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Employee Skillsoft Utilization-System Campus

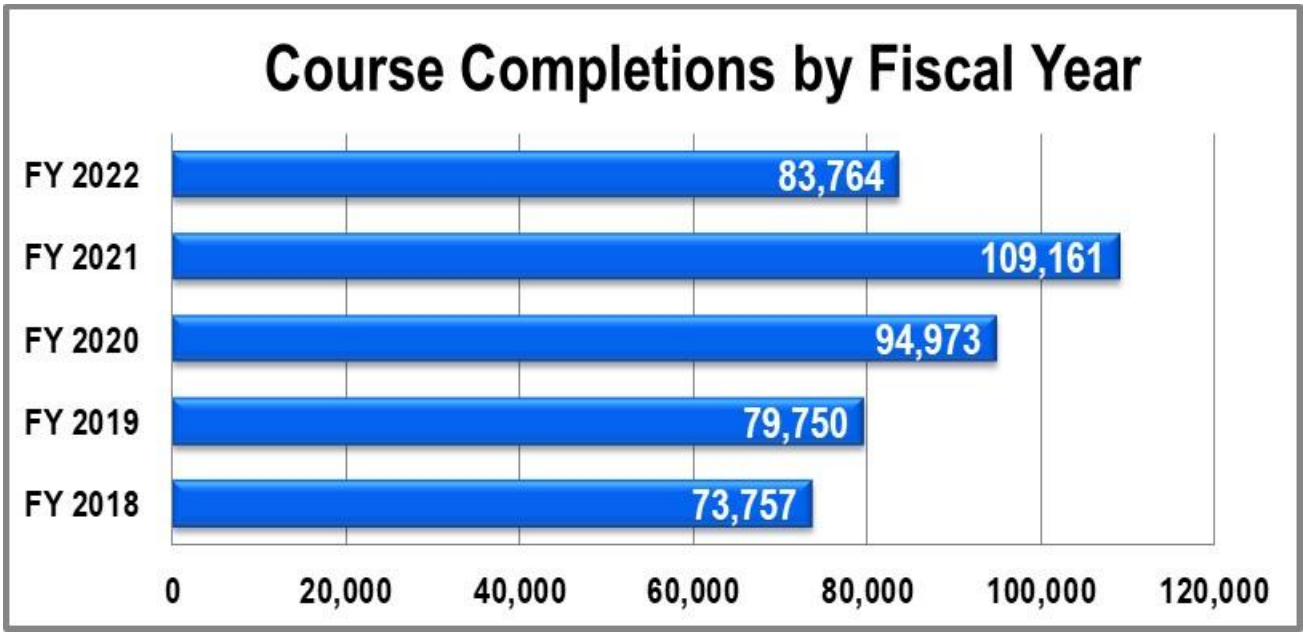
Fiscal Year Individual Campus Annual Report-2022

This fiscal year report summarizes **System** 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 **System 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 – System Campus Individual FY 2022 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	SYSTEM Q1 FY2022	SYSTEM Q2 FY2022	SYSTEM Q3 FY2022	SYSTEM Q4 FY2022	SYSTEM FY 2021	SYSTEM FY 2022
U00200	A2E Basics	0	0	0	0	2	0
U10071	A9 Identified Basics	2	0	0	0	0	2
U00153	Accessibility Digital Comm	0	0	3	2	4	5
U10103	Accounting Overview	0	0	0	0	0	0
U10073	Active Harmer-CU Boulder	0	0	0	0	0	0
U00134	Active Shooter Awareness	0	1	0	0	0	1
U00057	ADA	2	3	1	2	26	8
U00171	Advance Committees Forms	0	2	2	1	3	5
U00194	Advance Contact Reports	0	0	7	3	2	10
U00197	Advance Transmittals	1	0	2	2	0	5
U00109	Advance Web-Nav and Reports	0	13	9	14	21	36
U10068	Advanced Export Compliance	0	0	1	0	0	1
U00188	AdvanceMed Access	2	5	5	11	8	23
U00203	AdvMobileSecurity	0	3	3	4	54	10
U00152	Animal Program Refresher	0	0	1	0	0	1
U00215	AscendAssignmentStrategies	0	0	0	5	0	5
U00213	AscendContactReports	0	0	4	5	0	9
U00216	AscendSubmittingProposals	0	0	0	4	0	4
U00069	Bloodborne Pathogens	1	1	2	0	6	4
U10096	BookStoreNewEmplOrient	0	0	0	0	1	0
U00164	Budgeting Clinical Trials	0	0	0	0	2	0
U00095	Campus Security Authority	2	0	0	1	2	3
U00065	Cash Control	1	0	1	0	2	2
U10072	CDS Sustainability	1	0	0	0	0	1
U00068	Chemical Waste Management	0	0	2	0	3	2
U00165	Child Protection	0	2	0	0	2	2
U40061	Child Protection at UCCS	0	1	0	0	1	1
U00092	Concur-Booking Travel	3	5	3	10	1	21
U00093	Concur-Reconcile Proc Card	2	2	4	3	2	11
U00094	Concur-Reconcile Travel	3	5	5	9	2	22
U10063	Confidentiality&Compliance	0	0	0	0	1	0
U00189	ContrUnclassInform	0	0	3	3	1	6
U00199	Cornerstone Supervisor	2	0	3	4	21	9
U10095	COVID-19OccupationalSafety	1	0	0	0	1	1
U10117	CSFReasonableSuspicionSup	0	0	1	0	0	1
U10118	CSFReasonableSuspPolicy	0	0	0	1	0	1
U00195	CSI Resident Room Training	0	0	0	0	0	0
