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Employee Skillsoft Utilization-All Campuses Compilation

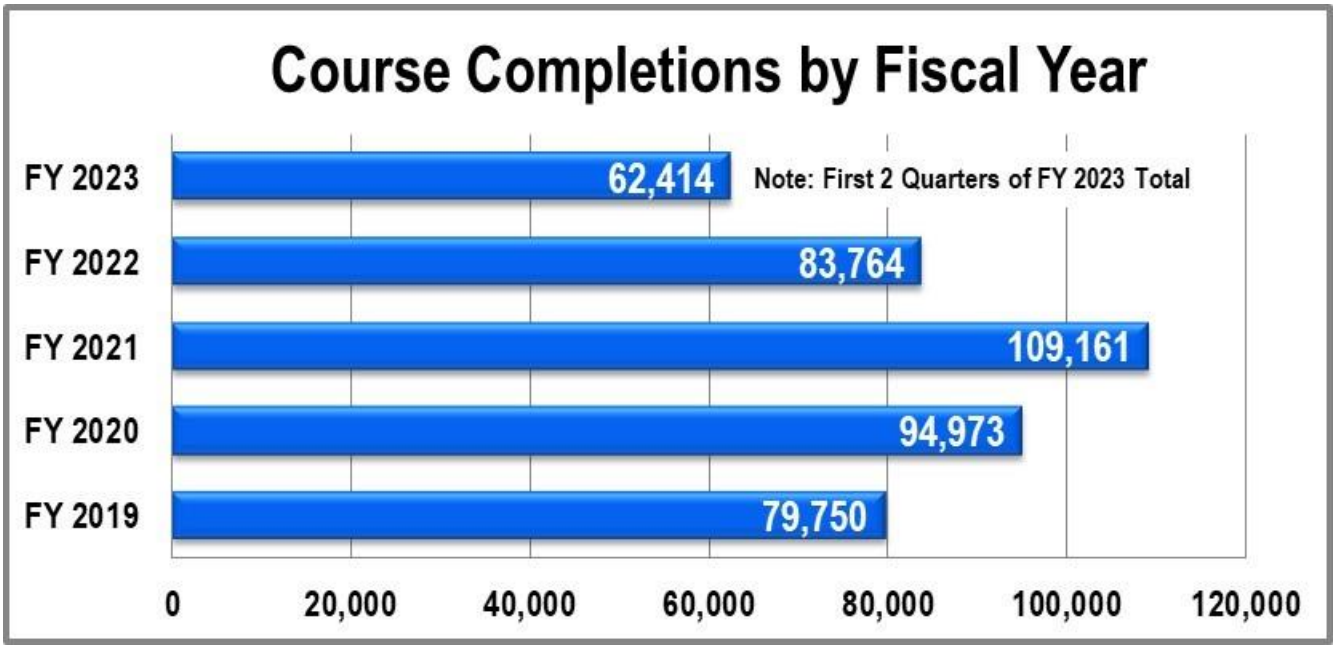
Mid-Year Report-Fiscal Year 2023

This mid-year report summarizes employee course completions in Skillsoft between July 1, 2022 and December 31, 2022. Skillsoft is the online learning management system for CU faculty, staff, and student employee training. It is a purchased service that includes a library of online learning resources and over 161 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 416 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 2023 mid-year chart** represents the combination of all CU Custom <u>and</u> Skillsoft completions.

The next few pages include a breakdown of individual completions on **CU Custom courses** for this Mid-Year-FY2023 Report. It also includes the CU Custom completion data for FY2022.

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CU Custom Course Completions – All Campuses Compilation

