



# HOUSTON COMMUNITY COLLEGE SOUTHWEST

**"PeopleSoft On-Campus" Introduction  
Special Topics in Business Administration and  
Management  
BMGT 1091**

Date and Time of Class: \_\_\_\_\_

Class CRN: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

School Site: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# HOUSTON COMMUNITY COLLEGE • SOUTHWEST COURSE SYLLABUS

## **PeopleSoft Applications/Introduction to Enterprise Software Special Topics in Business Administration and Management BMGT 1091**

This course provides skill development in the performance of navigating an Enterprise Resource Software Program and explains the theory behind its operation. PeopleSoft Applications Software will be used to illustrate how an Enterprise Resource Program can have a far-reaching effect on an organization. A hands-on overview of navigating this type of software package, panels, the interface, understanding how data is stored, processes, and basic queries will be covered. Instruction also includes a demonstration of how various transactions can have an impact on an organization from Human Resources, to Accounting and Financials, to Inventory Control. Emphasis will be placed on gaining practical hands-on knowledge, with an Enterprise Software Program, through the application of theory in a classroom/lab setting. Topics address recently identified current events, skill, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

### **COURSE OBJECTIVE:**

The student will learn the theoretical and practical aspects of using an Enterprise Software Program and demonstrate basic navigational abilities with panel, understand simple processes, perform simple queries.

### **GOALS:**

- Understand how an Enterprise Software Program may be configured.
- Understand how an Enterprise Software Program stores data.
- Demonstrate how to input data and/or run a process/report.
- Understand the relationship between data input and how it impacts the program as a whole.

### **LEARNING OUTCOMES:**

Upon completion of this program the student will successfully:

- Demonstrate knowledge of what an Enterprise Software Program does and how it can impact an organization.
- Demonstrate knowledge of what pages and processes are.
- Demonstrate how to navigate the PeopleSoft interface and how to move from page to page within the program.
- Demonstrate the ability to use the PeopleSoft icons.
- Demonstrate basic understanding of recruiting and hiring into the HR module.

## **PREREQUISITES:**

The student must have:

- basic computer experience
- experience navigating through MS Windows
- some experience in MS Excel and/or MS Access

## **OTHER ADMISSION REQUIREMENTS:**

All courses taught in the Contract Training and Continuing Education Department are open to individuals who are 17 years of age or older.

## **REQUIRED TEXTBOOK:**

Concepts in Enterprise Resource Planning, Joseph Brady, Ellen Monk, Bret Wagner, ISBN 0-619-01593-4 2001 edition, Course Technology Book, available through Thomson. The text can be found on the Internet and in the bookstores for the summer session. Portions of this book will be used in other classes using PeopleSoft. Students will keep a binder of all handouts for reference.

Additional Reading Material includes:

PeopleSoft HRMS Reporting by Adam T. Bromwich

Teach Yourself PeopleSoft in 10 Minutes by Timothy Buchanan

Special Edition Using PeopleSoft by Paul Greenberg, Michael Fauscette, and Scott Fletcher

PeopleSoft Application Development Tools by Jami Clott & Stephen Raff

PeopleSoft Developer's Handbook by Richard Gillespie & Joann Gillespie

PeopleSoft Step by Step by Holly Ngo

## **COURSE REQUIREMENTS AND EXPECTATIONS**

### **A. Type of Class**

This is a 30-hour instructor guided course. Students will complete hands-on, in-class assignments. There will be lab time in class to complete assignments.

### **B. Attendance Policy**

Regular and punctual attendance is required at all lecture/laboratory sessions. Although this is a non-credit continuing education class, roll will still be taken. Absences must be explained to the instructor on the day of the absence by telephone, e-mail, or a personal visit. If an absence is anticipated, the student is to make scheduling arrangements in advance with the instructor. Students may be withdrawn from the class by the instructor for excessive absences.

### **C. CEU's**

Students will receive Continuing Education Units in a 10 to 1 ratio. (i.e. for every 10 hours of class time a student will receive 1 transcriptable CEU). Students must attend 80% of all class time to be eligible to receive Continuing Education Units. Students must also be able to demonstrate 80% competency on the exit review to receive Continuing Education Units.