U10116	CU Athletics–DEI	0	0	1	0	0	1
U00081	CU Marketplace - Approver	4	5	2	5	9	16
U00091	CU Marketplace - Inv Approve	1	4	0	1	2	6
U00090	CU Marketplace - Receiver	2	4	1	2	1	9
U00084	CU Marketplace - Requestor	5	7	4	9	10	25
U00080	CU Marketplace - Shopper	5	5	3	10	2	23
U00121	CU Medicine: Track 1	0	0	0	0	1	0
U00168	CU Medicine: Track 10	0	0	0	0	0	0
U00169	CU Medicine: Track 11	0	0	0	0	0	0
U00170	CU Medicine: Track 12	0	0	0	0	0	0
U00204	CU Medicine: Track 13	0	0	0	0	0	0
U00122	CU Medicine: Track 2	0	0	0	0	0	0
U00123	CU Medicine: Track 3	1	0	0	0	2	1
U00124	CU Medicine: Track 4	0	0	0	0	1	0
U00125	CU Medicine: Track 5	0	0	0	0	0	0
U00126	CU Medicine: Track 6	0	0	0	0	0	0
U00137	CU Medicine: Track 7	0	0	0	0	0	0
U00127	CU Medicine: Track 8	0	0	0	0	0	0
U00167	CU Medicine: Track 9	0	0	0	0	0	0
A00144	CU-SIS Student Financials	1	4	0	3	0	8
U00206	DataCenterPolicyProcedure	2	0	0	2	0	4
U00138	Defensive Driving	1	0	1	0	2	2
U00059	Direct Charging	0	0	0	0	2	0

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

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	SYSTEM Q1 FY2022	SYSTEM Q2 FY2022	SYSTEM Q3 FY2022	SYSTEM Q4 FY2022	SYSTEM FY 2021	SYSTEM FY 2022
S10007	Discrim&Misconduct-UCB-SYS	33	79	36	51	603	199
U00135	Discrim&Misconduct-UCCS	0	2	3	0	7	5
U00067	Discrim&Misconduct-UCD	5	4	2	2	7	13
U10081	EMCE-ADA	1	0	0	0	0	1
U10083	EMCE-CORA	1	0	0	0	0	1
U10084	EMCE-Employee Discipline	1	0	0	0	0	1
U10085	EMCE-FERPA	1	0	0	0	0	1
U10088	EMCE-FLSA	1	0	0	0	0	1
U10086	EMCE-FMLA	1	0	0	0	0	1
U10087	EMCE-FSAP	1	0	0	0	0	1
U10089	EMCE-OnboardNewHires	1	0	0	0	0	1
U10090	EMCE-PolicyFramewInfrast	0	0	0	0	0	0
U10091	EMCE-PositionMngComp	0	0	0	0	0	0
U10092	EMCE-RecruitHireStaff	0	0	0	0	0	0
U10082	EMCE-The Clery Act	1	0	0	0	0	1
U00055	ePER	0	0	0	0	0	0
U00112	Faculty Diversity Search	0	0	0	0	1	0
U00160	Family Medical Leave	1	3	2	1	24	7
U00049	FERPA	27	37	25	37	94	126
U00156	FERPA Faculty	0	3	1	2	3	6
U10102	Financial Systems Overview	1	5	2	1	3	9
U10115	FinancialEnvirOverview	0	0	3	1	0	4
F00001	Fiscal Code of Ethics	14	22	27	38	47	101
F00002	Fiscal Code of Ethics-Officers	5	4	5	7	7	21
