

# TECHNICAL COMMUNICATION CERTIFICATE

Department of English, College of Arts & Sciences, and School of Communication, College of Communication, Fine Arts and Media

## Vision Statement

The graduate certificate in technical communication is designed for graduate students and industry professionals seeking a foundation in the theory and practice of technical communication. This foundation provides students with the kinds of competencies expected from technical communication professionals, including writing, editing, design, and software applications.

The technical communication certificate is designed for the following students:

- Part- and full-time UNO students pursuing graduate degrees, who are seeking a cognate area outside, but relevant to, their primary program of study;
- Industry professionals seeking to develop the knowledge and skills for a career in Technical Communication; and
- Business or technical professionals seeking to enhance their employment opportunities through a professional development program.

## Program Contact Information

Tracy Bridgeford, PhD, Director  
192A Arts & Science Hall (ASH)  
402.554.3312  
tbridgeford@unomaha.edu

Ramón Guerra, PhD, Graduate Program Chair (GPC)  
192D Arts & Science Hall (ASH)  
402.554.2096  
rguerra@unomaha.edu

**Program Website** (<https://www.unomaha.edu/college-of-arts-and-sciences/english/academics/graduate-programs>)

## Admissions

### Application Deadlines

Applications for this program are accepted on a rolling basis. All materials must be submitted prior to the beginning of the semester in which the student has elected to begin coursework.

### Program-Specific Requirements

- Applicants must have completed a baccalaureate degree in English or a related degree with at least a 3.0 (on a 4.0 scale) GPA
- Statement of Purpose
  - The statement, about 500-1000 words, should articulate the applicant’s career goals regarding interest in technical communication, any relevant work or life experience, reason for pursuing a graduate certificate in technical communication, and anything else that might help convey the applicant’s personality, spirit, or intellectual character
- Writing Sample
  - Preferably a technical document such as a report; an academic essay is also acceptable

- If an applicant has been admitted to either the MA in English or the MA in communication, neither an application fee nor transcripts are required

## Degree Requirements

Code	Title	Credits
<b>Required Courses</b>		
ENGL/JMC 8816	DIGITAL LITERACIES FOR TECHNICAL COMMUNICATORS	3
ENGL/JMC 8836	TECHNICAL COMMUNICATION	3
ENGL/JMC 8856	INFORMATION DESIGN FOR TECHNICAL COMMUNICATORS	3
Or other approved courses in consultation with the director.		
<b>Electives</b>		
Select 6 hours from the following:		6
ENGL 8806	ENGLISH INTERNSHIP	1-3
ENGL/JMC 8876	TECHNICAL EDITING	3
ENGL/JMC 8896	CAPSTONE COURSE IN TECHNICAL COMMUNICATION	3
ENGL/CACT 8610	PROFESSIONAL AND TECHNICAL WRITING	3
CMST 8156	CORPORATE TRAINING AND DEVELOPMENT	3
CMST 8196	COMPUTER-MEDIATED COMMUNICATION	3
CMST 8536	INTERCULTURAL COMMUNICATION-US	3
Some courses from English or the School of Communication may be substituted with the director's approval.		
<b>Total Credits</b>		<b>15</b>

## Technical Communication Exit Requirements

Students will assemble a final portfolio representing their achievement in the five courses (15 hours). The portfolio will contain at least one writing sample/project from each course and will be reviewed by the technical communication program director and one other member of the graduate faculty from the Department of English or the School of Communication. Faculty teaching these courses will be aware of this portfolio requirement and will assign work that can be used as part of the portfolio (e.g., a report, user’s manual, website, etc.).