



Arts, AV Technology, & Communications: These courses strengthen presentation, teamwork, and problem-solving skills that are critical for delivering compelling messages and engaging diverse audiences. By developing these abilities, learners can better adapt to industry trends, manage projects, and build lasting professional relationships.

AMA Microcourse Title	Duration (min)
AI Essentials: A Basic Understanding for All	
Presenting Visually Compelling Data	25
The ART of Analytical Thinking	15
Five Phases of the Creativity-to-Innovation Process	26
Fostering Creativity and Innovation in Others	20
Creative Thinking Techniques	18
Key Components of Critical Thinking	18
Effective Problem Solving and Decision Making Tools	20
AI: A Framework for Ethical Application	20
Adopting an AI Mindset	20
Diversity and Inclusion: Creating an Inclusive Culture	27
Enhancing Effectiveness through Diversity and Inclusion	15
Managing Projects Effectively	20
Utilizing Effective Risk-Response Strategies	20
Becoming a Trusted Advisor	20
Building a Customer-Focused Strategy	20
Building Credibility and Trust for Improved Communication	20
Creating Boundaries and Balance	23
Establishing Presence and Credibility	20
Developing Awareness that Leads to Emotional Regulation	20
Planning for Success	20
Routines that Support Efficiency and Productivity	21
Creating a Work Breakdown Structure (WBS)	23
The Look and Sound of Confidence	20
Principles of Effective Business Writing	20
Persuasive Communication Skills for Leaders	20
Assertive Communication Skills for Women	21
Enhancing Collaborative Communication	18
Developing and Organizing Presentation Content	20
AI: Upskill and Reskill	20
Manager's Guide to Collaboration	20
Coaching for Performance	20

	Next Steps: Browse the Work-Based Learning database & sign up for an opportunity. SENIORS: Save course certifications & complete the scholarship application.
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