U00141	FM: Bloodborne Pathogens	0	0	0	0	3	0
U00072	Form I-9	0	2	0	2	3	4
U00082	Gift Fund Management	1	3	0	4	2	8
U00145	HCM Fundamentals	5	14	8	10	20	37
U00185	HCM Hiring Employees	0	1	0	0	2	1
U00147	HCM Paying People	2	8	4	6	10	20
U00149	HCM Recruiting with CU Careers	3	5	2	2	7	12
U00163	HCM Updating Data	1	8	4	7	9	20
A00020	HIPAA Regulations	19	34	11	6	32	70
U40060	HIPAA Regulations UCCS	0	1	0	0	0	1
U00159	HIPAA Regulations-CUSystem	43	84	57	41	204	225
U10114	HWS-Infection Control	1	0	0	0	0	1
U00077	Identity Theft Prevention	1	0	0	0	0	1
U10101	Inclusive Staff Hiring	0	0	0	2	0	2
U00063	Information Security	27	39	31	50	105	147
U00064	Information Security ITS	3	0	9	9	14	21
U10098	INSTAAR Inclusion	0	0	0	0	1	0
U10065	Intro to Export Controls	1	1	0	1	1	3
A00140	Introduction to CU-SIS	3	10	1	6	13	20
U00087	IT Confidentiality Agreement	29	18	15	14	74	76
U00143	IT Security PCI DSS v3	1	0	1	3	2	5
U00050	Lab Safety	0	0	1	0	1	1
U10061	LASP Export Compliance	1	0	0	0	0	1
U00101	Lesion Measurement Criteria	0	0	0	0	0	0
U00155	Longitudinal Pro Mentoring	0	0	0	0	1	0
U00150	My Leave for Supervisors	2	0	0	2	26	4
U00136	N95 Respirator Safety	0	0	0	0	2	0
U10119	Navigating Practice Mgt	0	0	0	1	0	1
U00070	New Employee Orientation	15	31	16	21	70	83
U00205	NewPIClinResOrientation	0	0	0	0	1	0
U00132	NIH Guidelines for rDNA	0	0	0	0	1	0
U60007	OLAR Animal Program Orient	0	0	0	0	2	0
U60006	OLAR Disease Prev & Cont	0	0	0	0	0	0
U60005	OLAR Standard Opr Proc	0	0	0	0	2	0
U10113	OM Training	1	0	0	0	0	1

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

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	SYSTEM Q1 FY2022	SYSTEM Q2 FY2022	SYSTEM Q3 FY2022	SYSTEM Q4 FY2022	SYSTEM FY 2021	SYSTEM FY 2022
U00212	OnCore 22	0	0	1	0	0	1
U00214	OnCore 23	0	0	0	1	0	1
U00211	OnCore10	0	0	1	0	0	1
U00162	Payment Card Security-SYS	5	1	3	9	14	18
A00106	Peoplesoft Fin: Journal Entry	3	7	3	6	12	19
A00105	PeopleSoft Finance: Inquiry	4	9	6	8	16	27
U00115	Perf Mgmt Classified UCB	0	0	0	0	3	0
U00062	Performance Management	5	2	0	3	5	10
U10112	PHP101	2	0	0	0	0	2
A00025	Procurement Card Approving	4	4	1	2	6	11
