

# Employee Skillsoft Utilization-AMC Campus

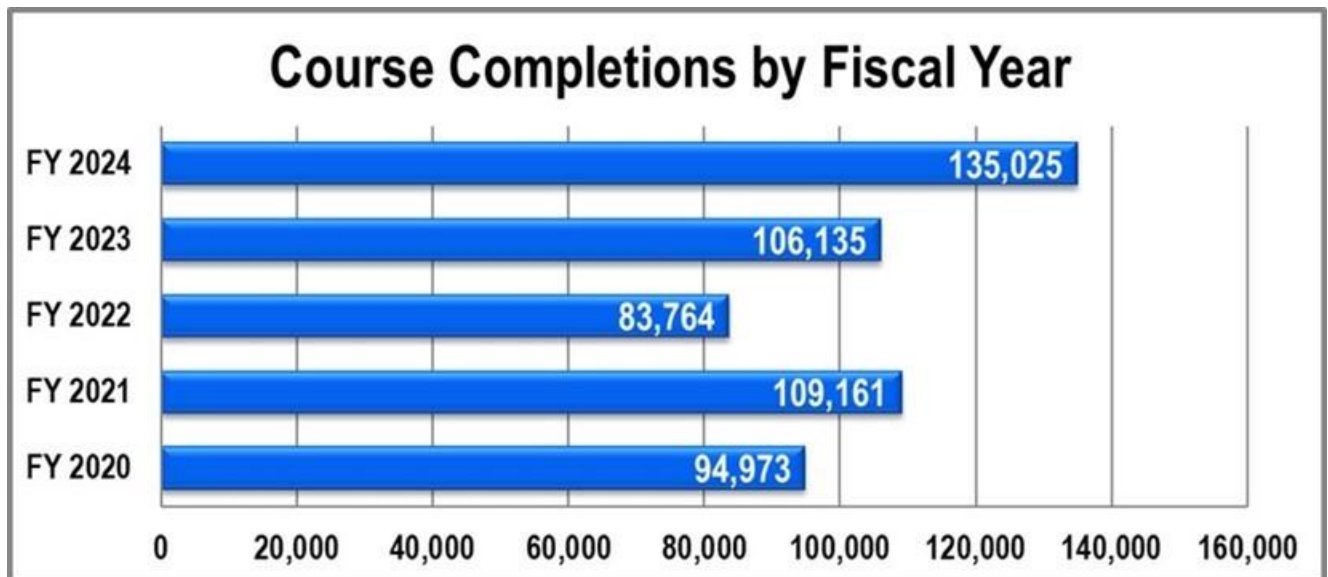
Fiscal Year Individual Campus Annual Report-2024

This fiscal year report summarizes **AMC** employee course completions in Skillsoft between July 1, 2023, and June 30, 2024. 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 191 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 resources.

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 440 actively managed 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 2024 chart represents the combination of all CU Custom and Skillsoft general course 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 **AMC campus** individual course completions by quarter on **CU Custom courses** for this FY 2024 Individual Campus Annual Report. It also includes the completion data totals for FY 2023, for comparison to FY 2024 course utilization.

