

**ST. JOSEPH'S COLLEGE OF COMMERCE
(AUTONOMOUS)**



LESSON PLAN

2017-2018 EVEN SEMESTER

B.Com - Travel and Tourism

C2 15 MC 401

Cost Accounting

TEACHING LESSON PLAN- B.Com (Travel and Tourism)

4th Semester

SUBJECT: C2 15 MC 401: COST ACCOUNTING

MODULE – 1: BASIC CONCEPTS AND CLASSIFICATION

UNIT/ SESSION/ HOURS (TIME REQUIRED)	TOPICS FOR STUDENT PREPARATION (INPUT)	PROCEDURE (PROCESS)	LEARNING OUTCOME (OUTPUT)	ASSESSMENT
14 Hours	<ul style="list-style-type: none"> a) Meaning of Cost Accounting, Costing, Cost Accountancy, Cost and Management Accounting. b) Objectives of Cost Accounting. c) Cost Accounting Vs Financial Accounting. d) Cost Accounting Vs Management Accounting e) Advantages of Cost Accounting f) Methods of Costing g) Techniques or Types of Costing h) Cost Units – Meaning and purpose. i) Cost Centres – Meaning and purpose. j) Cost Accounting Departments k) Brief note on Cost Audit Records and Report Rules 	<ul style="list-style-type: none"> a) Explanation of various terms used b) Presentations on various topics given in the module 	Knowledge of: <ul style="list-style-type: none"> a) The meaning of various terms: Cost Accounting, Costing, Cost Accountancy, Cost and Management Accounting. b) Objectives of Cost Accounting. c) Cost Accounting Vs Financial Accounting. d) Cost Accounting Vs Management Accounting e) Advantages of Cost Accounting f) Methods of Costing g) Techniques or Types of Costing h) Cost Units – Meaning and purpose. i) Cost Centres – Meaning and purpose. j) Cost Accounting Departments Brief note on Cost Audit Records and Report Rules 	<ul style="list-style-type: none"> a) Oral Test b) Written Test c) MCQ d) Activity: List the methods of Costing adopted by industries located in a particular region.

UNIT/ SESSION/ HOURS (TIME REQUIRED)	TOPICS FOR STUDENT PREPARATION (INPUT)	PROCEDURE (PROCESS)	LEARNING OUTCOME (OUTPUT)	ASSESSMENT
	<ul style="list-style-type: none"> a) Meaning of Cost, Expenses and Losses. b) Classification of Costs based on behavior, output, degree of traceability to the product, association with the product, on the basis of functions and on the basis of controllability c) Cost Statement or Cost Sheet d) Meaning of Tenders and quotations – Its preparation. e) Meaning of Job and Batch Costing - Problems on them. 	<ul style="list-style-type: none"> a) Explanation of various terms used in the Module. b) Presentations on the various topics given in the module c) Problems and solutions 	<p>Knowledge of:</p> <ul style="list-style-type: none"> a) The meaning of various terms: Cost, Expenses and Losses. b) Classification of Costs based on behavior, Output, degree of traceability to the product, Association with the product, on the basis of functions and on the basis of controllability c) Preparation of Cost Statement or Cost Sheet d) Meaning of Tenders and quotations – Its preparation. 	<ul style="list-style-type: none"> a) Assignments b) Student working out sums on board. c) Oral Test d) Written Test e) MCQ f) Activity: List of materials consumed in any two organizations of your choice.

MODULE – 2: MATERIAL CONTROL AND MATERIAL CLASSIFICATION

UNIT/ SESSION/ HOURS (TIME REQUIRED)	TOPICS FOR STUDENT PREPARATION (INPUT)	PROCEDURE (PROCESS)	LEARNING OUTCOME (OUTPUT)	ASSESSMENT
10 Hours	<ul style="list-style-type: none"> a) Meaning of Material and Material Control. b) Concepts and Objectives of Material Control. c) Organisation for Material Control. d) Purchasing and Receiving Procedure, Issues in material procurements, stores organization, inventory shortages and overages and Inventory control. e) Calculations of Stock levels and EOQ with or without discount. f) Preparation of Stores Ledger under FIFO, LIFO and Weighted Average Methods. g) Pricing of Materials returned to vendor, Pricing of materials returned to storeroom and selection of a material pricing method. 	<ul style="list-style-type: none"> a) Explanation of various terms b) Presentations on the various topics given in the module c) Problems and solutions. 	<ul style="list-style-type: none"> a) Knowledge of the various terms used. b) Calculation of Stock Levels and EOQ with or without discount. c) Preparation of Stores Ledger under FIFO, LIFO and Weighted Average. d) Knowledge of Purchasing and Receiving Procedure, Issues in material procurements, stores organization, inventory shortages and overages and Inventory control. e) Pricing of Materials returned to vendor, Pricing of materials returned to storeroom 	<ul style="list-style-type: none"> a) Assignments b) Student working out sums on board. c) Oral Test d) Written Test e) Activity: Collection of difference formats of – Material requisition, purchase requisition, bin cards and stores ledger.

