



Business Technology Southwest College

BMGT 2305 ADVANCED PEOPLESFT COMMUNICATION/MANAGEMENT

Spring 2019 CRN: 16300

3 credit hours (3 lecture, 2 lab)-80 hours per semester- F8 or 16 weeks

SCANS Competencies Included

INSTRUCTOR: Rita Punch-Lagard, MBA, MOS

INSTRUCTOR CONTACT INFORMATION:

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Phone: (713) 718-6034

E-mail:— please use the Canvas e-mail system. (Subject line: BMGT 2305)

Alternate e-mail: rita.punch-lagard@hccs.edu

(I will respond to voice and email messages within 24 hours)

OFFICE LOCATION AND HOURS

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Office hours are upon request.

FINAL EXAM: TBA

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: TBA, 4:30 p.m. ANY DROPS AFTER THIS DATE, YOU "WILL" RECEIVE AN "F" or "FX".

COURSE DESCRIPTION

This course is designed to provide students with basic knowledge of the Benefits component of PeopleSoft HRMS and the interrelation of and communication required among Payroll, Human resources, and Benefits departments in order to function efficiently and effectively. This course will provide the students with hands on overview of how the Benefits/PeopleSoft module works within the HRMS database. Topics covered include setting up and maintaining benefit plans and programs, setting payroll deductions for benefit plans, enrolling employees in benefit plans, setting up beneficiary information, running a payroll interface program to calculate benefit deduction amounts, creating and retrieving historical benefit data, selecting and running processes, using the Process Scheduler, using the process monitor, using PeopleSoft Reporting Tools, creating and running queries,; running nVision, Crystal, and SQR reports. Topics will be examined through lecture, in-class hands-on exercises, videotape, simulation, and homework assignments, and guest speakers.

COURSE PREREQUISITE

NONE

PROGRAM LEARNING OUTCOMES

At the conclusion of this course, students should be able to:

- A. Understand how basic tables are configured.
- B. Understand how an Enterprise Resource Planning program stores and retrieves data.
- C. Understand the relationship between the underlying HR tables and how they impact the software program as a whole.
- D. Demonstrate basic understanding of payroll administration
- E. Demonstrate basic understanding of benefit functions using PeopleSoft

STUDENT LEARNING OUTCOMES

- F. The student will apply advanced features using PeopleSoft applications to produce documents.
- G. Students will complete documents under timed production conditions.
- H. Students will select correct navigation to perform tasks within the software.
- I. Students will demonstrate end-user proficiency skills for the PeopleSoft environment.

LEARNING OBJECTIVES

SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call workplace know-how defines effective job performance today. This know-how has two elements: competencies and a foundation. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace contexts in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. Resources—An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. Interpersonal—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.

3. Information—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.
4. Systems—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. Technology—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The following skills will be developed in the course:

- Using Resources: Identify—Plan—Manage
- Developing Interpersonal Skills: Collaborate—Negotiate—Lead
- Applying Technology: Select—Apply—Enhance
- Understanding Systems: Connect—Support—Improve
- Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

Basic Skills—Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

Thinking Skills—Creative thinking, decision-making, and problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

Personal Qualities—Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

**COURSE CALENDAR
BMGT 2305
WEEKLY SCHEDULE OF ASSIGNMENTS**

16 WEEKS SESSION or (8 WEEKS SESSION—instructor will provide changes)

Weekly Assignments	Textbook Assignments	
	Introduction to PeopleSoft HRMS	Class introductions Course Syllabus Review of Introduction to Human Resources PeopleSoft I – HRMS Revisit the Components of Human resources
		Chapter 1: Course overview Chapter 2: Introduction to PeopleSoft for HRMS <ul style="list-style-type: none"> • Identify core PSHR and HRMS functionality • Describe PS Collaborative Applications • Explain Enterprise Performance Management and Workforce analytics
		Chapter 3: Navigating through the PeopleSoft System <ul style="list-style-type: none"> • Activities • Review
		Chapter 4: Understanding System Structure <ul style="list-style-type: none"> • Understanding PeopleSoft Internet Architecture
	Payroll for North America	Chapter 1: Course Overview Chapter 2: Setting up employee data <ul style="list-style-type: none"> • Activities 1-8 • Review HR Answer Book: Read Chapter 6
		Chapter 3: Processing Garnishments <ul style="list-style-type: none"> • Activities 1-3 • Review Chapter 4: working with Pay sheets <ul style="list-style-type: none"> • Activities 1-5 • Review
		Chapter 5: Performing Pay Calculations <ul style="list-style-type: none"> • Activities 1-4 • Review

		Chapter 6: Performing Pay Confirmation <ul style="list-style-type: none"> • Activities 1-3 • Review
	Benefits Administration	Chapter 1: Course Overview Chapter 2: Product Overview: Benefits Administration Fundamentals <ul style="list-style-type: none"> • Activities 1-4 • Review
		Chapter 3: Preparing open Enrollment <ul style="list-style-type: none"> • Activities 1-4 • Review
		Chapter 4: Processing Open Enrollment <ul style="list-style-type: none"> • Activities 1-9 • Review
		Chapter 5: Running Event Maintenance <ul style="list-style-type: none"> • Activities 1-7 • Review
		Chapter 6: Using On-Demand Event Maintenance <ul style="list-style-type: none"> • Activities 1-2 • Review
		Extra Credit Assignment
		Final Exam or Final Project Submit to-Canvas

INSTRUCTIONAL METHODS

Lecture, in-class/hands-on exercises, homework assignments, projects and guest speakers.

