

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

SYLLABUS OF FISC312

<u>Semester and Year</u>	2019 Spring May 13, 2019 - June 21, 2019
<u>Course Name</u>	R12.x Oracle General Ledger Administration
<u>Course Code</u>	FISC312
<u>Course Credits</u>	4
<u>Prerequisite Course</u>	R12.x Oracle E-Business Suite Essentials for Implementers
<u>Instructor</u>	Prof. Jiang Yu
<u>Time/Place</u>	Class 2016FISC (Y01) 8:00-17:30 Friday, Room B208 (Week 12-17)

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.

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

		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 21, 2019

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 15 minutes or more is considered an absence.
 - Five hours 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

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

Topical Course Outline9

Week	Date	Topics
12	0513-0517	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

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

13	0520-0524	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
14	0527-0531	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
15	0603-0607	Duanwu Festival

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

16	0610-0614	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
17	0617-0621	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.

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.

Important Dates

Spring Semester, 2019
Feb. 24
Feb. 25

February 25, 2019— July 14, 2019
Registration
Classes Begin

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

Apr. 5	Qingming Festival (tentative)
Apr. 19	Spring Sports (tentative)
May 1	Labor Day Holiday (tentative)
Jun. 7	Duanwu Festival (tentative)
Jun. 17-21	Sophomore and Junior students' Final Exam
Jun. 24- Jul. 14	Sophomore and Junior students' Social Practice
Jun. 29-Jul. 7	Revision and Final Exam Period
Jul. 8-Jul. 12	Freshmen's Final Exam
Jul. 15	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.