

## Common Project/Tasks for MTCHS Senior Internship Focus Areas

### Foundation Skills

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| <ul style="list-style-type: none"> <li>• Documentation of Processes</li> <li>• Customer Service and Problem Solving</li> <li>• File Management</li> <li>• Documents, Spreadsheets, Presentations</li> <li>• Data Collection and Manipulation</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain Professionalism in Workplace</li> <li>• Engage in Workplace Culture</li> <li>• Create Tutorials, Training, and Manuals</li> <li>• Inventory Management</li> <li>• Website Creation from Pre-built Templates</li> </ul> |
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<p><b><u>Graphic Designer</u></b></p> <ul style="list-style-type: none"> <li>*Create promotional materials for print and digital media</li> <li>*Logo and icon design</li> <li>*Create and edit website graphics and layouts</li> <li>*Create web mockups</li> <li>*Social media marketing/advertising</li> <li>*Product design</li> </ul> <p><i>Also includes all Web Designer tasks</i></p>	<p><b><u>Video Production Technician</u></b></p> <ul style="list-style-type: none"> <li>*Pre-production for video projects</li> <li>*Shooting videos and photographs</li> <li>*Create animated videos</li> <li>*Motion Graphics</li> <li>*Post production for video projects</li> <li>*Recording and editing voice overs</li> </ul> <p><i>Also includes all Web Designer and Graphic Designer tasks</i></p>
<p><b><u>Web Designer</u></b></p> <ul style="list-style-type: none"> <li>*Maintain and update websites</li> <li>*Use CMS including Wordpress</li> <li>*Create website mockups</li> <li>*Front-end web development using HTML/CSS/Javascript</li> <li>*UX/UI design</li> <li>*SEO</li> </ul> <p><i>Also includes all Graphic Designer tasks</i></p>	<p><b><u>Web Developer</u></b></p> <ul style="list-style-type: none"> <li>*Front-end web development using HTML/CSS/Javascript</li> <li>*Back-end web development using server-side scripting, databases, and other sources</li> <li>*Maintain and update websites</li> <li>*Use CMS including Wordpress</li> <li>*UX/UI design</li> <li>*SEO</li> </ul>
<p><b><u>Software Developer</u></b></p> <ul style="list-style-type: none"> <li>*Create software for computers and/or mobile devices</li> <li>*Test and maintain software developed in an object oriented language</li> <li>*Front-end web development using HTML/CSS/Javascript</li> <li>*Back-end web development using server-side scripting, databases, and other Sources</li> </ul>	

<p><b><u>Hardware and Software Technician</u></b></p> <ul style="list-style-type: none"> <li>*Assemble, Disassemble, Troubleshoot, Test, and Repair Electronic Devices</li> <li>*Soldering to create functional PCB or cable assemblies</li> <li>*Crimp and build various wires, cables and assemblies</li> <li>*Assemble and Test Microcontrollers</li> <li>*Develop/Program Microcontroller Software</li> <li>*Test and maintain software developed in an object oriented language</li> <li>*Design Circuits, Components and Software</li> <li>*Assemble and Manage 3D Printers</li> <li>*Transition/Update Mechanical Drawings from One Format to Another</li> <li>*Use CAD software for project design</li> </ul>	<p><b><u>IT Service and Device Repair</u></b></p> <ul style="list-style-type: none"> <li>*Assemble, Disassemble, Troubleshoot, Test, and Repair Electronic Devices</li> <li>*Soldering to create functional PCB or cable assemblies</li> <li>*Provide Retail Customer Service for Computers and Electronic Devices to Internal and External Customers</li> <li>*Troubleshoot and Repair Mobile Devices and Computers</li> <li>*Crimp and build various wires, cables and assemblies</li> <li>*Assemble and Test Microcontrollers</li> <li>*Assemble and Manage 3D Printers</li> </ul>
<p><b><u>Network Administrator &amp; Cybersecurity</u></b></p> <ul style="list-style-type: none"> <li>*Deploy websites and applications in the cloud</li> <li>*Use scripts and powershell to complete networking tasks</li> <li>*Troubleshoot and maintain personal computers and devices</li> <li>*Implement network and device security</li> <li>*Troubleshoot connectivity to LAN and Cloud</li> <li>*Client and server setup and troubleshooting</li> <li>*Printer setup and management</li> <li>*Provide customer service users and computers</li> <li>*Crimp and build patch cables</li> <li>*Active Directory management</li> <li>*Front-end web development using HTML/CSS/Javascript</li> <li>*Network and device security - physical and software- setting up firewalls and virus protection</li> <li>*Create and maintain a Windows network</li> <li>*Troubleshoot connectivity to LAN and Cloud with mobile and network devices</li> </ul>	<p><b><u>Network Technician</u></b></p> <ul style="list-style-type: none"> <li>*Provide customer service for computers and devices for internal and external customers</li> <li>*Install and maintain Operating Systems</li> <li>*Crimp and build patch cables</li> <li>*Troubleshoot and maintain personal computers and devices</li> <li>*Implement network and device security - physical and software</li> <li>*Troubleshoot connectivity to LAN and Cloud</li> <li>*Client and server setup and troubleshooting</li> <li>*Printer setup and management</li> <li>*Inventory setup and control</li> <li>*Use proper documentation procedures</li> <li>*Use scripts and powershell to complete networking tasks</li> </ul>