Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

SYLLABUS OF FISC312

Semester and Year	2018 Spring (March 4, 2018 - July 20, 2018)
Course Name	R12.x Oracle General Ledger Administration
Course Code	FISC312
Course Credits	4
Prerequisite Course	R12.x Oracle E-Business Suite Essentials for Implementers
Instructor	Prof. Yunhe Zhang
Time/Place	Class 2015FISC (Y01)
	8:00-17:30 Friday, Room B208
	(Week 11-15)

Course Description

- This course introduces core features of R12.x Oracle general ledger management

- Help the students on how process the R12.x Oracle general ledger management

Student Learning Objectives

By the end of the course the students should realizing and understanding R12.x Oracle general ledger management, and how to process on it.

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
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%	

Detailed Grade Computation

	After Midterm
Attendance	10%
Participation	10%
Quizzes and Homework	40%
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

C+ 75-79   C 70-74   C- 67–69   D+ 63–66   D 60-62   F 0-59

Exam Schedule

● Final Exam: June 15, 2018

Assessment of Student Performance

- *Homework*
  - Students should finish their homework (except for group projects) by themselves. Copying from others will be treated as cheating. Students' homework scored will be lowered. Students should hand in all assignments promptly and on time. Late assignment will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Assignment turned in late without proof of illness or had an excused absence will be reduced in score by 50%.
  - Assignment should be printed out. Anything that cannot be read will be marked wrong. Printing requirements are as followed: single space between lines, double space between paragraphs, font size is 12 (maximum). Grammar error can reduce 20% of your score.

- *Attendance*

Attendance in class is required for all students taking courses at the Capital University of Economics and Business Overseas Chinese College.

  - Being late for <u>15 minutes</u> or more is considered an absence.
  - <u>Five hours</u> or above of unexcused absences will result in the lowering of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.

Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

- o **30% class hours** of any kind of absences will result in a failing grade (F), you have to withdraw from this class and re-enroll in the future semester.
- o An incomplete grade (I) will be considered in case of medical or family emergencies.

- *Participation*
  - o Students should participate in classes actively. <u>Half of participation grade is determined by their presentation in class.</u> 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.
  - o Students are recommended to build study group, which can be helpful for group project and presentations.
  - o <u>Students should also use office hour to ask questions or talk with the instructor for good communication and effective learning.</u> Any misbehavior and non-class related activities in class will result in the lowering of the participation grade, including ringing beepers and **cell phones.**
  - o All above behaviors will be solely evaluated by the instructor for scoring.

Topical Course Outline

Week	Date	Topics

11	0514-0518	Oracle general ledger management process
		    The steps required to use the Oracle General Ledger's accounting cycle
		    Oracle general ledger management system integration
		    Setting up and using the Oracle general ledger management system and the classification of the Oracle e-commerce Suite
		    Describe the elements needed to create the general ledger in the Oracle general ledger management
		    Identify key issues involved in the implementation, when the Oracle general ledger ledger is created
		    Identification to define the properties, options and settings required for the site of the accounting Flex
		    Defining accounting to calendar
		    Enable the predefined currency
		    Creating the general ledger ledger in Oracle
		
		Use the account hierarchy manager to view and maintain the field values of the accounting Flex
		    Accounting subject setting management
		    The establishment of accounting development
		    Setting up the structure of accounting subjects
		    Complete accounting options
		    Report currency
		    Balance section value distribution of the general ledger
		    Ledger accounting options

12	0521-0525	Basic journal entry
		    Describe how diary entries are located in the accounting cycle
		    Determine the type of journal entry
		    Create a manual diurnal account
		    Publication of journal entries using various posting functions
		    Account query
		    Execute drill to Oracle Sub Ledger application
		
		    Create a revolving record
		Summary account
		    Discuss summary accounts and how they are used in the general ledger management system
		    Defining a cumulative account of a cumulative group to create a specified parent value accumulative group
		    Determine the number of summary accounts created by using a specific formula template
		    Enter a summary account template to create a summary account
		    Maintenance summary account
		
		    Discuss the key elements of implementation in the planning summary account
		Senior journal entry
		    Journal entry function of Oracle general ledger management
		    The advanced functions of the Oracle general ledger Journal

13	0528-0601	Advanced security
		    Describe data access settings
		    Defining data access settings
		
		Description of management reports and security
		financial budget
		    Explaining the anatomical structure of the budget
		    Completing the budgetary accounting cycle
		    List available budgetary methods
		    Definition of budgetary and budgetary organizations
		    Discussion on the input method of budget
		    Application of budgetary rules
		    Budgetary amount
		    Understand the transmission ring, budget amount
		
		Freezing and thawing budget
		Multicurrency
		    Definition of foreign currency
		    Entry into the foreign currency day account
		    RMB appreciation of foreign currency balance
		    Translation function balance for foreign currency
		    Describe how RC affects the general ledger activity

14	0604-0608	Merge Positioning the business process of the Oracle general ledger management system

		Find out the key implementation issues on Integration
		Recognition features and the functions of the global merger system (GCS)
		The elements that describe the merged workbench
		Eliminating the creation entry
		Determine reports and can be used to merge Query options
		Closing the account period
		   Explain the accounting cycle
		Determine the steps in the process
		Carrying out the import magazine of the account balance
		A reconciled ledger
		Revaluation
		Closing period
		Consolidating the balance of the account
		Query and run a report on the final balance
		financial reports
		   Finding out the financial report is the positioning of the Oracle general
		ledger business process
		Determine the basic concept of the reporting architecture
		Understanding the financial statement generator (FSG) must build up the
		     components of the financial statements
		Creating the basic FSG report definition
		Financial reports executed when using standard requests to submit files
		Determine listing for FSG report definition Report

15	0611-0615	**Final Exam**

Note: The chapters or sections marked with * above may leave for your self –study, this is your duty to learn and understand, they are also may be included in the quizzes or exams.

<u>**Cheating and Plagiarism**</u>

- **Cheating is not tolerated**. <u>Any student caught cheating on a quiz; test or exam will be given a mark of zero (0)</u> 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.

<u>**Important Dates**</u>

Spring Semester, 2018	**March 4, 2018— July 20, 2018**
Mar.4	Registration
Mar.5	Classes Begin
Mar.16	Last Day to Drop or Add a Course

Capital University of Economics and Business
Overseas Chinese College
Course Syllabus

Apr.5	Qingming Festival (tentative)
Apr.20	Spring Sports (tentative)
May 1	Labor Day Holiday (tentative)
May.7 -11	Midterm Exams
May 14-18	Summer School Registration (tentative)
June 18	Duanwu Festival (tentative)
June 25-29	Sophomore and Junior students' Final Exam
July 2-20	Sophomore and Junior students' Social Practice，Summer School
July 16-20	Revision and Final Exam Period
July 23	Summer 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.