			and selection of a material pricing method.	
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MODULE – 3: LABOUR COSTS – ACCOUNTING AND CONTROL

UNIT/ SESSION/ HOURS (TIME REQUIRED)	TOPICS FOR STUDENT PREPARATION (INPUT)	PROCEDURE (PROCESS)	LEARNING OUTCOME (OUTPUT)	ASSESSMENT
10 Hours	a) Meaning of Direct Labour, Indirect Labour, Incentive wage plans, Work study, Job Evaluation, Merit Rating, Time and Motion Study and Labour Turnover. b) Treatment of Labour cost related items. c) Methods of remunerating labour – Time and Piece Rate System, Halsey and Rowan Premium systems, Taylor and Merrick’s differ tial piece rate system.	a) Explanation of various terms b) List of formulae c) Basic Laws d) Presentation s on the various topics given in the module e) Problems and solutions.	a) Knowledge of the various terms used. b) To Calculate Learning Curve Ratio. c) Forecasting of cost and its impact on profit using Leaning Curve.	a) Assignments b) Student working out sums on board. c) Oral Test d) Written Test e) MCQ f) Activity : Preparation of wage sheet/pay roll with imaginary figures.

MODULE – 4: OVERHEAD DISTRIBUTION

UNIT/ SESSION/ HOURS (TIME REQUIRED)	TOPICS FOR STUDENT PREPARATION (INPUT)	PROCEDURE (PROCESS)	LEARNING OUTCOME (OUTPUT)	ASSESSMENT
10 Hours	a) Meaning of Overheads b) Classification of overheads. c) Collection and codification of overheads. d) Allocation and apportionment of factory overheads. e) Apportionment of Service Department overheads to production departments by Repeated and Simultaneous Equation Method. f) Absorption of factory overheads – Machine hour rate method.	a) Explanation of various terms b) Presentation s on the various topics given in the module c) Problems and solutions.	a) Knowledge of the various terms used. b) Allocation and apportionment of factory overheads. c) Apportionment of Service Department	a) Assignments b) Student working out sums on board. c) Oral Test d) Written Test e) MCQ

	g) Selecting an absorption rate.		<p>overheads to production departments by Repeated and Simultaneous Equation Method.</p> <p>d) Absorption of factory overheads – Machine hour rate method.</p> <p>e) Selecting an absorption rate.</p> <p>f) To solve problems on the above.</p>	
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MODULE – 5: OPERATING COSTING

UNIT/ SESSION/ HOURS (TIME REQUIRED)	TOPICS FOR STUDENT PREPARATION (INPUT)	PROCEDURE (PROCESS)	LEARNING OUTCOME (OUTPUT)	ASSESSMENT
8 Hours	<p>a) Theoretical inputs about operating costing</p> <p>b) Problems on Operating Costing.</p>	<p>a) Explanation of various terms</p> <p>b) Presentations on the various topics given in the module</p> <p>c) Problems and solutions.</p>	<p>a) Knowledge of the various terms used.</p> <p>b) To solve problems on the above.</p> <p>c) Distinction between Job and Contract Costing</p> <p>d) Accounting Procedure in Contract Costing</p> <p>e) Solving problems on costing of running</p>	<p>f) Assignments</p> <p>g) Student working out sums on board.</p> <p>h) Oral Test</p> <p>i) Written Test</p> <p>j) MCQ</p>

			contracts, contracts nearing completion, Cost plus contracts, fixed price contract with escalation clause and on Operating Costing.	
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MODULE – 6 : RECONCILIATION OF COST AND FINANCIAL ACCOUNTS

