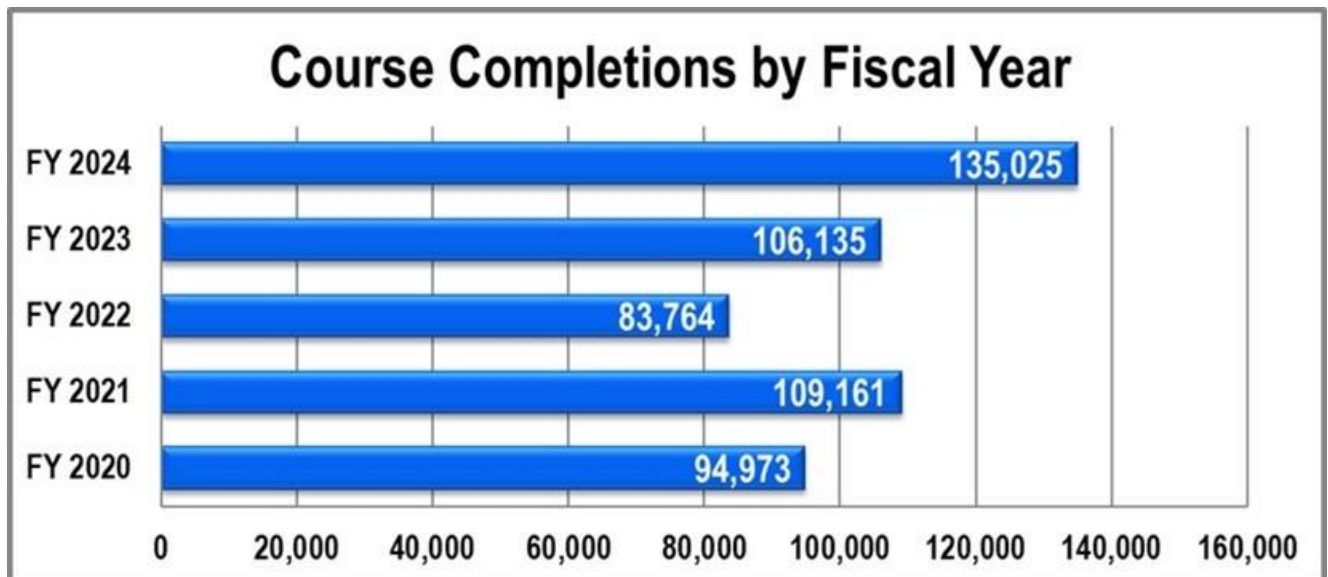# Employee Skillsoft Utilization-System Administration

Fiscal Year Individual Campus Annual Report-2024

This fiscal year report summarizes **System Administration** 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).

Course Completions by Fiscal Year

Fiscal Year	Course Completions
FY 2024	135,025
FY 2023	106,135
FY 2022	83,764
FY 2021	109,161
FY 2020	94,973

