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Employee Skillsoft Utilization-AMC Campus

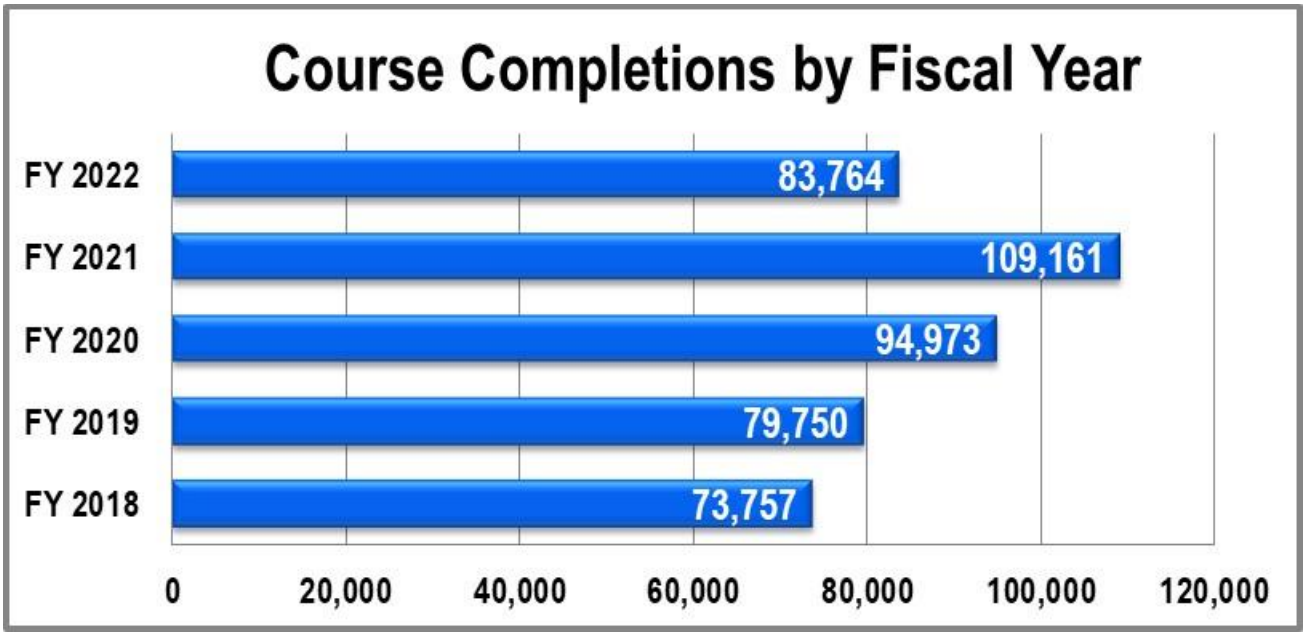
Fiscal Year Individual Campus Annual Report-2022

This fiscal year report summarizes **AMC** employee course completions in Skillsoft between July 1, 2021 and June 30, 2022. Skillsoft is the online learning management system for CU faculty, staff, university affiliate, and student employee training. It is a purchased service that includes a library of online learning resources and over 177 CU custom courses.

University faculty and staff value the flexibility of online learning and the wide variety of resources offered in Skillsoft. Managers rely on course completion data to meet various university, state, and federal compliance requirements. Employees rely on Skillsoft for easy access to required training and professional development.

Skillsoft also provides:

- Skillsoft Books24x7, an online library of unabridged books and audio books.
- Online courses and videos on topics such as IT skills, MS Office, business, leadership, and productivity.
- Self-enrollment for over 400 active CU instructor-led training (ILT) courses.
- Access to professional certification coursework and continuing education units (CEU) for project management (PMI), accountancy (NASBA), human resources (HRCI and SHRM), information technology (CompTIA), and information-system security (ISC).



Note: This FY 2022 chart represents the combination of all CU Custom and Skillsoft completions.

Important Note: FY 2020 total above included 18,429 required campus Covid course completions, and the FY 2021 total included 29,619 required Covid course completions, which increased the utilization numbers. These courses were retired in FY 2021.

The following pages include a breakdown of individual **AMC campus** completions on **CU Custom courses** for this FY 2022 Individual Campus Annual Report. It also includes the completion data totals for FY 2021 comparison to FY 2022 individual campus course utilization.