STUDENT ASSIGNMENTS

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

LATE ASSIGNMENTS

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Work submitted later than the due date will be lowered by **10 percent per day** (at the discretion of instructor). No assignment will be accepted if more than **4 days late**. Place your name and the assignment name on all submitted assignments. Assignments later than 4 days will not be accepted without documented emergencies. If the student has exceeded six absences, no work will be accepted late and the excessive absences will result in the student being dropped.

Instructions for submitting assignments: **Submit to eagle-CANVAS**

MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments and tests. **Make-Up Test at the discretion of Professor.**

INSTRUCTOR REQUIREMENTS

As student Instructor, it is my responsibility to:

Provide the grading scale and detailed grading formula explaining how student grades are to be derived

- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class activities
- Read and comprehend the textbook
- Complete the required assignments and exams on time:
- Ask for help when there is a question or problem
- Complete the field study with a 70% passing score

PROGRAM/DISCIPLINE REQUIREMENTS

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Computer Applications I must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department for information about filing a degree plan.

VIRTUAL CAREER CENTER

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all Southwest College Campuses.

<http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college>

HCCS Grading System

The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Points
A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour

DEPARTMENTAL GRADING SYSTEM

The following departmental grading system will be used to evaluate students' performances in this course:

PeopleSoft Assignments	30%
Quizzes, Attendance, Discussion Questions	10%
Tests	40%
Final Exam/ Final PeopleSoft Project	20%
TOTAL	100%

***LOWEST ASSIGNMENT GRADE EARNED "WILL BE DROPPED"!**

"FINAL EXAM WILL NOT BE DROPPED." (You are required to take the Final Exam).

Extra Credit will be given at the end of the semester.

HCC TITLE IX PREGNANCY POLICY

The Title IX statement has been change to the following (changes in red) to address student pregnancy concerns:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

TEXTBOOKS AND MATERIALS INSTRUCTIONAL MATERIALS

The HR Answer Book, by Shawn Smith and Rebecca Mazin

Concepts in Enterprise Resource Planning, 4th edition, by Ellen monk and Bret Wagner
(Optional)

FLASH DRIVE:

- **(Optional)**-Set-up additional storage memory in the cloud-[www.skydrive](http://www.skydrive.com), www.onedrive.com or www.dropbox.com

HIGHLIGHTER COLOR PEN(s)

Help Desk phone number: **713-718-8800**

ACCESS TUTORING AT THEIR WEB SITE

<http://www.hccs.edu/district/students/tutoring/>

ACCESS HCC ONLINE POLICIES AT THEIR WEB SITE

<http://www.hccs.edu/online/student-services/>

The HCC Online Student Handbook contains policies and procedures unique to the HCC Online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook.

HCC COURSE WITHDRAWAL AND ATTENDANCE POLICY

HCC Course Withdrawal Policy (updated 7/26/2010)

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines. If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Be sure you understand HCC policies about dropping a course. **It is the student’s responsibility to withdraw officially from a course and prevent an “F” from appearing on the transcript.** If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. **Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

EGLS3 – EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Go to: hccs.edu, select Student System Sign In to complete the EGLS3 survey!

CLASS ATTENDANCE

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their Blackboard class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their CANVAS class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

EARLY ALERT

HCC has instituted an Early Alert process by which your professor may alert you and campus Advisor that you might fail a class because of excessive absences and/or poor academic performance.

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your campus Advisor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines. If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

STUDENTS WITH DISABILITIES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

HCC Policy Statement-ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook- (for further information regarding Academic Dishonesty refer to http://distance.hccs.edu/de-counseling/DE_student_handbook.htm).

CLASSROOM BEHAVIOR

As instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

CAMPUS CARRY

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the **Campus Carry** Law (SB11 2015). For more information, visit the HCC **Campus Carry** web page at http://www.hccs.edu/district/departments/police/campus_carry/."

LECTURE/LAB TEACHING DEMONSTRATION

CLASS, CAMPUS: _____

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing. Please have the students complete this form during the first week of instruction.

A GLANCE AT *THIS* COMPUTER (Example)

1. What is a CPU _____
On-off buttons—(demonstrate) Start vs Reset
Student Response _____ Student Signature

2. Drives on this computer:
USB Flash Units (explain)
CD Rom (demonstrate)
Zip Drive (demonstrate)
Student Response _____ Student Signature

3. Desktop (personally their desktop while on that computer)
⇒ If projects are stored on desktop of the computer in the classrooms, and/or HCC open labs, those documents are erased at the end of each day.

Name _____
Print "your" Name

I, _____, have been given
Student Signature

Instructions on the use of "this" computer. *I was provided instruction in both the lecture and lab formats.*

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office, Scarcella Room N109 on date of completion of all lecture/lab classes for the semester.



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

Name:	Last Name	First Name	MI	Student ID#:
Address:	Street	Apt. #	Home Telephone	
City	State	Zip Code	Cell Telephone #	
E-mail address:	Instructor's Name:			

Educational Plan

Have you determined your major? _____ Yes No _____
 (If no, please see your instructor or Business
 Have you filed a degree plan? _____ Yes No _____ Technology Department Chair.)
 Graduation Target Date: _____
 (Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____
 Is your employment _____ Part-time? or _____ Full-time?
 If you are employed, please complete the following:
 Employer _____
 Address _____
 City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair
10141 Cash Road, N109, Stafford Texas 77477

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT

STUDENT QUESTIONNAIRE



Student Success
Organizational Stewardship
Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?
Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes No

Have you been given **job placement** information including:

- Job Placement Contact Person with
 - E-mail address
 - Telephone Number
 - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes No

Name _____
Print "your" Name

I, _____, have been given
Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office on date of completion.