Appendix 1

Computer Multimedia Program Participant Survey

1) Are you male or female? (Please fill-in the circle for one of the choices below)

☐ Male   ☐ Female

2) How would you rank your computer knowledge? (Please fill-in the circle that best describes your skill level)?

1	2	3	4	5
Bad	Not Good	Needs Improvement	OK	Expert
☐	☐	☐	☐	☐

3) Are you interested in making your computer skills better? (Please circle Yes or No)

        Yes   No

4) Do you own a working computer at home? (Please circle either Yes or No)

        Yes   No

5) If you answered yes to question number 4, how often do you use your home computer?   (Please check ALL that apply)

☐   Almost never because I don't know how to work the thing

☐   Sometimes when I have help

☐   Every now and then when I have the time

☐   Everyday

6) If you do not own a computer what is the reason? (Please check ALL that apply)

☐ I am waiting until they become more affordable

☐ I don't know enough about computers to have one

☐ Household expenses do not allow for items like a computer

☐ Unsure

7) What age group do you fall into? (Please fill-in the circle that applies to you)

○ under 24   ○ 24-44   ○ 45-65   ○ Over 65

8) Is English your first Language? (Please circle either Yes or No, if no write your primary language on the line below)

          Yes   No _____

9) What is your highest level of education? (Please fill-in the circle for one of the choices below)

○ No High School Diploma

○ High School or GED

○ Some College

○ Associates Degree

○ Bachelors Degree or Higher

○ Other (Please Specify):

10) What is your family size? (Please fill-in the circle for one of the choices below)

☐ 1   ☐ 7

☐ 2   ☐ 8

☐ 3   ☐ 9 or more

☐ 4

☐ 5

☐ 6

11) What is your household income? (Please fill-in the circle for one of the choices below)

☐ Zero   ☐ 35000 - 49999

☐ 1 - 4999 or business loss   ☐ 50000 - 74999

☐ 5000 – 9999   ☐ 75000 and over

☐ 10000 – 14999

☐ 15000 – 24999

☐ 25000 – 34999

12) If a program was created to teach you need to learn about computers and that offered computers to you and your family at a reduced rate would this interest you? (Please circle either Yes or No)

Yes   No

Appendix 2

STAPLES RESULTS

Appendix 3

Job Description

Title: Instructor Pay Range: Work Study Date: Position Open for interviews as of 08/07/2006 – Start date mid-Sept.

Job Summary: Wanted a person who has an entrepreneurial spirit and is interested in running a start-up computer business. The instructor will be responsible for teaching at-risk young adults to become familiarized with computer restoration and upgrades (i.e. opening the computer, learning to safely replace and upgrade parts, configure the computer to use the upgraded or replaced parts). This instructor will teach practical information like how to price a computer and how to value used parts, well as replacing a hard drive, reconfiguring the computer, to cleaning floppy disk drives, and possible minor administrative and business detail.

Duties and Responsibilities

- Instruct class of 10-15 students
- Keep current on computer updates and trends
- Compiles and types statistical reports including tables and text using spreadsheet software
- Assists Program Managers with monitoring office and technical supplies.
- Operates and maintains machines.
- Establishes and maintains permanent files; files and retrieves files as requested.
- Performs other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of business practices
- Skill to use a personal computer and various software packages.
- Proficient in Microsoft Office Suite
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Ability to upgrade and teach computer restoration to see that qualifying units meet specs for minimum system requirements needed for a system to run high speed internet:
    - Upgrade to anything Windows 98 SE or better
    - Processor Speed 300MHz or better
    - Memory 128 MB
    - Hard drive 150 MB of available space
    - Peripherals CD Rom Drive Required

- o Browser IE 6.0 SP (service pack)
- o USB Port Recommended (familiarizes students with functionality of and possibly installs a USB port – if feasible)
- o Able to work with disadvantage groups