UNIT/ SESSION/ HOURS (TIME REQUIRED)	TOPICS FOR STUDENT PREPARATION (INPUT)	PROCEDURE (PROCESS)	LEARNING OUTCOME (OUTPUT)	ASSESSMENT
8 Hours	<ul style="list-style-type: none"> a) Need for reconciliation b) Reasons for difference in profits c) Problems on Reconciliation. d) Preparation of Memorandum Reconciliation Account. 	<ul style="list-style-type: none"> a) Explanation of various terms d) Presentations on the various topics given in the module b) Problems and solutions. 	<ul style="list-style-type: none"> a) Knowledge of the various terms used. b) Need for Reconciliation c) Reasons for differences in profits d) To solve problems on the above. 	<ul style="list-style-type: none"> a) Assignments b) Student working out sums on board. c) Oral Test d) Written Test e) MCQ

Step 2- LESSON PLAN PREPARATION HOURLY WISE

Subject Name: COST ACCOUNTING

Lecture hours: 60

Objective: To familiarize and acquire adequate knowledge with the basic cost concepts required for effective decision making in firms.

Sl. No	UNIT & OBJECTIVES	No. of Lecture Hours	Methodology/Instructional techniques	Evaluation/learning confirmation
Module I	<p><u>BASIC CONCEPTS AND CLASSIFICATION</u> Objective: To understand the Basics of Cost and Management Accounting, its objects, advantages, methods and techniques.</p>	14		
1.	Meaning of Cost Accounting, Costing, Cost Accountancy, Cost and Management Accounting, Objectives of Cost Accounting.	1	Lecture	Question and Answer
2.	Cost Accounting Vs Financial Accounting, Cost Accounting Vs Management Accounting, Advantages of Cost Accounting	1	Lecture	Question and Answer
3.	Methods of Costing, Techniques or Types of Costing, Cost Units – Meaning and purpose, Cost Centres – Meaning and purpose.	1	Lecture	Question and Answer
4.	Cost Accounting Departments, Brief note on Cost Audit Records and Report Rules	1	Lecture	Question and Answer
5.	Revision Test	1	Revision	Test/ Assignment/ MCQ
6	Meaning of Cost, Expenses and Losses, Classification of Costs based on behavior, output, degree of traceability to the product,	1	Lecture	Question and Answer
7	Classification of cost on the basis of association with the product, on the basis of functions and on the basis of controllability.	1	Lecture	Question and Answer

	Meaning of Cost Statement and its preparation			
8	Problems on Cost Sheet	6	Lecture, Problems and Solutions	Question and Answer
12	Revision	1	Lecture, Problems and Solutions	Test/ Assignment/ Students working sums on the board/MCQ
Module 3	<u>MATERIAL CONTROL AND MATERIAL COSTING:</u> <u>Objective:</u> To prepare Stores Ledger under FIFO, LIFO and Weighted Average Method.	10		
1.	Meaning of Material and Material Control, Concepts and Objectives of Material Control, Organisation for Material Control.	1	Lecture	Question and Answer
2.	Purchasing and Receiving Procedure, Issues in material procurements, Stores organization, inventory shortages and overages and Inventory control.	1	Lecture, Problems and Solutions	Question and Answer
3.	Calculations of Stock levels and EOQ with or without discount.	1	Lecture, Problems and Solutions	Question and Answer
4.	Calculations of Stock levels and EOQ with or without discount.	1	Lecture, Problems and Solutions	Question and Answer
5.	Calculations of Stock levels and EOQ with or without discount.	1	Lecture, Problems and Solutions	Question and Answer
6.	Preparation of Stores Ledger under FIFO, LIFO and Weighted Average Methods.	1	Lecture, Problems and Solutions	Question and Answer
7.	Preparation of Stores Ledger under FIFO, LIFO and Weighted Average Methods.	1	Lecture, Problems and Solutions	Question and Answer
8.	Preparation of Stores Ledger under FIFO, LIFO and Weighted Average Methods.	1	Lecture, Problems and Solutions	Question and Answer
9.	Pricing of Materials returned to vendor, Pricing of materials returned to storeroom and selection of a material pricing method	1	Lecture, Problems and Solutions	Question and Answer
10.	Revision	1	Revision	Test/ Assignment/

