#### Practice

16.2 08P

Specific Objective
By the end of the submodule unit, the trainee
should be able to
identify the challenges
posed by emerging
trends and issues in
supply management

Content

16.2.08P1

Class discussion on managing challenges posed by emerging trends and issues in supply management Suggested

Teaching/Learning

Resources

- Text books
- Chalk board

Suggested

Teaching/Learning

Activities

- Discussion
- Observation
- Class presentations

Suggested Evaluation

Methods

- Oral tests
- Assignments
- Examinations

## 17.2.0 COST ACCOUNTING

#### 17.2.01 Introduction

This module unit is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her to ascertain costs and prepare performance reports in a business set - up.

### 17.2.02 General Objectives

By the end of this module unit, the trainee should be able to:

- a) recognise the role of a cost accountant in a supply firm
- b) describe the methods costing of goods produced or services offered
- c) discuss the pricing of goods and services offered
- d) outline cost allocation procedures of various overheads
- e) apply simple costing techniques as used in modern business setups

# 17.2.03 Module Unit Summary and Time Allocation

Code	Sub-Module Units	Content	Time (Hours)
17.2.01	Introduction to Cost Accounting	<ul> <li>Nature of cost accounting</li> <li>Importance of cost accounting</li> <li>Basic terms used in cost accounting</li> <li>Principles of cost accounting</li> <li>Distinction between cost accounting and financial accounting</li> <li>Characteristics of an effective cost accounting system</li> <li>Duties of a cost accountant</li> </ul>	4
17.2.02	Elements of Cost and Cost Behaviour	<ul> <li>Elements of costs of a product</li> <li>Cost classification</li> <li>Importance of cost information</li> <li>Cost statement format</li> </ul>	10
7.2.03	Material Costing	Stock taking methods Control procedures Aspects material Costing Stock valuing methods Methods of valuing material issues Stores ledger/account format	10

Code	Sub-Module Units	Content	Time
17.2 04	Labour Costing	<ul> <li>Meaning of labour costs</li> <li>Ascertainment of labour costs</li> <li>Classification of labour costs</li> <li>Methods of calculating labour costs</li> <li>Calculation of labour costs using labour costs methods</li> <li>Payroll format</li> </ul>	(Hours)
17.2.05	Costing for Overheads	<ul> <li>Meaning of overhead</li> <li>Overheads expenses</li> <li>Distinction between allocation. apportionment and absorption</li> <li>Classification of overhead expenses into their respective categories</li> <li>Overhead analysis sheet format</li> <li>Calculation of overhead</li> </ul>	10
17.2.06	Process Costing	absorption rates  Definition of process costing Elements of process costing Process account format Abnormal loss account format Normal loss account format Scrap debtor account Finished good stock account Work-in-progress calculation Statement of equivalent production format	10
17.2.07	Contract Costing	Definition of contract costing     Features of contract costing     Preparation of contract     account     Preparation of contractee     account	10
7.2.08	Batch Costing	<ul> <li>Definition batch costing</li> <li>Procedures for preparation of batch statements</li> </ul>	8
7.2.09	Factory Job Costing	Nature of factory job costing     Procedures in factory job     costing	10

Code	Sub-Module Units	Content	Time (Hours)
		<ul><li> lob cost card layout</li><li> Cost estimates</li></ul>	
17.2.010	Service Costing	<ul> <li>Nature of service costing</li> <li>Common costs units used in service costing</li> <li>Preparation of operations cost statement</li> </ul>	6
17.2.01]	Emerging Issues and Trends Cost Accounting	<ul> <li>Emerging issues and trends in cost accounting</li> <li>Challenges posed by emerging issues and trends in cost accounting</li> <li>Coping with challenges posed by emerging issues and trends in cost accounting</li> </ul>	2
	Total		90

17201			
17.2.01	INTRODUCTION		Content
	TO COST	17.2.0171	Nature of cost
	ACCOUNTING		accounting
		17.2.01T2	Importance of cost
	Theory		accounting
		17.2.01T3	Basic terms used in
17.2.01T	Specific Objectives		
	By the end of the sub-	17.2.01T4	Cost accounting
	module unit, the	17.2.0114	Principles of cost
	trainee should be able	17.2.01T5	accounting
	to:	11.2.0113	Distinction between
			cost accounting and
		10000	financial accounting
	of cost accounting	17.2.0176	Characteristics of an
	b) explain the		effective cost
	importance of cost		accounting system
	accounting	17.2.0177	Duties of a cost
	<ul><li>c) explain basic</li></ul>		accountant
	terms used in cost		
	accounting		Practice
	d) define the		
	principles of cost	17.2.01P	Specific Objective
	accounting	.0)	By the end of the sub-
	e) distinguish	in the second	module unit, the
	between cost	3	trainee should be able
	accounting and		to discuss the
	financial		
	accounting		importance of cost
	f) state the		accounting
	characteristics of		Content
	an effective cost	17.2.01P1	
	accounting system	17.2.011)	Group discussion .
	g) state the duties of		c ,
	a cost accountant.		Suggested -
	o cen decomman.		Teaching/Learning
17.2.01C	Competence		Resources
	The trainee should		- Textbooks
	have the ability to		- Manuals
			Ev a
	apply the principles of		Suggested
	cost accounting in a		Teaching/Learning
	business set up.		Activities
			- Class Discussions
			- Lectures

