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Employee Skillsoft Utilization-All Campuses Compilation

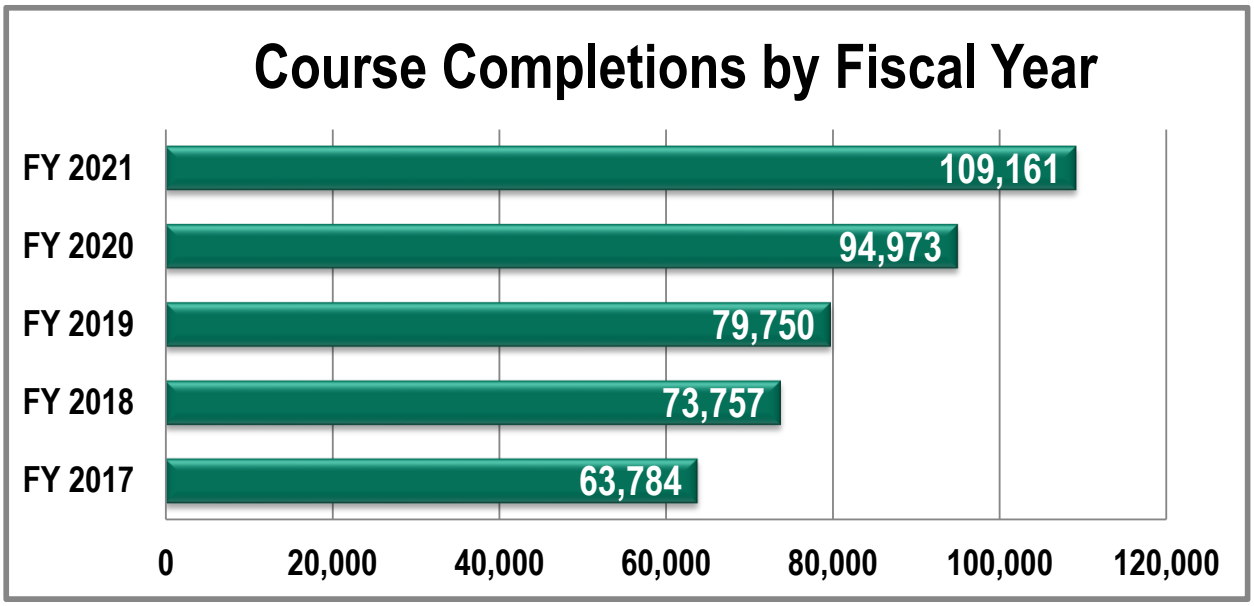
Fiscal Year Annual Report-2021

This fiscal year report summarizes employee course completions in Skillsoft between July 1, 2020 and June 30, 2021. 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 168 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 370 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 2021chart represents the combination of all CU Custom and Skillsoft completions.

The following pages include a breakdown of individual completions on **CU Custom courses** for this FY 2021 Annual Report. It also includes the completion data totals for FY 2020 comparison to FY 2021 course utilization.