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	Q1 FY2023	Q2 FY2023	FY 2022 Full Year All 1 thru 6	FY 2023 Q1-Q2 All 1 thru 6	FY 2023 UCB-1 Mid-Year	FY 2023 UCCS-4 Mid-Year	FY 2023 SYS-5 Mid-Year	FY 2023 AMC-2 Mid-Year	FY 2023 UCD 3 & 6 Mid-Year
U00200	A2E Basics	11	16	86	27	1	0	0	24	2
U10071	A9 Identified Basics	240	34	386	274	273	0	0	1	0
U00153	Accessibility Digital Comm	22	21	51	43	31	5	3	2	2
U10103	Accounting Overview	36	21	0	57	33	4	1	12	7
U10073	Active Harmer-CU Boulder	155	47	404	202	186	1	1	10	4
U00134	Active Shooter Awareness	227	58	359	285	59	28	3	146	49
U00057	ADA	387	217	1,062	604	67	77	14	294	152
U00171	Advance Committees Forms	5	2	16	7	3	1	2	0	1
U00194	Advance Contact Reports	8	5	26	13	6	3	1	0	3
U00197	Advance Transmittals	6	4	14	10	5	1	3	0	1
U00109	Advance Web-Nav and Reports	59	36	146	95	49	11	16	11	8
U00188	AdvanceMed Access	15	4	46	19	5	1	9	2	2
U00203	AdvMobileSecurity	4	2	32	6	2	3	1	0	0
U00152	Animal Program Refresher	72	9	84	81	2	1	0	70	8
U00215	AscendAssignmentStrategies	32	13	23	45	11	4	13	11	6
U00213	AscendContactReports	50	17	33	67	20	4	19	12	12
U00219	AscendMedicalDataOverview	119	16	0	135	16	4	57	51	7
U00216	AscendSubmittingProposals	30	14	24	44	10	6	12	11	5
U00069	Bloodborne Pathogens	1,227	1,306	5,166	2,533	148	32	0	2,090	263
U10096	BookStoreNewEmplOrient	0	0	1	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	5	12	43	17	1	0	0	13	3
U00095	Campus Security Authority	384	105	939	489	310	10	1	85	83
U00065	Cash Control	32	12	90	44	18	6	2	12	6
U10072	CDS Sustainability	187	29	308	216	215	0	0	1	0
U00068	Chemical Waste Management	1,064	1,078	4,237	2,142	131	7	0	1,710	294
U00165	Child Protection	1	1	46	2	1	0	0	1	0
U40061	Child Protection at UCCS	2	3	73	5	0	5	0	0	0
U00092	Concur-Booking Travel	0	0	363	0	0	0	0	0	0
U00093	Concur-Reconcile Proc Card	0	0	497	0	0	0	0	0	0
U00094	Concur-Reconcile Travel	0	0	362	0	0	0	0	0	0
U10063	Confidentiality&Compliance	59	62	315	121	106	1	0	14	0
U00189	ContrUnclassInform	21	14	59	35	27	4	0	1	3
U10117	CSFReasonableSuspicionSup	1	3	34	4	4	0	0	0	0
U10118	CSFReasonableSuspPolicy	6	3	116	9	8	0	0	1	0
U00195	CSI Resident Room Training	7	3	8	10	0	0	0	9	1
U00218	CU Ascend Overview	396	53	0	449	187	32	125	68	37
U10116	CU Athletics–DEI	38	10	14	48	36	1	0	9	2
U00081	CU Marketplace - Approver	88	57	206	145	47	9	17	51	21
U00091	CU Marketplace - Inv Approve	67	49	163	116	43	9	4	44	16
U00090	CU Marketplace - Receiver	64	40	208	104	26	7	5	57	9
U00084	CU Marketplace - Requestor	268	182	910	450	139	30	11	221	49
U00080	CU Marketplace - Shopper	282	182	882	464	218	23	17	159	47
U00220	CUMarketplacePurchasing	0	77	0	77	32	8	3	24	10
A00144	CU-SIS Student Financials	60	52	161	112	34	27	2	9	40
U00206	DataCenterPolicyProcedure	20	10	101	30	11	2	1	1	15
U00138	Defensive Driving	299	299	999	598	354	21	0	83	140
U00059	Direct Charging	37	22	142	59	17	8	2	28	4
S10007	Discrim&Misconduct-UCB-SYS	1,591	777	4,446	2,368	2,191	9	97	42	29
U00135	Discrim&Misconduct-UCCS	506	266	1,284	772	36	612	2	80	42
U00067	Discrim&Misconduct-UCD	12,132	2,375	3,924	14,507	668	73	33	9,903	3,830
U10081	EMCE-ADA	14	11	25	25	24	0	0	1	0
U10083	EMCE-CORA	15	15	50	30	25	1	1	3	0
U10084	EMCE-Employee Discipline	15	15	36	30	26	0	1	3	0
U10085	EMCE-FERPA	15	10	32	25	24	0	0	1	0
U10088	EMCE-FLSA	15	11	28	26	24	0	0	2	0
U10086	EMCE-FMLA	14	13	32	27	25	0	0	2	0
U10087	EMCE-FSAP	17	13	35	30	26	0	1	2	1
U10089	EMCE-OnboardNewHires	13	11	28	24	22	0	0	2	0
U10090	EMCE-PolicyFramewInfrast	12	9	26	21	20	0	0	1	0

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CU Custom Course Completions – All Campuses Compilation continued

