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Employee Skillsoft Utilization-UCB Campus

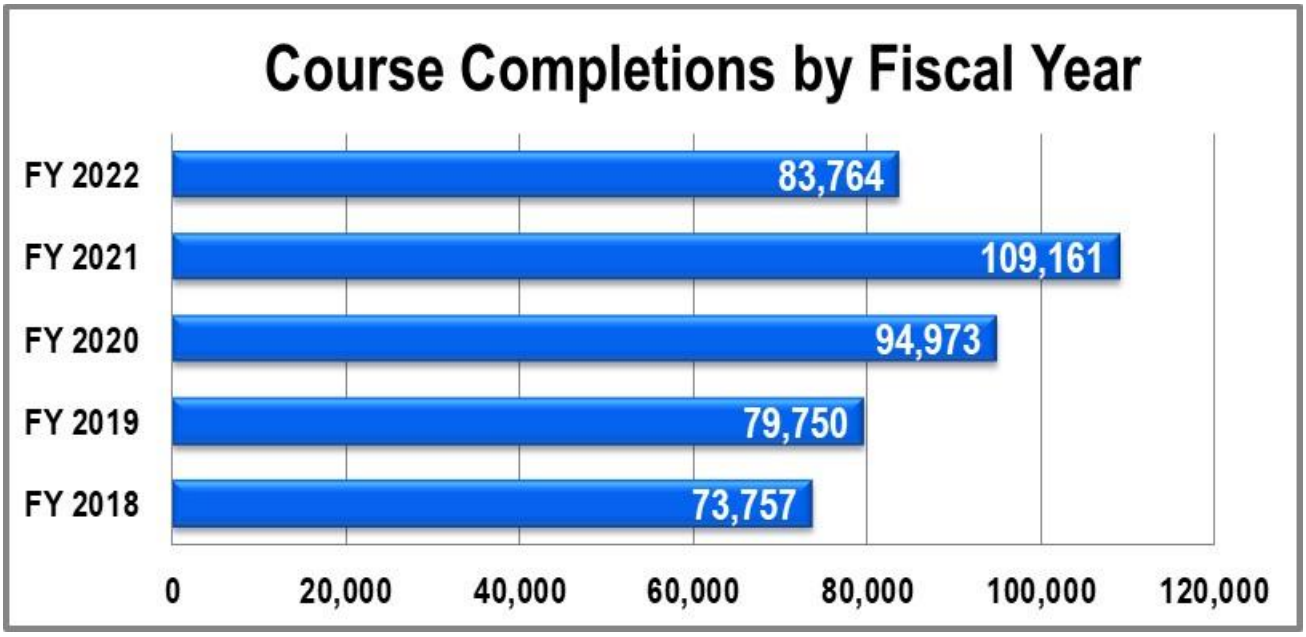
Fiscal Year Individual Campus Annual Report-2022

This fiscal year report summarizes **UCB** 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 the **UCB campus** individual 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 – UCB Campus Individual FY 2022 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCB Q1 FY2022	UCB Q2 FY2022	UCB Q3 FY2022	UCB Q4 FY2022	UCB FY 2021	UCB FY 2022
U00200	A2E Basics	3	0	1	1	2	5
U10071	A9 Identified Basics	202	68	97	16	229	383
U00153	Accessibility Digital Comm	9	7	10	10	21	36
U10103	Accounting Overview	0	0	0	0	0	0
U10073	Active Harmer-CU Boulder	181	40	89	76	110	386
U00134	Active Shooter Awareness	54	13	27	19	50	113
U00057	ADA	46	39	30	25	64	140
U00171	Advance Committees Forms	1	1	1	3	8	6
U00194	Advance Contact Reports	3	3	3	3	3	12
U00197	Advance Transmittals	2	0	2	2	4	6
U00109	Advance Web-Nav and Reports	27	16	17	15	43	75
U10068	Advanced Export Compliance	1	0	1	1	5	3
U00188	AdvanceMed Access	2	2	2	0	1	6
U00203	AdvMobileSecurity	4	1	1	2	15	8
U00152	Animal Program Refresher	1	0	0	0	2	1
U00215	AscendAssignmentStrategies	0	0	0	7	0	7
U00213	AscendContactReports	0	0	3	9	0	12
U00216	AscendSubmittingProposals	0	0	0	6	0	6
U00069	Bloodborne Pathogens	64	99	57	86	259	306
U10096	BookStoreNewEmplOrient-	0	0	0	1	133	1
U00164	Budgeting Clinical Trials	0	0	0	0	1	0
U00095	Campus Security Authority	338	49	140	89	490	616
U00065	Cash Control	2	6	9	12	11	29
U10072	CDS Sustainability	166	56	76	8	190	306
U00068	Chemical Waste Management	72	69	47	71	229	259
U00165	Child Protection	1	1	6	18	2	26
U40061	Child Protection at UCCS	0	0	0	0	0	0
U00092	Concur-Booking Travel	30	21	43	43	46	137
U00093	Concur-Reconcile Proc Card	32	27	39	39	68	137
U00094	Concur-Reconcile Travel	24	25	41	35	49	125
U10063	Confidentiality&Compliance	58	61	137	32	325	288
U00189	ContrUnclassInform	2	4	2	29	3	37
U00199	Cornerstone Supervisor	7	0	6	6	30	19
U10095	COVID-19OccupationalSafety	12	0	0	0	210	12
U10117	CSFReasonableSuspicionSup	0	0	1	31	0	32
U10118	CSFReasonableSuspPolicy	0	0	0	114	0	114
U00195	CSI Resident Room Training	0	0	0	0	0	0
U10116	CU Athletics–DEI	0	0	5	5	0	10
U00081	CU Marketplace - Approver	10	3	25	25	67	63
U00091	CU Marketplace - Inv Approve	13	10	24	17	46	64
U00090	CU Marketplace - Receiver	10	14	20	18	42	62
U00084	CU Marketplace - Requestor	58	60	70	66	133	254
U00080	CU Marketplace - Shopper	120	76	111	110	286	417
U00121	CU Medicine: Track 1	3	2	0	0	17	5
U00168	CU Medicine: Track 10	0	0	0	0	2	0
U00169	CU Medicine: Track 11	0	0	0	0	3	0
U00170	CU Medicine: Track 12	0	0	0	0	0	0
U00204	CU Medicine: Track 13	3	1	0	0	9	4
U00122	CU Medicine: Track 2	0	0	0	0	8	0
U00123	CU Medicine: Track 3	2	0	1	0	27	3
U00124	CU Medicine: Track 4	4	2	0	0	26	6
U00125	CU Medicine: Track 5	4	0	1	1	4	6
U00126	CU Medicine: Track 6	0	0	0	0	2	0
U00137	CU Medicine: Track 7	1	0	0	0	0	1
U00127	CU Medicine: Track 8	0	0	0	0	3	0
U00167	CU Medicine: Track 9	1	1	2	0	13	4
A00144	CU-SIS Student Financials	20	11	17	23	25	71
U00206	DataCenterPolicyProcedure	6	7	4	5	0	22
U00138	Defensive Driving	189	93	109	176	228	567
U00059	Direct Charging	3	39	8	7	16	57

