

Employee Skillsoft Utilization-AMC Campus

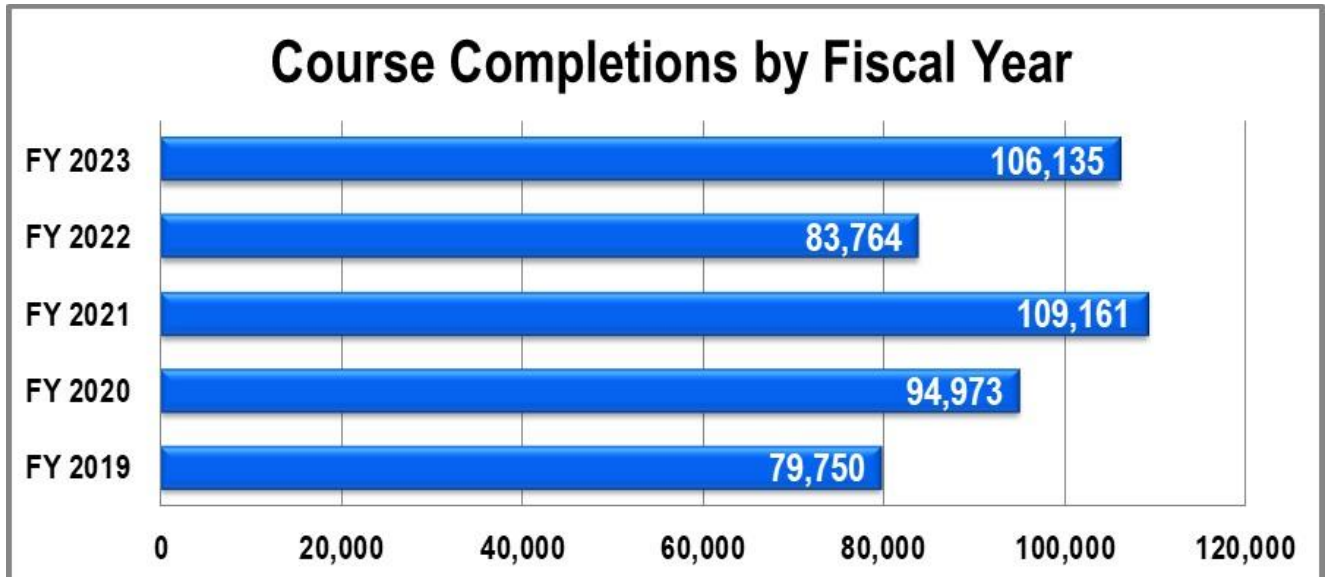
Fiscal Year Individual Campus Annual Report-2023

This fiscal year report summarizes **AMC** 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).



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 **AMC 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 – AMC Campus Individual FY 2023 Report

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	AMC Q1 FY2023	AMC Q2 FY2023	AMC Q3 FY2023	AMC Q4 FY2023	AMC FY 2022	AMC FY 2023
U00200	A2E Basics	10	14	17	15	75	56
U10071	A9 Identified Basics	0	1	0	0	1	1
U00153	Accessibility Digital Comm	2	0	0	0	4	2
U10103	Accounting Overview	8	4	8	15	0	35
U10073	Active Harmer-CU Boulder	7	3	5	1	11	16
U00134	Active Shooter Awareness	122	24	42	58	141	246
U00057	ADA	184	110	106	188	459	588
U00171	Advance Committees Forms	0	0	0	0	2	0
U00194	Advance Contact Reports	0	0	0	0	0	0
U00197	Advance Transmittals	0	0	0	1	1	1
U00109	Advance Web-Nav and Reports	6	5	3	2	15	16
U00188	AdvanceMed Access	2	0	2	1	14	5
U00203	AdvMobileSecurity	0	0	1	1	6	2
U00152	Animal Program Refresher	64	6	4	4	78	78
U00215	AscendAssignmentStrategies	9	2	1	4	4	16
U00213	AscendContactReports	11	1	2	9	5	23
U00219	AscendMedicalDataOverview	48	3	7	3	0	61
U00216	AscendSubmittingProposals	8	3	2	2	7	15
U00069	Bloodborne Pathogens	991	1,099	895	1,161	4,266	4,146
U10096	BookStoreNewEmplOrient	0	0	0	0	0	0
U00164	Budgeting Clinical Trials	4	9	4	5	36	22
U00095	Campus Security Authority	65	20	18	24	134	127
U00065	Cash Control	11	1	4	8	18	24
U10072	CDS Sustainability	0	1	0	0	1	1
U00068	Chemical Waste Management	820	890	643	1,017	3,387	3,370
U00165	Child Protection	0	1	1	26	13	28
U40061	Child Protection at UCCS	0	0	0	0	1	0
U00092	Concur-Booking Travel	0	0	0	0	142	0
U00093	Concur-Reconcile Proc Card	0	0	0	0	253	0
U00094	Concur-Reconcile Travel	0	0	0	0	148	0
U10063	Confidentiality&Compliance	3	11	10	4	16	28
U00189	ContrUnclassInform	0	1	0	3	2	4
U10117	CSFReasonableSuspicionSup	0	0	0	0	1	0
U10118	CSFReasonableSuspPolicy	1	0	0	0	0	1
U00195	CSI Resident Room Training	6	3	2	0	7	11
U00218	CU Ascend Overview	62	6	9	6	0	83
U10116	CU Athletics-DEI	6	3	5	1	3	15
U00081	CU Marketplace - Approver	32	19	35	38	76	124
U00091	CU Marketplace - Inv Approve	26	18	29	33	59	106
U00090	CU Marketplace - Receiver	37	20	25	36	98	118
U00084	CU Marketplace - Requestor	126	95	133	117	448	471
U00080	CU Marketplace - Shopper	97	62	88	94	290	341
U00220	CUMarketplacePurchasing	0	24	35	32	0	91
A00144	CU-SIS Student Financials	5	4	12	3	5	24
U00224	Custodian Responsibilities	0	0	0	64	0	64
U00206	DataCenterPolicyProcedure	1	0	12	4	23	17
U00138	Defensive Driving	19	64	22	21	105	126
U00059	Direct Charging	21	7	8	18	48	54
S10007	Discrim&Misconduct-UCB-SYS	29	13	25	14	59	81
U00135	Discrim&Misconduct-UCCS	65	15	14	22	47	116
U00067	Discrim&Misconduct-UCD	8,400	1,503	1,009	1,562	2,298	12,474
U10081	EMCE-ADA	0	1	1	2	2	4
U10083	EMCE-CORA	2	1	1	2	7	6
U10084	EMCE-Employee Discipline	1	2	1	2	5	6
U10085	EMCE-FERPA	0	1	1	2	3	4
U10088	EMCE-FLSA	0	2	1	2	2	5
U10086	EMCE-FMLA	0	2	1	2	2	5
U10087	EMCE-FSAP	1	1	1	2	3	5

