

<p align="center"><b>Name of the Program: BBA/B.Voc</b></p> <p align="center"><b>Course Code: BBA/B.Voc 3.1</b></p> <p align="center"><b>Name of the Course : COST ACCOUNTING</b></p>		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>4Credits</b>	<b>4 Hrs.</b>	<b>60 Hrs.</b>
<p><b>Pedagogy:</b> Class room lectures, Tutorials, and Problem Solving.</p>		
<p><b>COURSE OBJECTIVES: ON SUCCESSFUL COMPLETION OF THE COURSE, THE STUDENTS WILL-</b></p> <ul style="list-style-type: none"> <li>• To recognize appropriate theories and concepts relevant to cost accounting.</li> <li>• To enable students to identify various costs and classify them.</li> <li>• To acquire knowledge of various elements of cost.</li> <li>• To understand the relevance of reconciling profits of cost accounting and financial accounting.</li> </ul> <p><b>LEARNING OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>• To calculate profit using cost accounting concepts, theories and principles.</li> <li>• To estimate cost for the future</li> <li>• To measure material, labour and overhead expenses</li> <li>• To reconcile profits of cost accounting and financial accounting.</li> </ul>		
<b>Syllabus:</b>		<b>Hours</b>
<b>ModuleNo.1:Introduction to Cost Accounting</b>		<b>16</b>
<p><b>Introduction:</b> Meaning, Objectives, Importance and Uses of Cost Accounting, Functions of Cost Accounting Department in an Organization, Difference between Cost Accounting and Financial Accounting; Various elements of Cost and Classification of Cost; Cost Object, Cost Unit, Cost Driver, Responsibility Centers; Cost Reduction and Cost Control; Methods and Techniques of Costing (Meanings only); Use of IT in Cost Accounting; Limitations of Cost Accounting; <b>Cost Sheet:</b> Meaning and Cost Heads in a Cost Sheet, Presentation of Cost information in Cost Sheet/Statement- Problems on Cost Sheet, Tenders and Quotations.</p>		
<b>ModuleNo.2:Materials Cost</b>		<b>14</b>

**Materials:** Meaning, Importance and Types of Materials-Direct and Indirect Material.

**Materials Procurement:** Procedure for procurement of materials and documentation involved in the procurement of materials- (Bill of materials, Material requisition note, Purchase requisition note, Purchase order, Goods received note);

**Materials Storage and Records:** Duties of Storekeeper, Store records- (Bin cards, Stores Ledger, Stock Control Cards);

**Materials Issues and Valuation:** Procedure for material issues, Documents used in material issues-(Material Requisition Note, Material Transfer Note, Materials Return

Note); Valuation of material issues - preparation of Stores Ledger/ Account - FIFO, LIFO, Simple Average Price and Weighted Average Price Methods-problems.

**Inventory Control:** Inventory control techniques and determination of various stock levels-Problems on Level Setting and Computation of EOQ;ABC Analysis, FSN Inventory, VED Inventory, HML Inventory, Physical Control- Two-Bin system ,KANBAN, JIT Inventory Management technique, Perpetual Inventory system (Concepts only).

**ModuleNo.3:Employee Cost**

**10**

**Employee Cost:** Meaning, Components, Classification and Importance of Employee (Labour) Cost in Organizations; Attendance Procedure – Time keeping and Time Booking, Idle Time - Causes and treatment of Normal and Abnormal Idle Time, Overtime - Causes and treatment(Theory only);

**Methods of Remuneration** (Payment of Wages and Incentives)Problems on calculation of earnings under Time Rate (Straight time rate, Halsey and Rowan Methods) and Piece rate systems (Straight piece rate and Taylor’s differential piece rate); **Employee Turnover**-Meaning, Reasons and Effects of LTO/ETO.

**ModuleNo.4: Overheads**

**14**

**Overheads:** Meaning and Classification of Overheads; Accounting and Control of Manufacturing Overheads: Estimation and Collection, Cost allocation, Apportionment, Re-apportionment and Absorption of Manufacturing Overheads; Problems on Primary and Secondary distribution and Secondary distribution using Reciprocal Service Methods only (Repeated Distribution Method and Simultaneous Equation Method); Accounting and Control of Administrative, Selling and Distribution overheads; Absorption of overheads: Meaning and Methods of Absorption of overheads; Problems on Machine hour rate

<b>ModuleNo.5:Reconciliation of Cost and Financial Accounts</b>	<b>6</b>
Reasons for differences in Profits under Financial and Cost Accounts; Procedure for Reconciliation –Ascertainment of Profits as per Financial Accounts and Cost Accounts and Reconciliation of Profits of both sets of Accounts – Preparation of Reconciliation Statement – Problems.	
<b>SKILL DEVELOPMENTS ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• Prepare a Cost Sheet with imaginary figures.</li> <li>• List the documents required in Inventory Management.</li> <li>• Demonstrate the valuation of inventory using any one method of pricing material issues.</li> <li>• Calculate the amount of Wages under Halsey/Rowan Plans, using imaginary data.</li> </ul>	
<b>TEXT BOOKS:</b> <ol style="list-style-type: none"> <li>1. Jain and Narang, Cost Accounting, Kalyani Publication House.</li> <li>2. M.N Arora, Cost Accounting, HPH</li> <li>3. N.K. Prasad, Cost Accounting, Books Syndicate Pvt. Ltd.</li> <li>4. Dr. V Rajeshkumar, Dr. R K Srikanth, Cost Accounting, MH India</li> <li>5. P V Ratnam, Cost Accounting, Kitab Mahal</li> <li>6. P C Tulsian, Cost Accounting, MHE India</li> <li>7. Nigam &amp; Sharma, Cost Accounting, HPH</li> <li>8. Dr. B. Mariyappa, Cost Accounting, HPH</li> <li>9. Khanna, Ahuja &amp; Pandey, Practical Costing, S Chand &amp; Co. Ltd.</li> <li>10. B.S. Raman, Cost Accounting, United Publisher</li> <li>11. Ravi M. Kishore, Cost Management, Taxmann</li> </ol> <p><b>Note: Latest edition of text books may be used.</b></p>	