## CU Custom Course Completions – AMC Campus Individual FY 2024 Report

| HCM Course Code | CU Courses in SkillSoft By HCM Course Title | AMC-2 Q1 FY 2024 | AMC-2 Q2 FY 2024 | AMC-2 Q3 FY 2024 | AMC-2 Q4 FY 2024 | AMC-2 FY 2023 | AMC-2 FY 2024 |
|-----------------|---------------------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| U00200          | A2E Basics                                  | 16               | 16               | 19               | 16               | 56            | 67            |
| U10071          | A9 Identified Basics                        | 0                | 0                | 0                | 0                | 1             | 0             |
| U10131          | AcademicSchedulingOrient                    | 0                | 0                | 0                | 0                | 0             | 0             |
| U10132          | AcadSchedulingCLSSOrient                    | 0                | 0                | 0                | 0                | 0             | 0             |
| U00153          | Accessibility Digital Comm                  | 0                | 0                | 0                | 0                | 2             | 0             |
| U10073          | Active Harmer-CU Boulder                    | 4                | 1                | 1                | 0                | 16            | 6             |
| U00134          | Active Shooter Awareness                    | 72               | 33               | 20               | 0                | 246           | 125           |
| U00057          | ADA                                         | 231              | 159              | 129              | 207              | 588           | 726           |
| U00242          | AdvIntelligenceOverview                     | 0                | 0                | 0                | 8                | 0             | 8             |
| U00203          | AdvMobileSecurity                           | 0                | 2                | 1                | 1                | 2             | 4             |
| U00210          | Alcohol Service Policy                      | 0                | 0                | 0                | 0                | 0             | 0             |
| U00152          | Animal Program Refresher                    | 73               | 4                | 5                | 15               | 78            | 97            |
| U00215          | AscendAssignmentStrategies                  | 1                | 0                | 1                | 0                | 16            | 2             |
| U00213          | AscendContactReports                        | 2                | 0                | 0                | 1                | 23            | 3             |
| U00219          | AscendMedicalDataOverview                   | 4                | 4                | 3                | 5                | 61            | 16            |
| U00216          | AscendSubmittingProposals                   | 1                | 0                | 0                | 0                | 15            | 1             |
| U00243          | Axiom Budgeting Sys Budget                  | 0                | 0                | 0                | 2                | 0             | 2             |
| U00236          | Axiom Budgeting Sys Labor                   | 0                | 0                | 9                | 6                | 0             | 15            |
| U40064          | BecomeStEmplSupervisor                      | 0                | 0                | 0                | 0                | 0             | 0             |
| U00069          | Bloodborne Pathogens                        | 1,247            | 1,040            | 960              | 1,264            | 4,146         | 4,511         |
| U00164          | Budgeting Clinical Trials                   | 8                | 6                | 4                | 4                | 22            | 22            |
| U00095          | Campus Security Authority                   | 107              | 27               | 24               | 41               | 127           | 199           |
| U00065          | Cash Control                                | 6                | 8                | 9                | 15               | 24            | 38            |
| U10072          | CDS Sustainability                          | 0                | 0                | 0                | 0                | 1             | 0             |
| U00068          | Chemical Waste Management                   | 921              | 859              | 673              | 999              | 3,370         | 3,452         |
| U00165          | Child Protection                            | 3                | 3                | 10               | 7                | 28            | 23            |