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	Q1 FY2023	Q2 FY2023	FY 2022 Full Year All 1 thru 6	FY 2023 Q1-Q2 All 1 thru 6	FY 2023 UCB-1 Mid-Year	FY 2023 UCCS-4 Mid-Year	FY 2023 SYS-5 Mid-Year	FY 2023 AMC-2 Mid-Year	FY 2023 UCD 3 & 6 Mid-Year
U10091	EMCE-PositionMngComp	11	10	27	21	20	0	0	1	0
U10092	EMCE-RecruitHireStaff	11	11	24	22	21	0	0	1	0
U10082	EMCE-The Clery Act	13	10	20	23	22	0	0	1	0
U00055	ePER	75	35	176	110	20	10	3	61	16
U00112	Faculty Diversity Search	122	113	364	235	206	3	0	20	6
U00160	Family Medical Leave	30	24	69	54	12	4	21	12	5
U00049	FERPA	1,287	594	2,712	1,881	1,077	153	65	199	387
U00156	FERPA Faculty	305	117	715	422	113	71	1	118	119
U10102	Financial Systems Overview	50	26	121	76	40	5	11	15	5
U10115	FinancialEnvirOverview	21	13	52	34	31	0	1	2	0
F00001	Fiscal Code of Ethics	1,785	1,166	5,112	2,951	1,200	529	66	817	339
F00002	Fiscal Code of Ethics-Officers	167	81	460	248	81	36	5	96	30
U00141	FM: Bloodborne Pathogens	128	86	439	214	45	3	0	136	30
U00072	Form I-9	37	30	145	67	14	5	0	33	15
U00082	Gift Fund Management	55	52	176	107	59	5	5	28	10
U00145	HCM Fundamentals	172	155	622	327	104	37	20	122	44
U00185	HCM Hiring Employees	14	17	57	31	6	3	1	16	5
U00147	HCM Paying People	101	101	381	202	58	25	7	80	32
U00149	HCM Recruiting with CU Careers	80	69	332	149	30	19	3	76	21
U00163	HCM Updating Data	105	102	415	207	59	25	6	85	32
A00020	HIPAA Regulations	6,416	820	2,747	7,236	340	42	71	6,122	661
U40060	HIPAA Regulations UCCS	56	27	185	83	8	68	2	3	2
U00159	HIPAA Regulations-CUSystem	496	191	826	687	98	12	174	322	81
U10114	HWS-Infection Control	48	41	158	89	76	0	0	13	0
U00077	Identity Theft Prevention	10	7	47	17	10	1	1	4	1
U10101	Inclusive Staff Hiring	49	35	241	84	75	4	1	4	0
U00063	Information Security	2,397	1,489	7,052	3,886	1,388	575	71	1,161	691
U00064	Information Security ITS	107	120	458	227	163	6	11	13	34
U10065	Intro to Export Controls	31	14	78	45	37	8	0	0	0
A00140	Introduction to CU-SIS	399	278	1,089	677	256	99	14	74	234
U00221	IntroductiontoCornerstone	0	15	0	15	6	2	3	4	0
U00087	IT Confidentiality Agreement	262	183	789	445	268	34	26	54	63
U00143	IT Security PCI DSS v3	6	9	38	15	11	2	0	1	1
U00050	Lab Safety	550	282	1,621	832	48	4	1	660	119
U10061	LASP Export Compliance	30	20	129	50	49	0	1	0	0
U00155	Longitudinal Pro Mentoring	2	1	5	3	0	0	1	2	0
U00150	My Leave for Supervisors	21	26	94	47	9	4	16	13	5
U00136	N95 Respirator Safety	251	150	996	401	25	3	0	289	84
U10119	Navigating Practice Mgt	9	2	1	11	10	0	1	0	0
U00070	New Employee Orientation-SYS	62	42	172	104	27	11	46	16	4
U00205	NewPIClinResOrientation	9	8	20	17	1	0	0	15	1
U00132	NIH Guidelines for rDNA	43	20	128	63	5	0	0	49	9
U60007	OLAR Animal Program Orient	197	83	549	280	23	2	0	226	29
U60006	OLAR Disease Prev & Cont	174	81	519	255	21	1	0	203	30
U60005	OLAR Standard Opr Proc	174	80	517	254	21	1	0	203	29
U10113	OM Training	1	8	58	9	9	0	0	0	0
U00211	OnCore 10	124	67	146	191	7	1	0	149	34
U00212	OnCore 22	214	107	215	321	17	3	0	236	65
U00214	OnCore 23	32	22	32	54	3	0	0	41	10
U00162	Payment Card Security-SYS	186	61	251	247	123	36	14	44	30
A00106	Peoplesoft Fin: Journal Entry	95	82	304	177	66	17	12	60	22
A00105	PeopleSoft Finance: Inquiry	148	115	498	263	112	22	20	80	29
U00115	Perf Mgmt Classified UCB	5	4	29	9	8	0	1	0	0
U00062	Performance Management	31	40	160	71	6	2	7	45	11
U10112	PHP101	26	11	293	37	34	1	0	1	1
A00025	Procurement Card Approving	69	64	232	133	58	9	5	44	17
U00053	Procurement Card Holder	540	375	1,500	915	490	54	14	275	82
U00208	Procurement Fundamentals	65	99	147	164	64	9	8	66	17
A00109	Procurement Purchasing	679	459	2,030	1,138	554	63	30	369	122

