COST ACCOUNTING

Year: II	Course Code:	Title of The Course:	Course Type:	Course Category:	H/W	CREDITS	MARKS
SEM: III	UCBIF20	Cost Accounting	Theory	Allied	5	5	40+60

COURSE OBJECTIVES

a) To understand the concepts and methods of cost accounting

b) To make them aware of material control techniques.

c) To impart knowledge about the labour turnover and overhead cost measurement.

d) To prepare the process accounts

e) To develop the students to determine the Contract Costing

COURSE OUTCOMES (CO)

➢ Familiarize the concepts of Cost accounting

➢ Apply material control techniques.

➢ Measures labor cost and overhead cost.

➢ Prepares Process accounts

➢ Evaluates profit or loss of a contract.

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	H	M	M	H	H
CO2	H	H	M	M	M	H
CO3	H	H	M	H	M	H
CO4	H	H	H	M	M	H
CO5	H	H	H	M	M	H

H- HIGH M-MEDIUM   L-LOW

CO/PSO	PSO					
	1	2	3	4	5	6
CO1	H	M	H	H	M	H
CO2	M	H	M	H	H	H
CO3	H	M	M	M	M	H
CO4	H	H	H	H	M	M
CO5	H	M	H	M	H	M

COURSE SYLLABUS

UNIT I   **(15 Hours)**

1.1 Definition of Cost Costing (K1)

1.2 Cost Accounting and Cost Accountancy –

   Cost Accounting Vs Financial Accounting (K1, K2)

1.3 Classification of Cost (K1, K2)

1.4 Methods of Cost Accounting (K1, K2)

1.5 Preparation of Cost Statement (K1, K2, K3)

1.6 Tenders and Quotations. (K1, K2, K3, K4)

UNIT II   **(15 Hours)**

2.1 Meaning of Material Control – Purchase Procedure (K1, K2)

2.2 Stock Levels – Economic Ordering Quantity (K1, K2)

2.3 Bin Card Vs Stores Ledger – Pricing of Issue of Materials (K1, K2)

2.4 Actual Price Methods (FIFO, LIFO, HIFO, Base Stock and Specific Price) (K1, K2, K3)

2.5 Average Price Methods (Simple, Average, Weighted Average

   with returns and losses (K1, K2, K3)

2.6 Pricing of Issue of Materials (K1, K2)

UNIT III   **(15 Hours)**

3.1 Labour Turnover – Causes - Measurement – Calculation of Labour Cost – Calculation of Normal and Overtime wages (K1, K2, K3)

3.2 Methods of Payment of remuneration and incentive (K1, K2, K3)

3.3 Time and piece wages – Taylor, Merrick, Halsey and Rowan. (K1, K2)

3.4 Allocation and Apportionment of Overheads (K1, K2)

3.5 Primary Distribution Summary (K1, K2)

3.6 Secondary Distribution Summary (Direct Re apportionment, Step Ladder, Simultaneous Equation, Repeated Distribution and Trial and Error Method). (K1, K2)

UNIT IV   **(15 Hours)**

4.1 Process Costing – Introduction, Meaning (K1)

4.2 Characteristics features of Process costing (K1, K2)

4.3 Important aspects of process Costing (K1, K2, K3)

4.4 Process Accounts (K1, K2)

4.5 Normal Loss and Scrap (K1, K2)

4.6 Calculation and Treatment of Abnormal Loss and Abnormal Gain. (K1, K2, K3)

UNIT V   **(15 Hours)**

5.1Contract Costing (K1)

5.2 Profit or loss on Contracts (K1, K2)

5.3Treatment of Plant (K1, K2)

5.4Completed Contracts – Incomplete Contracts (K1, K2)

5.5Treatment of Profit (K1, K2, K3)

5.6 Contracts with losses (including balance sheet problems) (K1, K2, K3)

BOOKS

TEXTBOOK

Reddy T.S Hari Prasad Reddy Y – Cost Accounting – Margham Publications, Chennai (Latest Ed.)

REFERENCE

1. Jain S.P & Narang K.L – Cost Accounting, Kalyani Publishers, New Delhi (Latest Ed.)
2. Khanna Ahuja and Pandey – Cost Accounting – S. Chand & CLO Ltd., New Delhi (Latest Ed.)
3. Lall Nigam B.M and Jain I.c Cost Accounting – Prentice Hall of India Pvt Ltd., New Delhi (Latest Ed.)
4. Pillai R.S.N and Bagavathi V – Cost Accounting Sultan Chand & Sons New Delhi (Latest Ed.)

WEB RESOURCES

1. **www.accountingnotes.net**

2. **www.yourarticlelibrary.Com**

3. https://www.yourarticlelibrary.Com/Cost-accounting/labour-turnover

4. https://g.CLO/kgs/epCQEj

https://www.iedunote.Com/CLOntract-Costing

Year: III SEM: V	Course Code: UCBIN20	Title of The Course: Practical Auditing	Course Type: Theory	Course Category: Core	H/W 6	CREDITS 5	MARKS 40+60

Course Objectives

    a. To provide knowledge on fundamental Concepts of auditing
    b. To impart knowledge about various audit programme
    c. To make them aware about vouching of trading transactions
    d. To provide knowledge about verification and valuation of various types of assets and liabilities
    e. To enable students to prepare audit report

Course Outcomes (CO):
- Students will be versed in Concepts of auditing
- Apply various audit programme
- Able to vouch various trading transactions
- Able to evaluate various assets and liabilities
- Able to prepare audit report

