COURSE DESCRIPTION

COST ACCOUNTING
2ND YEAR | 2ND SEMESTER
DEGREE: BUSINESS ADMINISTRATION
IN-CLASS TEACHING
ACADEMIC YEAR: 2018/2019
SCHOOL OF BUSINESS AND ECONOMICS
1. COURSE IDENTIFICATION

1.- COURSE:

<table>
<thead>
<tr>
<th>Name: Cost Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code: b209</td>
</tr>
<tr>
<td>Year (s) course is taught: 2</td>
</tr>
<tr>
<td>Semester (s) when the course is taught: 2</td>
</tr>
<tr>
<td>Type: Compulsory</td>
</tr>
<tr>
<td>ECTS: 6</td>
</tr>
<tr>
<td>Hours ECTS:30</td>
</tr>
<tr>
<td>Language: English and Spanish</td>
</tr>
<tr>
<td>Modality: face-to-face</td>
</tr>
<tr>
<td>Degree(s) in which the course is taught: Business Management</td>
</tr>
<tr>
<td>School of Business and Economics</td>
</tr>
</tbody>
</table>

2.- ORGANIZATION OF THE COURSE:

<table>
<thead>
<tr>
<th>Department: Business Economy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area of knowledge: Financial Economics and Accounting</td>
</tr>
</tbody>
</table>

2. LECTURERS OF THE COURSE

1.- LECTURERS:

<table>
<thead>
<tr>
<th>Responsible of the Course</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Alejandro Rodríguez Martínez</td>
</tr>
<tr>
<td>Phone (ext):</td>
<td>91 456 63 00 Ext.: 5369</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:rodmar@ceu.es">rodmar@ceu.es</a></td>
</tr>
<tr>
<td>Office:</td>
<td>1.03 Building B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Damián Rubianes Carrasco</td>
</tr>
<tr>
<td>Phone (ext):</td>
<td>91 456 63 00 Ext.:5387</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:damian.rubianescarra@ceu.es">damian.rubianescarra@ceu.es</a></td>
</tr>
<tr>
<td>Office:</td>
<td>1.10 Building B</td>
</tr>
</tbody>
</table>

2.- TUTORIALS:

For any queries, students can contact lecturers by e-mail, phone or visiting their office during the teacher’s tutorial times published on the students’ Virtual Campus.
3. COURSE DESCRIPTION

Through this “Cost Accounting” course the student can understand the importance in the decision-making process in business management. This is achieved thanks to the review of the different cost models and systems.

It is required to have passed "Introduction to Financial Accounting” subject in the first year of the degree because the knowledge of it is essential to the understanding of this one.

It is recommended that the student conduct a continuous study of the subject, given the cumulative nature of the issues, otherwise disconnections in the teaching-learning process will difficult to recover the adequate path. This good practice will allow you to reduce long-term study time invested significantly improving its effectiveness.

4. SKILLS

1.- SKILLS

<table>
<thead>
<tr>
<th>BASIC SKILLS AND CROSS-CURRICULAR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS2</td>
</tr>
<tr>
<td>Students should know how to apply their knowledge to their work or vocation in a professional manner and should have the skills that are usually demonstrated by compiling and defending arguments and resolving problems within their area of study.</td>
</tr>
<tr>
<td>BS3</td>
</tr>
<tr>
<td>Students should have the capacity to collect and interpret relevant data (usually within their area of study) to form opinions based on reflection on relevant topics of a social, scientific or ethical nature.</td>
</tr>
<tr>
<td>CCS1</td>
</tr>
<tr>
<td>Good command of a modern language for academic and professional purposes while acquiring oral and written communication skills.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIFIC SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS3</td>
</tr>
<tr>
<td>Capacity to manage a company efficiently in terms of time, motivation, behaviour and handling of changes in order to adapt to the business environment.</td>
</tr>
<tr>
<td>SS4</td>
</tr>
<tr>
<td>Capacity of critical analysis in quantitative and qualitative terms, including data analysis, interpretation and extrapolation to a given business reality.</td>
</tr>
</tbody>
</table>

2.- LEARNING OUTCOMES:

<table>
<thead>
<tr>
<th>Learning outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Know how to calculate the production cost of goods and services provided by a company.</td>
</tr>
<tr>
<td>Understand and apply the different cost models and systems currently used.</td>
</tr>
</tbody>
</table>
5. EDUCATIONAL ACTIVITIES

1.- DISTRIBUTION OF STUDENTS’ ASSIGNMENT:

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Face-to-face hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF2</td>
<td>Seminar</td>
<td>45</td>
</tr>
<tr>
<td>AF3</td>
<td>Workshop</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>TOTAL face-to-face hours</td>
<td>60</td>
</tr>
<tr>
<td>AF0</td>
<td>Autonomous work of the student</td>
<td>120</td>
</tr>
</tbody>
</table>

6. ASSESSMENT OF LEARNING

1.- CLASS ATTENDANCE:

- Students must attend at least 75% of the face-to-face classes as a minimum to be grade with the continuous assessment system. As the student can miss 25% of the classes, no attenuating circumstances will be accepted for absences.

