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.coeccc.net/contact

Investment is t	argeting	TOP Code(s)	Program Title		
Environmental Te	echnology	30300	Environmental Resource Management and Pollution Prevention		
	e program identified specifically	_			
- 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		
urop down lists e	inbedded in the green or blue cen.		- Silicon valley	Salita Clara	
Demand - the n	rogram(s) prepare students to work	in the following	Supply - On average, how many a	wards (certificates and degrees) area	
occupations	rogram(s) prepare students to work	in the following	conferred by community colleges	and other post-secondary institutions	
			in the region/county identified?		
SOC Code	Occupational Title	Annual	Institution Type	# of Awards Conferred	
550 code		Openings	montation type	(Annual Average)	
19-4091	Envinronmental Science and	22	Community Colleges	7	
1	Protection Technicians		, ,		
17-3025	Environmental Engineering Tech.	9	Other Post-secondary Institutions	0	
3					
4					
5					
6			Summary of Data Entered:		
7			Demand	31	
8			Supply	7	
9					
10			Analysis:		
11			It's a go! Undersupply indicated		
12					
13					
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15					

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. 50200 Accounting Region/Subregion list County list - Silicon Valley Santa Clara	
- Select a region/subregion or a single county geography using the Region/Subregion list County list	
- Select a region/subregion or a single county geography using the Region/Subregion list County list	
Demand - the program(s) prepare students to work in the following occupations Supply - On average, how many awards (certificates and degree conferred by community colleges and other post-secondary in the region/county identified?	-
SOC Code Occupational Title Annual Openings Institution Type # of Awards Co	
1 13-2011 Accountants and Auditors 1,259 Community Colleges 226	
43-3031 Bookkeeping, Accounting, and Auditing Clerks 547 Other Post-secondary Institutions 41	
3 4	
5	
Summary of Data Entered:	
7 Demand 1806	
8 Supply 267	
9	
10 Analysis:	
10 Analysis: 11 It's a go! Undersupply indicated	

Investment is t	argeting	TOP Code(s)	Program Title	
Business Adminis	stration	50500	Business Administration	
Geography - Th	e program identified specifically	targets the lah	or market need for trained w	orkers in
	/subregion or a single county geogra	_	Region/Subregion list	County list
	embedded in the green or blue cell.	ap, aog a	- Silicon Valley	Santa Clara
	8		· · · · · · · · · · · · · · · · · · ·	
Demand - the p	rogram(s) prepare students to work	in the following	Supply - On average, how many	awards (certificates and degrees) area
occupations	(1) (1)	0	conferred by community college	s and other post-secondary institutions
·			in the region/county identified?	
SOC Code	Occupational Title	Annual	Institution Type	# of Awards Conferred
	Coapational Hitc	Openings	montation type	(Annual Average)
11-1021	General and Operations Managers	941	Community Colleges	458
1				
2 11-3011	Administrative Services Managers	133	Other Post-secondary Institution	s
3				
4				
5				
6			Summary of Data Entered:	
7			Demand	1074
8			Supply	458
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
12				
13				
14 15				
13			<u> </u>	

Investment is t	argeting	TOP Code(s)	Program Title	
Television (comb	ined TV/Film/Video)	604.2	Film/TV: Production	
Geography - Th	ne program identified specifical	lly targets the lak	oor market need for trained worl	vers in
	/subregion or a single county geoរ្		Region/Subregion list	County list
	embedded in the green or blue cel		- Silicon Valley	Santa Clara
·	J		· ·	
Demand - the p	rogram(s) prepare students to wo	rk in the following	Supply - On average, how many av	vards (certificates and degrees) area
occupations		J	, , , , ,	nd other post-secondary institutions
•			in the region/county identified?	
SOC Code	Occupational Title	Annual	Institution Type	# of Awards Conferred
300 0000		Openings	постаноп турс	(Annual Average)
1 27-4032	Film and Video Editors	18	Community Colleges	8
2 27-2012	Producers and Directors	59	Other Post-secondary Institutions	0
3				
4				
5				
6			Summary of Data Entered:	
7			Demand	77
8			Supply	8
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
12				
13				
14				
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nvestment is t	argeting	TOP Code(s)	Program Title	
omputer Networking		708.1	Network Administration and Security	
Caarranhii Th	a una constitue de la constitu	4		
	subregion or a single county geogra	_	oor market need for trained worke Region/Subregion list	rs in County list
	embedded in the green or blue cell.	p,	- Silicon Valley	Santa Clara
Demand - the p	rogram(s) prepare students to work	in the following	Supply - On average, how many awa	
occupations			conferred by community colleges and	d other post-secondary institutions
·			in the region/county identified?	
SOC Code	Occupational Title	Annual	Institution Type	# of Awards Conferred
		Openings	,,,,	(Annual Average)
15-1142 1	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		
4				
5				
6			Summary of Data Entered:	
7			Demand	642
8			Supply	66
9				
10			Analysis:	
11			It's a go! Undersupply indicated	