Note: This FY 2024 chart represents the combination of all CU Custom <u>and</u> 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 **System Administration** individual 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 – System Administration Individual FY 2024 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	SYSTEM Q1 FY 2024	SYSTEM Q2 FY 2024	SYSTEM Q3 FY 2024	SYSTEM Q4 FY 2024	SYSTEM FY 2023	SYSTEM FY 2024
U00200	A2E Basics	0	0	0	0	1	0
U10071	A9 Identified Basics	0	0	0	0	0	0
U10131	AcademicSchedulingOrient	0	0	0	1	0	1
U10132	AcadSchedulingCLSSOrient	0	0	0	1	0	1
U00153	Accessibility Digital Comm	1	11	1	2	4	15
U10073	Active Harmer-CU Boulder	0	0	0	0	1	0
U00134	Active Shooter Awareness	4	0	2	0	7	6
U00057	ADA	9	7	8	6	37	30
U00242	AdvIntelligenceOverview	0	0	1	12	0	13
U00203	AdvMobileSecurity	0	5	2	5	4	12
U00210	Alcohol Service Policy	0	0	0	1	0	1
U00152	Animal Program Refresher	0	0	0	0	0	0
U00215	AscendAssignmentStrategies	0	0	0	1	33	1
U00213	AscendContactReports	1	1	1	4	46	7
U00219	AscendMedicalDataOverview	3	2	2	5	71	12
U00216	AscendSubmittingProposals	1	0	0	0	39	1
U00243	Axiom Budgeting Sys Budget	0	0	0	1	0	1
U00236	Axiom Budgeting Sys Labor	0	0	1	0	0	1
U40064	BecomeStEmplSupervisor	0	0	0	1	0	1
U00069	Bloodborne Pathogens	0	1	0	1	0	2
U00164	Budgeting Clinical Trials	0	0	0	0	0	0
U00095	Campus Security Authority	2	0	0	0	1	2
U00065	Cash Control	0	0	0	0	3	0
U10072	CDS Sustainability	0	0	0	0	0	0
U00068	Chemical Waste Management	2	0	2	2	0	6
U00165	Child Protection	0	0	0	0	0	0
U40061	Child Protection at UCCS	0	0	0	1	1	1
U10063	Confidentiality&Compliance	0	0	0	1	0	1
U00189	ContrUnclassInform	1	1	0	4	2	6
U10117	CSFReasonableSuspicionSup	0	1	0	0	0	1
U10118	CSFReasonableSuspPolicy	0	1	0	0	1	1
U00195	CSI Resident Room Training	0	0	0	1	0	1
U00218	CU Ascend Overview	5	5	7	10	152	27
U10116	CU Athletics–DEI	0	0	0	0	0	0
U00081	CU Marketplace - Approver	4	2	4	4	25	14
U00091	CU Marketplace - Inv Approve	1	1	1	1	6	4
U00090	CU Marketplace - Receiver	1	1	1	3	7	6
U00084	CU Marketplace - Requestor	7	1	6	7	20	21
U00080	CU Marketplace - Shopper	8	1	7	5	23	21
U00220	CUMarketplacePurchasing	5	0	2	2	7	9
A00144	CU-SIS Student Financials	3	3	2	0	7	8
U00224	Custodian Responsibilities	0	0	0	1	1	1
U00206	DataCenterPolicyProcedure	0	0	2	5	8	7
U00138	Defensive Driving	2	1	0	0	1	3
U00059	Direct Charging	0	1	1	0	2	2
S10007	Discrim&Misconduct-UCB-SYS	46	63	163	71	163	343
U00135	Discrim&Misconduct-UCCS	2	0	0	2	6	4
U00067	Discrim&Misconduct-UCD	2	1	4	1	37	8
U10081	EMCE-ADA	0	0	0	0	0	0
U10083	EMCE-CORA	0	0	0	0	1	0
U10084	EMCE-Employee Discipline	0	0	0	0	1	0
U10085	EMCE-FERPA	0	0	0	0	0	0
U10088	EMCE-FLSA	0	0	0	0	0	0

