

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2018 Fall (September 4, 2018 - January 13, 2019)
<u>Course Name</u>	R12.xOracleAccountsReceivableManagementSystemFoundation
<u>Course Code</u>	FISC314
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input checked="" type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	4
<u>Course Hours</u>	40
<u>Prerequisites</u>	EBS Basics
<u>Instructor</u>	Yunhe Zhang
<u>Grade/Section</u>	2015FISC/Y01
<u>Course Time/Place</u>	F: 8:00—17:30 / B212 (week 1-6)

Textbook

Oracle Receivables Management Foundation

Reference Book

Oracle EBS Foundation
Oracle EBS Integrated Applications
Oracle EBS Application Development

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

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.

Teaching Methods

This course consists of lectures, discussions, and hands-on projects. Students must be prepared to discuss the assigned chapters during class.

Grade Criterion

Component	Weight	Description
Final Exam	40%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Final
Attendance	10%
Participation	10%
Homework	15%
Quizzes	15%
Presentation	10%
Final exam	40%
Total	100%

Grading Policy

A+ 97-100

A 93-96

A- 90-92

B+ 87-89

B 83-86

B- 80-82

Exam Schedule

Final Exam: October 12, 2018

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.

Topical Course Outline

Week	Date	Topics	Homework
1	0907	— 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	0914	— 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	—
3	0921	— 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	—
4	0928	— 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	—
5	1005	National Day Holiday	—
6	1012	—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	—

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.

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.

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".**

Important Dates

Fall Semester, 2018	August 31, 2018— January 13, 2019
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Aug. 31	Registration
Sep.3	Classes Begin
Sep.7 - 20	Freshmen's Military Training
Sep.24	Classes Begin (Freshmen)
Sep.24	Mid-Autumn Festival (tentative)
Oct.1 - 5	National Day Holiday (tentative)
Oct. 29 - Nov. 2	Mid-term Test
Jan.1, 2019	New Year's Day Holiday (tentative)
Jan.2-11	Final Exam Period
Jan.14	Winter Vacation Begins

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.

Instructor: Yunhe Zhang

Department Head: Jingning Li