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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

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S10007	Discrim&Misconduct-UCB-SYS	1,780	699	888	757	13,458	4,124
U00135	Discrim&Misconduct-UCCS	37	15	21	18	96	91
U00067	Discrim&Misconduct-UCD	57	43	34	48	111	182
U10081	EMCE-ADA	3	5	5	7	35	20
U10083	EMCE-CORA	2	12	9	14	53	37
U10084	EMCE-Employee Discipline	3	8	4	11	35	26
U10085	EMCE-FERPA	4	7	4	9	44	24
U10088	EMCE-FLSA	4	6	4	8	41	22
U10086	EMCE-FMLA	3	8	4	10	42	25
U10087	EMCE-FSAP	4	9	4	9	48	26
U10089	EMCE-OnboardNewHires	3	7	4	8	41	22
U10090	EMCE-PolicyFramewInfrast	4	6	4	8	36	22
U10091	EMCE-PositionMngComp	4	6	4	9	34	23
U10092	EMCE-RecruitHireStaff	3	5	4	8	39	20
U10082	EMCE-The Clery Act	3	6	6	0	42	15
U00055	ePER	4	7	9	7	40	27
U00112	Faculty Diversity Search	56	62	91	40	577	249
U00160	Family Medical Leave	5	6	1	6	29	18
U00049	FERPA	466	293	370	245	1,012	1,374
U00156	FERPA Faculty	120	44	60	12	140	236
U10102	Financial Systems Overview	7	14	16	19	9	56
U10115	FinancialEnvirOverview	0	0	26	15	0	41
F00001	Fiscal Code of Ethics	636	437	514	433	1,231	2,020
F00002	Fiscal Code of Ethics-Officers	43	32	41	39	99	155
U00141	FM: Bloodborne Pathogens	21	5	6	32	69	64
U00072	Form I-9	6	3	4	4	35	17
U00082	Gift Fund Management	17	21	26	28	95	92
U00145	HCM Fundamentals	53	32	58	58	128	201
U00185	HCM Hiring Employees	3	1	1	3	3	8
U00147	HCM Paying People	23	18	28	40	80	109
U00149	HCM Recruiting with CU Careers	15	7	20	26	45	68
U00163	HCM Updating Data	22	19	28	48	84	117
A00020	HIPAA Regulations	69	34	28	34	133	165
U40060	HIPAA Regulations UCCS	2	0	0	2	11	4
U00159	HIPAA Regulations-CUSystem	52	34	31	55	113	172
U10114	HWS-Infection Control	12	39	67	12	0	130
U00077	Identity Theft Prevention	3	6	11	6	68	26
U10101	Inclusive Staff Hiring	21	19	25	136	62	201
U00063	Information Security	725	465	672	539	1,737	2,401
U00064	Information Security ITS	31	65	181	57	237	334
U10098	INSTAAR Inclusion	0	0	0	0	12	0
U10065	Intro to Export Controls	13	13	7	10	43	43
A00140	Introduction to CU-SIS	119	125	93	108	252	445
U00087	IT Confidentiality Agreement	75	94	218	89	381	476
U00143	IT Security PCI DSS v3	3	0	8	7	13	18
U00050	Lab Safety	38	13	22	38	53	111
U10061	LASP Export Compliance	22	20	34	49	78	125
U00101	Lesion Management Criteria	0	0	0	0	0	0
U00155	Longitudinal Pro Mentoring	0	0	0	0	0	0
U00150	My Leave for Supervisors	7	6	3	5	9	21
U00136	N95 Respirator Safety	23	8	6	23	45	60
U10119	Navigating Practice Mgt	0	0	0	0	0	0
U00070	New Employee Orientation	21	14	10	11	29	56
U00205	NewPIClinResOrientation	0	0	0	0	0	0
U00132	NIH Guidelines for rDNA	1	1	1	4	1	7
U60007	OLAR Animal Program Orient	10	4	2	13	26	29
U60006	OLAR Disease Prev & Cont	9	5	2	13	27	29
U60005	OLAR Standard Opr Proc	9	5	2	13	27	29
U10113	OM Training	4	22	25	5	0	56