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

HCM Course Code	CU Courses in SkillSoft By HCM Course Title	AMC Q1 FY2023	AMC Q2 FY2023	AMC Q3 FY2023	AMC Q4 FY2023	AMC FY 2022	AMC FY 2023
U10089	EMCE-OnboardNewHires	0	2	1	2	2	5
U10090	EMCE-PolicyFramewInfrast	0	1	0	1	3	2
U10091	EMCE-PositionMngComp	0	1	0	2	3	3
U10092	EMCE-RecruitHireStaff	0	1	0	1	3	2
U10082	EMCE-The Clery Act	0	1	1	1	2	3
U00055	ePER	44	17	16	27	95	104
U00112	Faculty Diversity Search	9	11	5	8	74	33
U00160	Family Medical Leave	6	6	8	3	35	23
U00049	FERPA	112	87	89	94	273	382
U00156	FERPA Faculty	86	32	41	58	175	217
U10102	Financial Systems Overview	12	3	11	10	34	36
U10115	FinancialEnvirOverview	1	1	1	1	6	4
F00001	Fiscal Code of Ethics	508	309	375	419	1,394	1,611
F00002	Fiscal Code of Ethics-Officers	61	35	46	44	154	186
U00141	FM: Bloodborne Pathogens	75	61	39	127	240	302
U00072	Form I-9	19	14	19	27	74	79
U10125	FoundConceptsPostAward	0	0	0	0	0	0
U00082	Gift Fund Management	15	13	20	36	50	84
U00145	HCM Fundamentals	62	60	68	63	198	253
U00185	HCM Hiring Employees	6	10	5	4	19	25
U00147	HCM Paying People	35	45	53	48	129	181
U00149	HCM Recruiting with CU Careers	41	35	49	36	126	161
U00163	HCM Updating Data	40	45	64	48	137	197
A00020	HIPAA Regulations	5,505	617	671	977	2,096	7,770
U40060	HIPAA Regulations UCCS	2	1	3	0	12	6
U00159	HIPAA Regulations-CUSystem	268	54	60	108	316	490
U10114	HWS-Infection Control	9	4	6	2	15	21
U00077	Identity Theft Prevention	3	1	2	1	9	7
U10101	Inclusive Staff Hiring	1	3	2	4	8	10
U00063	Information Security	735	426	487	1,016	2,375	2,664
U00064	Information Security ITS	9	4	16	38	43	67
U10065	Intro to Export Controls	0	0	0	0	2	0
A00140	Introduction to CU-SIS	35	39	35	19	88	128
U00221	IntroductiontoCornerstone	0	4	13	8	0	25
U00087	IT Confidentiality Agreement	36	18	20	62	95	136
U00143	IT Security PCI DSS v3	0	1	4	1	3	6
U00050	Lab Safety	445	215	227	403	1,257	1,290
U10061	LASP Export Compliance	0	0	0	1	1	1
U10124	Lifecycle of an Award	0	0	0	0	0	0
U00155	Longitudinal Pro Mentoring	1	1	0	0	4	2
U00150	My Leave for Supervisors	7	6	7	9	34	29
U00136	N95 Respirator Safety	171	118	231	122	738	642
U10119	Navigating Practice Mgt	0	0	0	0	0	0
U00070	New Employee Orientation-SYS	10	6	11	11	18	38
U00205	NewPIClinResOrientation	7	8	5	2	17	22
U00132	NIH Guidelines for rDNA	36	13	7	25	109	81
U60007	OLAR Animal Program Orient	164	62	77	127	465	430
U60006	OLAR Disease Prev & Cont	143	60	76	127	435	406
U60005	OLAR Standard Opr Proc	144	59	78	125	434	406
U10113	OM Training	0	0	0	0	1	0
U00212	OnCore 22	154	82	70	94	146	400
U00214	OnCore 23	23	18	14	14	21	69
U00211	OnCore10	97	52	48	66	98	263
U00162	Payment Card Security-SYS	30	14	37	17	46	98
A00106	Peoplesoft Fin: Journal Entry	34	26	46	32	102	138
A00105	PeopleSoft Finance: Inquiry	47	33	58	46	183	184
U00115	Perf Mgmt Classified UCB	0	0	1	0	2	1
U00062	Performance Management	19	26	67	18	81	130
U10112	PHP101	1	0	4	1	9	6