| U40061          | Child Protection at UCCS                    | 0                | 0                | 0                | 2                | 0             | 2             |
| U10063          | Confidentiality&Compliance                  | 10               | 7                | 15               | 11               | 28            | 43            |
| U00189          | ContrUnclassInform                          | 2                | 6                | 0                | 2                | 4             | 10            |
| U10117          | CSFReasonableSuspicionSup                   | 0                | 0                | 0                | 0                | 0             | 0             |
| U10118          | CSFReasonableSuspPolicy                     | 0                | 0                | 0                | 0                | 1             | 0             |
| U00195          | CSI Resident Room Training                  | 5                | 7                | 3                | 3                | 11            | 18            |
| U00218          | CU Ascend Overview                          | 5                | 4                | 3                | 5                | 83            | 17            |
| U10116          | CU Athletics-DEI                            | 5                | 0                | 0                | 2                | 15            | 7             |
| U00081          | CU Marketplace - Approver                   | 19               | 24               | 32               | 25               | 124           | 100           |
| U00091          | CU Marketplace - Inv Approve                | 24               | 28               | 30               | 24               | 106           | 106           |
| U00090          | CU Marketplace - Receiver                   | 29               | 22               | 33               | 25               | 118           | 109           |
| U00084          | CU Marketplace - Requestor                  | 128              | 106              | 134              | 98               | 471           | 466           |
| U00080          | CU Marketplace - Shopper                    | 90               | 61               | 102              | 69               | 341           | 322           |
| U00220          | CUMarketplacePurchasing                     | 30               | 24               | 30               | 28               | 91            | 112           |
| A00144          | CU-SIS Student Financials                   | 9                | 15               | 7                | 10               | 24            | 41            |
| U00224          | Custodian Responsibilities                  | 64               | 44               | 56               | 67               | 64            | 231           |
| U00206          | DataCenterPolicyProcedure                   | 7                | 7                | 4                | 12               | 17            | 30            |
| U00138          | Defensive Driving                           | 28               | 40               | 56               | 29               | 126           | 153           |
| U00059          | Direct Charging                             | 18               | 15               | 18               | 6                | 54            | 57            |
| S10007          | Discrim&Misconduct-UCB-SYS                  | 27               | 41               | 34               | 26               | 81            | 128           |
| U00135          | Discrim&Misconduct-UCCS                     | 18               | 14               | 19               | 19               | 116           | 70            |
| U00067          | Discrim&Misconduct-UCD                      | 1,311            | 845              | 1,052            | 1,752            | 12,474        | 4,960         |
| U10081          | EMCE-ADA                                    | 0                | 0                | 0                | 0                | 4             | 0             |
| U10083          | EMCE-CORA                                   | 1                | 0                | 0                | 0                | 6             | 1             |
| U10084          | EMCE-Employee Discipline                    | 0                | 0                | 0                | 0                | 6             | 0             |
| U10085          | EMCE-FERPA                                  | 0                | 0                | 0                | 0                | 4             | 0             |
| U10088          | EMCE-FLSA                                   | 0                | 0                | 0                | 0                | 5             | 0             |

