Community College Program Matrix
USER GUIDE

INTRODUCTION

Welcome to the SJI Community College Program Matrix!

The **SJI Community College Program Matrix** is an Excel-based tool intended to help college navigators and other community-based organization staff guide students through the local community college system by streamlining information from various websites into one source.

The Matrix serves as a programmatic clearinghouse that quickly and easily directs navigators to the most pertinent information needed when working to help students learn more about, select and connect to programs at the colleges within four key industry sectors.

In summary, the Matrix is:

» A central resource for community college programs with links to key websites;

» A chart allowing students to compare programs at different schools; and

» A tool for navigators to use with their students.

SECTORS INCLUDED: Business Information Technology, Healthcare, Manufacturing, Transportation

COLLEGES INCLUDED: Central/North/South Seattle Community Colleges, Highline Community College, Renton Technical College, Shoreline Community College

HOW TO USE THE MATRIX

The **SJI Community College Program Matrix** can be referenced throughout the navigation process; however, many navigators will utilize it most during the program selection phase. It is important that the navigator always contact the college directly to verify information before referring a student, as colleges regularly update this information.

KEY FUNCTIONALITIES

FILTER FUNCTION: To display the information you need on only those programs that fit a particular student's needs, the Matrix's "Filter" is the most important function you'll use.

Simply click on the column title dropdown menu (located at the bottom right-hand corner of the title cell, e.g. "Colleges"). When you do so, a menu of options for that title category will appear with check-boxes for each. Each menu's default is "Select all" (all information in that column will be displayed).

To display only the specific information you want, uncheck the "Select all" box and check only the box or boxes adjacent to the options you want to include. Do this for each category (column title) that you wish to filter.

EXAMPLE A:

A student is only interested in Accounting and Administrative Office Management pathway programs and wants to attend Highline, Renton or South Seattle Community College. To display only programs within these two pathways at these three colleges, do the following:

1. Click the "Pathway" column filter, uncheck the "Select All" box, then check both the "Accounting" and "Administrative Office Management" boxes; then click "OK"

2. Click the "College" column filter, uncheck the "Select All" box, then check the "Highline", "Renton" and So-Seattle" boxes; then click "OK"

EXAMPLE B: Using the "Number Filters" Feature

The filter function also has a "Number Filters" feature that allows the user to filter numbers in the both the "Credits" and "Quarters" columns. Let's say in Example A, you wanted to further limit the programs displayed to those that are 90 credits or fewer. After following the steps outlined in Example A, you would do the following:

1. Click the "Credits" column filter, then scroll down to select the "Number Filters" feature.

2. In the next menu that appears, select the "Less than or Equal To" option

3. In the pop-up box that appears, type in "90", then click "OK"

EXAMPLE C: Using the "Sort" Feature

After getting just the information you want displayed by using the Filter function as described above, you can organize this information by using the "Sort A to Z" feature, also found in the column filters. In the above example, let's say you wanted to list the information displayed in alphabetical order by type of credential. You would do the following:

1. Click the "Credential" column filter, then scroll down to select "Sort A to Z"

OTHER COMMON WAYS to SORT INFORMATION using the FILTER FUNCTION

A. Display **all programs** at only **one College**
Filter only the "College" column selecting the college you want

B. Display **specific Pathways** (e.g., Nursing) or Credentials (e.g., Registered Nurse) **at all colleges**
Filter only the "Pathway" column or "Credential" column, selecting only the pathway(s) or credential(s) you want

C. Display **all programs** that have **no Developmental Education Math or English requirements**
Filter only the Developmental Education Math column and the Developmental Education English column, selecting "None" for both

REMOVING FILTERS

Each column that you have already filtered will display a "filter" icon on the dropdown menu button (it looks like a funnel). To remove one or more filters you have previously used (and thus display all of the information in that column's category), simply click on that column's filter, and scroll down to select "Clear Filter…" By removing all filters you have selected, all of the available information contained in the tool will again be displayed.

HIDING COLUMNS

After displaying just the information you want by using the Filter function as described, you may not wish to have all of the columns of information displayed – for example if you are interesting in printing out the information to fit standard-sized landscaped 8.5 inch x 11 inch paper (*see Printability section, below*). To hide a column, right-click the letter (e.g., A, B, C...) at the top of that column and scroll down to "Hide". That column will then be hidden. To again display that column, right-click the column letter and scroll down to "Unhide".

EXTERNAL LINKS

The "Jobs and Wages", "Admission Requirements" and "Pre-Requisites" columns include links to external websites (Workforce Explorer in the former case, individual community colleges' websites in the latter two) that provide more information in these areas. Simply click on the cell and you will be automatically directed to those websites.

PRINTABILITY

While the Community College Program Matrix tool is primarily for online use, information can also be printed. To aid in this, we have created, in addition to the Excel-based tool, a PDF version that contains all of the information contained in the tool in an easily-printable format. Unlike the tool, the PDF version of the Matrix is **not sortable**.

To print the Matrix tool itself, simply follow the normal steps for printing files once you have finished filtering to display the only programs and information you need. Don't forget that you can hide columns to reduce the size of the display.

Note that the Matrix tool **print default is legal-size paper** because of the amount of information contained. This can be changed through normal printing procedures.

UPDATES

Updates: This tool will be updated each fall quarter; however, navigators are encouraged to contact schools each quarter to ensure they have the most up-to-date program information.

KEY TERMS

SECTOR: target industry for the training

COLLEGE: includes six community colleges in the Seattle region

PATHWAY: indicates the career pathway connected to the training program

CREDENTIAL: the certification or degree received at the end of training

JOBS AND WAGES: a link to job-specific wage information from workforceexplorer.com

CREDITS: the number of college credits offered by the program

# of QTRS: length of program (one quarter is roughly thirteen weeks)

ENTRANCE TEST: minimum COMPASS or CASAS score required to enter the program

ADMISSION REQUIREMENTS: skills, certificates, or other items necessary to enter the course

PREREQUISITES: courses or credits that must be completed before entering course

DEV-ED SEQUENCE TO REQUIRED MATH: pre-college math courses that are non-credit bearing, but build towards college level coursework

DEV-ED SEQUENCE TO REQUIRED ENGLISH: pre-college English courses that are non-credit bearing, but build towards college level coursework

START: program start date

SCHEDULE: anticipated schedule for the course

STACKS WITH: indicates if the training stacks into higher-level credentials, certificates, or degrees

CONTACT: primary program contact

COMMENTS: other pertinent information relevant to the program

This matrix was designed and developed by M. Colleen Clancy of PROMOTE-EDU, in collaboration with Seattle Jobs Initiative. PROMOTE-EDU is a consultancy dedicated to improving educational opportunities for low-income adults.