U00053	Procurement Card Holder	5	8	5	5	5	23
U00208	Procurement Fundamentals	0	0	4	3	0	7
A00109	Procurement Purchasing	8	11	6	9	17	34
U10093	Promoting Safe Interactions	1	0	0	0	2	1
U10111	PRR	3	2	0	0	0	5
U00131	Radiation Safety	0	0	0	0	1	0
U00100	Radiation Safety Refresher	0	0	0	0	1	0
U00089	Regulated Medical Waste	0	1	1	0	3	2
U00201	RIC MRI Safety Training	0	0	0	0	0	0
U10070	Safe Food Handling Quiz	0	0	0	1	1	1
U00154	Safety Driving 15-Pass Van	0	0	0	0	0	0
U00119	SDM-BloodBorne Pathogens	0	0	0	0	3	0
U00120	SDM-Chemical Waste Management	0	0	0	0	1	0
U00066	Search Committee Training	4	6	6	5	10	21
C20003	Shipping Bio Materials	0	1	0	0	0	1
U00187	SK ILT Admin Training	0	0	1	2	1	3
U00190	Skillsoft Reports	0	0	1	4	1	5
U00192	SMART Performance Goals	6	1	2	1	1	10
U00193	State Classified Rules	0	0	0	1	0	1
U00209	SupportEmplAffectedCancer	0	0	1	0	0	1
U00191	Sustainability	1	2	0	2	1	5
U00207	TotalWorkerHealth101	0	2	1	1	0	4
U00078	Travel and Travel Card	8	9	19	30	3	66
U00166	UAS Refresher	0	0	0	0	0	0
U10099	UCB Budget	0	0	0	0	1	0
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	2	0
U10075	VCIS-Animal Facility Access	0	0	0	0	1	0
U10105	VCIS-BatteryChargeChangeSafety	0	0	0	0	2	0
U10107	VCIS-Heavy Metals Safety	0	0	0	0	4	0
U10108	VCIS-Hydrogen Sulfide Awareness	0	0	0	0	3	0
U10104	VCIS-LOTO Safety Program	0	0	0	0	1	0
U10078	VCIS-MotorizedOffroadVehicles	0	0	0	0	0	0
U10080	VCIS-No Smoking Policy	0	0	0	0	3	0
U10077	VCIS-Reasonable Suspicion Sup	0	0	0	0	0	0
U10076	VCIS-ReasonableSuspicionPolicy	0	0	0	0	1	0
U10109	VCIS-Sign In Sign Out LOTO	0	0	0	0	2	0
U10106	VCIS-Silica Awareness Training	0	0	0	0	2	0
U10079	VCIS-String Trimmer Safety	0	0	0	0	2	0
U10110	VCIS-SynthVitrFibersAwareness	0	0	0	0	1	0
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	0	0	0	0	0	0
U00128	Veteran Educators Training	0	0	0	0	1	0
U10069	WHS Infection Cont. NonCli	0	0	0	0	0	0
U10064	WHS Infection Control	0	0	0	0	0	0
U10062	WHS Safety & Risk Mgmt	0	0	0	0	1	0
U00144	Working in Animal Housing	0	0	0	0	0	0
U00217	Workplace Mental Health	0	0	0	1	0	1
TOTALS		**358**	**556**	**402**	**537**	**2,332**	**1,853**