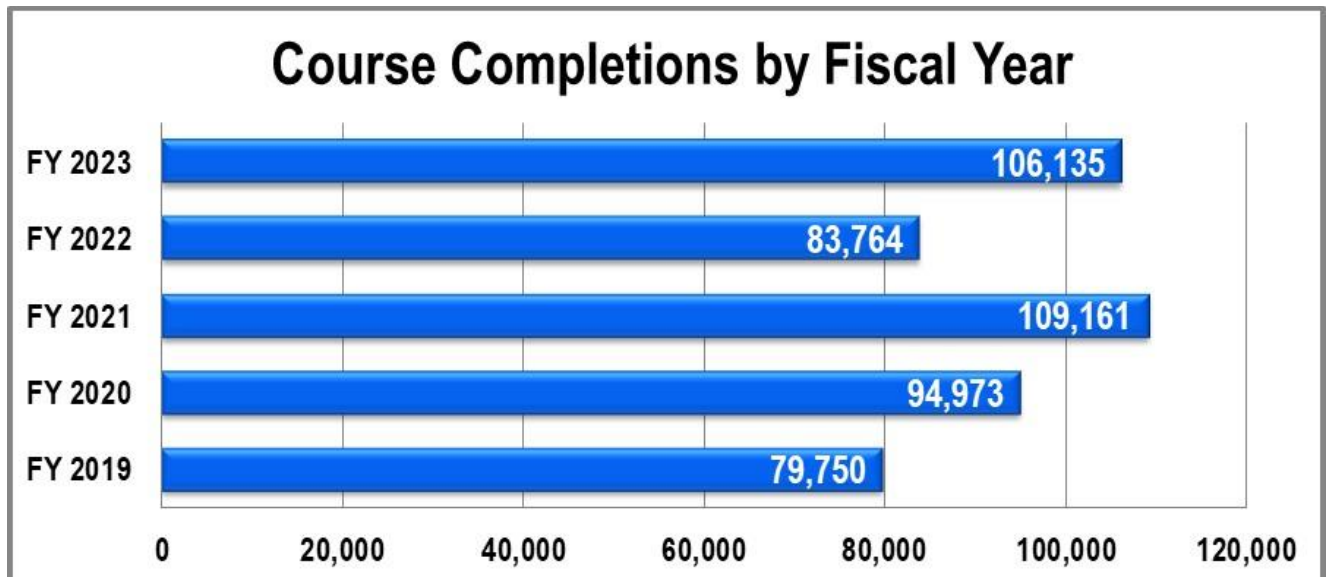# Employee Skillsoft Utilization-UCCS Campus

Fiscal Year Individual Campus Annual Report-2023

This fiscal year report summarizes **UCCS** employee course completions in Skillsoft between July 1, 2022, and June 30, 2023. 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 173 active 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 continuing 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).

Course Completions by Fiscal Year

Fiscal Year	Completions
FY 2023	106,135
FY 2022	83,764
FY 2021	109,161
FY 2020	94,973
FY 2019	79,750

Note: This FY 2023 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 substantially for those two years. These COVID courses were retired in FY 2021.

The following pages include a breakdown of the **UCCS campus** individual completions on **CU Custom courses** for this FY 2023 Individual Campus Annual Report. It also includes the completion data totals for FY 2022, for comparison to FY 2023 course utilization.