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CU Custom Course Completions – All Campuses Compilation

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	Q1 FY2021	Q2 FY2021	Q3 FY2021	Q4 FY2021	FY 2020	FY 2021	UCB-1 FY 2021	UCCS-4 FY 2021	SYS-5 FY 2021	AMC-2 FY 2021	UCD-3&6 FY 2021
U00200	A2E Basics	0	6	24	9	0	39	2	0	2	32	3
U10071	A9 Identified Basics	149	24	53	4	577	230	229	0	0	1	0
U00153	Accessibility Digital Comm	12	10	6	10	30	38	21	2	4	4	7
U10103	Accounting Overview	0	0	0	0	0	0	0	0	0	0	0
U10073	Active Harmer-CU Boulder	29	10	36	38	128	113	110	1	0	1	1
U00134	Active Shooter Awareness	63	38	51	53	349	205	50	47	0	91	17
U00057	ADA	123	84	114	117	366	438	64	94	26	145	109
U00171	Advance Committees Forms	7	3	2	4	23	16	8	1	3	2	2
U00194	Advance Contact Reports	3	2	0	0	5	5	3	0	2	0	0
U00197	Advance Transmittals	4	2	0	3	4	9	4	2	0	2	1
U00109	Advance Web-Nav and Reports	24	20	26	13	125	83	43	9	21	3	7
U10068	Advanced Export Compliance	0	1	2	2	15	5	5	0	0	0	0
U00188	AdvanceMed Access	5	2	6	3	16	16	1	1	8	5	1
U00203	AdvMobileSecurity	0	0	75	18	0	93	15	10	54	10	4
U10075	Animal Facility Access	2	40	9	3	69	54	48	0	1	4	1
U00152	Animal Program Refresher	13	6	4	5	67	28	2	0	0	23	3
U10105	BatteryChargeChangeSafety	0	0	0	2	0	2	0	0	2	0	0
U00069	Bloodborne Pathogens	1,372	1,184	1,054	1,194	5,037	4,804	259	52	6	3,977	510
U10096	BookStoreNewEmplOrient	86	20	26	2	0	134	133	0	1	0	0
U00164	Budgeting Clinical Trials	5	6	10	8	39	29	1	0	2	23	3
U00095	Campus Security Authority	403	81	180	49	455	713	490	20	2	57	144
U00065	Cash Control	12	9	5	11	139	37	11	3	2	14	7
U10072	CDS Sustainability	126	17	44	4	468	191	190	0	0	1	0
U00068	Chemical Waste Management	1,187	944	810	1,101	3,998	4,042	229	12	3	3,223	575
U00165	Child Protection	5	4	2	1	55	12	2	3	2	2	3
U40061	Child Protection at UCCS	0	11	2	35	26	48	0	14	1	31	2
U00076	Clinical Trials Recruiting	7	2	11	0	48	20	0	0	0	20	0
U00092	Concur-Booking Travel	32	29	30	36	248	127	46	8	1	57	15
U00093	Concur-Reconcile Proc Card	54	49	67	55	366	225	68	11	2	110	34
U00094	Concur-Reconcile Travel	32	29	29	28	266	118	49	5	2	44	18
U10063	Confidentiality&Compliance	95	42	172	40	274	349	325	0	1	16	7
U00189	ContrUnclassInform	7	4	3	3	27	17	3	4	1	6	3
U00199	Cornerstone Supervisor	33	7	30	5	0	75	30	10	21	7	7
U10097	COVID Event Monitor	0	279	211	63	0	553	544	1	2	1	5
U60008	COVID-19 Campus-AMC	2,886	864	10,719	2,393	10,743	16,862	955	89	72	11,869	3,877
U40062	COVID-19 Campus-UCCS	1,400	56	317	67	996	1,840	49	1,686	4	48	53
U30038	COVID-19 Campus-UCD	1,820	389	544	187	0	2,940	203	23	39	884	1,791
U00196	COVID-19 Office-SYS	537	134	66	52	317	789	132	36	447	69	105
U10094	COVID-19 Safety-UCB	5,486	429	550	170	6,373	6,635	6,418	21	25	68	103
U10095	COVID-19OccupationalSafety	168	10	17	21	516	216	210	0	1	3	2