**D. Cell Phones and Pagers**

Cell phones and pagers are very disruptive to class. They must be turned off or set to mute while in the classroom/laboratory.

**E. Opportunities for Student - Faculty Interaction**

Students are encouraged to ask questions and request clarification or guidance as needed during class. A question and answer period is always provided.

**F. Opportunities for Career Exploration**

Topics relevant to future employment and career exploration opportunities will be presented to the students, including certification and degree prospects.

**G. Opportunities for Supplemental Instruction**

Students are informed of instructional aids and resources, including books, other publications, and web sites relevant to the course.

**H. Speaker's Forum**

At the discretion of the instructor, speakers may be invited to address the class on pertinent topics.

**SPECIAL STUDENT LABORATORY REQUIREMENTS**

- It is the responsibility of the student to prepare for each lecture/laboratory session. Laboratory exercises may be given as assigned reading prior to attending the laboratory period. This is done to provide the student with the basic understanding of what will be expected of him/her during the laboratory session.
- Each student is responsible for his/her own work and for the cleaning up of his or her workstation.
- Each student may be asked to assist the instructor in returning their pop out hard drive to the assigned cabinet at the end of each classroom/laboratory session. No student will be allowed to remove the pop-out hard drives from Houston Community College premises.
- Eating, drinking, gum chewing, or the application of cosmetics will not be permitted in the classroom/laboratory.
- Any computer malfunctions are to be reported immediately to the instructor.

**STUDENT EVALUATION:**

This course is nonacademic. You will **not** receive semester hours as credit for the course nor will you receive a letter grade upon completion. You will either pass the course (complete) or not pass (withdrawn). If a grade of pass is received you will earn 3.5 transcriptable CEU's.

**WITHDRAWAL AND REFUND POLICY:**

Please refer to your schedule for withdrawal and refund policy.

## **DISABILITY SERVICES:**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. The Southwest College Disability Services Office phone number is 713-718-7909.

**PeopleSoft Applications/Introduction to Enterprise Software  
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**Lesson 1: Introductions, review and discuss syllabus**

**Lesson 2: Discussion on Enterprise Software Programs and their Components**

**Lesson 3: Chapter 1, Course Overview**

**Lesson 4: Chapter 2, Introduction to PeopleSoft for HRMS**

PeopleSoft HRMS

Collaborative Applications

Enterprise Performance Management and Workforce Analysis

**Lesson 5: Chapter 3, Navigating Through the PeopleSoft Systems**

Navigating the PeopleSoft Systems

Retrieving Data Through the Search Page

Activity 1: Navigating and Searching in PeopleSoft

- Viewing and Updating Data Within a Record

Activity 2: Inserting a Row

Activity 3: Defining Terminology

- Assigning Favorites

Activity 4: Adding a Favorite

- Organizing Favorites
- Opening a New Window

- Using PeopleBooks Online Help

**Lesson 6: Chapter 4, Understanding System Structure**

Understanding PeopleSoft Internet Architecture

PeopleSoft Tables and Relational Database

Effective Dating

Century Dates

Activity 5: Effective Dating

- Action Types

Activity 6: Working With Action Types

Activity 7: Working With Action Types II

**Lesson 7: Chapter 5, Working With Tables in PeopleSoft**

PeopleSoft Tables

The Translate Table

Control Tables

Transaction Tables

Activity 8: Using Control Table Values to Update a Transaction

- Inactivating Values
  - Business Units
  - Understanding the Relationship of Business Units and SetIDs
- Activity 9: Changing Your Business Unit Value  
 Activity 10: Determine Values Available to a Business Unit

### **Lesson 8: Chapter 6, Running Human Resources Processes and Reports**

- Processing a Report  
 Processing and Viewing a Human Resources Report  
 Activity 11: Process and View a Human Resources Report
- Employee Table
- Activity 12: Process and View a Report

