

GRADUATE CERTIFICATE IN TECHNICAL COMMUNICATION (AS OF SPRING 2027)

The Graduate Certificate in Technical Communication is an 18-hour online program designed to provide professionals with an opportunity to earn credentials in technical communication while tailoring the experience to the individual's interests and work responsibilities. This program offers advanced training in oral, written, and digital communication skills that supports students to think critically and solve problems, both in individual and collaborative situations. A Graduate Certificate in Technical Communication is a perfect companion for graduate degrees in health, science, and computer fields, among many others.

Students applying for the Graduate Certificate in Technical Communication at Sam Houston State University must submit the following materials to the Office of Graduate Admissions (<https://www.shsu.edu/dept/graduate-admissions/transition.html>):

1. Graduate Application: (<http://www.shsu.edu/admissions/apply-texas.html>) The Graduate Application is an institutional application required by SHSU. Students must provide biographical and educational information and information relevant to determining State of Texas residency.
2. Application Fee (<https://www.shsu.edu/dept/graduate-admissions/application-fee.html>): An application fee is required for all applications to graduate programs at SHSU.
3. Transcripts from all institutions attended.
4. 3.0 GPA or higher.

Application Deadlines

For Summer admission: May 1

For Fall admission: August 1

For Spring admission: December 1

*Applicants may submit unofficial transcripts for review by the admissions committee. However, under university policy, admission decisions are contingent upon receipt of official transcripts.

Code	Title	Hours
Graduate Certificate in Technical Communication		
Specified Courses		
TCOM 5310	Technical & Professional Writing	3
TCOM 5330	Technical Style and Editing	3
TCOM 5380	Document Design	3
Prescribed Electives		
Select three courses from the following:		9
TCOM 5099	Writing in the Field	
TCOM 5320	Managing Digital Documentation	
TCOM 5340	Digital Literacies	
TCOM 5350	Writing Grants and Proposals	
TCOM 5360	Ethics in Professional Writing	
TCOM 5370	Intercultural Technical Communication	
TCOM 5385	User Experience Research and Design	
TCOM 5390	Teaching Technical Communication	
Total Hours		18

Students enrolled in the graduate certificate must complete 18 hours of coursework within the Technical Communication discipline. The three required courses for the certificate may not be offered every semester. Thus, students should enroll in required courses when they are offered to avoid any delay in graduation. The Graduate Director for Technical Communication is the academic advisor for the certificate program. Therefore, students should contact the Graduate Director for any academic advisement.

The Texas Higher Education Coordinating Board (THECB) marketable skills initiative is part of the state's **60x30TX plan** and was designed to help students articulate their skills to employers. Marketable skills are those skills valued by employers and/or graduate programs that can be applied in a variety of work or education settings and may include interpersonal, cognitive, and applied skill areas.

The Graduate Certificate in Technical Communication is designed to provide graduates with the following marketable skills:

- Technical writing and editing skills: crafting clear, precise documentation for technical and nontechnical audiences.
- Information design skills: structuring complex information visually and verbally for usability.
- Project management and collaboration skills: coordinating documentation projects, timelines, and teams.
- Multimodal content creation skills: integrating visuals, video, or infographics into communication.
- Usability testing and user research skills: gathering feedback to improve documents or interfaces.
- Data visualization skills: turning complex data into understandable graphics and reports.
- Agile and UX documentation skills: integrating writing into iterative development processes.
- Instructional and procedural writing skills: developing manuals and quick-start guides.