U00195	CSI Resident Room Training	14	1	0	5	10	20	0	0	0	15	5
U00161	CU Health Promotion	4	1	0	0	53	5	5	0	0	0	0
U00081	CU Marketplace - Approver	36	35	39	57	216	167	67	16	9	58	17
U00091	CU Marketplace - Inv Approve	30	29	26	44	165	129	46	15	2	48	18
U00090	CU Marketplace - Receiver	37	29	31	31	182	128	42	11	1	58	16
U00084	CU Marketplace - Requestor	147	116	129	146	609	538	133	36	10	279	80
U00080	CU Marketplace - Shopper	157	122	147	146	761	572	286	20	2	202	62
U00121	CU Medicine: Track 1	50	3	103	307	421	463	17	0	1	429	16
U00168	CU Medicine: Track 10	22	2	78	214	306	316	2	0	0	304	10
U00169	CU Medicine: Track 11	3	0	37	39	68	79	3	0	0	72	4
U00170	CU Medicine: Track 12	3	0	10	44	50	57	0	0	0	51	6
U00204	CU Medicine: Track 13	0	0	28	192	0	220	9	0	0	195	16
U00122	CU Medicine: Track 2	20	2	44	128	167	194	8	0	0	180	6
U00123	CU Medicine: Track 3	126	9	288	700	918	1,123	27	1	2	1,056	37
U00124	CU Medicine: Track 4	68	15	239	602	746	924	26	1	1	861	35
U00125	CU Medicine: Track 5	28	6	36	141	201	211	4	0	0	200	7
U00126	CU Medicine: Track 6	6	2	41	92	133	141	2	0	0	133	6
U00137	CU Medicine: Track 7	7	0	65	95	151	167	0	0	0	160	7
U00127	CU Medicine: Track 8	6	1	36	12	11	55	3	0	0	48	4
U00167	CU Medicine: Track 9	20	9	69	202	240	300	13	5	0	242	40
A00144	CU-SIS Student Financials	27	21	18	21	131	87	25	18	0	5	39
U00138	Defensive Driving	87	237	96	101	905	521	228	21	2	86	184
U00059	Direct Charging	31	20	26	21	82	98	16	25	2	38	17
S10007	Discrim&Misconduct-UCB-SYS	11,696	1,101	1,075	722	6,062	14,594	13,458	64	603	172	297
U00135	Discrim&Misconduct-UCCS	1,824	571	371	214	939	2,980	96	2,762	7	60	55
U00067	Discrim&Misconduct-UCD	616	442	710	987	3,703	2,755	111	12	7	1,610	1,015

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U10081	EMCE-ADA	21	7	7	6	30	41	35	2	0	2	2
U10083	EMCE-CORA	31	9	8	15	48	63	53	4	0	3	3
U10084	EMCE-Employee Discipline	20	9	7	8	32	44	35	4	0	2	3
U10085	EMCE-FERPA	27	8	4	11	33	50	44	2	0	2	2
U10088	EMCE-FLSA	24	8	5	11	36	48	41	2	0	2	3
U10086	EMCE-FMLA	23	11	2	13	33	49	42	2	0	2	3
U10087	EMCE-FSAP	27	11	6	11	34	55	48	2	0	2	3
U10089	EMCE-OnboardNewHires	24	10	4	11	36	49	41	2	0	2	4
U10090	EMCE-PolicyFramewInfrast	22	8	4	8	33	42	36	2	0	1	3
U10091	EMCE-PositionMngComp	21	8	2	8	30	39	34	2	0	1	2
U10092	EMCE-RecruitHireStaff	22	8	5	9	31	44	39	2	0	1	2
U10082	EMCE-The Clery Act	23	10	5	11	32	49	42	2	0	2	3
U00055	ePER	45	27	68	43	148	183	40	57	0	72	14
U00112	Faculty Diversity Search	128	208	226	110	149	672	577	14	1	55	25
U00160	Family Medical Leave	39	14	16	6	72	75	29	3	24	12	7
U00049	FERPA	622	402	504	498	2,275	2,026	1,012	239	94	171	510
U00156	FERPA Faculty	227	73	146	85	632	531	140	111	3	152	125
U10102	Financial Systems Overview	0	0	0	21	0	21	9	1	3	6	2