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U10093	Promoting Safe Interactions	11	3	122	14	14	0	0	0	0
U10111	PRR	30	13	471	43	40	0	2	1	0
U00131	Radiation Safety	33	22	124	55	3	0	0	40	12
U00100	Radiation Safety Refresher	53	77	261	130	10	0	0	109	11
U00089	Regulated Medical Waste	678	502	2,609	1,180	70	11	0	973	126
U00201	RIC MRI Safety Training	11	4	57	15	0	0	0	15	0
U10070	Safe Food Handling Quiz	214	29	328	243	241	1	0	1	0
U00154	Safety Driving 15-Pass Van	29	19	126	48	42	1	1	4	0
U00119	SDM: BloodBorne Pathogens	160	194	498	354	20	0	0	263	71
U00120	SDM: Chemical Waste Management	171	195	523	366	22	0	1	271	72
U00066	Search Committee Training	374	354	1,631	728	43	172	12	349	152
C20003	Shipping Bio Materials	254	183	1,101	437	24	0	1	370	42
U00187	SK ILT Admin Training	8	5	24	13	1	1	3	3	5
U00190	Skillsoft Reports	9	9	32	18	2	1	6	4	5
U00192	SMART Performance Goals	18	23	52	41	2	0	13	23	3
U00193	State Classified Rules	12	23	63	35	4	1	2	15	13
U00209	SupportEmplAffectedCancer	1	2	8	3	0	0	0	1	2
U00191	Sustainability	13	8	44	21	9	7	1	2	2
U00078	Travel and Travel Card	590	330	1,409	920	486	56	38	242	98
U00207	TWH Leadership 101	2	3	57	5	0	0	1	1	3
U10099	UCB Budget	4	10	16	14	12	1	0	1	0
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	4	0	0	0	0	0	0
U10075	VCIS-Animal Facility Access	3	5	24	8	5	0	2	1	0
U10105	VCIS-BatteryChargeChangeSafety	8	1	16	9	6	0	1	0	2
U10107	VCIS-Heavy Metals Safety	0	1	19	1	1	0	0	0	0
U10108	VCIS-Hydrogen Sulfide Awareness	0	2	17	2	2	0	0	0	0
U10104	VCIS-LOTO Safety Program	1	7	57	8	8	0	0	0	0
U10078	VCIS-Motorized Offroad Vehicles	39	16	97	55	48	0	1	0	6
U10080	VCIS-No Smoking Policy	4	11	50	15	15	0	0	0	0
U10077	VCIS-Reasonable Suspicion Sup	0	2	2	2	1	0	1	0	0
U10076	VCIS-ReasonableSuspicionPolicy	4	11	50	15	14	0	1	0	0
U10109	VCIS-Sign In Sign Out LOTO	1	1	63	2	2	0	0	0	0
U10106	VCIS-Silica Awareness Training	0	1	26	1	1	0	0	0	0
U10079	VCIS-String Trimmer Safety	6	10	19	16	15	0	1	0	0
U10110	VCIS-SynthVitrFibersAwareness	0	0	32	0	0	0	0	0	0
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	6	18	108	24	23	0	1	0	0
U00128	Veteran Educators Training	65	21	125	86	13	52	0	4	17
U10062	WHS Safety & Risk Mgmt	46	46	238	92	87	0	0	5	0
U00144	Working in Animal Housing	25	9	122	34	1	0	0	28	5
U00217	Workplace Mental Health	66	12	19	78	33	4	4	23	14
TOTALS		41,984	18,258	77,347	60,242	15,067	3,428	1,339	30,919	9,489