## CU Custom Course Completions – AMC Campus Individual FY 2024 Report (continued)

| HCM Course Code | CU Courses in SkillsSoft By HCM Course Title | AMC-2 Q1 FY 2024 | AMC-2 Q2 FY 2024 | AMC-2 Q3 FY 2024 | AMC-2 Q4 FY 2024 | AMC-2 FY 2023 | AMC-2 FY 2024 |
|-----------------|----------------------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| U10086          | EMCE-FMLA                                    | 0                | 0                | 0                | 0                | 5             | 0             |
| U10087          | EMCE-FSAP                                    | 0                | 0                | 0                | 0                | 5             | 0             |
| U10089          | EMCE-OnboardNewHires                         | 0                | 0                | 0                | 0                | 5             | 0             |
| U10090          | EMCE-PolicyFramewInfrast                     | 0                | 0                | 0                | 0                | 2             | 0             |
| U10091          | EMCE-PositionMngComp                         | 0                | 0                | 0                | 0                | 3             | 0             |
| U10092          | EMCE-RecruitHireStaff                        | 0                | 0                | 0                | 0                | 2             | 0             |
| U10082          | EMCE-The Clery Act                           | 0                | 0                | 0                | 0                | 3             | 0             |
| U00055          | ePER                                         | 31               | 31               | 29               | 22               | 104           | 113           |
| U00231          | ES New Hire Orientation                      | 1                | 2                | 1                | 5                | 0             | 9             |
| U00112          | Faculty Diversity Search                     | 5                | 15               | 10               | 4                | 33            | 34            |
| U00160          | Family Medical Leave                         | 8                | 2                | 0                | 0                | 23            | 10            |
| U00049          | FERPA                                        | 120              | 100              | 67               | 117              | 382           | 404           |
| U00156          | FERPA Faculty                                | 108              | 62               | 84               | 58               | 217           | 312           |
| U10102          | Financial Systems Overview                   | 9                | 15               | 11               | 11               | 36            | 46            |
| U10115          | FinancialEnvirOverview                       | 3                | 2                | 0                | 0                | 4             | 5             |
| F00001          | Fiscal Code of Ethics                        | 565              | 388              | 392              | 462              | 1,611         | 1,807         |
| F00002          | Fiscal Code of Ethics-Officers               | 40               | 39               | 48               | 32               | 186           | 159           |
| U00141          | FM: Bloodborne Pathogens                     | 68               | 53               | 21               | 74               | 302           | 216           |
| U00072          | Form I-9                                     | 19               | 7                | 9                | 21               | 79            | 56            |
| U10125          | FoundConceptsPostAward                       | 7                | 1                | 1                | 1                | 0             | 10            |
| U10103          | Fund Accounting Overview                     | 12               | 19               | 10               | 13               | 35            | 54            |
| U00082          | Gift Fund Management                         | 16               | 17               | 20               | 16               | 84            | 69            |
| U00145          | HCM Fundamentals                             | 66               | 55               | 59               | 56               | 253           | 236           |
| U00185          | HCM Hiring Employees                         | 4                | 7                | 8                | 3                | 25            | 22            |
| U00147          | HCM Paying People                            | 36               | 38               | 37               | 29               | 181           | 140           |
| U00149          | HCM Recruiting with CU Careers               | 30               | 34               | 35               | 25               | 161           | 124           |
| U00163          | HCM Updating Data                            | 37               | 41               | 43               | 36               | 197           | 157           |
| A00020          | HIPAA Regulations                            | 4,569            | 928              | 1,173            | 2,487            | 7,770         | 9,157         |
| U00244          | HIPAA Regulations                            | 0                | 0                | 0                | 48               | 0             | 48            |
| U40060          | HIPAA Regulations UCCS                       | 9                | 7                | 7                | 5                | 6             | 28            |
| U00159          | HIPAA Regulations-CUSystem                   | 856              | 112              | 149              | 287              | 490           | 1,404         |
| U00232          | HR Confidentiality                           | 0                | 40               | 25               | 8                | 0             | 73            |
| U10114          | HWS-Infection Control                        | 6                | 6                | 8                | 2                | 21            | 22            |
| U00077          | Identity Theft Prevention                    | 1                | 4                | 1                | 2                | 7             | 8             |
| U00233          | Imp Bias Recruit Review                      | 0                | 41               | 25               | 6                | 0             | 72            |
| U10101          | Inclusive Staff Hiring                       | 6                | 7                | 8                | 3                | 10            | 24            |
| U00063          | Information Security                         | 898              | 5,935            | 5,386            | 1,974            | 2,664         | 14,193        |
| U00064          | Information Security ITS                     | 48               | 68               | 24               | 50               | 67            | 190           |
| U10065          | Intro to Export Controls                     | 0                | 0                | 0                | 0                | 0             | 0             |
| A00140          | Introduction to CU-SIS                       | 41               | 46               | 42               | 43               | 128           | 172           |
| U00229          | Introduction to SA Program                   | 7                | 10               | 7                | 3                | 0             | 27            |
| U00221          | IntroductiontoCornerstone                    | 4                | 2                | 1                | 5                | 25            | 12            |
| U00087          | IT Confidentiality Agreement                 | 3                | 0                | 0                | 0                | 136           | 3             |
| U00227          | IT Sec PCI DSS v4                            | 1                | 5                | 4                | 1                | 0             | 11            |
| U00143          | IT Security PCI DSS v3                       | 0                | 0                | 0                | 0                | 6             | 0             |
| U00050          | Lab Safety                                   | 359              | 197              | 177              | 409              | 1,290         | 1,142         |
| U10061          | LASP Export Compliance                       | 0                | 1                | 0                | 0                | 1             | 1             |
| U10124          | Lifecycle of an Award                        | 3                | 1                | 0                | 1                | 0             | 5             |
| U00155          | Longitudinal Pro Mentoring                   | 2                | 1                | 1                | 0                | 2             | 4             |
| U00150          | My Leave for Supervisors                     | 3                | 4                | 6                | 2                | 29            | 15            |
| U00136          | N95 Respirator Safety                        | 93               | 76               | 166              | 102              | 642           | 437           |
| U10119          | Navigating Practice Mgt                      | 0                | 0                | 0                | 0                | 0             | 0             |
| U00070          | New Employee Orientation-SYS                 | 8                | 12               | 4                | 6                | 38            | 30            |

