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

Admissions
General Application Requirements and Admission Criteria (http://catalog.unomaha.edu/graduate/admission/

Program-Specific Requirements
Application Deadlines (Spring 2023, Summer 2023, and Fall 2023)
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.

Other 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.
- English Language Proficiency: Applicants are required to have a command of oral and written English. Those who do not hold a baccalaureate or other advanced degree from the U.S., OR a baccalaureate or other advanced degree from a predetermined country on the waiver list (https://www.unomaha.edu/graduate-studies/prospective-students/Proof%20of%20English%20Proficiency-

%20International.pdf), must meet the minimum language proficiency score requirement in order to be considered for admission.
- Paper-based TOEFL: 600, Internet-based TOEFL: 100, IELTS: 8, PTE: 68, Duolingo: 120

- 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.
- Applicants with International Transcripts: Any applicant to this program who has completed undergraduate or graduate coursework at an international higher education institution outside of the United States may submit transcripts and degree certificates (with an English translation) in lieu of a course-by-course transcript evaluation from World Education Services (https://www.wes.org/) (WES), Educational Credential Evaluators (https://www.ecce.org/) (ECE), or Educational Perspectives (https://www.edperspective.org/). This graduate program will conduct an in-house credential evaluation of your transcript(s).
- UNO reserves the right to require a course-by-course evaluation from WES, ECE, or Educational Perspectives if the program is unable to complete an evaluation or should there be any questions or concerns about the documentation that is received. The applicant will be notified by the individual program if an external course-by-course evaluation is required.
- *Note: If admitted, official transcripts and degree certificates (with an English translation)/official course-by-course transcript evaluation, and any applicable official exam scores are required.

Degree Requirements

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<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL/JMC 8816</td>
<td>DIGITAL LITERACIES FOR TECHNICAL COMMUNICATORS</td>
<td>3</td>
</tr>
<tr>
<td>ENGL/JMC 8836</td>
<td>TECHNICAL COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>ENGL/JMC 8856</td>
<td>INFORMATION DESIGN FOR TECHNICAL COMMUNICATORS</td>
<td>3</td>
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Or other approved courses in consultation with the director.

Electives
Select 6 hours from the following: 6

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 8806</td>
<td>ENGLISH INTERNSHIP</td>
<td>1-3</td>
</tr>
<tr>
<td>ENGL/JMC 8876</td>
<td>TECHNICAL EDITING</td>
<td>3</td>
</tr>
<tr>
<td>ENGL/JMC 8896</td>
<td>CAPSTONE COURSE IN TECHNICAL COMMUNICATION</td>
<td>3</td>
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<tr>
<td>ENGL/CACT 8610</td>
<td>PROFESSIONAL AND TECHNICAL WRITING</td>
<td>3</td>
</tr>
<tr>
<td>CMST 8156</td>
<td>CORPORATE TRAINING AND DEVELOPMENT</td>
<td>3</td>
</tr>
<tr>
<td>CMST 8196</td>
<td>COMPUTER-MEDIATED COMMUNICATION</td>
<td>3</td>
</tr>
<tr>
<td>CMST 8536</td>
<td>INTERCULTURAL COMMUNICATION-US</td>
<td>3</td>
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Some courses from English or the School of Communication may be substituted with the director’s approval.

Total Credits 15

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.).