



Computer Software Specialist

Mitchell Technical Institute

For more information, call (605) 995-3025 or 1-800-MTI-1969

Visit us online at www.mitchelltech.com

The rapid expansion of computer technology in the workplace has created the need for specialists who are both technically proficient and supportive of non-technical users. Computer Software Specialist is a two-year program that prepares individuals for positions which provide computer support, troubleshooting, training, and documentation.

Graduates will have experience in:

- software programs
- hardware and peripheral devices
- Internet usage
- web sites
- databases
- desktop publishing
- multimedia creation

Graduate Proficiencies

Major software categories
User support
Individual and formal training
Solve hardware and software problems
Develop newsletters, brochures, ads, presentations, graphics
Create web pages
Develop user guides and manuals
Evaluate software packages for business use
Analyze and implement software solutions
Install and upgrade operating systems
Set-up, maintenance, troubleshooting
Write requisitions for computer purchases
Maintain inventory and warranty records
Back-up and restore data
Operate basic office equipment
Communicate effectively
Work cooperatively
Exhibit ethical, responsible, dependable behavior
Appreciate the need for continuous learning

Career Opportunities

Business services	Health Care
Banking	Manufacturing
Government agencies	Educational Institutions
Insurance companies	

Job Titles

Computer Support Specialist	Marketing Assistant
Computer Trainer	Help Desk Analyst
Administrative Assistant	Information Specialist
Computer Applications Specialist	