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U10126	Post Award Fin Manag	0	0	0	0	0	0
A00025	Procurement Card Approving	24	20	25	23	82	92
U00053	Procurement Card Holder	167	108	129	139	472	543
U00208	Procurement Fundamentals	29	37	41	43	55	150
A00109	Procurement Purchasing	221	148	188	193	709	750
U10093	Promoting Safe Interactions	0	0	0	7	4	7
U10111	PRR	0	1	0	0	5	1
U00131	Radiation Safety	24	16	19	30	89	89
U00100	Radiation Safety Refresher	44	65	57	51	218	217
U00089	Regulated Medical Waste	556	417	392	567	2,123	1,932
U00226	ResearchersGuidetoGoogle	0	0	0	0	0	0
U00201	RIC MRI Safety Training	11	4	5	8	41	28
U10070	Safe Food Handling Quiz	0	1	0	0	1	1
U00154	Safety Driving 15-Pass Van	1	3	0	0	12	4
U00119	SDM-BloodBorne Pathogens	117	146	123	90	410	476
U00120	SDM-Chemical Waste Management	121	150	133	91	423	495
U00066	Search Committee Training	171	178	143	166	763	658
C20003	Shipping Bio Materials	198	172	167	231	867	768
U00187	SK ILT Admin Training	1	2	3	5	6	11
U10120	SkillsforMentalHealth	0	0	1	2	0	3
U00223	SkillsMentalHealthDenver	0	0	0	23	0	23
U00190	Skillsoft Reports	1	3	3	4	6	11
U00192	SMART Performance Goals	6	17	9	8	25	40
U10127	SpecialTopicsinPost Award	0	0	0	0	0	0
U10121	SpillPreventCountermeasure	0	0	0	2	0	2
U10123	Sponsored Research Basics	0	0	0	0	0	0
U00193	State Classified Rules	5	10	9	8	36	32
U00222	Suicide Prevention	0	0	13	13	0	26
U00209	SupportEmplIAffectedCancer	0	1	0	4	6	5
U00191	Sustainability	0	2	1	0	11	3
U00207	TotalWorkerHealth 101	0	1	2	2	23	5
U00078	Travel and Travel Card	162	80	132	112	359	486
U10099	UCB Budget	0	1	0	0	0	1
U00198	UCH: ObHemorrhageMng	0	0	0	0	0	0
U00202	UCH: PregHypertensionMngm	0	0	0	0	4	0
U00225	UCHQuality/SafetyGMEIncntv	0	0	0	25	0	25
U10122	Urine hCG Annual Competency	0	0	0	0	0	0
U10075	VCIS-Animal Facility Access	0	1	1	2	5	4
U10105	VCIS-Battery Safety	0	0	0	0	0	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	1	0	1
U10080	VCIS-No Smoking Policy	0	0	0	1	1	1
U10077	VCIS-Reasonable Suspicion Sup	0	0	1	0	0	1
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	1	1	0	2
U10079	VCIS-String Trimmer Safety	0	0	0	0	0	0
U10110	VCIS-SynthVitrFibersAwareness	0	0	0	0	1	0
U10100	VCIS-Vol Use Respirator ACK	0	0	0	0	0	0
U10074	VCIS-Winter Injury Prevention	0	0	0	0	1	0
U00128	Veteran Educators Training	4	0	0	1	5	5
U10062	WHS Safety & Risk Mgmt	1	4	10	1	9	16
U00144	Working in Animal Housing	22	6	10	9	62	47
U00217	Workplace Mental Health	18	5	4	8	11	35
TOTALS		22,484	8,435	8,161	11,038	32,740	50,118