Basic data of the subject	
University	**University of Applied Sciences in Ferizaj**
Academic unit:	**Faculty of Engineering and Informatics**
Program:	**Industrial Engineering with Informatics**
Title of the subject:	**Cost Management**
Level:	**Bachelor**
Course Status:	**Election**
Year of studies:	**III, Semesters VI**
Number of hours per week:	**3**
Value of Credits - ECTS:	**4**
Time / location:	
Course lecturer:	
Contact details:	
Course Description:	*The course Cost Analysis and Calculation includes proper information about the concept of cost management, analysis and calculation. Definition of the breakdown of costs, their role and importance in industrial management. Analysis about the calculation and identification of costs in the production process as an indispensable need for managerial decision making. Elaborating the structure and classifying costs through examples and tasks for calculating costs will be additional, practical information on the knowledge gained. Product cost categories, Identification, analysis and calculation of manufacturing costs and other industries. Analysis and calculation of costs of production, marketing, services, administration and staff in the enterprise. The course program will also introduce them to non-production costs and their impact on the company's final financial result.*
Objectives of the course:	*The knowledge gained through this course is intended for students to gain knowledge of the concept of cost management and analysis and their calculation in the enterprise. They will be introduced to cost analysis, direct and indirect costs. They will also be able to calculate how the costs will be calculated in the manufacturing and services industries, by analysing marginal, average, periodic costs in business and managerial decisions.*
Expected learning outcomes:	*Upon completion of the course, the student should be able to:* • *Have advanced knowledge of costs and their analysis,* • *Calculate all types of costs in the enterprise,* • *Identified direct and indirect costs in the enterprise,* • *Oversees cost-level analysis,* • *Competent and active participant in the enterprise spending oversight team,* • *Competence to lead the team in the production process in the enterprise, problem solving as well as*

	commercialization of innovations.
Prerequisites	*N/A*

Contribution to the student load (which must correspond with learning outcomes)			
Activity	**Hour**	**Day/Week**	**In total**
Lectures with numerical exercises	3	15	45
Internship			
Contacts with teacher / consultations			
Field exercises			
Midterm, seminars and projects.	3	2	6
Homework			
Self-learning time student (at the library or at home)	2	10	20
Final preparation for the exam	7	2	14
Time spent on evaluation (tests, quiz and final exam)			
Projects and presentations.	3	5	15
Total			**100**

Teaching methodology:	*Interactive lectures with students on lectured topics, orientation in material development, group discussions on the use of advanced methods in practice, choice of assignments based on lectures as well as active collaboration in student teams*
Assessment methods:	*The student can choose to be assessed one of the two forms of assessment, given below:* *1. Form 1: Evaluation with two tests and the Project* *2. Form 2: Evaluation of the final exam.* *Form 1:* *In the first form of assessment "Assessment with two tests and project" the student is assessed in four activities that are carried out during the lectures:* *1. Test 1 (30%), individual assessment* *2. Test 2 (30%), individual assessment* *3. Class activity (10%), individual assessment* *4. Project (30%), group assessment.* *Additional clarification:* *If the student in each activity above reaches the maximum points, then he will be evaluated with 100 points.* *Students who pass the exam according to Form 1 of the assessment, are released from the obligation to take the final exam. Only if the student is not satisfied with the grade achieved according to form 1, then he can undergo the final exam to obtain*

	a higher grade. *Form 2:* *In the second form of evaluation, "Evaluation with the final exam", the student will undergo the exam which will be held after the end of the course lectures and is organized in the exam deadlines, determined by the University Senate.* *Through the final exam, the student can achieve a maximum of 70% of the points from the total of 100 points.* *The rest of the 30% points must be completed through group work on the Project, an activity carried out during the lectures.* *In Test 1, Test 2, and the final exam, the evaluation of the students will be done through an evaluation form, which must be completed individually by the student. The evaluation form will contain objective and subjective questions through which the student's learning outcomes will be evaluated:* • *The objective questions will be of the following types: (1) Multiple choice questions, (2) True/False, (3) Completion, and (4) Composition/Matching; questions that will be used to assess the student's abilities to recall and recognize the concepts and material of the course.* • *The subjective questions will be of the Essay/written task type that will be used to assess the student's understanding and abilities to apply the knowledge gained in the analysis, synthesis, and evaluation of the problem, from the answers prepared by the student to the question of submitting.* *Activity in the class means the student's engagement in dealing with the issues discussed in the class, during the lectures* *Project (30%), group assessment: it is an activity in which students apply the acquired knowledge in a concrete project. It is carried out in groups of 2 or 3 students who are obliged to carry out the activity, document it, and present it to the subject professor.* *For the form of realism and documentation of the activity, all members of the group will be evaluated with the same point (20%), while the evaluation of the presentation skills of the activity is individual and includes 10%.* *Rating:* *91-100 points – graded 10 (ten)* *81-90 points – graded 9 (nine)* *71-80 points – grade 8 (eight)*

	61-70 points – grade 7 (seven) *51-60 points – grade 6 (six)* *0-50 points – The student repeats the exam.*
The ratio of theory and practice:	*70% Theory and task* *20% Student engagement during the Lectures analytical solutions to the tasks and problems posed* *10% Practical by incorporating the analytical work of the student which can be: Case studies, Seminar-scientific work, Essay or Research Project,*
Literature	
Basic Literature:	1. *Skender Ahmeti Prof.Dr– "Kontabiliteti i Kostos" – Prishtinë 2018,*
Additional Literature:	1. *Skender Ahmeti Prof.Dr– "Kontabiliteti i Menaxhmentit" – Prishtinë 2018* 2. *Horngren, Datar, Rajan "Cost Accounting", Ed.15, USA, 2015*
Designed learning plan	
Week:	**Lectures and exercises to be held**
Week one:	*Presentation - informing students of the course syllabus, Description (presentation) of the subject*
Week two:	*Cost accounting in the business environment*
Week three:	*Basic concepts on costs. Due to production costs*
Week four:	*Accounting for the material. JIT (Just in time). Calculation of OEQ (Economic Order Quantity)*
Week five:	*Accounting for work. Control of labor costs*
Week six:	*Accounting for indirect manufacturing costs. Method of direct labor costs. Direct labor hours method. The machine hours method*
Week seven:	*First test*
Week eight:	*Allocating the costs of support departments Allocating the costs of support departments to production departments*
Week nine:	*Allocation of costs to service and production departments. Direct method. The graduated method. Mutual method*
Week ten:	*Allocation of costs to service departments*
Week eleven:	*Allocation of costs: Related products and by-products*
Week twelve:	*Irrelevance of associated costs for decision making*
Week thirteen:	*effective Units, Reworked Units and Scrap Process Cost and Defective Units*
Week fourteen:	*Defective units, reworked units and scrap*
Week fifteen:	*Second Test*
Academic policies and rules of conduct	
The student is obliged to attend lectures regularly and to behave appropriately to colleagues and staff of the University, keeping calm and interactive engagement during lectures and exercises is mandatory.	