	Suggested Evaluation Methods		Practice
	<ul> <li>Continuous</li> <li>Assessment Tests</li> <li>Class assignments</li> <li>Questions and</li> <li>Answers</li> </ul>	17.2.02P	Specific Objectives By the end of the sub- module unit, the trainee should be able to:
17.2.02	ELEMENTS OF COST AND COST BEHAVIOUR Theory		<ul> <li>a) discuss cost classification in class</li> <li>b) prepare cost statements</li> </ul>
			Content
17.2.02T	Specific Objectives By the end of the sub-	17.2.02P1	Class discussion on cost classification
	module unit, the trainee should be able	17.2.02P2	Preparing of cost statements
	to:	0(1)	C
	<ul> <li>a) identify the elements of cost of</li> </ul>		Suggested
		100	Teaching/Learning
	a product		Resources
	b) explain costs classification c) discuss the	357	<ul><li>Textbooks</li><li>Manuals</li></ul>
	importance of cost information		Suggested
			Teaching/Learning
	d) explain the format of a cost statement.		Activities - Class Discussions - Lectures
17.2 02C	Competence The trainee should		- Demonstrations
	have the ability to		Suggested Evaluation
	classify costs of a		Meihods
	product in a business		- Continuous Assessment Tests
	Content		- Class assignments
17.2.02T1	Elements of cost of a product		
17.2.02T2	Cost classification		
17.2.02 <b>T</b> 3	Importance of cost information		
17.2.02T4	Cost statement format		

	<ul> <li>a) explain the meaning of</li> </ul>		Practice
	overheads b) identify various overhead expenses	17 2 05P	Specific Objectives By the end of the sub- module unit, the
	c) distinguish between overhead		trainee should be able
	allocation. apportionment and		<ul> <li>a) prepare overhead analysis sheet</li> </ul>
	absorption d) classify overhead expenses into their		b) calculate overhead absorption rates
	respective categories e) explain format of	17.2.05P1	Content Preparing overhead
	preparing overhead analysis sheet  f) explain calculation	-17.2.05P2	analysis sheet Calculating overhead absorption rates
	of overhead absorption rates.	COM	Suggested
17.2 05C	Commete	X.	Teaching/Learning
77-2 0 70	Competence The trainee should		Resources
	have the ability to		- Textbooks
	prepare overhead		- Manuals
	analysis sheet in a		Changered
	business.		Suggested Teaching/Learning
	Content		Activities
17.2.05T1	Meaning of overhead		- Class Discussions
17.2.05T2	Overhead expenses		- Demonstrations
17.2.05T3	Distinction between		Suggested Evaluation
	allocation.		Methods
	apportionment and		- Class assignments
	absorption		- Oral tests
17.2.05T4	Classification of		Crar tests
	overhead expenses		
	into their respective		
	categories		
17.2.05T5	Overhead analysis		
	sheet		
17.2.05T6	Calculation of		
	overhead absorption		
	rates		

17.2.6	PROCESS	17.2 06T2	Elements of process
	COSTING		costing
		17.2 06T3	Process account
	Theory		format
17.0.00	6 6	17.2.06T4	Abnormal loss account
17.2.06T	Specific Objectives	52/4481 SSE 669/04/05/05/15	format _
	By the end of the sub-	17.2.06T5	Normal loss account
	module unit, the		format
	trainee should be able	17.2.06T6	Scrap debtor account
	10:	17.2.06 <b>T</b> 7	Finished good stock
	<ul> <li>a) define process</li> </ul>		account
	costing	17.2.0618	Work-in-progress
	<ul><li>b) explain elements</li></ul>		calculation
	of process costing		- Definition of Work-
	<ul> <li>c) describe format of</li> </ul>		In -Progress
	process account		- Calculation Work-
	d) describe format of		In-Progress
	abnormal loss	17.2.06T9	Statement of
	account	COL	equivalent production
	e) describe format of	X.	format
	normal loss	0	3017711
	account		Practice
	f) describe scrap		Tachec
	debtor account	17.2.06P	Specific Objectives
	g) describe finished		By the end of the sub-
	good stock		module unit, the
	account		trainee should be able
	h) describe how		10:
	work-in progress		a) prepare process
	is calculated		account
	i) describe format of		b) prepare normal
	statement of		loss account
	equivalent		c) prepare abnormal
	production.		loss account
	3		d) prepare scrap
17.2.06C	Competence		debtor account
	The trainee should		e) calculate work-in
	have the ability to		
	apply process costing		progress f) prepare statement
	in a business set up		
	a comess set up		of equivalent
	Content		production
17.2.06T1	Definition of process		
17.2.0011	costing		