Investment is t	argeting	TOP Code(s)	Program Title	
Energy Systems	Technology	94610	Energy Management and Building Sc	ience
0 1 7				
		_	oor market need for trained work	
	/subregion or a single county geogra	iphy using the	Region/Subregion list	County list
drop down lists e	embedded in the green or blue cell.		- Silicon Valley	Santa Clara
D	()	1 6 11 .	Supply - On average, how many aw	ards (certificates and degrees) area
Demand - the program(s) prepare students to work in the following			conferred by community colleges an	· · · · · · · · · · · · · · · · · · ·
occupations			in the region/county identified?	a other post secondary institutions
		Annual		# of Awards Conferred
SOC Code	Occupational Title	Openings	Institution Type	(Annual Average)
1 47-2231	Solar Photovoltaic Installers		Community Colleges	8
17-3025 2	Environmental Engineering Tech.	9	Other Post-secondary Institutions	0
3 13-1199	Business Operations Specialists	471		
4				
5				
6			Summary of Data Entered:	
7			Demand	484
8			Supply	8
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
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	Investment is targeting Automotive Technology			Program Title Automotive Technology	
	•	e program identified specifically t	_	oor market need for trained work	ers in County list
	_	embedded in the green or blue cell.	my using the	- Silicon Valley	Santa Clara
	nand - the p upations	rogram(s) prepare students to work ir	n the following	Supply - On average, how many aw conferred by community colleges an in the region/county identified?	d other post-secondary institution
	SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
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
	49-9041	Industrial Machinery Mechanics	65		
4 5					
6				Summary of Data Entered:	
7				Demand	279
8 9				Supply	250
10				Analysis:	
11				It's a go! Undersupply indicated	
12					
13					
14					

Investment is targeting ...

TOP Code(s) Program Title

Drafting Technology

95300 Design and Manufacturing Technology: CAD

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 Vallev	Santa Clara

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

SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 17-3013	Mechanical Drafters	13	Community Colleges	34
2 17-3026	Industrial Engineering Technicians	21	Other Post-secondary Institutions	8
3 17-3027	Mechanical Engineering Technicians	29		
4 17-3029	Engineering Technicians, Except Drafters, All Other	35		
5				
6			Summary of Data Entered:	
7			Demand	98
8			Supply	42
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
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Inv	estment is t	argeting	TOP Code(s)	Program Title	
Mai	Manufacturing and Industrial Technology 95600			Design and Manufacturing Techno	logy: CNC Technology
		e program identified specifically t /subregion or a single county geograp	_	oor market need for trained wor Region/Subregion list	kers in County list
	•	embedded in the green or blue cell.	my using the	- Silicon Valley	Santa Clara
	p 0.0 11.1 110 to 0			eee rane,	
	nand - the puupations	rogram(s) prepare students to work ir	n the following		wards (certificates and degrees) area and other post-secondary institutions
	SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1	17-3026	Industrial Engineering Techicians	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		
5					
6				Summary of Data Entered:	
7				Demand	203
8				Supply	61
9				Analysis:	
11				It's a go! Undersupply indicated	
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Investment is targeting Applied Photography		= =	Program Title Professional Photography	
- Select a region	ne program identified specifical n/subregion or a single county geog embedded in the green or blue cell	raphy using the	oor market need for trained w Region/Subregion list - Silicon Valley	orkers in County list Santa Clara
Demand - the poccupations	program(s) prepare students to wor	k in the following		
SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 27-1011 2 27-4011 3 27-4021 4 5	Art Directors Audio and Video Equipment Technicians Photographers	29	Community Colleges Other Post-secondary Institution	7 ns
6 7 8 9 10 11 12 13			Summary of Data Entered: Demand Supply Analysis: It's a go! Undersupply indicated	117 7

nvestment is to	argeting	TOP Code(s)	Program Title	
Graphic Art and [Graphic Art and Design		Graphic and Interactive Design	
	e program identified specifically t /subregion or a single county geograp	•	oor market need for trained work Region/Subregion list	ers in County list
•	embedded in the green or blue cell.	my domig the	- Silicon Valley	Santa Clara
	6. cc c. 2. de ce		,	2364 6.4. 6
Demand - the process	rogram(s) prepare students to work ir	n the following	Supply - On average, how many aw conferred by community colleges ar in the region/county identified?	
SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
27-1014 1	Multimedia Artists and Animators	50	Community Colleges	42
2 27-1024	Graphic Designers	175	Other Post-secondary Institutions	21
3				
4				
5				
6			Summary of Data Entered:	207
7			Demand	225
8 9			Supply	63
<i>3</i>				
10			Analysis:	

