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Employee Skillsoft Utilization-UCCS Campus

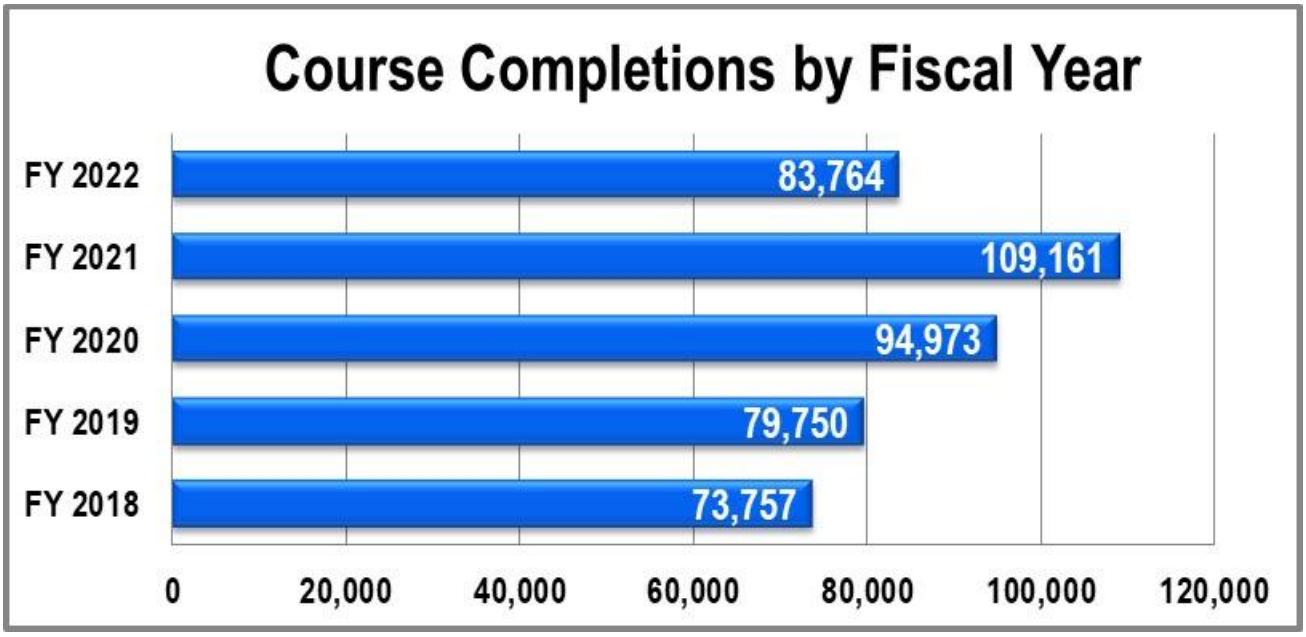
Fiscal Year Individual Campus Annual Report-2022

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

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCCS Q1 FY2022	UCCS Q2 FY2022	UCCS Q3 FY2022	UCCS Q4 FY2022	UCCS FY 2021	UCCS FY 2022
U00200	A2E Basics	0	0	0	0	0	0
U10071	A9 Identified Basics	0	0	0	0	0	0
U00153	Accessibility Digital Comm	0	0	1	0	2	1
U10103	Accounting Overview	0	0	0	0	0	0
U10073	Active Harmer-CU Boulder	0	1	1	0	1	2
U00134	Active Shooter Awareness	28	12	17	12	47	69
U00057	ADA	79	27	19	31	94	156
U00171	Advance Committees Forms	1	0	0	0	1	1
U00194	Advance Contact Reports	0	0	1	1	0	2
U00197	Advance Transmittals	0	0	1	1	2	2
U00109	Advance Web-Nav and Reports	1	2	3	4	9	10
U10068	Advanced Export Compliance	0	0	0	0	0	0
U00188	AdvanceMed Access	0	0	0	1	1	1
U00203	AdvMobileSecurity	1	0	3	2	10	6
U00152	Animal Program Refresher	0	0	0	0	0	0
U00215	AscendAssignmentStrategies	0	0	0	3	0	3
U00213	AscendContactReports	0	0	1	4	0	5
U00216	AscendSubmittingProposals	0	0	0	3	0	3
U00069	Bloodborne Pathogens	9	9	13	10	52	41
U10096	BookStoreNewEmplOrien	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	0	0	0	0	0	0
U00095	Campus Security Authority	17	7	6	2	20	32
U00065	Cash Control	15	5	3	4	3	27
U10072	CDS Sustainability	0	0	0	0	0	0
U00068	Chemical Waste Management	2	1	4	3	12	10
U00165	Child Protection	0	0	0	1	3	1
U40061	Child Protection at UCCS	29	6	7	28	14	70
U00092	Concur-Booking Travel	6	3	3	6	8	18
U00093	Concur-Reconcile Proc Card	7	11	3	3	11	24
U00094	Concur-Reconcile Travel	5	6	4	6	5	21
U10063	Confidentiality&Compliance	2	0	0	0	0	2
U00189	ContrUnclassInform	3	1	2	5	4	11
U00199	Cornerstone Supervisor	3	1	5	1	10	10
U10095	COVID-19OccupationalSafety	1	0	0	0	0	1
U10117	CSFReasonableSuspicionSup	0	0	0	0	0	0
U10118	CSFReasonableSuspPolicy	0	0	0	0	0	0
U00195	CSI Resident Room Training	0	0	0	0	0	0
U10116	CU Athletics–DEI	0	0	0	0	0	0
U00081	CU Marketplace - Approver	1	2	6	7	16	16
U00091	CU Marketplace - Inv Approve	0	2	4	3	15	9
U00090	CU Marketplace - Receiver	3	7	7	5	11	22
U00084	CU Marketplace - Requestor	19	28	11	12	36	70
U00080	CU Marketplace - Shopper	14	11	11	9	20	45
U00121	CU Medicine: Track 1	0	0	0	0	0	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	0	0	0	0	1	0
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	1	0	5	1
A00144	CU-SIS Student Financials	14	7	5	4	18	30
U00206	DataCenterPolicyProcedure	1	1	7	1	0	10
U00138	Defensive Driving	29	10	6	25	21	70
U00059	Direct Charging	8	3	5	6	25	22

