

MARKETING & COMMUNICATIONS

PROFESSIONAL CERTIFICATE IN

# TECHNICAL COMMUNICATION

ONLINE PROGRAM



PROFESSIONAL  
CERTIFICATE IN  
**TECHNICAL  
COMMUNICATION**  
ONLINE PROGRAM

“Earning my UCR Extension professional certificate is one of the most beneficial things I’ve done for my career. Before even completing the program, I was contacted twice by companies who were interested in hiring me as a technical writer.”

— Gayle Morris  
Technical Writer  
Diplomatic Security  
Training Center  
Washington, D.C.

## CONVERT TECHNICAL JARGON INTO READABLE CONTENT

Advances made in the technology, business, medical and financial sectors have fundamentally altered the way we communicate and understand programming, scientific or financial information. The role of a technical writer is to analyze research, create and translate using clear and effective words, complex information without sacrificing content. Technical writers must write and determine which design and layout of documents, are most appropriate to deliver information to their targeted audiences.

This program combines a curriculum of theory and skills as you learn and practice the key elements and concepts of technical communication, master the different writing styles, and create designs and layout for optimal understanding.

As an added bonus, you will build a working portfolio of completed writing projects to share with prospective employers. Begin to apply your technical knowledge and passion for writing in this exciting and growing field.

### WHAT YOU'LL LEARN

- Skills and strategies for communicating a variety of technical information
- Project management
- Research and analysis
- Content strategy
- Documenting policies and procedures
- Working knowledge of widely-used industry software
- Writing for specific audiences

### WHO CAN BENEFIT

- Individuals with a career interest in the field of technical communication looking for entry-level positions, or career advancement

### PREREQUISITE

Students must have a command of basic principles of composition including grammar and sentence construction.

### ADMISSION

Take individual courses or fulfill all of the requirements to earn your certificate. Whichever you choose, you will gain the personal power that comes through learning new skills. Be assured that you are receiving education that is backed by the UC tradition of excellence.

### APPLICATION FOR CANDIDACY

To earn a your certificate, you must establish your candidacy by filing an application. We recommend you do this before the third class. Apply in person at UCR Extension Student Services, or online through the “apply now” button on the certificate webpage.

### HOW TO EARN THIS CERTIFICATE

Individuals must complete 18 quarter units, with a grade of C or better.

**FUNDAMENTALS OF TECHNICAL WRITING  
3 UNITS**

**WRITING CUSTOMER  
FACING DOCUMENTS 3 UNITS**

**CONTENT STRATEGY 3 UNITS**

**MANAGING CONTENT PROJECTS 3 UNITS**

**6 UNITS ELECTIVES (SEE WEBSITE)**

- This program can typically be completed within one year.
- This program may be completed entirely online.

### PROGRAM INFORMATION

Prices, requirements and courses are subject to change. For the most up-to-date information:

Phone: (951) 827-4105

Email: [prodev@ucx.ucr.edu](mailto:prodev@ucx.ucr.edu)

Website: [www.extension.ucr.edu](http://www.extension.ucr.edu)