CU Custom Course Completions – System Administration FY 2024 Report (*continued*)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	SYSTEM Q1 FY 2024	SYSTEM Q2 FY 2024	SYSTEM Q3 FY 2024	SYSTEM Q4 FY 2024	SYSTEM FY 2023	SYSTEM FY 2024
U10086	EMCE-FMLA	0	0	0	0	0	0
U10087	EMCE-FSAP	0	0	0	0	1	0
U10089	EMCE-OnboardNewHires	0	0	0	0	0	0
U10090	EMCE-PolicyFramewInfrast	0	0	0	0	0	0
U10091	EMCE-PositionMngComp	0	0	0	0	0	0
U10092	EMCE-RecruitHireStaff	0	0	0	0	0	0
U10082	EMCE-The Clery Act	0	0	0	0	0	0
U00055	ePER	0	0	0	1	4	1
U00231	ES New Hire Orientation	6	25	4	7	0	42
U00112	Faculty Diversity Search	1	0	0	0	1	1
U00160	Family Medical Leave	9	0	0	0	39	9
U00049	FERPA	20	28	24	22	112	94
U00156	FERPA Faculty	6	2	1	1	2	10
U10102	Financial Systems Overview	4	1	8	2	16	15
U10115	FinancialEnvirOverview	0	0	3	0	1	3
F00001	Fiscal Code of Ethics	23	25	24	23	109	95
F00002	Fiscal Code of Ethics-Officers	2	4	6	2	12	14
U00141	FM: Bloodborne Pathogens	0	0	1	0	0	1
U00072	Form I-9	1	1	0	1	2	3
U10125	FoundConceptsPostAward	0	0	0	0	1	0
U10103	Fund Accounting Overview	1	1	4	1	2	7
U00082	Gift Fund Management	2	2	1	1	11	6
U00145	HCM Fundamentals	14	16	12	15	41	57
U00185	HCM Hiring Employees	0	1	0	0	4	1
U00147	HCM Paying People	2	13	1	6	16	22
U00149	HCM Recruiting with CU Careers	3	3	2	2	9	10
U00163	HCM Updating Data	4	18	1	6	17	29
A00020	HIPAA Regulations	10	35	12	4	84	61
U00244	HIPAA Regulations	0	0	0	2	0	2
U40060	HIPAA Regulations UCCS	0	1	0	1	5	2
U00159	HIPAA Regulations-CUSystem	51	111	60	69	271	291
U00232	HR Confidentiality	0	9	6	3	0	18
U10114	HWS-Infection Control	0	0	0	0	0	0
U00077	Identity Theft Prevention	1	0	0	0	2	1
U00233	Imp Bias Recruit Review	0	3	0	0	0	3
U10101	Inclusive Staff Hiring	0	0	0	0	2	0
U00063	Information Security	29	399	225	86	132	739
U00064	Information Security ITS	10	17	13	14	20	54
U10065	Intro to Export Controls	0	0	0	0	1	0
A00140	Introduction to CU-SIS	5	4	5	6	22	20
U00229	Introduction to SA Program	1	0	0	0	0	1
U00221	IntroductiontoCornerstone	9	13	5	19	10	46
U00087	IT Confidentiality Agreement	0	0	0	0	39	0
U00227	IT Sec PCI DSS v4	1	5	1	2	0	9
U00143	IT Security PCI DSS v3	0	0	0	0	0	0
U00050	Lab Safety	2	1	1	0	1	4
U10061	LASP Export Compliance	0	0	0	0	1	0
U10124	Lifecycle of an Award	0	0	0	0	1	0
U00155	Longitudinal Pro Mentoring	0	0	0	0	1	0
U00150	My Leave for Supervisors	1	2	0	2	28	5
U00136	N95 Respirator Safety	1	0	0	0	0	1
U10119	Navigating Practice Mgt	0	0	0	0	1	0
U00070	New Employee Orientation-SYS	11	5	14	9	85	39