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CU Custom Course Completions – AMC Campus Individual FY 2022 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	AMC Q1 FY2022	AMC Q2 FY2022	AMC Q3 FY2022	AMC Q4 FY2022	AMC FY 2021	AMC FY 2022
U00200	A2E Basics	22	19	13	21	32	75
U10071	A9 Identified Basics	1	0	0	0	1	1
U00153	Accessibility Digital Comm	1	1	1	1	4	4
U10103	Accounting Overview	0	0	0	0	0	0
U10073	Active Harmer-CU Boulder	3	4	2	2	1	11
U00134	Active Shooter Awareness	28	38	31	44	91	141
U00057	ADA	105	128	122	104	145	459
U00171	Advance Committees Forms	0	0	2	0	2	2
U00194	Advance Contact Reports	0	0	0	0	0	0
U00197	Advance Transmittals	0	0	1	0	2	1
U00109	Advance Web-Nav and Reports	2	3	5	5	3	15
U10068	Advanced Export Compliance	0	0	0	0	0	0
U00188	AdvanceMed Access	1	4	5	4	5	14
U00203	AdvMobileSecurity	0	1	3	2	10	6
U00152	Animal Program Refresher	60	7	3	8	23	78
U00215	AscendAssignmentStrategies	0	0	0	4	0	4
U00213	AscendContactReports	0	0	3	2	0	5
U00216	AscendSubmittingProposals	0	0	0	7	0	7
U00069	Bloodborne Pathogens	942	1,297	908	1,119	3,977	4,266
U10096	BookStoreNewEmplOrient	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	14	8	3	11	23	36
U00095	Campus Security Authority	20	25	10	79	57	134
U00065	Cash Control	2	2	8	6	14	18
U10072	CDS Sustainability	1	0	0	0	1	1
U00068	Chemical Waste Management	841	941	652	953	3,223	3,387
U00165	Child Protection	0	3	3	7	2	13
U40061	Child Protection at UCCS	0	0	0	1	31	1
U00092	Concur-Booking Travel	33	28	40	41	57	142
U00093	Concur-Reconcile Proc Card	61	63	58	71	110	253
U00094	Concur-Reconcile Travel	31	31	42	44	44	148
U10063	Confidentiality&Compliance	2	5	8	1	16	16
U00189	ContrUnclassInform	1	0	1	0	6	2
U00199	Cornerstone Supervisor	0	6	1	2	7	9
U10095	COVID-19OccupationalSafety	12	0	0	0	3	12
U10117	CSFReasonableSuspicionSup	0	0	0	1	0	1
U10118	CSFReasonableSuspPolicy	0	0	0	0	0	0
U00195	CSI Resident Room Training	2	2	1	2	15	7
U10116	CU Athletics–DEI	0	0	2	1	0	3
U00081	CU Marketplace - Approver	26	16	18	16	58	76
U00091	CU Marketplace - Inv Approve	17	14	15	13	48	59
U00090	CU Marketplace - Receiver	30	22	20	26	58	98
U00084	CU Marketplace - Requestor	113	112	98	125	279	448
U00080	CU Marketplace - Shopper	71	62	75	82	202	290
U00121	CU Medicine: Track 1	45	7	7	8	429	67
U00168	CU Medicine: Track 10	20	4	4	0	304	28
U00169	CU Medicine: Track 11	2	0	1	0	72	3
U00170	CU Medicine: Track 12	5	3	0	0	51	8
U00204	CU Medicine: Track 13	26	7	7	2	195	42
U00122	CU Medicine: Track 2	11	6	7	0	180	24
U00123	CU Medicine: Track 3	85	19	15	3	1,056	122
U00124	CU Medicine: Track 4	47	25	39	10	861	121
U00125	CU Medicine: Track 5	25	7	6	1	200	39
U00126	CU Medicine: Track 6	11	6	1	1	133	19
U00137	CU Medicine: Track 7	7	7	3	2	160	19
U00127	CU Medicine: Track 8	0	0	0	0	48	0
U00167	CU Medicine: Track 9	24	10	19	6	242	59
A00144	CU-SIS Student Financials	1	1	0	3	5	5
U00206	DataCenterPolicyProcedure	4	8	9	2	0	23
U00138	Defensive Driving	11	45	32	17	86	105
U00059	Direct Charging	13	11	10	14	38	48

