

CAREER FOUNDATIONS MICRO-CERTIFICATE

Soft Skills Course Menu — First-Year Experience

Program Requirement: All new First Time In College (FTIC) Rattlers are required to complete this micro-certificate module in Canvas. Created in response to **House Bill 1261**, this program gives Florida A&M University the right to place a **registration hold** on student accounts until these requirements are completed—meaning you will not be able to register for future classes until fulfilled. This is more than a mere check-off; it is the beginning of a successful journey!

Look for this module in **Canvas** to learn more about exact due dates to avoid a registration hold. Module tasks include:

- **Task 1 (Essential Soft Skill):** Select one skill category below (Communication, Strategic Thinking, Adaptability, AI Literacy, or Professionalism), watch one LinkedIn Learning course option, and submit a reflection narrative.
- **Task 2 (Career Exploration):** Select and watch one LinkedIn Learning course from the Career Exploration module and submit a reflection narrative.
- **Reflection Options:** Written summary (min. 150 words) OR video narrative (max. 2 minutes).

TASK 1: SELECT ONE ESSENTIAL SOFT SKILL

1. Communication

Choose 1 Course

Option 1: Boosting Your Public Speaking with Generative AI

Instructor: Nausheen I. Chen • 38 mins

Why take it: Learn to use AI for brainstorming, structuring, reducing anxiety, and practicing Q&A.

Option 2: Overcoming Your Fear of Public Speaking

Instructor: Todd Dewett • 19 mins

Why take it: Practical steps to reduce presentation anxiety and build class confidence.

2. Strategic Thinking

Choose 1 Course

Option 1: Strategic Thinking

Instructor: Dorie Clark • 36 mins

Why take it: Learn how to think ahead and solve problems with a big-picture mindset.

Option 2: Strategic Thinking Tips to Solve Problems & Innovate

Instructor: AJ Eckstein • 40 mins

Why take it: Practical ways to approach challenges creatively and improve decision-making.

3. Adaptability

Choose 1 Course

Option 1: Building Resilience

Instructor: Emily Anhalt • 43 mins

Why take it: Learn how to bounce back from setbacks and stay focused through change.

Option 2: Ten Habits of Mentally Strong People

Instructor: Scott Mautz • 39 mins

Why take it: Build habits to remain adaptable and mentally tough throughout college.

4. AI Literacy

Choose 1 Course

Option 1: Ethics in the Age of Generative AI

Instructor: Vilas Dhar • 47 mins

Why take it: Understand ethical considerations and real-world impacts of AI in school and work.

Option 2: Amplify Your Communication Skills with Generative AI

Instructor: Vanessa Van Edwards • 45 mins

Why take it: Responsibly use AI tools to enhance writing, speaking, and idea sharing.

5. Professionalism

Choose 1 Course

Option 1: Developing Your Professional Image in a New Job

Instructor: Dr. Gemma Leigh Roberts • 54 mins

Why take it: Learn mindset shifts, workplace culture adaptation, and authentic behavior.

Option 2: Creating Your Personal Brand

Instructor: Lida Citroën • 33 mins

Why take it: Strategically manage your reputation as you transition to college and internships.

Task 2: Career Exploration

Choose 1 Course

Option 1: Align Your Career Goals with Your Authentic Self

Instructor: Alicia Reece • 43 mins

Why take it: Match career path choices to your true self and values.

Option 2: Figuring Out Your Next Move

Instructor: LinkedIn Learning • 47 mins

Why take it: Explore personal interests to confidently navigate your major and career steps.

REVIEW PROCESS & CERTIFICATE AWARDING

Once you have completed all course requirements, Canvas will notify the **Career & Professional Development Center (CPDC)**. Our team of **Career Pathways Coaches** will review your submissions. If all requirements are met, we will issue your official certificate of completion. Your micro-certificate will be delivered directly to your inbox in **Canvas**.

Submission Portal: Submit all reflections via Canvas.

Deadlines: Check Canvas for exact deadlines | October 1 (Fall Semester) | March 1 (Spring Semester)

Florida A&M University
Career & Professional Development Center (CPDC)
 cpdcenter@famou.edu |  (850) 599-3700