

**Certificate in Technical Communication: Department of English and School of Communication,
College of Arts & Sciences**

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:

Dr. Tracy Bridgeford, Graduate Program Chair (GPC)
Arts & Science Hall (ASH) 192
402-554-3312
tbridgeford@unomaha.edu

Program Website

<http://www.unomaha.edu/english/cert.php>

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.

Application Requirements:

- Online Application
- One official copy of transcripts for ALL institutions previously attended
- Application Fee
- If English is not the language of nurture, official test scores from the TOEFL, IELTS, or PTE exam are required
 - 500 on the written TOEFL
 - 173 on the computer-based TOEFL
 - 61 on the internet-based TOEFL
 - 5.5 on the IELTS
 - 44 on the PTE
- Minimum GPA of at least 3.0 in undergraduate courses related to proposed major

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

Certificate in Technical Communication

[Cert-TECC Degree Requirements]

Cert-TECC Required Courses (12 hours):

- Required Core Courses:
 - ENGL/JOUR 8816 Digital Literacies for Technical Communicators (3)
 - ENGL/JOUR 8836 Technical Communication (3)
 - ENGL/JOUR 8856 Information Design for Technical Communicators (3)
 - ENGL/JOUR 8876 Technical Editing (3)—or another approved course

Cert-TECC Electives (3 hours):

- ENGL/JOUR 8896 Capstone Course in Technical Communication (3)
- SPCH 8156 Communication Training & Development Skills (3)
- SPCH 8196 Computer-Mediated Communication (3)
- SPCH 8536 Cross-Cultural Communication (3)
- Some courses from English or the School of Communication may be substituted with the director's approval.

Cert-TECC Exit Requirements:

Students will assemble a 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, web site, etc.).

Cert-TECC Total: 15 hours