CU Custom Course Completions – System Administration FY 2024 Report (*continued*)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	SYSTEM Q1 FY 2024	SYSTEM Q2 FY 2024	SYSTEM Q3 FY 2024	SYSTEM Q4 FY 2024	SYSTEM FY 2023	SYSTEM FY 2024
U00205	NewPIClinResOrientation	0	0	0		0	0
U00132	NIH Guidelines for rDNA	0	0	0	0	0	0
U00245	OEM and SA Crisis Training	0	0	0	1	0	1
U60007	OLAR Animal Program Orient	0	0	1	0	0	1
U60006	OLAR Disease Prev & Cont	0	0	0	0	0	0
U60005	OLAR Standard Opr Proc	1	0	0	0	0	1
U10113	OM Training	0	0	0	0	0	0
U00212	OnCore 22	3	0	0	0	0	3
U00214	OnCore 23	0	0	0	0	0	0
U00211	OnCore10	0	0	0	0	0	0
U10128	Overview of Research UCB	1	0	0	0	0	1
U00162	Payment Card Security-SYS	1	11	5	4	23	21
A00106	Peoplesoft Fin: Journal Entry	7	3	7	5	25	22
A00105	PeopleSoft Finance: Inquiry	7	2	14	5	34	28
U00115	Perf Mgmt Classified UCB	0	0	0	0	1	0
U00241	PerfDevOverSystem	0	0	0	600	0	600
U00062	Performance Management	4	3	6	9	14	22
U10112	PHP101	0	0	0	0	0	0
U10130	PointofCareAnnualComp	0	0	1	0	0	1
U10126	Post Award Fin Manag	0	0	0	0	1	0
U00235	Preserve Gen User Training	0	1	3	0	0	4
U00237	PreserveGrpOwnrTraining	0	0	1	0	0	1
U00240	PreserveSysAdminTraining	0	0	1	0	0	1
A00025	Procurement Card Approving	3	1	2	1	9	7
U00053	Procurement Card Holder	2	5	1	9	22	17
U00208	Procurement Fundamentals	5	2	3	3	14	13
A00109	Procurement Purchasing	7	8	10	10	46	35
U10093	Promoting Safe Interactions	0	0	0	0	0	0
U10111	PRR	0	1	0	0	2	1
U00131	Radiation Safety	0	0	0	0	0	0
U00100	Radiation Safety Refresher	0	0	0	0	0	0
U40063	ReasonSuspicionSupv UCCS	0	1	0	0	0	1
U00089	Regulated Medical Waste	0	0	0	0	0	0
U00226	ResearchersGuidetoGoogle	0	0	0	0	1	0
U00201	RIC MRI Safety Training	0	0	0	0	0	0
U00238	Run Hide Fight	0	0	3	3	0	6
U10070	Safe Food Handling Quiz	0	0	0	0	0	0
U00154	Safety Driving 15-Pass Van	0	0	0	0	2	0
U00239	SaludMentalLugardeTrabajo	0	0	1	1	0	2
U00119	SDM-BloodBorne Pathogens	0	0	0	0	1	0
U00120	SDM-Chemical Waste Management	0	0	0	0	1	0
U00066	Search Committee Training	6	7	5	10	21	28
U00230	SelfServiceDataStudentInfo	2	0	0	0	0	2
C20003	Shipping Bio Materials	0	0	1	0	1	1
U00187	SK ILT Admin Training	0	0	0	0	4	0
U00234	Skills Mental Health UCCS	0	1	2	0	0	3
U10120	SkillsforMentalHealth	0	0	1	1	2	2
U00223	SkillsMentalHealthDenver	0	2	0	1	3	3
U00190	Skillsoft Reports	0	0	0	0	6	0
U00192	SMART Performance Goals	8	8	5	14	22	35
U10127	SpecialTopicsinPost Award	0	0	0	0	1	0
U10121	SpillPreventCountermeasure	0	0	0	0	2	0
U10123	Sponsored Research Basics	0	0	0	0	1	0

CU Custom Course Completions – System Administration FY 2024 Report (*continued*)

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	SYSTEM Q1 FY 2024	SYSTEM Q2 FY 2024	SYSTEM Q3 FY 2024	SYSTEM Q4 FY 2024	SYSTEM FY 2023	SYSTEM FY 2024
U00193	State Classified Rules	0	2	0	0	3	2
U00222	Suicide Prevention	1	0	0	0	2	1
U00209	SupportEmplAffectedCancer	1	0	0	0	0	1
U00191	Sustainability	1	0	1	3	1	5
U00078	Travel and Travel Card	18	5	16	11	69	50
U00207	TWH Leadership 101	0	0	0	0	1	0
U10099	UCB Budget	0	0	0	0	0	0
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	1	0
U10122	Urine hCG Annual Competency	0	0	0	0	1	0
U10075	VCIS-Animal Facility Access	0	0	0	0	2	0
U10105	VCIS-Battery Safety	0	0	0	0	1	0
U10107	VCIS-Heavy Metals Safety	0	0	0	0	0	0
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	0	0	0	0	1	0
U10080	VCIS-No Smoking Policy	1	1	0	0	0	2
U10077	VCIS-Reasonable Suspicion Sup	0	0	0	0	1	0
U10076	VCIS-ReasonableSuspicionPolicy	0	0	0	0	1	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	0	0	1	0
U10110	VCIS-SynthVitrFibersAwareness	0	0	0	0	0	0
U10100	VCIS-Vol Use Respirator ACK	1	1	0	0	0	2
U10074	VCIS-Winter Injury Prevention	0	0	0	0	1	0
U00128	Veteran Educators Training	0	0	0	0	0	0
U10129	WarningsforViolenceandRptg	0	1	1	0	0	2
U10062	WHS Safety & Risk Mgmt	0	0	0	1	0	1
U00144	Working in Animal Housing	0	0	0	0	0	0
U00217	Workplace Mental Health	1	2	0	4	5	7
U00228	X-Ray Training	1	0	0	0	0	1
TOTALS		**422**	**923**	**745**	**1,165**	**2,220**	**3,255**