Credentials and Experience

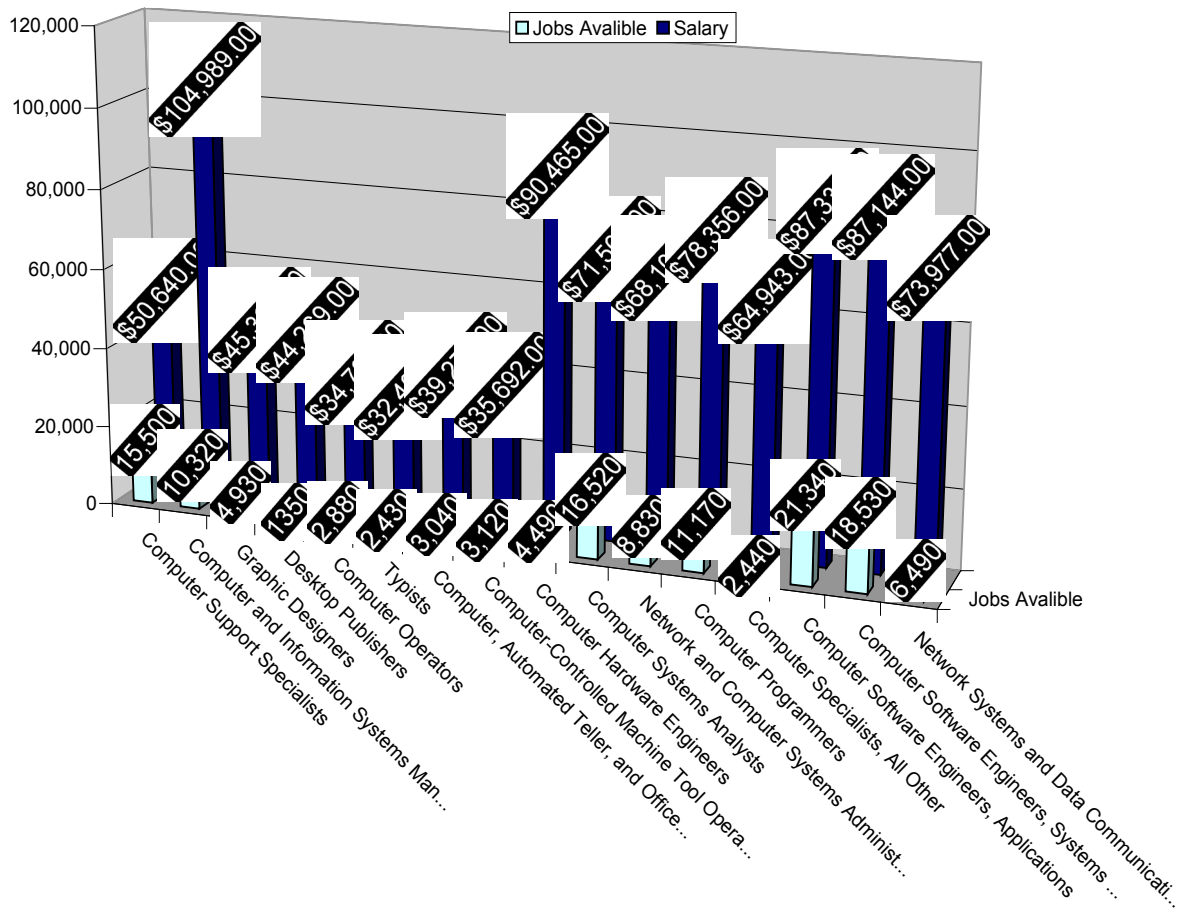- Equivalent combination of education and experience.

Special Requirements: Willing to work with flexible hours according to programs space and time availability.

Please note this position description is flexible and can be adjusted if applicant is willing to help the program to succeed.

Appendix 4

The following is a list of computer technology related fields in Massachusetts. These are a list of only a few chosen for this paper. The sixteen positions listed bellow comprises 133,380 jobs vacancies in the State of Massachusetts. All information was gathered from the Occupational Employment and Wage Statistics, which was published in May 2005 by The Department of Workforce Development (DWD) for the State of Massachusetts the following in May of 2005.

Position	Jobs Available	Salary
Computer Support Specialists	15,500	$50,640.00
Computer and Information Systems Managers	10,320	$104,989.00
Graphic Designers	4,930	$45,362.00
Desktop Publishers	1350	$44,269.00
Computer Operators	2,880	$34,704.00
Typists	2,430	$32,401.00
Computer, Automated Teller, and Office Machine Repairers	3,040	$39,275.00
Computer-Controlled Machine Tool Operators, Metal and Plastic	3,120	$35,692.00
Computer Hardware Engineers	4,490	$90,465.00
Computer Systems Analysts	16,520	$71,567.00
Network and Computer Systems Administrators	8,830	$68,109.00
Computer Programmers	11,170	$78,356.00
Computer Specialists, All Other	2,440	$64,943.00
Computer Software Engineers, Applications	21,340	$87,333.00
Computer Software Engineers, Systems Software	18,530	$87,144.00
Network Systems and Data Communications Analysts	6,490	$73,977.00

Chart legend: □ Jobs Avalible ■ Salary

Y-axis: 0, 20,000, 40,000, 60,000, 80,000, 100,000, 120,000

Salary values: $50,640.00, $104,989.00, $45..., $44...9.00, $34..7, $32,4..., $39,2..., $35,692.00, $90,465.00, $71,5..., $68,1..., $78,356.00, $64,943.0..., $87,3..., $87,144.00, $73,977.00

Jobs Avalible values: 15,500, 10,320, 4,930, 1,350, 2,880, 2,430, 3,040, 3,120, 4,490, 16,520, 8,830, 11,170, 2,440, 21,340, 18,530, 5,490

Categories: Computer Support Specialists, Computer and Information Systems Man..., Graphic Designers, Desktop Publishers, Computer Operators, Typists, Computer, Automated Teller, and Office..., Computer-Controlled Machine Tool Opera..., Computer Hardware Engineers, Computer Systems Analysts, Network and Computer Systems Administ..., Computer Programmers, Computer Specialists, All Other, Computer Software Engineers, Applications, Computer Software Engineers, Systems ..., Network Systems and Data Communicati...

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