F00001	Fiscal Code of Ethics	804	597	745	899	3,634	3,045	1,231	629	47	753	385
F00002	Fiscal Code of Ethics-Officers	79	61	75	68	303	283	99	40	7	95	42
U00141	FM: Bloodborne Pathogens	108	44	172	125	451	449	69	10	3	233	134
U00072	Form I-9	45	32	15	31	156	123	35	9	3	53	23
U00082	Gift Fund Management	48	35	44	52	263	179	95	29	2	40	13
U00145	HCM Fundamentals	84	83	110	94	475	371	128	47	20	119	57
U00185	HCM Hiring Employees	5	6	7	10	71	28	3	4	2	9	10
U00147	HCM Paying People	53	62	55	65	315	235	80	37	10	74	34
U00149	HCM Recruiting with CU Careers	41	45	47	56	271	189	45	35	7	69	33
U00163	HCM Updating Data	51	63	59	69	344	242	84	36	9	77	36
U10107	Heavy Metals Safety	0	0	0	6	0	6	2	0	4	0	0
A00020	HIPAA Regulations	482	486	514	844	2,364	2,326	133	20	32	1,797	344
U40060	HIPAA Regulations UCCS	40	41	89	38	167	208	11	165	0	26	6
U00159	HIPAA Regulations-CUSystem	135	168	142	112	418	557	113	21	204	168	51
U10108	Hydrogen Sulfide Awareness	0	0	0	3	0	3	0	0	3	0	0
U00158	ICT Accessibility Awareness	30	74	156	4	138	264	248	1	5	3	7
U00077	Identity Theft Prevention	0	1	45	26	76	72	68	3	0	1	0
U10101	Inclusive Staff Hiring	0	0	0	72	0	72	62	2	0	6	2
U00063	Information Security	1,300	859	1,171	1,752	5,158	5,082	1,737	718	105	1,682	840
U00064	Information Security ITS	63	67	137	45	304	312	237	10	14	26	25
U10098	INSTAAR Inclusion	0	9	9	0	0	18	12	1	1	3	1
U10065	Intro to Export Controls	15	14	22	16	81	67	43	22	1	1	0
A00140	Introduction to CU-SIS	229	156	147	163	1,072	695	252	103	13	64	263
U00087	IT Confidentiality Agreement	127	151	208	132	590	618	381	31	74	66	66
U00143	IT Security PCI DSS v3	2	1	12	4	47	19	13	1	2	1	2
U00050	Lab Safety	281	275	254	347	1,362	1,157	53	6	1	897	200
U10061	LASP Export Compliance	17	11	24	26	98	78	78	0	0	0	0
U00101	Lesion Measurement Criteria	2	0	2	0	4	4	0	1	0	2	1
U00155	Longitudinal Pro Mentoring	1	0	4	3	5	8	0	0	1	4	3
U10104	LOTO Safety Program	0	0	0	5	0	5	3	1	1	0	0
U10078	Motorized Offroad Vehicles	8	4	7	13	45	32	32	0	0	0	0
U00150	My Leave for Supervisors	26	22	11	12	106	71	9	8	26	14	14
U00136	N95 Respirator Safety	207	177	242	344	1,106	970	45	4	2	725	194
U00070	New Employee Orientation-SYS	20	72	23	26	150	141	29	4	70	11	27
U00205	NewPIClinResOrientation	0	0	0	6	0	6	0	0	1	4	1
U00132	NIH Guidelines for rDNA	21	23	14	37	166	95	1	1	1	85	7
U10080	No Smoking Policy	17	13	12	12	40	54	51	0	3	0	0
U60007	OLAR Animal Program Orient	190	89	82	95	522	456	26	0	2	378	50
U60006	OLAR Disease Prev & Cont	208	105	82	90	601	485	27	0	0	401	57
U60005	OLAR Standard Opr Proc	205	107	86	97	588	495	27	0	2	406	60
U00162	Payment Card Security-SYS	20	27	29	54	292	130	63	13	14	24	16
U00186	PayrollBenefitsOrientation	3	0	0	0	241	3	0	0	0	2	1
A00106	Peoplesoft Fin: Journal Entry	43	58	60	56	261	217	83	28	12	74	20
