

Skillsoft AOP II Course Module Checklist

Time Management (OP-211)	Asset ID	Time	Replaces	Completed
Taking Stock of Your Work/Life Balance	pd_30_a01_bs_enus	22	Optimizing Your Work/Life Balance: Analyzing Your Life Balance	
Make the Time You Need: Get Organized	apd_08_a02_bs_enus	28	Time Management: Analyzing Your Use of Time	
Aligning Goals and Priorities to Manage Time	apd_08_a01_bs_enus	25	Time Management: Planning and Prioritizing Your Time	
The Art of Staying Focused	apd_08_a03_bs_enus	30	Time Management: Avoiding Time Stealers	
Organize Your Physical and Digital Workspace	pd_32_a01_bs_enus	27	Personal Prod Improvement: Managing Your Workspace	
Avoid Procrastination by Getting Organized Instead	pd_32_a02_bs_enus	22	Personal Prod: Self-organization & Overcoming Procrastination	
Maximize Your Productivity by Managing Time and Tasks	pd_32_a03_bs_enus	21	Personal Productivity Imp't: Managing Tasks & Maximizing Prod	
Controlling Conflict, Stress & Time in a Customer Service Env.	acs_02_a03_bs_enus	32	Conflict, Stress, and Time Management	

Advanced Microsoft Word 2010 (OP-222)	Asset ID	Time		Completed
Using Themes, Backgrounds, Watermarks & Quick Parts in Word 2010	mo_awrd_a01_dt_enus	60		
Adding Tables of Contents, Footnotes, Hyperlinks, & Bookmarks Word 2010	mo_awrd_a02_dt_enus	60		
Forms, Fields, and Mail Merge in Word 2010	mo_awrd_a03_dt_enus	60		
Managing, Inspecting, and Recovering Word 2010 Documents	mo_awrd_a04_dt_enus	60		
Creating and Formatting Tables in Word 2010	mo_awrd_a05_dt_enus	60		
Manipulating Tables in Word 2010	mo_awrd_a06_dt_enus	60		
Embedding Charts and Tables into Word 2010	mo_awrd_a07_dt_enus	60		

Introduction to Microsoft Excel 2010 (OP-223)	Asset ID	Time		Completed
Getting Started with Excel 2010	mo_bexl_a01_dt_enus	60		
Applying Basic Data Formatting in Excel 2010	mo_bexl_a02_dt_enus	60		
Moving and Getting Around in Excel 2010	mo_bexl_a03_dt_enus	60		
Moving Data and Modifying Worksheets in Excel 2010	mo_bexl_a04_dt_enus	60		
Saving, Sending, and Printing Excel 2010 Workbooks	mo_bexl_a05_dt_enus	60		
Using Conditional Formatting, Tables, and Sparklines in Excel 2010	mo_bexl_a06_dt_enus	60		
Reviewing and Protecting Content in Excel 2010	mo_bexl_a07_dt_enus	60		
Using Basic Formulas in Excel 2010	mo_bexl_a08_dt_enus	60		
Using Basic Functions with Excel 2010	mo_bexl_a09_dt_enus	60		
Inserting Basic Charts in Excel 2010	mo_bexl_a10_dt_enus	60		
Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	mo_bexl_a11_dt_enus	60		

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Human Behavior in the Workplace I (OP-231)	Asset ID	Time	Replaces	Completed
How Culture Impacts Communication	comm_48_a01_bs_enus	30	Culture and Its Effect on Communication	
Individual Behavior in Organizations	ahr_02_a04_bs_enus	22	Fundamentals of Organizational Behavior for the Individual	
The Building Blocks of Building Trust	pe_04_a01_bs_enus	29	Building Trust	
Cultivating Relationships with Your Peers	apd_04_a01_bs_enus	21	The Value of Peer Relationships	

Effective Written Communication (OP-291)	Asset ID	Time	Replaces	Completed
Developing an Effective Business Case	acm_01_a01_bs_enus	30	Preparing a Business Case	
Editing and Proofreading Business Documents	comm_51_a03_bs_enus	30	Business Writing: Editing and Proofreading	
Clarity and Conciseness in Business Writing	comm_51_a02_bs_enus	31	Writing Under Pressure: Preparing for Success	
Writing and Preparing an Effective Speech	apd_06_a01_bs_enus	23	Writing Under Pressure: The Writing Process	
Writing Effective E-mails and Instant Messages	acm_02_a01_bs_enus	28	Presenting Your Case	
Sending E-mails to the Right People	acm_02_a02_bs_enus	29	Final Exam: Business Writing Basics	
Organizing Your E-mail	acm_02_a03_bs_enus	28	Writing a Business Case	