

Item3a: Basic Office Skills

Item 1: Which best describes your business?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Government	6	15.8	15.8	15.8
Professional	6	15.8	15.8	31.6
Other	6	15.8	15.8	47.4
Health Care	4	10.5	10.5	57.9
Manufacturing	4	10.5	10.5	68.4
Retail	4	10.5	10.5	78.9
Agriculture	2	5.3	5.3	84.2
Education	2	5.3	5.3	89.5
Finance	2	5.3	5.3	94.7
Hospitality/Tourism	2	5.3	5.3	100.0
Total	38	100.0	100.0	

Item3b: Bookkeeping

Item 1: Which best describes your business?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Retail	8	30.8	30.8	30.8
Government	6	23.1	23.1	53.8
Professional	4	15.4	15.4	69.2
Education	2	7.7	7.7	76.9
Hospitality/Tourism	2	7.7	7.7	84.6
Manufacturing	2	7.7	7.7	92.3
Other	2	7.7	7.7	100.0
Total	26	100.0	100.0	

Item3c: Customer Service

Item 1: Which best describes your business?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Retail	8	20.0	20.0	20.0
Other	8	20.0	20.0	40.0
Government	6	15.0	15.0	55.0
Health Care	6	15.0	15.0	70.0
Professional	6	15.0	15.0	85.0
Agriculture	2	5.0	5.0	90.0
Finance	2	5.0	5.0	95.0
Hospitality/Tourism	2	5.0	5.0	100.0
Total	40	100.0	100.0	

Item3d: Communications

Item 1: Which best describes your business?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Government	6	17.6	17.6	17.6
Health Care	6	17.6	17.6	35.3
Professional	6	17.6	17.6	52.9
Retail	4	11.8	11.8	64.7
Other	4	11.8	11.8	76.5
Agriculture	2	5.9	5.9	82.4
Education	2	5.9	5.9	88.2
Finance	2	5.9	5.9	94.1
Hospitality/Tourism	2	5.9	5.9	100.0
Total	34	100.0	100.0	

Item3e: Leadership

Item 1: Which best describes your business?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Health Care	4	20.0	20.0	20.0
Professional	4	20.0	20.0	40.0
Other	4	20.0	20.0	60.0
Education	2	10.0	10.0	70.0
Government	2	10.0	10.0	80.0
Hospitality/Tourism	2	10.0	10.0	90.0
Retail	2	10.0	10.0	100.0
Total	20	100.0	100.0	

Item3f: Management Skills

Item 1: Which best describes your business?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Health Care	4	18.2	18.2	18.2
Professional	4	18.2	18.2	36.4
Retail	4	18.2	18.2	54.5
Education	2	9.1	9.1	63.6
Government	2	9.1	9.1	72.7
Finance	2	9.1	9.1	81.8
Hospitality/Tourism	2	9.1	9.1	90.9
Other	2	9.1	9.1	100.0
Total	22	100.0	100.0	

Item3g: Quality/ISO/Lean Manufacturing

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Manufacturing	6	100.0	100.0	100.0

Item3h: Safety

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Other	6	33.3	33.3	33.3
	Agriculture	2	11.1	11.1	44.4
	Government	2	11.1	11.1	55.6
	Health Care	2	11.1	11.1	66.7
	Manufacturing	2	11.1	11.1	77.8
	Professional	2	11.1	11.1	88.9
	Retail	2	11.1	11.1	100.0
	Total	18	100.0	100.0	

Item3i: Windows

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Health Care	8	17.4	17.4	17.4
	Professional	8	17.4	17.4	34.8
	Other	8	17.4	17.4	52.2
	Education	6	13.0	13.0	65.2
	Government	6	13.0	13.0	78.3
	Manufacturing	4	8.7	8.7	87.0
	Retail	4	8.7	8.7	95.7
	Hospitality/Tourism	2	4.3	4.3	100.0
	Total	46	100.0	100.0	

Item3j: Keyboarding

Item 1: Which best describes your business?

