Supply Demand Analysis Excel Program
Directions for Use

Operation of the Supply and Demand Excel Program:

SDA Excel can be run on any computer that has Excel 2007 or 2010. Copy the program into a folder of your choice or onto your desktop. To operate, do the following:

Options: As soon as the Main page shows up, *each time it is opened,* an "**Options**" box will appear at the top of the spreadsheet. Immediately click on this and then click on "**Enable macros**." If you do not do this the areas and programs of study will not change.

I. Area Selection: After the macros are enabled, use the dropdown box on the in the top left corner to select an LWIA (Local Workforce Investment Area) or the state. **Or** use the dropdown box below it to select a county, which will direct you to the correct LWIA. The area (state or LWIA) should display on the top line of the spreadsheet in Column D, highlighted in blue.

II. Program of Study Selection: There are three ways to find a program of study outlook table:
- Use the dropdown box at the center top of the spreadsheet (in Column C). Select a program or sub-program of study, such as "Early Childhood Education Development and Services" or "Veterinary Technology. " **Note: A complete list** of the programs and sub-programs of study can be found the tab labeled **cluscode,** with the first two digits in Column C identifying the cluster. **OR**
- Use the dropdown box below to select a CTE course by name, such as "Nursing Education" or "Greenhouse Management"**. (**You may have to **c**lick on another program first, then click back on the desired program title). **OR**
- Select by program name from the CIP (Classification of Instructional Programs) dropdown box below, such as Licensed Practical/Vocational Nurse (511613)(Post. 1-2 year cert.) or Agricultural Business and Management, General (010101)(Master's Degree) . The degree level will need to match the availability of completers for data to show up. *

III. Click Update.

Demand Data: This report shows the occupations most likely related to training; their current annual employment; their expected growth rate; annual median salary; and the usual educational requirements.

Supply Data: This report shows the number of completers in a recent year at all relevant education levels, including secondary, certificate, associate's degree, bachelor's degree, graduate degree, and WIA completers. If secondary courses are shown, the CTE course numbers appear in the column to the right of the WIA field.

Analyze the Program: Compare the total number of job openings expected for one year [first yellow box] to the total number of completers [second yellow box]. Divide the second number [supply] by the first number [demand] to obtain the supply/demand ratio. This is shown on the bottom in the third yellow box, Supply/Demand Ratio. If below 1.5, there is a shortage of completers and more training may be recommended. If above 1.5, competition will

be stiffer. An outlook statement to the right provides further analysis information. The chart and ratios below also include the number of unemployment insurance claimants currently looking for jobs who also will be competing with current training program graduates.

Printing: The spreadsheet can be printed on one page, using <ctlr p> or the printer icon.

Scrolling: The correct data should appear. To see the entire screen, scroll to the left with the bottom left arrow.

If you select a different worksheet and need **to return to the main menu,   press <CTL   J >** on the keyboard. If you need these directions, **press <CTL   k >**

Always close the worksheet by selecting "No" to save changes.

We hope this system is helpful to you! For more information, please contact martha.wettemann@tn.gov or Kevin.hedges@tn.gov at the Tennessee Department of Labor and Workforce Development.