

Skillsoft LOP Expert Course Module Checklist

Introduction to Microsoft Access 2010 (OP-424)	Asset ID	Time		Completed
Getting Started with Access 2010	mo_bacc_a01_dt_enus	60		
Creating Basic Tables in Access 2010	mo_bacc_a02_dt_enus	60		
Data Manipulation and Simple Relationships in Access 2010	mo_bacc_a03_dt_enus	60		
Introduction to Forms in Access 2010	mo_bacc_a04_dt_enus	60		
Modifying Basic Forms in Access 2010	mo_bacc_a05_dt_enus	60		
Introduction to Queries in Access 2010	mo_bacc_a06_dt_enus	60		
Introduction to Reports in Access 2010	mo_bacc_a07_dt_enus	60		

Effective Presentations (OP-452)	Asset ID	Time	Replaces	Completed
Building Personal Power through Influence	comm_42_a02_bs_enus	30	Getting Results w/o Direct Authority: Persuasive Communication	
Planning an Effective Presentation	acm_05_a01_bs_enus	29	Basic Presentation Skills: Planning a Presentation	
Building Your Presentation	acm_05_a02_bs_enus	30	Basic Presentation Skills: Creating a Presentation	
Ensuring Successful Presentation Delivery	acm_05_a03_bs_enus	31	Basic Presentation Skills: Delivering a Presentation	
Communicating Effectively with Customers	acs_02_a02_bs_enus	30	Communication Skills	
Writing and Preparing an Effective Speech	apd_06_a01_bs_enus	23	Public Speaking Strategies: Preparing Effective Speeches	
Conquering the Challenges of Public Speaking	apd_06_a02_bs_enus	26	Public Speaking Strategies: Confident Public Speaking	

Building and Leading Project Teams (OP-482)	Asset ID	Time	Replaces	Completed
Being an Effective Team Member	atm_02_a01_bs_enus	30	Being an Effective Team Member	
Establishing Team Goals, Responsibilities & Using Feedback Effectively	atm_02_a04_bs_enus	30	Establishing Team Goals and Responsibilities	
Strategies for Building a Cohesive Team	atm_02_a02_bs_enus	29	Elements of a Cohesive Team	
Effective Team Communication	atm_02_a03_bs_enus	31	Effective Team Communication	
Building the Foundation for an Effective Team	atm_01_a01_bs_enus	29	Using Feedback to Improve Team Performance	
Leading through Positive Influence	ald_01_a03_bs_enus	29	Leading Teams: Establishing Goals, Roles, and Guidelines	
Encouraging Team Communication and Collaboration	atm_01_a03_bs_enus	30	Leading Teams: Building Trust and Commitment	
Handling Team Conflict	atm_01_a04_bs_enus	30	Leading Teams: Dealing with Conflict	
Polishing Your Skills for Excellent Customer Service	acs_02_a05_bs_enus	24	Team and Customer Relationships	