

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2020-2021

COST ACCOUNTING (SUBJECT CODE 823)

JOB ROLE: Jr. Accountant

**RATIONALIZED CURRICULUM FOR
CLASS – XII FOR SESSION 2020-21
Total Marks: 100 (Theory-60 + Practical-40)**

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	Employability Skills		
	Unit 1 : Communication Skills-IV	13	10
	Unit 2 : Self-Management Skills- IV	07	
	Unit 3 : ICT Skills- IV	13	
	Unit 4 : Entrepreneurial Skills- IV	10	
	Unit 5 : Green Skills- IV	07	
	Total	50	10
Part B	Subject Specific Skills		
	Unit 1: Single or Output Costing.	20	08
	Unit 2: Job Costing and Batch Costing.	20	08
	Unit 3: Contract Costing.	20	08
	Unit 4: Process Costing.	20	08
	Unit 5: Operating Costing or Service Costing.	20	08
	Unit 6: Reconciliation of Cost and Financial Accounts.	20	10
	Total	120	50
Part C	Practical Work		
	Project	60	10
	Viva		05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
	Total	60	40
	GRAND TOTAL	260	100

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1	Unit 1: Communication Skills-IV	13
2	Unit 2: Self-management Skills-IV	07
3	Unit 3: Information and Communication Technology Skills-IV	13
4	Unit 4: Entrepreneurial Skills-IV	10
5	Unit 5: Green Skills-IV	07
	TOTAL DURATION	50

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1	Unit 1: Single or Output Costing.	20
2	Unit 2: Job Costing and Batch Costing.	20
3	Unit 3: Contract Costing.	20
4	Unit 4: Process Costing.	20
5	Unit 5: Operating Costing or Service Costing.	20
6	Unit 6: Reconciliation of Cost and Financial Accounts.	20
	TOTAL DURATION	120

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
1. Single or Output Costing	1.1 Basics of Single or Output Costing	Session 1.1: Discussing the concept and use of output costing, Key words related to session.
	1.2 Components of Cost and Treatment for Stock & Scrap	Activity: Visit any one Industrial unit using output costing to understand its applicability.
	1.3 Cost Sheet Approach for Output Costing	Session 1.2: Acquaint with the cost components and treatment for stock and scrap, Key words related to session.
	1.4 Production Account Approach for Output Costing	Activity: Visit the sugar manufacturing firm and learn about the various cost elements.
		Session 1.3: Introduction to cost sheet and its preparation, Key words related to session.
		Activity: Prepare a cost sheet for any single output manufacturing firm.
		Session 1.4: Discussion on production account and its preparation.
	Activity: Prepare the production account for any one of the manufacturing firm.	
2. Job Costing and Batch Costing	2.1 Introduction to Job Costing	Session 2.1: Meaning of job Costing, Objectives of the job costing, Advantages of job costing, Limitations of job costing, Key words related to session.
	2.2 Job Costing Procedure	Activity: Conceptual Case discussion.
	2.3 Introduction, Nature and Uses of Batch Costing	Session 2.2: Procedure of Job Costing, Key words related to session.
		Activity: Preparation of the job cost sheet using industry data.
		Session 2.3: Concept of Batch costing and its objectives, Concept of Economic Batch Quantity, determine Economic Batch Quantity (EBQ); Key words related to session.
		Activity: Discussion of brief cases from industries in which batch costing is used.
3. Contract Costing	3.1 Introduction to Contract Costing	Session 3.1: Discussing the concept and use of Contract Costing, describe jobs and stages of Contract Costing, Key words related to session.
	3.2 Specific Aspects of Contract Costing	Activity: Visit any one job where contract costing is applied to understand its applicability.
	3.3 Treatment of Profits or Loss on Contracts Account*	Session 3.2: Acquaint with the expenses attributable to contract costing, familiarize with different aspects of contract plus costing, Key words related to session.
		Activity: Visit the construction firm and learn about the various elements of costs.

***Note:- To be assessed in Practical only. No question shall be asked from this portion in Theory Exams.**

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
		<p>Session 3.3:</p> <ul style="list-style-type: none"> • Discuss the accounting treatment of incomplete contracts.* <p>Activity:</p> <ul style="list-style-type: none"> • Prepare a contract account for a construction company.*
4. Process Costing	4.1 Meaning of Process Costing	<p>Session 4.1: Describe the concept and importance of Process Costing, Understand the type of industries where process costing is applied, Enumerating the basic difference between Job and Process Costing, Key words related to session.</p> <p>Activity: Visit anyone Industrial unit using process costing to understand its applicability.</p>
	4.2 Process Costing Procedure	
	4.3 By-products and Joint Products*	<p>Session 4.2: Acquaint with the stages of process costing, Elucidate the meaning and treatment of losses, Discuss the treatment for normal and abnormal wastages, Key words related to session.</p> <p>Activity: Visit the paper manufacturing firm and learn about the various costs elements.</p>
		<p>Session 4.3:</p> <ul style="list-style-type: none"> • Meaning of Joint products and byproducts, Difference between joint products by products and coproducts, Accounting treatment of Joint products and by-products, Key words related to session.* <p>Activity: Prepare process accounts for the manufacturing of sugar.</p>

***Note:- To be assessed in Practical only. No question shall be asked from this portion in Theory Exams.**

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL	
5. Operating Costing or Service Costing	5.1 Basics of Operating or Service Costing	Session 5.1: Discussing the concept and use of operating costing, Key words related to session.	
	5.2 Transport Costing *	Activity: Visit any service undertaking using operating costing to understand its applicability and its cost unit.	
	5.3 Power House and Canteen Costing*	Session 5.2:	<ul style="list-style-type: none"> • Costing for Transport Business, Cost heads under Transport Costing, Daily Log Sheets in Transport Costing, Key words related to session.*
		Activity:	<ul style="list-style-type: none"> • Visit any transport company and understand the log sheets and cost units.*
6. Reconciliation of Cost and Financial Accounts	6.1 Meaning, Need and causes of Disagreement between Cost Accounts and Financial Accounts	Session 6.1: Meaning of reconciliation of cost and financial Accounts, Need of Reconciliation of Cost and Financial Accounts, Reasons of difference in two sets o books (Cost and financial), Key words related to session.	
	6.2 Methods of Reconciliation of Costing and Financial Profit	Session 6.2: Methods of preparing reconciliation statement, Steps required for preparing reconciliation statement, Key words related to session, Procedure of preparing Memorandum Reconciliation Account.	
		Activity: Collect data from the costing records and financial records of a manufacturing company for preparing reconciliation statement.	

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