	Content		1.0
17.2.06P1	Preparing process		a) define contract
	account		cosimg
17.2.06P2	Preparing normal loss		b) identify features of
	account		contract costing c) describe the
17.2.06P3	Preparing abnormal		preparation of
	loss account		contract account
17.2.06P4	Preparing scrap debtor		d) describe the
	account		
17.2.06P5	Calculating work-in		preparation of a
	progress		contractee account.
17.2 06P6	Preparing statement of	17.2.07C	Competence
	equivalent production		The trainee should
	Suggested		have the ability to:
	Teaching/Learning		i) prepare contract
	Resources		account for a
	- Textbooks		business
	- Manuals		ii) evaluate costs of a
	- Resource Persons		contract in a
			business set up
	Suggested	Cit.	
	Teaching/Learning	17.2.0711	Content
	Activities	17.2.0711	Definition of contract
	- Class Discussions	17.2.0712	Costing
	Lectures	17.2.0712	Feature of contract
	- Demonstrations	17.2.0713	Costing
		17.2.071,)	Preparation of contract account
	Suggested Evaluation	17.2.0714	
	Methods	71.2.0771	Preparation of contractee account
	<ul> <li>Class assignments</li> </ul>		contractee account
	<ul> <li>Questions and</li> </ul>		Practice -
	Answers		TACHEE
		17.2.07P0	Specific Objectives
17.2.07	CONTRACT	2.0000000000000000000000000000000000000	By the end of the sub-
it.	COSTING		module unit, the
			trainee should be able
	Theory		to:
			a) prepare contract
17.2.07T	Specific Objectives		account
	By the end of the sub-		9.9
	module unit, the		b) prepare contractee account
	trainee should be able		account
	to:		

	Content	17.2.08C	C
17.2.07P1	Preparing contract	172.000	Competence
	account		The trainee should
17.2.07P2	Preparing contractee		have the ability to
	account		prepare batch
			statements in an
	Suggested		organisation
	Teaching/Learning		7.
	Activities	17.2.08T1	Content
	- Class Discussions	17.2.0011	Definition batch
	- Lectures	17.2.0072	costing
	- Demonstrations	17.2.0872	Procedure for
	- Demonstrations		preparation of batch
	C		statements
	Suggested Topphine (1)		
	Teaching/Learning		Practice
	Resources		
	- Textbooks	17.2.08P	Specific Objective
	- Manuals		By the end of the sub-
	- Resource Persons		module unit, the
			trainee should be able
	Suggested Evaluation	X.O	to prepare batch
	Methods		statements
	<ul> <li>Class assignments</li> </ul>	16	SE SUSPENSION TO CONTRACT OF THE
	- Questions and	6	Contem
	Answers	17.2.08P1	Preparing batch
17.2.08	BATCH COSTING		statements
			Suggested
	Theory		
			Teaching/Learning Resources
17.2 08丁	Specific Objectives		- Textbooks
	By the end of the sub-		- Manuals
	module unit, the		- Resource Persons
	trainee should be able		- Resource Persons
	to:		Suggested
	<ul> <li>a) define batch</li> </ul>		
	costing		Teaching/Learning
	b) explain procedure		Activities Class Discouri
	of batch statement		- Class Discussions
	preparation.		- Lectures
	preparation.		- Demonstrations
			Suggested Evaluation
			Methods

Methods
- Class assignments
- Oral tests

Code	Sub-Module Units	Content	Time
18 2 03	Market Segmentation and Targeting	<ul> <li>Meaning of market         segmentation and targeting</li> <li>Importance of market         segmentation and targeting</li> <li>Basis of market         segmentation</li> <li>Process of market         segmentation and targeting</li> <li>Benefits of market         segmentation and targeting</li> <li>Limitations of market         segmentation and targeting</li> </ul>	(Hours)
18 2.04	Consumer Behaviour	<ul> <li>Meaning of consumer market and organisational market</li> <li>Importance of studying consumer behaviour</li> <li>Factors influencing consumer and organisational buying behaviour</li> <li>Buying decision making process for consumer and organisational markets</li> <li>Role players in the buying decision process for consumer and organisation markets</li> </ul>	10
8.2.05		Definition of marketing mix Elements of the marketing mix Importance of the marketing mix elements Factors affecting the marketing mix elements	10-

Code	Sub-Module Units	Content	Time (Hours)
18.2.06	Product	<ul> <li>Meaning of a product/service</li> <li>Classification of products</li> <li>Product decisions</li> <li>New product development process</li> <li>Product adoption process</li> <li>Product life cycles (PLC)</li> </ul>	10
18.2.07	Price	<ul> <li>Meaning of price</li> <li>Importance of price</li> <li>Pricing objectives</li> <li>Methods used in pricing products</li> <li>Factors affecting pricing</li> </ul>	10
18.2.08	Place/ Distribution	<ul> <li>Meaning of place</li> <li>Importance of place/distribution</li> <li>Channels of distribution</li> <li>I unctions performed by distribution channels members</li> <li>Role of information communication technology (ICT) in distribution</li> </ul>	10
18.2.09	Promotion	<ul> <li>Meaning of promotion</li> <li>Importance of promotion</li> <li>Promotion elements</li> </ul>	6
18.2.10	Customer Care	<ul> <li>Meaning of customer care</li> <li>Role of customer care</li> <li>Areas of customer care services</li> <li>Sources of customer complaints</li> </ul>	10