### **Lesson 9: Chapter 7, Using Group Build**

- Working With Employees Through Group Build  
 Creating a Group in PeopleSoft Human Resources  
 Defining a Group Population  
 Creating a Group Criteria  
 Defining a Group in the Group Definition Component  
 Group Definition  
 Defining Groups With Effective-Dated Data  
 Activity 13: Defining Group Criteria and Definition
- Viewing Group Results
  - Setting Up Group Security
  - Group Security Default
- Activity 14: Assigning Security for a Group
- Refining the Group
- Activity 15: Using a Group in Working With Transactional Data

### **Lesson 10: Chapter 5 HRMS Recruiting Workforce - Requisitions**

- Objectives  
 Describing the Concepts That Are Associated With Recruiting  
 Workforce - Requisitions  
 Activity 1: Creating a Job Requisition  
 Activity 2: Entering Job Requisitions Expenses  
 Activity 3: Copying a Job Requisition  
 Activity 4: Creating a Job Requisition  
 Activity 5: Entering a Job Requisition  
 Review

### **Lesson 11: Chapter 7 HRMS Recruiting Workforce - Process an Applicant**

- Objectives  
 Describing the Concepts That Are Associated With The Application Process and Hiring  
 Activity 1: Creating an Applicant Checklist  
 Activity 2: Searching for Qualified Applicants  
 Activity 3: Selecting Applicants to Interview  
 Activity 4: Creating an Interview Schedule  
 Activity 5: Making a Job Offer and Entering Acceptance

- Activity 6: Hiring an Applicant
- Activity 7: Creating an Applicant Checklist
- Activity 8: Selecting Applicants to Interview

## **Lesson 12: Chapter 6 HRMS Recruiting Workforce – Process an Applicant**

### Objectives

Describing the Concepts That Are Associated With Recruiting Workforce - Applicant

- Activity 1: Entering Applicant Information
- Activity 2: Searching and Processing Duplicate Applicants
- Activity 3: Entering Applicant Information
- Activity 4: Creating an Interview Schedule

## **Lesson 13: Chapter 2 HRMS Managing Positions**

### Objectives

Describing the Concepts That Are Associated With Managing Positions

- Activity 1: Entering a Position
- Activity 2: Copying a Position
- Activity 3: Hiring Into a Position
- Activity 4: Transferring Someone Into a New Position
- Activity 5: Transferring a Position to a New Location
- Activity 6: Reclassifying a Position With a New Job Code
- Activity 7: Running Exceptions/Override Report
- Activity 8: Entering a Positions

## **Lesson 14: Review the PeopleSoft Concepts Students do Makeup Work**

## **Exit Exam**

# PRE-COURSE EVALUATION

**PeopleSoft Applications/Introduction to Enterprise Software  
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This evaluation is designed to measure your current knowledge of a desktop computer, your ability to navigate through a windows environment, and knowledge of typical Microsoft office programs. The test is designed to help determine if this course is appropriate for your current skill level. Please answer the following by placing a check mark in the appropriate box.

I have little or no knowledge of desktop computing

(If you check this box, do not continue.)

Can you perform the following tasks?	<b>Can perform</b>	<b>Can perform with help</b>	<b>Cannot perform</b>
Turn on a desktop computer?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you use the Start Menu on your desktop PC?			
Store and retrieve files on a desktop computer?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit files on a desktop computer?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open programs in the Microsoft Office Suite?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft navigational tools such as Explorer?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you use an internet browser?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you download an application off of the web?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open more than one window at a time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use drop down menus?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Microsoft Explorer to locate files?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open Microsoft Excel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy cells in Microsoft Excel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reformat cells in Microsoft Excel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform a simple data sort in Microsoft Excel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open Microsoft Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy and Paste data between Microsoft Excel and Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can you work independently			
Can you work cooperatively with diverse groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have a high tolerance for frustration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# POST-COURSE EVALUATION

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Perform a list of skills, at the instructors discretion, that demonstrate knowledge of the computer software, subjects, and tasks reviewed in class. Sample tasks may include: accessing PeopleSoft, relaunching PeopleSoft, downloading, using pages, navigating between screens, running a report, dumping cache, and creating queries.