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

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S10007	Discrim&Misconduct-UCB-SYS	10	3	6	4	64	23
U00135	Discrim&Misconduct-UCCS	452	233	264	149	2,762	1,098
U00067	Discrim&Misconduct-UCD	4	7	2	6	12	19
U10081	EMCE-ADA	1	0	0	0	2	1
U10083	EMCE-CORA	2	0	0	0	4	2
U10084	EMCE-Employee Discipline	2	0	0	0	4	2
U10085	EMCE-FERPA	1	0	0	0	2	1
U10088	EMCE-FLSA	1	0	0	0	2	1
U10086	EMCE-FMLA	1	0	0	0	2	1
U10087	EMCE-FSAP	2	0	0	0	2	2
U10089	EMCE-OnboardNewHires	1	0	0	0	2	1
U10090	EMCE-PolicyFramewInfrast	0	0	0	0	2	0
U10091	EMCE-PositionMngComp	0	0	0	0	2	0
U10092	EMCE-RecruitHireStaff	0	0	0	0	2	0
U10082	EMCE-The Clery Act	1	0	0	0	2	1
U00055	ePER	16	7	8	8	57	39
U00112	Faculty Diversity Search	4	17	3	2	14	26
U00160	Family Medical Leave	0	2	0	0	3	2
U00049	FERPA	99	61	81	55	239	296
U00156	FERPA Faculty	63	25	15	19	111	122
U10102	Financial Systems Overview	5	3	6	0	1	14
U10115	FinancialEnvirOverview	0	0	0	1	0	1
F00001	Fiscal Code of Ethics	373	209	223	141	629	946
F00002	Fiscal Code of Ethics-Officers	21	20	15	10	40	66
U00141	FM: Bloodborne Pathogens	4	1	0	5	10	10
U00072	Form I-9	3	5	2	3	9	13
U00082	Gift Fund Management	7	6	1	1	29	15
U00145	HCM Fundamentals	20	15	17	11	47	63
U00185	HCM Hiring Employees	4	2	3	1	4	10
U00147	HCM Paying People	17	15	10	9	37	51
U00149	HCM Recruiting with CU Careers	17	14	7	8	35	46
U00163	HCM Updating Data	18	18	11	9	36	56
A00020	HIPAA Regulations	3	3	7	4	20	17
U40060	HIPAA Regulations UCCS	33	24	80	30	165	167
U00159	HIPAA Regulations-CUSystem	7	4	9	2	21	22
U10114	HWS-Infection Control	0	0	0	9	0	9
U00077	Identity Theft Prevention	7	1	2	1	3	11
U10101	Inclusive Staff Hiring	2	1	1	16	2	20
U00063	Information Security	392	230	233	149	718	1,004
U00064	Information Security ITS	4	4	6	1	10	15
U10098	INSTAAR Inclusion	0	0	0	0	1	0
U10065	Intro to Export Controls	12	4	6	5	22	27
A00140	Introduction to CU-SIS	58	38	42	45	103	183
U00087	IT Confidentiality Agreement	16	15	10	5	31	46
U00143	IT Security PCI DSS v3	3	2	3	0	1	8
U00050	Lab Safety	0	0	2	3	6	5
U10061	LASP Export Compliance	0	0	0	0	0	0
U00101	Lesion Measurement Criteria	0	0	0	0	1	0
U00155	Longitudinal Pro Mentoring	0	0	0	0	0	0
U00150	My Leave for Supervisors	2	7	2	3	8	14
U00136	N95 Respirator Safety	1	1	0	0	4	2
U10119	Navigating Practice Mgt	0	0	0	0	0	0
U00070	New Employee Orientation	5	1	2	0	4	8
U00205	NewPIClinResOrientation	0	0	0	0	0	0
U00132	NIH Guidelines for rDNA	1	1	0	0	1	2
U60007	OLAR Animal Program Orient	0	0	0	0	0	0
U60006	OLAR Disease Prev & Cont	0	0	0	0	0	0
U60005	OLAR Standard Opr Proc	0	0	0	0	0	0
U10113	OM Training	0	0	0	0	0	0

