**Capital University of Economics and Business**

**Overseas Chinese College**

**Course Syllabus**

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| **Year and Semester** | 2019 Fall (September 2, 2019 - January 10, 2020) | |
| **Course Name** | R12.xOracleAccountsReceivableManagementSystemFoundation | |
| **Course Code** | FISC314 | |
| **Course Type** | 🞏 General Education (Required) 🞏 General Education (Elective)  🞏 Professional Course (Required) 🗹 Professional Course (Elective)  🞏 Basic Disciplinary Course | |
| **Course Credits** | 4 | |
| **Course Hours** | 40 | |
| **Prerequisites** | EBS Basics | |
| **Instructor** | Li Yao | |
| **Grade/Section** | 2016FISC/Y01 | |
| **Course Time/Place** | F: 8:00—12:00 / B208;  F: 13:30—17:30 / B208  (5 weeks) | |
| **Textbook** | | |
| Oracale Receivables Management Foundation | | |
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| **Reference Book** | | |
| Oracle EBS Foundation  Oracle EBS Integrated Applications  Oracle EBS Application Development | | |
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| **Course Description** | | |
| – Purchase Payment Overview  – Accounts Payable overview  – Supplier  – Invoice  – Expense reports and credit cards  – Payment  – Closing Period  – Transaction Tax payable  – Withholding tax  – Progress and progress financing contracts | | |
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| **Student Learning Objectives** | | |
| Master the r12.x Oracle Accounts Payable management system and be proficient in the use of EBS software from purchase payments, payables, vendors, invoices, expense reports and credit cards, payments, closing periods, transaction tax payable, etc. | | |
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| **Teaching Methods** | | |
| This course consists of lectures, discussions, and hands-on projects. Students must be prepared to discuss the assigned chapters during class. | | |
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| **Grade Criterion** | | |
| |  |  |  | | --- | --- | --- | | **Component** | **Weight** | **Description** | | Final Exam | 40% | A cumulative final examination will be given based on all of the contents of the class | | Quizzes and Homework | 40% | There will be a number of ad-hoc/pop quizzes or tests during the semester. The purpose of the quizzes and tests is to ensure that students keep up with the contents.  Homework problems will be assigned throughout the term, including but not limited to: terminologies, practice exercises, and project assignments | | Participation | 10% | Individuals will be asked to participate individually in a question and answer 10 times during the semester. Students are required to meet with their teachers every other week. Their performances should be counted in their participation. | | Attendance | 10% | Refer to attendance policy listed below | | Total | 100% |  | | | |
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| **Detailed Grade Computation** | | |
| |  |  | | --- | --- | |  | **After Midterm** | | Attendance | 10% | | Participation | 10% | | Quizzes and Homework | 40% | | Final exam | 40% | | Total | 100% | | | |
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| **Grading Policy** | | |
| A+ 97-100 A 93-96 A- 90–92 B+ 87-89 B 83-86 B- 80–82  C+ 75-79 C 70-74 C- 67–69 D+ 63–66 D 62-60 F 0- 59 | | |
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| **Exam Schedule** | | |
| Final Exam: October 18, 2019 | | |
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| **Assessment of Student Performance** | | |
| ***☞ Self-Study and Reading ability Practice***  Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.  ***☞ Homework***  Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.  ***☞ Attendance***  Because the course covers a great deal of material, attending every class session is very important for performing well.  🞟 Being late for 15 minutes or more is considered an absence.  🞟 Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.  🞟 Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly.  but students are welcome to continue attending classes.  🞟 An incomplete grade (I) will be considered in case of medical or family emergencies.  ***☞ Participation***  🞟 Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.  🞟 Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.  🞟 Frequent visiting the instructor and chatting in English during office hours is highly recommended.  🞟 Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.  🞟 All above behaviors will be solely evaluated by the instructor for scoring.  ***☞ Textbook***  Students must bring the textbook to class. | | |
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| **Topical Course Outline** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Week** | **Date** | **Topics** | **Homework** | | 1 | Sep. 6 | * Description from purchase to payment process * Describe the process that drives key areas to pay * Describes how the purchase to payment process complies with the Oracle E-Business Suite application | —— | | 2 | Sep. 13 | Mid-Autumn Festival |  | | 3 | Sep. 20 | * Describe the accounts payable process * Describe the key areas of the Payables Process * Find the integration point 4that you are dealing with. * Find an open interface to cope with | —— | | 4 | Sep. 27 | — Import/Enter invoice and invoice Assignment  — Match Purchase order  — Verify Invoice  — Application and release hold  — Understanding Invoice Approval Workflow  — Understand key report  — Learn about setting option  — Learn more about implementation considerations | —— | | 5 | Oct. 4 | National Day Holiday |  | | 6 | Oct. 11 | — Describe the payment process  —Establishment of bank and bank accounts  —Enter a single payment of  —Process multiple payments  —Review and adjustment of payment  —Set up and create notes payable  —Create, apply, and release held prepayments  — Expense Report procedure | —— | | 7 | Oct. 18 | —expense report procedure  —.Enter the expense report template  —.Enter expense report  —Apply for a loan of  —Identify major expenditure-related reports  —Set up a credit card program | —— | | |
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| ***Note:*** *Some chapters or sections may leave for self-study, this is the students’ duty to learn and understand, they may also be included in the quizzes or exams.*  *A review in Chinese may be held during L.C. and O.H. in the semester.* | | |
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| **Teacher’s Office Hour** | | |
| 🞟 The instructor’s office hour is shown in the front of the office door.  🞟 Students are suggested to use the instructor’s office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students’ participation.  🞟 The time can be scheduled by instructors or students, or both. | | |
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| **Cheating and Plagiarism** | | |
| Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".** | | |
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| **Important Dates** | | | | |
| |  |  | | --- | --- | | Fall Semester, 2019 | September 2, 2019— January 10, 2020 | | Aug. 30 | Registration | | Sep.2 | Classes Begin | | Sep.7 - 20 | Freshmen's Military Training | | Sep.23 | Classes Begin（Freshmen） | | Sep.13 | Mid-Autumn Festival (tentative) | | Oct.1 - 7 | National Day Holiday (tentative) | | Nov. 4 - 8 | Mid-term Test | | Jan.1, 2020 | New Year’s Day Holiday (tentative) | | | | | |
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| ***Note:*** *This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.* | | | | |
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| **Instructor: Li Yao**  **Department Head: Jingning Li** | | | |

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