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| Programme | BBA | Course Code | BBA-213 | Credit Hours | 3 |
| Course Title | Cost & Management Accounting | | | | |
| Course Introduction | | | | | |
| This course is designed to make the students familiar with the application of basic methods and techniques of cost and management accounting. The course deals with the cost concepts, cost behaviour, cost classification and cost flows, material, labour, factory overhead costing. | | | | | |
| Learning Outcomes | | | | | |
| On the completion of the course, the students will be able to: | | | | | |
| <ol style="list-style-type: none"> 1. Understand the central concepts of cost & management accounting 2. Examine cost accounting as a tool for providing information for manufacturing, internal reporting, external reporting as well as for managerial decision making 3. Use cost accounting as a tool for information provision and managerial decision making | | | | | |
| Course Content | | | | Assignments/Readings | |
| Week 1 | <ul style="list-style-type: none"> - Unit-1 <ul style="list-style-type: none"> ○ Introduction to Cost & Management Accounting ○ Basic concepts of cost & management accounting ○ Objectives of cost & management accounting ○ Differences between financial accounting and cost & management accounting | | | Relevant chapter | |
| Week 2 | <ul style="list-style-type: none"> - Unit-2 <ul style="list-style-type: none"> ○ Cost Classification ○ Functional classification ○ Classification from traceability point of view ○ Classification from cost behavior point of view | | | Relevant chapter | |
| Week 3 | <ul style="list-style-type: none"> ○ Classification from controllability point of view ○ Other Classification - Unit-3 <ul style="list-style-type: none"> ○ Cost Behavior ○ What is cost behavior? ○ Basic principle of cost behavior ○ Cost behavior patterns ○ Analyzing mixed cost | | | Relevant chapter | |
| Week 4 | <ul style="list-style-type: none"> - Unit-4 <ul style="list-style-type: none"> ○ Cost Unit, Cost Object and Responsibility Centre ○ What is cost behavior? ○ Basic principle of cost behavior ○ Cost behavior patterns ○ Analyzing mixed cost | | | Relevant chapter | |
| Week 5 | <ul style="list-style-type: none"> - Unit-5 <ul style="list-style-type: none"> ○ Cost Flow | | | Relevant chapter | |

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| | <ul style="list-style-type: none"> ○ What is cost accounting cycle? ○ Journal entries involved in the cost accounting cycle | |
| Week 6 | <ul style="list-style-type: none"> - Unit-6 <ul style="list-style-type: none"> ○ Financial Statements ○ Cost of goods manufactured and sold statement ○ Income statement ○ Balance sheet | Relevant chapter |
| Week 7 | - Practice of Unit-6 | Relevant chapter |
| Week 8 | - Practice of Unit-6 | Relevant chapter |
| Week 9 | <ul style="list-style-type: none"> - Unit-7 <ul style="list-style-type: none"> ○ Cost Elements: Material ○ Procedures and documents necessary for ordering, receiving and issuing of materials from inventory ○ Difference between perpetual and periodic inventory systems ○ Stock ledger cards and bin cards ○ Free inventory | Relevant chapter |
| Week 10 | <ul style="list-style-type: none"> ○ Deciding the most economic order quantity ○ Bulk discount case | Relevant chapter |
| Week 11 | <ul style="list-style-type: none"> ○ Inventory control levels ○ Accounting for material | Relevant chapter |
| Week 12 | <ul style="list-style-type: none"> - Unit-8 <ul style="list-style-type: none"> ○ Cost Elements: Labour ○ Methods to measure labour activity ○ Remuneration Methods <ul style="list-style-type: none"> ▪ Time work schemes ▪ Piece work schemes ▪ Bonus/incentive schemes | Relevant chapter |
| Week 13 | <ul style="list-style-type: none"> ○ Recording labour cost <ul style="list-style-type: none"> ▪ Responsibilities of HR department ▪ Responsibilities of production planning department ▪ Responsibilities of timekeeping department ▪ Responsibilities of wages department ▪ Responsibilities of cost accounting department ▪ Idle time and Idle time ratio | Relevant chapter |
| Week 14 | <ul style="list-style-type: none"> ○ Labour turnover <ul style="list-style-type: none"> ▪ The reasons of labour turnover ▪ The costs of labour turnover ▪ Actions to reduce high labour turnover ▪ How to calculate labour turnover? ○ Accounting entries for labour costs | Relevant chapter |

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| Week 15 | <ul style="list-style-type: none"> - Unit-9 - Cost Elements: Overheads <ul style="list-style-type: none"> ○ What are overheads? ○ What is absorption costing process? ○ Stages of absorption costing <ul style="list-style-type: none"> ▪ Allocation ▪ Apportionment <ul style="list-style-type: none"> • Primary • Secondary | Relevant chapter |
| Week 16 | <ul style="list-style-type: none"> ▪ Absorption ○ Accounting entries for overheads <ul style="list-style-type: none"> ▪ Entry for overhead absorption ▪ Entry for actual overheads ▪ Entry to dispose overheads variance | Relevant chapter |
| Textbooks and Reading Material | | |
| <p>Textbooks.</p> <p>BPP Learning Media. <i>ACCA: Management Accounting - Study Text (FMA/F2)</i>. BPP Learning Media Ltd. (Latest edition available in the market)</p> <p>Afzal, S., & Ahmad, Z. <i>Cost accounting (Revised ed.)</i>. Azeem Academy Publisher & Book Sellers. (Latest edition available in the market)</p> <p>Suggested Readings</p> <p>Datar, S. M., & Rajan, M. (2018). <i>Hornsgren's cost accounting: A managerial emphasis</i>. Pearson.</p> <p>Matz, A., & Usry, M. F. (2004). <i>Cost accounting: Planning and control</i>. South-Western Publishing Company.</p> | | |
| Teaching & Learning Strategies | | |
| A combination of lecturing and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions and practical work. | | |
| Assignments: Types and Number with Calendar | | |
| <ol style="list-style-type: none"> 1. Financial statements 2. Cost elements | | |