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CU Custom Course Completions – AMC Campus Individual FY 2022-(*continued*)

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S10007	Discrim&Misconduct-UCB-SYS	20	13	9	17	172	59
U00135	Discrim&Misconduct-UCCS	6	10	15	16	60	47
U00067	Discrim&Misconduct-UCD	540	411	462	885	1,610	2,298
U10081	EMCE-ADA	0	1	1	0	2	2
U10083	EMCE-CORA	2	2	2	1	3	7
U10084	EMCE-Employee Discipline	0	2	2	1	2	5
U10085	EMCE-FERPA	0	1	1	1	2	3
U10088	EMCE-FLSA	0	1	1	0	2	2
U10086	EMCE-FMLA	0	1	1	0	2	2
U10087	EMCE-FSAP	0	2	1	0	2	3
U10089	EMCE-OnboardNewHires	0	1	1	0	2	2
U10090	EMCE-PolicyFramewInfrast	1	1	1	0	1	3
U10091	EMCE-PositionMngComp	1	1	1	0	1	3
U10092	EMCE-RecruitHireStaff	1	1	1	0	1	3
U10082	EMCE-The Clery Act	0	1	1	0	2	2
U00055	ePER	31	12	26	26	72	95
U00112	Faculty Diversity Search	6	24	33	11	55	74
U00160	Family Medical Leave	10	10	7	8	12	35
U00049	FERPA	68	63	69	73	171	273
U00156	FERPA Faculty	62	28	44	41	152	175
U10102	Financial Systems Overview	6	10	10	8	6	34
U10115	FinancialEnvirOverview	0	0	2	4	0	6
F00001	Fiscal Code of Ethics	364	305	359	366	753	1,394
F00002	Fiscal Code of Ethics-Officers	34	35	41	44	95	154
U00141	FM: Bloodborne Pathogens	60	52	63	65	233	240
U00072	Form I-9	17	10	18	29	53	74
U00082	Gift Fund Management	15	15	10	10	40	50
U00145	HCM Fundamentals	52	44	59	43	119	198
U00185	HCM Hiring Employees	6	2	5	6	9	19
U00147	HCM Paying People	35	31	34	29	74	129
U00149	HCM Recruiting with CU Careers	35	31	37	23	69	126
U00163	HCM Updating Data	36	33	38	30	77	137
A00020	HIPAA Regulations	479	455	395	767	1,797	2,096
U40060	HIPAA Regulations UCCS	1	3	4	4	26	12
U00159	HIPAA Regulations-CUSystem	69	59	84	104	168	316
U10114	HWS-Infection Control	1	5	5	4	0	15
U00077	Identity Theft Prevention	2	3	2	2	1	9
U10101	Inclusive Staff Hiring	0	3	1	4	6	8
U00063	Information Security	574	420	479	902	1,682	2,375
U00064	Information Security ITS	15	4	10	14	26	43
U10098	INSTAAR Inclusion	0	0	0	0	3	0
U10065	Intro to Export Controls	1	0	1	0	1	2
A00140	Introduction to CU-SIS	13	36	14	25	64	88
U00087	IT Confidentiality Agreement	27	21	22	25	66	95
U00143	IT Security PCI DSS v3	2	0	1	0	1	3
U00050	Lab Safety	429	235	220	373	897	1,257
U10061	LASP Export Compliance	1	0	0	0	0	1
U00101	Lesion Measurement Criteria	0	0	0	0	2	0
U00155	Longitudinal Pro Mentoring	2	2	0	0	4	4
U00150	My Leave for Supervisors	16	5	4	9	14	34
U00136	N95 Respirator Safety	180	137	195	226	725	738
U10119	Navigating Practice Mgt	0	0	0	0	0	0
U00070	New Employee Orientation	5	6	3	4	11	18
U00205	NewPlClinResOrientation	4	2	8	3	4	17
U00132	NIH Guidelines for rDNA	29	25	21	34	85	109
U60007	OLAR Animal Program Orient	198	79	62	126	378	465
U60006	OLAR Disease Prev & Cont	174	76	60	125	401	435
U60005	OLAR Standard Opr Proc	171	77	61	125	406	434
U10113	OM Training	0	0	1	0	0	1

