

### Item3a: Basic Office Skills

**Descriptive Statistics**

	N	Sum
Any Weekday	20	20
Evening	20	20
Morning	12	12
Afternoon	10	10
Weekends	4	4

### Item3b: Bookkeeping

**Descriptive Statistics**

	N	Sum
Evening	18	18
Morning	10	10
Any Weekday	6	6
Afternoon	6	6
Weekends	4	4

### Item3c: Customer Service

**Descriptive Statistics**

	N	Sum
Evening	28	28
Any Weekday	22	22
Afternoon	16	16
Morning	16	16
Weekends	10	10

### Item3d: Communications

**Descriptive Statistics**

	N	Sum
Evening	18	18
Any Weekday	16	16
Morning	12	12
Weekends	10	10
Afternoon	8	8

### Item3e: Leadership

**Descriptive Statistics**

	N	Sum
Evening	12	12
Weekends	10	10
Any Weekday	10	10
Morning	10	10
Afternoon	8	8

### Item3f: Management Skills

**Descriptive Statistics**

	N	Sum
Evening	18	18
Weekends	10	10
Afternoon	10	10
Morning	10	10
Any Weekday	6	6

### Item3g: Quality/ISO/Manufacturing

**Descriptive Statistics**

	N	Sum
Any Weekday	4	4
Afternoon	2	2
Weekends	0	
Evening	0	
Morning	0	

### Item3h: Safety

**Descriptive Statistics**

	N	Sum
Evening	10	10
Any Weekday	8	8
Afternoon	6	6
Morning	6	6
Weekends	4	4

### Item3i: Windows

**Descriptive Statistics**

	N	Sum
Evening	32	32
Any Weekday	22	22
Afternoon	16	16
Morning	16	16
Weekends	10	10

### Itemj: Keyboarding

**Descriptive Statistics**

	N	Sum
Evening	18	18
Any Weekday	12	12
Morning	12	12
Afternoon	10	10
Weekends	6	6

### Item3k: Word Processing

**Descriptive Statistics**

	N	Sum
Evening	20	20
Any Weekday	12	12
Afternoon	10	10
Morning	10	10
Weekends	6	6

### Item3l: Spreadsheet

**Descriptive Statistics**

	N	Sum
Evening	18	18
Any Weekday	16	16
Morning	10	10
Afternoon	8	8
Weekends	6	6

### Item3m: Database

**Descriptive Statistics**

	N	Sum
Any Weekday	8	8
Evening	6	6
Weekends	4	4
Afternoon	4	4
Morning	4	4

### Item3n: CAD

**Descriptive Statistics**

	N	Sum
Evening	6	6
Any Weekday	2	2
Weekends	0	
Afternoon	0	
Morning	0	

### Item3o: Web Design

**Descriptive Statistics**

	N	Sum
Evening	4	4
Weekends	0	
Any Weekday	0	
Afternoon	0	
Morning	0	

### Item3p: Computer Programming

**Descriptive Statistics**

	N	Sum
Evening	6	6
Morning	2	2
Weekends	0	
Any Weekday	0	
Afternoon	0	

### Item3q: Reading

**Descriptive Statistics**

	N	Sum
Evening	20	20
Any Weekday	14	14
Afternoon	14	14
Morning	14	14
Weekends	6	6

### Item3r: Writing

**Descriptive Statistics**

	N	Sum
Evening	18	18
Any Weekday	14	14
Afternoon	14	14
Morning	14	14
Weekends	4	4

### Item3s: Math

**Descriptive Statistics**

	N	Sum
Evening	18	18
Any Weekday	16	16
Afternoon	14	14
Morning	14	14
Weekends	4	4

### Item3t: Work Skills

**Descriptive Statistics**

	N	Sum
Any Weekday	22	22
Evening	22	22
Afternoon	14	14
Morning	14	14
Weekends	6	6

### Item3u: Start College Degree

#### Descriptive Statistics

	N	Sum
Evening	12	12
Any Weekday	6	6
Weekends	4	4
Morning	4	4
Afternoon	2	2