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|-----------------|----------------------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| U00205          | NewPIClinResOrientation                      | 5                | 8                | 5                | 3                | 22            | 21            |
| U00132          | NIH Guidelines for rDNA                      | 21               | 20               | 9                | 17               | 81            | 67            |
| U00245          | OEM and SA Crisis Training                   | 0                | 0                | 0                | 0                | 0             | 0             |
| U60007          | OLAR Animal Program Orient                   | 163              | 66               | 97               | 141              | 430           | 467           |
| U60006          | OLAR Disease Prev & Cont                     | 141              | 62               | 96               | 137              | 406           | 436           |
| U60005          | OLAR Standard Opr Proc                       | 142              | 60               | 96               | 137              | 406           | 435           |
| U10113          | OM Training                                  | 0                | 0                | 0                | 0                | 0             | 0             |
| U00212          | OnCore 22                                    | 158              | 82               | 77               | 109              | 400           | 426           |
| U00214          | OnCore 23                                    | 26               | 24               | 21               | 9                | 69            | 80            |
| U00211          | OnCore10                                     | 96               | 72               | 44               | 79               | 263           | 291           |
| U10128          | Overview of Research UCB                     | 1                | 1                | 0                | 0                | 0             | 2             |
| U00162          | Payment Card Security-SYS                    | 23               | 36               | 23               | 31               | 98            | 113           |
| A00106          | Peoplesoft Fin: Journal Entry                | 36               | 33               | 41               | 41               | 138           | 151           |
| A00105          | PeopleSoft Finance: Inquiry                  | 48               | 51               | 59               | 47               | 184           | 205           |
| U00115          | Perf Mgmt Classified UCB                     | 0                | 0                | 1                | 0                | 1             | 1             |
| U00241          | PerfDevOverSystem                            | 0                | 0                | 0                | 21               | 0             | 21            |
| U00062          | Performance Management                       | 44               | 37               | 40               | 20               | 130           | 141           |
| U10112          | PHP101                                       | 2                | 1                | 1                | 1                | 6             | 5             |
| U10130          | PointofCareAnnualComp                        | 0                | 0                | 0                | 1                | 0             | 1             |
| U10126          | Post Award Fin Manag                         | 3                | 1                | 0                | 0                | 0             | 4             |
| U00235          | Preserve Gen User Training                   | 0                | 0                | 6                | 0                | 0             | 6             |
| U00237          | PreserveGrpOwnrTraining                      | 0                | 0                | 0                | 0                | 0             | 0             |
| U00240          | PreserveSysAdminTraining                     | 0                | 0                | 0                | 0                | 0             | 0             |
| A00025          | Procurement Card Approving                   | 21               | 22               | 17               | 19               | 92            | 79            |
| U00053          | Procurement Card Holder                      | 132              | 113              | 120              | 113              | 543           | 478           |
| U00208          | Procurement Fundamentals                     | 40               | 31               | 48               | 50               | 150           | 169           |
| A00109          | Procurement Purchasing                       | 196              | 180              | 182              | 177              | 750           | 735           |
| U10093          | Promoting Safe Interactions                  | 0                | 0                | 2                | 2                | 7             | 4             |
| U10111          | PRR                                          | 9                | 0                | 1                | 0                | 1             | 10            |
| U00131          | Radiation Safety                             | 23               | 131              | 11               | 17               | 89            | 182           |
| U00100          | Radiation Safety Refresher                   | 52               | 43               | 61               | 48               | 217           | 204           |
| U40063          | ReasonSuspicionSupv UCCS                     | 0                | 1                | 1                | 1                | 0             | 3             |
| U00089          | Regulated Medical Waste                      | 1,002            | 484              | 502              | 749              | 1,932         | 2,737         |
| U00226          | ResearchersGuidetoGoogle                     | 2                | 2                | 1                | 0                | 0             | 5             |
| U00201          | RIC MRI Safety Training                      | 2                | 9                | 12               | 6                | 28            | 29            |
| U00238          | Run Hide Fight                               | 0                | 0                | 10               | 39               | 0             | 49            |
| U10070          | Safe Food Handling Quiz                      | 0                | 0                | 0                | 10               | 1             | 10            |
| U00154          | Safety Driving 15-Pass Van                   | 1                | 2                | 3                | 4                | 4             | 10            |
| U00239          | SaludMentalLugardeTrabajo                    | 0                | 0                | 1                | 1                | 0             | 2             |
| U00119          | SDM-BloodBorne Pathogens                     | 148              | 165              | 122              | 91               | 476           | 526           |
| U00120          | SDM-Chemical Waste Management                | 160              | 168              | 131              | 102              | 495           | 561           |
| U00066          | Search Committee Training                    | 213              | 178              | 173              | 169              | 658           | 733           |
| U00230          | SelfServiceDataStudentInfo                   | 10               | 9                | 6                | 2                | 0             | 27            |
| C20003          | Shipping Bio Materials                       | 239              | 245              | 222              | 211              | 768           | 917           |
| U00187          | SK ILT Admin Training                        | 7                | 1                | 1                | 6                | 11            | 15            |
| U00234          | Skills Mental Health UCCS                    | 0                | 1                | 1                | 1                | 0             | 3             |
| U10120          | SkillsforMentalHealth                        | 3                | 0                | 3                | 2                | 3             | 8             |
| U00223          | SkillsMentalHealthDenver                     | 8                | 11               | 7                | 8                | 23            | 34            |
| U00190          | Skillssoft Reports                           | 7                | 1                | 1                | 8                | 11            | 17            |
| U00192          | SMART Performance Goals                      | 16               | 15               | 10               | 5                | 40            | 46            |
| U10127          | SpecialTopicsinPost Award                    | 2                | 1                | 0                | 0                | 0             | 3             |
| U10121          | SpillPreventCountermeasure                   | 0                | 0                | 1                | 0                | 2             | 1             |
| U10123          | Sponsored Research Basics                    | 3                | 3                | 2                | 1                | 0             | 9             |

