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


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.

-3- Revised January 11, 2005
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 Southwast College Disability Services Office phone number is 713-718-7909.
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 Vales to Update a Transaction

Revised January 11, 2005
- 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

-7- Revised January 11, 2005
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
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?

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

Name:___________________________________ Date:________________________

Revised January 11, 2005
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.