A00105	PeopleSoft Finance: Inquiry	62	72	89	81	414	304	118	30	16	96	44
U00115	Perf Mgmt Classified UCB	11	3	7	7	61	28	23	1	3	0	1
U00062	Performance Management	13	22	23	22	94	80	6	6	5	35	28
A00025	Procurement Card Approving	31	26	35	35	200	127	48	11	6	43	19
U00053	Procurement Card Holder	211	195	195	234	1,194	835	422	37	5	291	80

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A00109	Procurement Purchasing	330	266	293	351	1,450	1,240	575	66	17	439	143
U10093	Promoting Safe Interactions	5	0	2	93	9	100	95	0	2	2	1
U00131	Radiation Safety	23	16	25	33	117	97	6	1	1	73	16
U00100	Radiation Safety Refresher	69	70	73	67	314	279	15	0	1	236	27
U10077	Reasonable Suspicion Sup	2	1	2	0	3	5	5	0	0	0	0
U10076	ReasonableSuspicionPolicy	12	8	7	8	43	35	34	0	1	0	0
U00089	Regulated Medical Waste	522	603	564	588	2,127	2,277	115	8	3	1,897	254
A00139	Research Administration for Faculty	16	6	5	8	34	35	1	0	0	24	10
U00201	RIC MRI Safety Training	0	5	3	18	0	26	1	0	0	20	5
U10070	Safe Food Handling Quiz	136	22	50	6	540	214	211	0	1	1	1
U00154	Safety Driving 15-Pass Van	11	6	13	5	90	35	20	8	0	5	2
U00119	SDM: BloodBorne Pathogens	122	154	155	67	499	498	18	5	3	425	47
U00120	SDM: Chemical Waste Management	128	154	159	80	524	521	16	6	1	443	55
U00066	Search Committee Training	308	322	349	344	1,069	1,323	67	244	10	694	308
C20003	Shipping Bio Materials	238	246	207	226	955	917	36	4	0	760	117
U10109	Sign In Sign Out LOTO	0	0	0	2	0	2	0	0	2	0	0
U10106	Silica Awareness Training	0	0	0	3	0	3	1	0	2	0	0
U00187	SK ILT Admin Training	3	4	5	2	26	14	7	1	1	3	2
U00190	Skillsoft Reports	7	4	6	2	28	19	11	2	1	3	2
U00192	SMART Performance Goals	12	5	16	8	41	41	1	1	1	23	15
U00193	State Classified Rules	8	8	3	8	18	27	2	0	0	14	11
U10079	String Trimmer Safety	1	4	8	9	10	22	19	0	2	0	1
U00191	Sustainability	18	11	12	6	128	47	19	15	1	9	3
U10110	SynthVitrFibersAwareness	0	0	0	2	0	2	1	0	1	0	0
U00078	Travel and Travel Card	65	57	59	145	1,091	326	179	30	3	86	28
U00166	UAS Refresher	0	0	0	0	8	0	0	0	0	0	0
U10099	UCB Budget	0	5	12	11	0	28	25	1	1	0	1
U00198	UCH: ObHemorrhageMng	10	114	9	0	0	133	1	0	0	125	7
U00202	UCH: PregHypertensionMngm	0	0	53	3	0	56	1	0	2	51	2
U00128	Veteran Educators Training	46	11	33	27	133	117	14	72	1	9	21
U10100	Vol Use Respirator ACK	0	0	0	0	0	0	0	0	0	0	0
U10064	WHS Infection Control	31	29	72	27	162	159	147	0	0	10	2
U10069	WHS Infection Control NonClin	22	10	29	6	64	67	62	1	0	4	0
U10062	WHS Safety & Risk Mgmt	58	33	149	34	216	274	259	0	1	10	4
U10074	Winter Injury Prevention	6	48	14	9	102	77	77	0	0	0	0
U00144	Working in Animal Housing	81	7	4	10	110	102	2	0	0	34	66
TOTALS		**40,226**	**15,037**	**27,721**	**20,453**	**87,619**	**103,437**	**36,244**	**8,215**	**2,332**	**42,163**	**14,483**