,259	Community Colleges
2 43-3031	Bookkeeping, Accounting, and Auditing Clerks	547	Other Post-secondary Institutions
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Summary of Data Entered:			
Demand		1806	
Supply		267	
Analysis:			
It's a go! Undersupply indicated			

Investment is targeting ...		TOP Code(s)	Program Title
Business Administration		50500	Business Administration
Geography - The program identified specifically targets the labor market need for trained workers in...			
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		Region/Subregion list	County list
		- Silicon Valley	Santa Clara
Demand - the program(s) prepare students to work in the following occupations...		Supply - On average, how many awards (certificates and degrees) are conferred by community colleges and other post-secondary institutions in the region/county identified?	
	SOC Code	Occupational Title	Annual Openings
1	11-1021	General and Operations Managers	941
2	11-3011	Administrative Services Managers	133
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		Institution Type	
		# of Awards Conferred (Annual Average)	
		Community Colleges	458
		Other Post-secondary Institutions	
Summary of Data Entered:			
		Demand	1074
		Supply	458
Analysis:			
It's a go! Undersupply indicated			

Investment is targeting ...		TOP Code(s) Program Title	
Television (combined TV/Film/Video)		604.2 Film/TV: Production	
Geography - The program identified specifically targets the labor market need for trained workers in...			
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		Region/Subregion list	County list
		- Silicon Valley	Santa Clara
Demand - the program(s) prepare students to work in the following occupations...		Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type
			# of Awards Conferred (Annual Average)
1 27-4032	Film and Video Editors	18	Community Colleges
2 27-2012	Producers and Directors	59	Other Post-secondary Institutions
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Summary of Data Entered:			
Demand		77	
Supply		8	
Analysis:			
It's a go! Undersupply indicated			

Investment is targeting ... Computer Networking	TOP Code(s) 708.1	Program Title Network Administration and Security
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Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		
	Region/Subregion list - Silicon Valley	County list Santa Clara

Demand - the program(s) prepare students to work in the following occupations...			Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 15-1142	Network and Computer Systems Administrators	343	Community Colleges	66
2 15-1152	Computer Network Support Specialists	188	Other Post-secondary Institutions	0
3 15-1122	Information Security Analysts	111		
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Summary of Data Entered:

Demand	642
Supply	66

Analysis:
It's a go! Undersupply indicated

Investment is targeting ... Energy Systems Technology	TOP Code(s) 94610	Program Title Energy Management and Building Science
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Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		
	Region/Subregion list - Silicon Valley	County list Santa Clara

Demand - the program(s) prepare students to work in the following occupations...			Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?		
			Institution Type	# of Awards Conferred (Annual Average)	
1	47-2231	Solar Photovoltaic Installers	4	Community Colleges	8
2	17-3025	Environmental Engineering Tech.	9	Other Post-secondary Institutions	0
3	13-1199	Business Operations Specialists	471		
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Summary of Data Entered:	
Demand	484
Supply	8
Analysis: It's a go! Undersupply indicated	

Investment is targeting ... Automotive Technology	TOP Code(s) 94800	Program Title Automotive Technology
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Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		
Region/Subregion list - Silicon Valley	County list Santa Clara	

Demand - the program(s) prepare students to work in the following occupations...

Supply - On average, how many awards (certificates and degrees) are conferred by community colleges and other post-secondary institutions in the region/county identified?

			# of Awards Conferred (Annual Average)	
SOC Code	Occupational Title	Annual Openings	Institution Type	
1 49-3023	Automotive Service Technicians and Mechanics	123	Community Colleges	215
2 49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	91	Other Post-secondary Institutions	35
3 49-9041	Industrial Machinery Mechanics	65		
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Summary of Data Entered:	
Demand	279
Supply	250
Analysis:	
It's a go! Undersupply indicated	

Investment is targeting ... Drafting Technology	TOP Code(s) 95300	Program Title Design and Manufacturing Technology: CAD
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Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		
Region/Subregion list - Silicon Valley	County list Santa Clara	

Demand - the program(s) prepare students to work in the following occupations...

SOC Code	Occupational Title	Annual Openings
1 17-3013	Mechanical Drafters	13
2 17-3026	Industrial Engineering Technicians	21
3 17-3027	Mechanical Engineering Technicians	29
4 17-3029	Engineering Technicians, Except Drafters, All Other	35
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Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?

Institution Type	# of Awards Conferred (Annual Average)
Community Colleges	34
Other Post-secondary Institutions	8

Summary of Data Entered:

Demand	98
Supply	42

Analysis:
It's a go! Undersupply indicated

Investment is targeting ... Manufacturing and Industrial Technology	TOP Code(s) 95600 Program Title Design and Manufacturing Technology: CNC Technology
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Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		
	Region/Subregion list - Silicon Valley	County list Santa Clara

Demand - the program(s) prepare students to work in the following occupations...

Supply - On average, how many awards (certificates and degrees) are conferred by community colleges and other post-secondary institutions in the region/county identified?