				Students working sums on the board
Module 4	<u>LABOUR COSTS: ACCOUNTING AND CONTROL:</u> Objective: To understand the treatment of labour cost related items and the methods of remunerating labour.	10		
1.	Meaning of Direct Labour, Indirect Labour, Incentive wage plans,	1	Lecture	Question and Answer
2	Meaning of Work study, Job Evaluation and Merit Rating,	1	Lecture	Question and Answer
3	Time and Motion Study and Labour Turnover. Treatment of Labour cost related items.	1	Lecture	Question and Answer
4	Methods of remunerating labour – Time and Piece Rate System, Halsey and Rowan Premium systems, Taylor and Merrick's differential piece rate system .	1	Lecture	Question and Answer
5	Problems on – Time and Piece Rate System,	1	Lecture, Problems and Solutions	Question and Answer
6	Problems on – Halsey and Rowan Premium systems, Taylor and Merrick's differential piece rate system .	1	Lecture, Problems and Solutions	Question and Answer
7	Problems on – Time and Piece Rate System, Halsey and Rowan Premium systems, Taylor and Merrick's differential piece rate system.	1	Lecture, Problems and Solutions	Question and Answer
8	Problems on – Time and Piece Rate System, Halsey and Rowan Premium systems, Taylor and Merrick's differential piece rate system.	1	Lecture, Problems and Solutions	Question and Answer
9	Problems on – Time and Piece Rate System, Halsey and Rowan Premium systems, Taylor and Merrick's differential piece rate system.	1	Lecture, Problems and Solutions	Question and Answer
10	Revision	1	Revision	Test/ Assignment/ Students working sums on the board
Module 5	<u>OVERHEAD DISTRIBUTION:</u> Objective: To understand the meaning of Overhead,	10		

	its classification, allocation and apportionment. To allocate and apportion factory overheads, to apportion service department overheads to production departments.			
1.	Meaning of Overheads, Classification of overheads, Collection and codification of overheads.	1	Lecture	Question and Answer
2.	Allocation and apportionment of factory overheads and Apportionment of Service Department overheads to production	1	Lecture	Question and Answer
3.	Problems on allocation and apportionment of factory overheads	1	Lecture, Problems and Solutions	Question and Answer
7.	Problems on apportionment of Service Department overheads by Repeated and Simultaneous Equation Method.	3	Lecture, Problems and Solutions	Question and Answer
8.	Problems on apportionment of Service Department overheads by Repeated and Simultaneous Equation Method.	2	Lecture, Problems and Solutions	Question and Answer
12.	Absorption of factory overheads by Machine hour rate method and Selecting an absorption rate.	2	Lecture, Problems and Solutions	Question and Answer
Module 6	<u>OPERATING COSTING.</u> <u>Objective:</u> To know the meaning of Operating Costing. To solve problems on them.	8		
1	Meaning of Operating Costing and Accounting Procedure	1	Lecture	Question and Answer
2	Problems on Operating Costing	6	Lecture, Problems and Solutions	Question and Answer
6.	Revision	1	Revision	Test/ Assignment/ Students working sums on the board/MCQ
Module 7	<u>RECONCILIATION OF COST AND FINANCIAL ACCOUNTS:</u> <u>Objective:</u> To know the reasons for differences in profits between Financial Accounting and Cost Accounting, need for reconciliation and preparation of	8		

	Reconciliation Statement.			
1.	Reasons for differences in profits between Financial Accounting and Cost Accounting and need for reconciliation.	1	Lecture	Question and Answer
2.	Preparation of Reconciliation Statement	1	Lecture, Problems and Solutions	Question and Answer
3.	Problems on Reconciliation Statement	1	Lecture, Problems and Solutions	Question and Answer
4.	Problems on Reconciliation Statement	1	Lecture, Problems and Solutions	Question and Answer
5.	Problems on Reconciliation Statement	1	Lecture, Problems and Solutions	Question and Answer
6.	Problems on Reconciliation Statement	1	Lecture, Problems and Solutions	Question and Answer
7.	Problems on Reconciliation Statement	1	Lecture, Problems and Solutions	Question and Answer
8.	Revision	1	Revision	Test/ Assignment/ Students working sums on the board/MCQ

TEXT BOOKS:

Sl. No.	Author's Name	Name of the Textbook
1	S. P. Jain and K.L. Narang	Cost and Management Accounting
2	Colin Drury	Management and Cost Accounting
3	Nigam	Theory and Techniques of Cost Accounting
4	Dr. S.N. Maheshwari	Cost Accounting
5	M.N. Arora	Cost Accounting
6	Jawahar Lal	Cost Accounting

REFERENCES:

Sl. No.	Author's Name	Name of the Textbook
1	Costing Advisor	P.V. Rathnam
2	Cost Accounting	Khan and Jain