### CU Custom Course Completions – AMC Campus Individual FY 2024 Report *(continued)*

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|-----------------|---------------------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| U00193          | State Classified Rules                      | 13               | 7                | 6                | 12               | 32            | 38            |
| U00222          | Suicide Prevention                          | 3                | 8                | 5                | 2                | 26            | 18            |
| U00209          | SupportEmplAffectedCancer                   | 0                | 2                | 3                | 0                | 5             | 5             |
| U00191          | Sustainability                              | 0                | 1                | 0                | 3                | 3             | 4             |
| U00078          | Travel and Travel Card                      | 134              | 96               | 127              | 111              | 486           | 468           |
| U00207          | TWH Leadership 101                          | 2                | 5                | 3                | 0                | 5             | 10            |
| U10099          | UCB Budget                                  | 0                | 0                | 0                | 0                | 1             | 0             |
| U00198          | UCH: ObHemorrhageMng                        | 0                | 0                | 2                | 0                | 0             | 2             |
| U00202          | UCH: PregHypertensionMngm                   | 0                | 0                | 2                | 0                | 0             | 2             |
| U00225          | UCHQuality/SafetyGMEIncntv                  | 848              | 80               | 2                | 3                | 25            | 933           |
| U10122          | Urine hCG Annual Competency                 | 1                | 0                | 1                | 1                | 0             | 3             |
| U10075          | VCIS-Animal Facility Access                 | 2                | 1                | 2                | 1                | 4             | 6             |
| U10105          | VCIS-Battery Safety                         | 0                | 0                | 0                | 1                | 0             | 1             |
| U10107          | VCIS-Heavy Metals Safety                    | 0                | 0                | 1                | 0                | 0             | 1             |
| U10108          | VCIS-Hydrogen Sulfide Awareness             | 0                | 0                | 0                | 0                | 0             | 0             |
| U10104          | VCIS-LOTO Safety Program                    | 0                | 0                | 0                | 0                | 0             | 0             |
| U10078          | VCIS-MotorizedOffroadVehicles               | 3                | 0                | 1                | 1                | 1             | 5             |
| U10080          | VCIS-No Smoking Policy                      | 1                | 2                | 3                | 4                | 1             | 10            |
| U10077          | VCIS-Reasonable Suspicion Sup               | 0                | 0                | 0                | 0                | 1             | 0             |
| U10076          | VCIS-ReasonableSuspicionPolicy              | 1                | 2                | 3                | 4                | 0             | 10            |
| U10109          | VCIS-Sign In Sign Out LOTO                  | 1                | 0                | 0                | 1                | 0             | 2             |
| U10106          | VCIS-Silica Awareness Training              | 0                | 0                | 1                | 1                | 2             | 2             |
| U10079          | VCIS-String Trimmer Safety                  | 0                | 0                | 0                | 2                | 0             | 2             |
| U10110          | VCIS-SynthVitrFibersAwareness               | 0                | 0                | 1                | 0                | 0             | 1             |
| U10100          | VCIS-Vol Use Respirator ACK                 | 0                | 0                | 0                | 2                | 0             | 2             |
| U10074          | VCIS-Winter Injury Prevention               | 0                | 0                | 0                | 0                | 0             | 0             |
| U00128          | Veteran Educators Training                  | 8                | 1                | 4                | 1                | 5             | 14            |
| U10129          | WarningsforViolenceandRptg                  | 0                | 3                | 2                | 0                | 0             | 5             |
| U10062          | WHS Safety & Risk Mgmt                      | 3                | 1                | 11               | 3                | 16            | 18            |
| U00144          | Working in Animal Housing                   | 34               | 8                | 13               | 29               | 47            | 84            |
| U00217          | Workplace Mental Health                     | 4                | 7                | 2                | 4                | 35            | 17            |
| U00228          | X-Ray Training                              | 15               | 7                | 7                | 1                | 0             | 30            |
| <b>TOTALS</b>   |                                             | <b>16,906</b>    | <b>14,504</b>    | <b>14,065</b>    | <b>14,058</b>    | <b>50,118</b> | <b>59,533</b> |