SOC Code		Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1	17-3026	Industrial Engineering Technicians	21	Community Colleges	61
2	51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic	42	Other Post-secondary Institutions	0
3	51-4012	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	16		
4	51-4041	Machinists	124		
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Summary of Data Entered:	
Demand	203
Supply	61
Analysis: It's a go! Undersupply indicated	

Investment is targeting ... Applied Photography		TOP Code(s) Program Title 101200 Professional Photography	
Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.			
		Region/Subregion list - Silicon Valley	County list Santa Clara
Demand - the program(s) prepare students to work in the following occupations...		Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type
			# of Awards Conferred (Annual Average)
1 27-1011	Art Directors	29	Community Colleges
2 27-4011	Audio and Video Equipment Technicians	35	Other Post-secondary Institutions
3 27-4021	Photographers	53	
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Summary of Data Entered:			
		Demand	117
		Supply	7
Analysis: It's a go! Undersupply indicated			

Investment is targeting ...		TOP Code(s) Program Title	
Graphic Art and Design		103000 Graphic and Interactive Design	
Geography - The program identified specifically targets the labor market need for trained workers in...			
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		Region/Subregion list	County list
		- Silicon Valley	Santa Clara
Demand - the program(s) prepare students to work in the following occupations...		Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type
			# of Awards Conferred (Annual Average)
1 27-1014	Multimedia Artists and Animators	50	Community Colleges 42
2 27-1024	Graphic Designers	175	Other Post-secondary Institutions 21
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Summary of Data Entered:			
		Demand	225
		Supply	63
Analysis:			
It's a go! Undersupply indicated			

Investment is targeting ... Medical Laboratory Technology	TOP Code(s) 120500	Program Title Medical Laboratory Technology
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Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		
	Region/Subregion list - Silicon Valley	County list Santa Clara

Demand - the program(s) prepare students to work in the following occupations...

Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?

SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 29-2012	Medical and Clinical Laboratory Technicians	75	Community Colleges	5
2			Other Post-secondary Institutions	0
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Summary of Data Entered:	
Demand	75
Supply	5

Analysis:
It's a go! Undersupply indicated

Investment is targeting ... Medical Assisting	TOP Code(s) Program Title 120800 Health Technologies																																																										
Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.																																																											
Demand - the program(s) prepare students to work in the following occupations...																																																											
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SOC Code	Occupational Title	Annual Openings																																																									
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Investment is targeting ...		TOP Code(s) Program Title	
Nursing		123000 Registered Nurse (RN)	
Geography - The program identified specifically targets the labor market need for trained workers in...			
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		Region/Subregion list	County list
		- Silicon Valley	Santa Clara
Demand - the program(s) prepare students to work in the following occupations...		Supply - On average, how many awards (certificates and degrees) are conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type
			# of Awards Conferred (Annual Average)
1 29-1141	Registered Nurses	853	Community Colleges
2			Other Post-secondary Institutions
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Summary of Data Entered:			
		Demand	853
		Supply	185
Analysis:			
It's a go! Undersupply indicated			

Investment is targeting ... Massage Therapy	TOP Code(s) 1262	Program Title Massage Therapy
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Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		
	Region/Subregion list - Silicon Valley	County list Santa Clara

Demand - the program(s) prepare students to work in the following occupations...			Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?	
			Institution Type	
				# of Awards Conferred (Annual Average)
1	31-9011	Massage Therapists	39	Community Colleges
2				Other Post-secondary Institutions
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Summary of Data Entered:	
Demand	39
Supply	32

Analysis:
It's a go! Undersupply indicated

Investment is targeting ...		TOP Code(s)	Program Title
Child Development/Early Care and Education		130500	Child Development and Education
Geography - The program identified specifically targets the labor market need for trained workers in...			
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.		Region/Subregion list	County list
		- Silicon Valley	Santa Clara
Demand - the program(s) prepare students to work in the following occupations...		Supply - On average, how many awards (certificates and degrees) are conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type
			# of Awards Conferred (Annual Average)
1 11-9031	Education Administrators, Preschool and Childcare Centers	36	Community Colleges
2 25-2011	Preschool Teachers	214	Other Post-secondary Institutions
3 25-2051	Special Education Teachers, Preschool	11	
4 25-9041	Teacher Assistants	360	
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Summary of Data Entered:			
		Demand	621
		Supply	234
Analysis:			
It's a go! Undersupply indicated			

Investment is targeting ... Paralegal	TOP Code(s) Program Title 140200 Paralegal Studies																																																										
Geography - The program identified specifically targets the labor market need for trained workers in... - Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.																																																											
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Investment is targeting ...			TOP Code(s) Program Title	
Administration of Justice			210500 Administration of Justice	
Geography - The program identified specifically targets the labor market need for trained workers in...				
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.			Region/Subregion list	County list
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Demand - the program(s) prepare students to work in the following occupations...			Supply - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 33-3012	Correctional Officers and Jailers	18	Community Colleges	222
2 33-3021	Detectives and Criminal Investigators	10	Other Post-secondary Institutions	80
3 33-3051	Police and Sheriff's Patrol Officers	183		
4 33-9021	Private Detectives and Investigators	15		
5 33-9032	Security Guards	660		
6			Summary of Data Entered:	
7			Demand	886
8			Supply	302
9			Analysis:	
10			It's a go! Undersupply indicated	
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