2.- ASSESSMENT SYSTEM AND CRITERIA:

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE2</td>
<td>Written exam with multiple-choice questions</td>
<td>20%</td>
</tr>
<tr>
<td>SE3</td>
<td>Written exam with logical reasoning questions</td>
<td>5%</td>
</tr>
<tr>
<td>SE4</td>
<td>Written exam with practice (exercises)</td>
<td>60%</td>
</tr>
<tr>
<td>SE6</td>
<td>Individual assignment</td>
<td>15%</td>
</tr>
</tbody>
</table>

3.- ASSESSMENT CRITERIA DESCRIPTION:

**GENERAL RULES**

Exam and activities deadlines will be established and communicated well in advance. If the student does not take any of the previous controls or the final test on the specified date, it will not be repeated for any reason other than a cause of force majeure.

The student must attend the various tests provided with an ID (student card, ID card or passport).

**ORDINARY CALL**

There will be three assessment with the following characteristics:

**Practice (workshop)** with a maximum grade of 2 points
The student will complete a practice (workshop) in which he/she should apply the contents covered up to that date.

**Continuous assessment exam** with a maximum grade of 3 points
This midterm exam will have a multiple-choice test covering theory and the resolution of several...
exercises.

**Final exam** with a maximum grade of 5 points
The final exam will cover all the contents reviewed during the course and it will have a multiple-choice test covering the theory and the resolution of several exercises or, alternatively a comprehensive business case.
In order to qualify for the Continuous Assessment of the Ordinary Call, students must get a minimum score of 2 points (4 out of 10 points) in this Final Exam. Otherwise, the Continuous Evaluation average mark will not be considered.

**EXTRAORDINARY CALL**
The student who has not passed the subject in the ordinary call must be submitted to a retake exam that will keep the same structure as the ordinary Final Exam. The final grade will be the one obtained in the retake exam.

### 7. COURSE SYLLABUS

1.- COURSE SYLLABUS:

**THEORY AND PRACTICE:**

**TOPIC 1. COST ACCOUNTING: CONCEPT AND EVOLUTION**
1.2. Accounting information and management decisions.
1.3. Concept, objective and users of cost accounting.
1.4. Relations between financial accounting and cost accounting.

**TOPIC 2. CONCEPT AND CLASSIFICATION OF COSTS**
2.1. Concept of cost.
2.2. Other concepts related with costs.
2.3. Cost elements.
2.4. Cost classification.
2.5. Costs relativity.

**TOPIC 3. SOURCES OF INFORMATION AND COST ACCOUNTING TREATMENT**
3.1. Sources of information of the cost accounting.
3.1.2. Information prepared by the own cost accounting system.
3.1.3. Company type of activities and company organization as a data source.
3.1.4. Activity centres (responsibility centres): main and auxiliary.
3.2. Information processing:
3.2.1. Identification, accrual, classification, localization and cost allocation.
3.2.3. Cost distribution through cost drivers.
3.2.4. Transfer unit. Subsequent distribution.

**TOPIC 4. FACTORS COST**
4.1. Materials costs.
4.2. Personnel costs.
4.3. Overhead manufacturing costs.
4.4. Financial costs.

**TOPIC 5. PRODUCTION COST**
5.1. Company production costs.
5.2. Functional analytical account: definition.
5.4. Treatment of lost units and waste.
5.5. Imperfect and defective products.
5.6. Multiple production.
TOPIC 6. COST ACCUMULATION SYSTEMS
6.1. Cost accumulation in continuous production and multiphase processes production.
6.2. Cost accumulation in job order production.
6.3. Practical exercises.

TOPIC 7. FULL COST MODEL
7.1. Concept of full costing.
7.2. General outline of a full cost model.

TOPIC 8. NON-FULL COST MODEL
8.2. Concept of non-full costing.
8.2.1. Overhead costs allocation models.
8.2.2. Variable cost models.

WORKSHOPS PROGRAM (BUSINES CASES TO WORK DURING CLASS TIME):
1. Information sources and its use in Cost Accounting:
   • Practical cases on the allocation of indirect costs.
2. Inventory costs:
   • Practical cases on inventories valuation.
3. Production costs:
   • Practical cases on calculating the production cost of products or services.
4. Systems and models for Cost Accounting:
   • Practical cases to apply different models and systems in Cost Accounting.
5. Full costing method:
   • Business cases to apply the full costing method.
6. Non-full costing methods:
   • Business cases to apply the non-full costing methods (Direct Costing and Rational Absorption methods).

8. BIBLIOGRAPHY

1.- BASIC BIBLIOGRAPHY:

2.- ADDITIONAL BIBLIOGRAPHY:
   • (Spanish) Varios autores (2013). Contabilidad de costes: Casos Prácticos. CEU Ediciones. Madrid

3.- WEB RESOURCES:
   • Instituto de Contabilidad y Auditoría de Cuentas: www.icac.meh.es
   • AECA: www.aeca.es
9. ATTITUDE IN THE CLASSROOM

1.- REGULATIONS:

Any irregular act of academic integrity (no reference to cited sources, plagiarism of work or inappropriate use of prohibited information during examinations) or signing the attendance sheet for fellow students not present in class will result in the student not being eligible for continuous assessment and possibly being penalized according to the University regulations.

The teaching unit will decide, in each case, the sanction that will be applied to those students who are expelled from the classroom.