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U00212	OnCore 22	0	0	0	0	0	0
U00214	OnCore 23	0	0	0	0	0	0
U00211	OnCore10	0	0	0	0	0	0
U00162	Payment Card Security-SYS	8	13	10	4	13	35
A00106	Peoplesoft Fin: Journal Entry	11	8	11	8	28	38
A00105	PeopleSoft Finance: Inquiry	17	14	20	13	30	64
U00115	Perf Mgmt Classified UCB	1	0	1	0	1	2
U00062	Performance Management	2	1	3	4	6	10
U10112	PHP101	2	0	0	0	0	2
A00025	Procurement Card Approving	6	8	7	5	11	26
U00053	Procurement Card Holder	34	35	22	21	37	112
U00208	Procurement Fundamentals	0	0	13	5	0	18
A00109	Procurement Purchasing	39	39	24	29	66	131
U10093	Promoting Safe Interactions	0	0	0	1	0	1
U10111	PRR	0	1	0	1	0	2
U00131	Radiation Safety	0	0	0	0	1	0
U00100	Radiation Safety Refresher	0	0	0	0	0	0
U00089	Regulated Medical Waste	0	2	1	3	8	6
U00201	RIC MRI Safety Training	0	0	0	0	0	0
U10070	Safe Food Handling Quiz	0	0	0	0	0	0
U00154	Safety Driving 15-Pass Van	4	3	3	3	8	13
U00119	SDM-BloodBorne Pathogens	2	0	0	0	5	2
U00120	SDM-Chemical Waste Management	2	0	0	1	6	3
U00066	Search Committee Training	78	73	114	71	244	336
C20003	Shipping Bio Materials	0	0	1	2	4	3
U00187	SK ILT Admin Training	0	0	0	1	1	1
U00190	Skillsoft Reports	0	1	3	1	2	5
U00192	SMART Performance Goals	1	0	0	0	1	1
U00193	State Classified Rules	1	0	0	1	0	2
U00209	SupportEmplAffectedCancer	0	0	0	0	0	0
U00191	Sustainability	0	1	5	3	15	9
U00207	TotalWorkerHealth101	0	0	2	2	0	4
U00078	Travel and Travel Card	39	26	32	31	30	128
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	0	0
U10075	VCIS-Animal Facility Access	0	0	0	0	0	0
U10105	VCIS-BatteryChargeChangeSafety	0	0	0	0	0	0
U10107	VCIS-Heavy Metals Safety	0	0	1	0	0	1
U10108	VCIS-Hydrogen Sulfide Awareness	0	0	1	0	0	1
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	0	0
U10077	VCIS-Reasonable Suspicion Sup	0	0	0	0	0	0
U10076	VCIS-ReasonableSuspicionPolicy	0	0	0	0	0	0
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	1	0	0	0	1
U10110	VCIS-SynthVitrFibersAwareness	0	0	0	0	0	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	49	21	7	9	72	86
U10069	WHS Infection Cont. NonCli	1	0	0	0	1	1
U10064	WHS Infection Control	0	0	0	0	0	0
U10062	WHS Safety & Risk Mgmt	0	0	0	0	0	0
U00144	Working in Animal Housing	0	0	0	0	0	0
U00217	Workplace Mental Health	0	0	0	0	0	0
TOTALS		**2,290**	**1,409**	**1,520**	**1,137**	**8,215**	**6,356**