CU Custom Course Completions – UCCS Campus Individual FY 2023 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCCS Q1 FY2023	UCCS Q2 FY2023	UCCS Q3 FY2023	UCCS Q4 FY2023	UCCS FY 2022	UCCS FY 2023
U00200	A2E Basics	0	0	0	0	0	0
U10071	A9 Identified Basics	0	0	1	0	0	1
U00153	Accessibility Digital Comm	3	2	2	0	1	7
U10103	Accounting Overview	3	1	2	5	0	11
U10073	Active Harmer-CU Boulder	1	0	0	0	2	1
U00134	Active Shooter Awareness	16	12	2	6	69	36
U00057	ADA	52	25	17	28	156	122
U00171	Advance Committees Forms	0	1	0	0	1	1
U00194	Advance Contact Reports	2	1	0	0	2	3
U00197	Advance Transmittals	0	1	0	0	2	1
U00109	Advance Web-Nav and Reports	7	4	6	0	10	17
U00188	AdvanceMed Access	1	0	0	0	1	1
U00203	AdvMobileSecurity	2	1	1	1	6	5
U00152	Animal Program Refresher	0	1	0	0	0	1
U00215	AscendAssignmentStrategies	3	1	0	3	3	7
U00213	AscendContactReports	2	2	2	6	5	12
U00219	AscendMedicalDataOverview	4	0	2	2	0	8
U00216	AscendSubmittingProposals	4	2	1	8	3	15
U00069	Bloodborne Pathogens	23	9	11	22	41	65
U10096	BookStoreNewEmplOrien	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	0	0	0	0	0	0
U00095	Campus Security Authority	7	3	1	1	32	12
U00065	Cash Control	3	3	3	2	27	11
U10072	CDS Sustainability	0	0	1	0	0	1
U00068	Chemical Waste Management	4	3	7	4	10	18
U00165	Child Protection	0	0	0	0	1	0
U40061	Child Protection at UCCS	2	3	2	53	70	60
U00092	Concur-Booking Travel	0	0	0	0	18	0
U00093	Concur-Reconcile Proc Card	0	0	0	0	24	0
U00094	Concur-Reconcile Travel	0	0	0	0	21	0
U10063	Confidentiality&Compliance	0	1	0	0	2	1
U00189	ContrUnclassInform	4	0	0	0	11	4
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
U00218	CU Ascend Overview	27	5	5	4	0	41
U10116	CU Athletics–DEI	1	0	0	0	0	1
U00081	CU Marketplace - Approver	7	2	5	5	16	19
U00091	CU Marketplace - Inv Approve	7	2	5	5	9	19
U00090	CU Marketplace - Receiver	5	2	7	6	22	20
U00084	CU Marketplace - Requestor	19	11	13	15	70	58
U00080	CU Marketplace - Shopper	19	4	6	11	45	40
U00220	CUMarketplacePurchasing	0	8	5	8	0	21
A00144	CU-SIS Student Financials	15	12	8	3	30	38
U00224	Custodian Responsibilities	0	0	0	14	0	14
U00206	DataCenterPolicyProcedure	1	1	0	4	10	6
U00138	Defensive Driving	14	7	12	15	70	48
U00059	Direct Charging	5	3	5	10	22	23
S10007	Discrim&Misconduct-UCB-SYS	6	3	4	4	23	17
U00135	Discrim&Misconduct-UCCS	383	229	255	160	1,098	1,027
U00067	Discrim&Misconduct-UCD	62	11	7	7	19	87
U10081	EMCE-ADA	0	0	1	0	1	1
U10083	EMCE-CORA	0	1	1	0	2	2
U10084	EMCE-Employee Discipline	0	0	1	0	2	1
U10085	EMCE-FERPA	0	0	1	0	1	1
U10088	EMCE-FLSA	0	0	1	0	1	1
U10086	EMCE-FMLA	0	0	1	0	1	1
U10087	EMCE-FSAP	0	0	1	0	2	1

CU Custom Course Completions – UCCS Campus Individual FY 2023 Report (*continued*)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCCS Q1 FY2023	UCCS Q2 FY2023	UCCS Q3 FY2023	UCCS Q4 FY2023	UCCS FY 2022	UCCS FY 2023
U10089	EMCE-OnboardNewHires	0	0	1	0	1	1
U10090	EMCE-PolicyFramewInfrast	0	0	1	0	0	1
U10091	EMCE-PositionMngComp	0	0	1	0	0	1
U10092	EMCE-RecruitHireStaff	0	0	1	0	0	1
U10082	EMCE-The Clery Act	0	0	1	0	1	1
U00055	ePER	7	3	5	29	39	44
U00112	Faculty Diversity Search	1	2	0	2	26	5
U00160	Family Medical Leave	3	1	2	8	2	14
U00049	FERPA	101	52	112	73	296	338
U00156	FERPA Faculty	45	26	27	23	122	121
U10102	Financial Systems Overview	3	2	3	5	14	13
U10115	FinancialEnvirOverview	0	0	0	0	1	0
F00001	Fiscal Code of Ethics	333	196	194	150	946	873
F00002	Fiscal Code of Ethics-Officers	24	12	14	10	66	60
U00141	FM: Bloodborne Pathogens	2	1	2	1	10	6
U00072	Form I-9	2	3	4	0	13	9
U10125	FoundConceptsPostAward	0	0	0	0	0	0
U00082	Gift Fund Management	5	0	3	12	15	20
U00145	HCM Fundamentals	21	16	15	18	63	70
U00185	HCM Hiring Employees	3	0	4	3	10	10
U00147	HCM Paying People	15	10	14	8	51	47
U00149	HCM Recruiting with CU Careers	10	9	14	6	46	39
U00163	HCM Updating Data	14	11	17	8	56	50
A00020	HIPAA Regulations	32	10	7	5	17	54
U40060	HIPAA Regulations UCCS	45	23	73	32	167	173
U00159	HIPAA Regulations-CUSystem	7	5	7	5	22	24
U10114	HWS-Infection Control	0	0	0	1	9	1
U00077	Identity Theft Prevention	1	0	0	1	11	2
U10101	Inclusive Staff Hiring	2	2	1	0	20	5
U00063	Information Security	371	204	233	158	1,004	966
U00064	Information Security ITS	3	3	1	6	15	13
U10065	Intro to Export Controls	6	2	8	6	27	22
A00140	Introduction to CU-SIS	62	37	51	31	183	181
U00221	IntroductiontoCornerstone	0	2	5	1	0	8
U00087	IT Confidentiality Agreement	26	8	14	13	46	61
U00143	IT Security PCI DSS v3	1	1	1	0	8	3
U00050	Lab Safety	2	2	3	3	5	10
U10061	LASP Export Compliance	0	0	0	0	0	0
U10124	Lifecycle of an Award	0	0	0	0	0	0
U00155	Longitudinal Pro Mentoring	0	0	0	0	0	0
U00150	My Leave for Supervisors	2	2	4	8	14	16
U00136	N95 Respirator Safety	1	2	1	0	2	4
U10119	Navigating Practice Mgt	0	0	0	0	0	0
U00070	New Employee Orientation	5	6	3	4	8	18
U00205	NewPIClinResOrientation	0	0	0	0	0	0
U00132	NIH Guidelines for rDNA	0	0	0	2	2	2
U60007	OLAR Animal Program Orient	0	2	0	1	0	3
U60006	OLAR Disease Prev & Cont	0	1	0	1	0	2
U60005	OLAR Standard Opr Proc	0	1	0	1	0	2
U10113	OM Training	0	0	0	0	0	0
U00212	OnCore 22	3	0	1	0	0	4
U00214	OnCore 23	0	0	0	0	0	0
U00211	OnCore10	1	0	1	0	0	2
U00162	Payment Card Security-SYS	26	10	29	9	35	74
A00106	Peoplesoft Fin: Journal Entry	13	4	8	8	38	33
A00105	PeopleSoft Finance: Inquiry	13	9	11	13	64	46
U00115	Perf Mgmt Classified UCB	0	0	0	0	2	0
U00062	Performance Management	2	0	0	2	10	4
U10112	PHP101	1	0	0	0	2	1