Investment is	targeting	TOP Code(s)	Program Title	
Medical Labora	tory Technology	120500	Medical Laboratory Technology	
Geography - T	he program identified specificall	y targets the lab	oor market need for trained work	ers in
_	n/subregion or a single county geogr		Region/Subregion list	County list
drop down lists	embedded in the green or blue cell.		- Silicon Valley	Santa Clara
Demand - the	program(s) prepare students to world	k in the following	Supply - On average, how many aw	
occupations			conferred by community colleges an	nd other post-secondary institutions
			in the region/county identified?	
SOC Code	Occupational Title	Annual	Institution Type	# of Awards Conferred
		Openings	,,,,,	(Annual Average)
29-2012	Medical and Clinical Laboratory	75	Community Colleges	5
1	Technicians		, ,	
2			Other Post-secondary Institutions	0
3				
4				
5				
6			Summary of Data Entered:	
7			Demand	75
8			Supply	5
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
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14				
15				

Investment is targeting ...

TOP Code(s) Program Title

Medical Assisting

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.

Region/Subregion list	County list
- Silicon Valley	Santa Clara

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

SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 31-9092	Medical Assistants	289	Community Colleges	35
2 43-6013	Medical Secretaries	259	Other Post-secondary Institutions	467
3 29-2071	Medical Records Technicians	56		
4 31-9094	Medical Transcriptionists	12		
5 31-9097	Phlebotomists	26		
6			Summary of Data Entered:	
7			Demand	642
8			Supply	502
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
12				
13				
14				
15				

Investment is to	argeting	TOP Code(s)	Program Title		
Nursing		123000	Registered Nurse (RN)		
Geography - Th	e program identified specifically	targets the lab	oor market need for trained worke	ers in	
- Select a region,	subregion or a single county geogra	phy using the	Region/Subregion list	County list	
drop down lists e	mbedded in the green or blue cell.		- Silicon Valley	Santa Clara	
Demand - the pr	rogram(s) prepare students to work i	in the following	Supply - On average, how many awa		
occupations			conferred by community colleges and other post-secondary institutions		
·			in the region/county identified?		
SOC Code	Occupational Title	Annual	Institution Type	# of Awards Conferred	
300 0000	Occupational Title	Openings	matitudion Type	(Annual Average)	
1 29-1141	Registered Nurses	853	Community Colleges	185	
2			Other Post-secondary Institutions	0	
3					
4					
5					
6			Summary of Data Entered:		
7			Demand	853	
8			Supply	185	
9					
10			Analysis:		
11			It's a go! Undersupply indicated		
12					
13					
14					
15					

Investment is targeting ... Massage Therapy 1262 Massage Therapy 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 Control of the green or blue cell. Control of the green or blue cell.

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?

County list

Santa Clara

SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 31-9011	Massage Therapists	39	Community Colleges	15
2			Other Post-secondary Institutions	17
3				
4				
5				
6			Summary of Data Entered:	
7			Demand	39
8			Supply	32
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
12				
13				
14				
15				

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...

SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
11-9031 1	Education Administrators, Preschool and Childcare Centers	36	Community Colleges	212
2 25-2011	Preschool Teachers	214	Other Post-secondary Institutions	22
3 ²⁵⁻²⁰⁵¹	Special Education Teachers, Preschool	11		
4 25-9041	Teacher Assistants	360		
5				
6			Summary of Data Entered:	
7			Demand	621
8			Supply	234
9				
10			Analysis:	
11			It's a go! Undersupply indicated	
12				
13				
14				
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Investment is ta	argeting	TOP Code(s)	Program Title	
Paralegal		140200	Paralegal Studies	
Coornants. Th		towasta the lak		anus in
	'subregion or a single county geogra	_	oor market need for trained work Region/Subregion list	cers in County list
	mbedded in the green or blue cell.	, ,	- Silicon Valley	Santa Clara
·	G		· ·	
Demand - the proccupations	ogram(s) prepare students to work i	in the following		vards (certificates and degrees) area nd other post-secondary institutions
SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
1 23-2011	Paralegals and Legal Assistants	164	Community Colleges	186
2 43-6012	Legal Secretaries	70	Other Post-secondary Institutions	29
3				
4				
5			Commence of Data Fatamada	
6 7			Summary of Data Entered: Demand	234
8			Supply	215
Ŭ			Jappi,	213
9				
9			Analysis:	
			Analysis: It's a go! Undersupply indicated	

Investment is targeting ... Administration of Justice

TOP Code(s) Program Title

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
- Silicon Valley Santa Clara

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

SOC Code	Occupational Title	Annual Openings	Institution Type	# of Awards Conferred (Annual Average)
33-3012 1	Correctional Officers and Jailers	18	Community Colleges	222
2 33-3021	Detectives and Criminal Investigators	10	Other Post-secondary Institutions	80
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				
10			Analysis:	
11			It's a go! Undersupply indicated	
12				
13				
14				
15				