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U00212	OnCore 22	0	0	5	9	0	14
U00214	OnCore 23	0	0	0	0	0	0
U00211	OnCore10	0	0	4	5	0	9
U00162	Payment Card Security-SYS	18	6	37	60	63	121
A00106	PeopleSoft Fin: Journal Entry	24	26	28	29	83	107
A00105	PeopleSoft Finance: Inquiry	32	36	48	47	118	163
U00115	Perf Mgmt Classified UCB	7	4	9	4	23	24
U00062	Performance Management	5	3	4	1	6	13
U10112	PHP101	201	35	24	15	0	275
A00025	Procurement Card Approving	25	10	20	25	48	80
U00053	Procurement Card Holder	233	175	153	184	422	745
U00208	Procurement Fundamentals	0	0	33	25	0	58
A00109	Procurement Purchasing	292	210	195	219	575	916
U10093	Promoting Safe Interactions	19	1	3	88	95	111
U10111	PRR	119	147	125	49	0	440
U00131	Radiation Safety	3	1	8	5	6	17
U00100	Radiation Safety Refresher	0	7	3	1	15	11
U00089	Regulated Medical Waste	43	48	26	53	115	170
U00201	RIC MRI Safety Training	4	0	0	1	1	5
U10070	Safe Food Handling Quiz	172	59	86	9	211	326
U00154	Safety Driving 15-Pass Van	33	12	27	24	20	96
U00119	SDM-BloodBorne Pathogens	16	5	0	4	18	25
U00120	SDM-Chemical Waste Management	18	6	0	6	16	30
U00066	Search Committee Training	25	22	28	23	67	98
C20003	Shipping Bio Materials	21	19	14	21	36	75
U00187	SK ILT Admin Training	4	3	0	0	7	7
U00190	Skillsoft Reports	5	2	0	1	11	8
U00192	SMART Performance Goals	0	1	0	0	1	1
U00193	State Classified Rules	2	0	0	1	2	3
U00209	SupportEmplAffectedCancer	0	0	0	0	0	0
U00191	Sustainability	2	4	5	1	19	12
U00207	TotalWorkerHealth101	0	2	6	9	0	17
U00078	Travel and Travel Card	163	142	190	233	179	728
U00166	UAS Refresher	2	0	0	0	0	2
U10099	UCB Budget	0	6	3	6	25	15
U00198	UCH: ObHemorrhageMng	0	0	0	0	1	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	1	0
U10075	VCIS-Animal Facility Access	3	9	7	0	48	19
U10105	VCIS-BatteryChargeChangeSafety	3	0	1	11	0	15
U10107	VCIS-Heavy Metals Safety	4	6	6	2	2	18
U10108	VCIS-Hydrogen Sulfide Awareness	7	2	5	2	0	16
U10104	VCIS-LOTO Safety Program	46	4	4	3	3	57
U10078	VCIS-MotorizedOffroadVehicles	32	10	13	39	32	94
U10080	VCIS-No Smoking Policy	6	13	20	10	51	49
U10077	VCIS-Reasonable Suspicion Sup	0	0	0	2	5	2
U10076	VCIS-ReasonableSuspicionPolicy	5	13	17	13	34	48
U10109	VCIS-Sign In Sign Out LOTO	46	11	3	3	0	63
U10106	VCIS-Silica Awareness Training	2	7	10	7	1	26
U10079	VCIS-String Trimmer Safety	5	3	4	6	19	18
U10110	VCIS-SynthVitrFibersAwareness	7	7	9	8	1	31
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	16	49	26	15	77	106
U00128	Veteran Educators Training	6	2	2	0	14	10
U10069	WHS Infection Cont. NonCli	5	3	2	0	62	10
U10064	WHS Infection Control	21	5	6	1	147	33
U10062	WHS Safety & Risk Mgmt	39	45	122	19	259	225
U00144	Working in Animal Housing	1	0	0	1	2	2
U00217	Workplace Mental Health	0	0	0	0	0	0
TOTALS		**8,213**	**4,943**	**6,372**	**5,770**	**36,244**	**25,298**