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Other	8	33.3	33.3	33.3
Education	4	16.7	16.7	50.0
Government	4	16.7	16.7	66.7
Professional	4	16.7	16.7	83.3
Agriculture	2	8.3	8.3	91.7
Health Care	2	8.3	8.3	100.0
Total	24	100.0	100.0	

Item3K: Word Processing

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Professional	6	25.0	25.0	25.0
	Education	4	16.7	16.7	41.7
	Finance	4	16.7	16.7	58.3
	Health Care	4	16.7	16.7	75.0
	Other	4	16.7	16.7	91.7
	Agriculture	2	8.3	8.3	100.0
	Total	24	100.0	100.0	

Item3I: Spreadsheet

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Manufacturing	6	20.0	20.0	20.0
	Education	4	13.3	13.3	33.3
	Government	4	13.3	13.3	46.7
	Professional	4	13.3	13.3	60.0
	Other	4	13.3	13.3	73.3
	Agriculture	2	6.7	6.7	80.0
	Finance	2	6.7	6.7	86.7
	Health Care	2	6.7	6.7	93.3
	Retail	2	6.7	6.7	100.0
	Total	30	100.0	100.0	

Item3m: Database

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Education	2	20.0	20.0	20.0
	Government	2	20.0	20.0	40.0
	Finance	2	20.0	20.0	60.0
	Health Care	2	20.0	20.0	80.0
	Other	2	20.0	20.0	100.0
	Total	10	100.0	100.0	

Item3n: CAD

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Education	2	25.0	25.0	25.0
	Government	2	25.0	25.0	50.0
	Professional	2	25.0	25.0	75.0
	Retail	2	25.0	25.0	100.0
	Total	8	100.0	100.0	

Item3o: Web Design

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Retail	4	66.7	66.7	66.7
	Education	2	33.3	33.3	100.0
	Total	6	100.0	100.0	

Item3p: Computer Programming

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Professional	4	66.7	66.7	66.7
	Education	2	33.3	33.3	100.0
	Total	6	100.0	100.0	

Item3q: Reading

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Other	6	20.0	20.0	20.0
	Education	4	13.3	13.3	33.3
	Government	4	13.3	13.3	46.7
	Manufacturing	4	13.3	13.3	60.0
	Professional	4	13.3	13.3	73.3
	Retail	4	13.3	13.3	86.7
	Health Care	2	6.7	6.7	93.3
	Hospitality/Tourism	2	6.7	6.7	100.0
	Total	30	100.0	100.0	

Item3r: Writing

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Other	6	23.1	23.1	23.1
	Government	4	15.4	15.4	38.5
	Professional	4	15.4	15.4	53.8
	Retail	4	15.4	15.4	69.2
	Education	2	7.7	7.7	76.9
	Health Care	2	7.7	7.7	84.6
	Hospitality/Tourism	2	7.7	7.7	92.3
	Manufacturing	2	7.7	7.7	100.0
	Total	26	100.0	100.0	

Item3s: Math

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Other	6	21.4	23.1	23.1
	Government	4	14.3	15.4	38.5
	Manufacturing	4	14.3	15.4	53.8
	Retail	4	14.3	15.4	69.2
	Education	2	7.1	7.7	76.9
	Health Care	2	7.1	7.7	84.6
	Hospitality/Tourism	2	7.1	7.7	92.3
	Professional	2	7.1	7.7	100.0
	Total	26	92.9	100.0	
Missing	System	2	7.1		
Total		28	100.0		

Item3t: Work Skills

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Manufacturing	12	28.6	30.0	30.0
	Retail	6	14.3	15.0	45.0
	Other	6	14.3	15.0	60.0
	Government	4	9.5	10.0	70.0
	Professional	4	9.5	10.0	80.0
	Agriculture	2	4.8	5.0	85.0
	Education	2	4.8	5.0	90.0
	Health Care	2	4.8	5.0	95.0
	Hospitality/Tourism	2	4.8	5.0	100.0
	Total	40	95.2	100.0	
Missing	System	2	4.8		
Total		42	100.0		

Item3u: Start College Degree

Item 1: Which best describes your business?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Education	6	50.0	50.0	50.0
	Professional	4	33.3	33.3	83.3
	Health Care	2	16.7	16.7	100.0
	Total	12	100.0	100.0	