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U00212	OnCore 22	0	0	69	77	0	146
U00214	OnCore 23	0	0	0	21	0	21
U00211	OnCore10	0	0	48	50	0	98
U00162	Payment Card Security-SYS	8	10	12	16	24	46
A00106	Peoplesoft Fin: Journal Entry	23	25	32	22	74	102
A00105	PeopleSoft Finance: Inquiry	41	49	48	45	96	183
U00115	Perf Mgmt Classified UCB	0	1	0	1	0	2
U00062	Performance Management	22	26	20	13	35	81
U10112	PHP101	8	0	1	0	0	9
A00025	Procurement Card Approving	21	15	23	23	43	82
U00053	Procurement Card Holder	114	99	129	130	291	472
U00208	Procurement Fundamentals	0	0	26	29	0	55
A00109	Procurement Purchasing	182	159	185	183	439	709
U10093	Promoting Safe Interactions	0	0	0	4	2	4
U10111	PRR	1	2	2	0	0	5
U00131	Radiation Safety	27	14	20	28	73	89
U00100	Radiation Safety Refresher	39	73	56	50	236	218
U00089	Regulated Medical Waste	538	561	421	603	1,897	2,123
U00201	RIC MRI Safety Training	14	5	10	12	20	41
U10070	Safe Food Handling Quiz	1	0	0	0	1	1
U00154	Safety Driving 15-Pass Van	3	4	2	3	5	12
U00119	SDM-BloodBorne Pathogens	100	134	91	85	425	410
U00120	SDM-Chemical Waste Management	106	124	104	89	443	423
U00066	Search Committee Training	190	217	195	161	694	763
C20003	Shipping Bio Materials	219	229	201	218	760	867
U00187	SK ILT Admin Training	2	0	3	1	3	6
U00190	Skillsoft Reports	1	0	3	2	3	6
U00192	SMART Performance Goals	2	15	2	6	23	25
U00193	State Classified Rules	13	12	8	3	14	36
U00209	SupportEmplAffectedCancer	0	0	5	1	0	6
U00191	Sustainability	1	6	3	1	9	11
U00207	TotalWorkerHealth101	0	11	8	4	0	23
U00078	Travel and Travel Card	74	66	94	125	86	359
U00166	UAS Refresher	0	0	0	0	0	0
U10099	UCB Budget	0	0	0	0	0	0
U00198	UCH: ObHemorrhageMng	0	0	0	0	125	0
U00202	UCH: PregHypertensionMngm	0	1	3	0	51	4
U10075	VCIS-Animal Facility Access	3	0	2	0	4	5
U10105	VCIS-BatteryChargeChangeSafety	0	0	0	0	0	0
U10107	VCIS-Heavy Metals Safety	0	0	0	0	0	0
U10108	VCIS-Hydrogen Sulfide Awareness	0	0	0	0	0	0
U10104	VCIS-LOTO Safety Program	0	0	0	0	0	0
U10078	VCIS-MotorizedOffroadVehicles	0	0	0	0	0	0
U10080	VCIS-No Smoking Policy	1	0	0	0	0	1
U10077	VCIS-Reasonable Suspicion Sup	0	0	0	0	0	0
U10076	VCIS-ReasonableSuspicionPolicy	0	0	0	1	0	1
U10109	VCIS-Sign In Sign Out LOTO	0	0	0	0	0	0
U10106	VCIS-Silica Awareness Training	0	0	0	0	0	0
U10079	VCIS-String Trimmer Safety	0	0	0	0	0	0
U10110	VCIS-SynthVitrFibersAwareness	1	0	0	0	0	1
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	0	0	1	0	0	1
U00128	Veteran Educators Training	2	2	1	0	9	5
U10069	WHS Infection Cont. NonCli	0	0	0	0	4	0
U10064	WHS Infection Control	1	1	0	0	10	2
U10062	WHS Safety & Risk Mgmt	1	2	6	0	10	9
U00144	Working in Animal Housing	34	11	5	12	34	62
U00217	Workplace Mental Health	0	0	0	11	0	11
TOTALS		**8,373**	**7,689**	**7,161**	**9,517**	**42,163**	**32,740**