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	UCCS Q1 FY2023	UCCS Q2 FY2023	UCCS Q3 FY2023	UCCS Q4 FY2023	UCCS FY 2022	UCCS FY 2023
U10126	Post Award Fin Manag	0	0	0	0	0	0
A00025	Procurement Card Approving	6	3	6	12	26	27
U00053	Procurement Card Holder	31	23	31	24	112	109
U00208	Procurement Fundamentals	3	6	4	9	18	22
A00109	Procurement Purchasing	37	26	36	32	131	131
U10093	Promoting Safe Interactions	0	0	0	0	1	0
U10111	PRR	0	0	1	0	2	1
U00131	Radiation Safety	0	0	0	0	0	0
U00100	Radiation Safety Refresher	0	0	0	0	0	0
U00089	Regulated Medical Waste	5	6	4	5	6	20
U00226	ResearchersGuidetoGoogle	0	0	0	0	0	0
U00201	RIC MRI Safety Training	0	0	0	0	0	0
U10070	Safe Food Handling Quiz	0	1	0	0	0	1
U00154	Safety Driving 15-Pass Van	0	1	3	3	13	7
U00119	SDM-BloodBorne Pathogens	0	0	0	0	2	0
U00120	SDM-Chemical Waste Management	0	0	0	0	3	0
U00066	Search Committee Training	88	84	90	78	336	340
C20003	Shipping Bio Materials	0	0	2	4	3	6
U00187	SK ILT Admin Training	1	0	0	1	1	2
U10120	SkillsforMentalHealth	0	0	1	0	0	1
U00223	SkillsMentalHealthDenver	0	0	0	0	0	0
U00190	Skillsoft Reports	1	0	0	1	5	2
U00192	SMART Performance Goals	0	0	1	1	1	2
U10127	SpecialTopicsinPost Award	0	0	0	0	0	0
U10121	SpillPreventCountermeasure	0	0	0	0	0	0
U10123	Sponsored Research Basics	0	0	0	0	0	0
U00193	State Classified Rules	0	1	1	6	2	8
U00222	Suicide Prevention	0	0	2	0	0	2
U00209	SupportEmplAffectedCancer	0	0	0	9	0	9
U00191	Sustainability	7	0	6	2	9	15
U00207	TotalWorkerHealth 101	0	0	0	0	4	0
U00078	Travel and Travel Card	29	27	36	34	128	126
U10099	UCB Budget	1	0	0	0	0	1
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	0	0
U00225	UCHQuality/SafetyGMEIncntv	0	0	0	0	0	0
U10122	Urine hCG Annual Competency	0	0	0	0	0	0
U10075	VCIS-Animal Facility Access	0	0	0	0	0	0
U10105	VCIS-Battery Safety	0	0	1	1	0	2
U10107	VCIS-Heavy Metals Safety	0	0	1	0	1	1
U10108	VCIS-Hydrogen Sulfide Awareness	0	0	0	0	1	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	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	0	1	0	1	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	36	16	17	9	86	78
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	4	0	1	0	0	5
TOTALS		**2,177**	**1,251**	**1,547**	**1,310**	**6,356**	**6,285**