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	H	H	H	M	H
CO2	H	H	H	M	M	H
CO3	H	H	H	M	M	H
CO4	H	H	M	M	H	M
CO5	H	H	M	H	H	H

H- HIGH M-MEDIUM   L-LOW

CO/PSO	PSO					
	1	**2**	**3**	**4**	**5**	**6**
CO1	M	M	H	H	M	H
CO2	M	M	H	H	H	H
CO3	H	M	H	M	H	H
CO4	H	H	H	M	H	H
CO5	H	H	M	M	H	H

COURSE SYLLABUS:

Unit I: Introduction of Auditing   **(15 Hours)**

1.1 Meaning and Definition of Auditing (K1, K2)

1.2 Nature and Scope of Auditing (K1, K2)

1.3 Accountancy and Auditing, Auditing and Investigation (K1, K2)

1.4 Objectives of Auditing (K1, K2)

1.5 Limitations of Audit - Advantages of Audit (K1, K2)

1.6 Classification of Audit (K1, K2)

Unit II: Audit Programme and Internal Check   **(15 Hours)**

2.1 Meaning and Definition of Audit Programme (K1)

2.2 Advantages and Disadvantages (K1, K2)

2.3 Audit File, Audit Notebook (K1, K2)

2.4 Audit Working Papers - Purpose and Importance of Working Papers (K1, K2, K3)

2.5 Internal Check – Meaning, Objectives of Internal Check (K1, K2)

2.6 Features of Good Internal Check System - Auditors duty with regards to Internal Check System - Internal Check and Internal Audit. (K1, K2)

Unit III: Vouching
                                                              (15 Hours)

3.1 Vouching – Meaning (K1)

3.2 Objects (K1, K2)

3.3 Importance of Vouching (K1, K2)

3.4 Meaning of Voucher (K1, K2)

3.5 Vouching of Cash receipts and Cash Payments (K1, K2, K3)

3.6 Vouching of Trading Transactions. (K1, K2, K3)

Unit IV: Verification and Valuation of assets and liability   **(15 Hours)**

4.1 Verification and Valuation of assets (K1, K2, K3)

4.2 Verification and Valuation of liabilities (K1, K2, K3)

4.3 Meaning Verification (K1, K2, K3)

4.4 Objects of Verification (K1, K2)

4.5 Vouching and Verification (K1, K2)

4.6 Verification and Valuation of Different kinds of Assets and Liabilities (K1, K2, K3)

Unit V: Audit of Limited Companies and Auditors Report   **(15 Hours)**

5.1 The Audit of Limited Companies (K1, K2)

5.2 Necessity of Company Audit (K1, K2)

5.3 Qualification and Disqualification of Auditors (K1, K2)

5.4 Appointment - Removal - Remuneration - Status of Auditors (K1, K2, K3)

5.5 Rights - Power - Duties and Liabilities of Auditors (K1, K2)

5.6 Auditor's Report - Importance and Contents (K1, K2)

Textbook:

Dr. Sundar J. and Parekh - Practical Auditing - Vijay Nicole Imprints, Chennai (Latest Ed.)

Books for Reference:

1. B.N. Tandon - A handbook of Practical Auditing Sultan Chand, New Delhi (Latest Ed.)

2. Tandon B.N., Sundharsanama and Sundharabahu - Practical Auditing - S. Chand, New Delhi (Latest Ed.)
3. Sharma - Auditing - SahityaBhawan Publication, Agra
4. Dr. N. Premavathy, Practical Auditing, Sri Vishnu Publications, Chennai.
5. DinakarPagare - Principles and Practice of Auditing - Sultan Chand & Sons, New Delhi, 2014.

WEB RESOURCE
1. www.icaew.Com
2. www.auditnet.org
3. www.isaca.org
4. Pwcinternal audit academy

Year: III SEM:VI	Course Code: UCBIP20	Title of The Course: Analytical Skills for Banking and Insurance Examination	Course Type: Theory	Course Category: Core	H/W 6	CREDITS 4	MARKS 40+60

Course Objectives

    a.   To enable students to acquire Competency in case of verbal

    b.   To acquire knowledge in analytical skills

    c.   To develop students to acquire Competency in case of non-verbal

    d.   To make students aware of general knowledge related to Competitive exams.

    e.   To provide Computer literacy related to the field

Course Outcomes (CO)

The Learners will be able to

➢ Demonstrate the knowledge in verbal reasoning.

➢ Demonstrates analytical skills in Mathematical operation

➢ Able to show skills in non -verbal reasoning

➢ Acquire updated knowledge in current affairs

➢ Demonstrate the knowledge of Computer technology.

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	H	H	M	H	M
CO2	H	H	M	H	H	H
CO3	H	H	M	M	H	H

CO4	H	M	H	M		H	M
CO5	H	H	M	H		H	M

H- HIGH M-MEDIUM   L-LOW

CO/PSO	PSO					
	1	2	3	4	5	6
CO1	M	H	M	H	M	H
CO2	H	M	H	M	H	H
CO3	H	H	M	H	M	H
CO4	H	H	M	H	M	H
CO5	H	H	H	M	H	M

Course Syllabus

Unit – 1 Verbal Reasoning – I   (15 Hours)

1.1 Analogy Test (K1, K2, K3)
1.2 Coding – Decoding (K1, K2, K3)
1.3 Blood relations (K1, K2, K3)
1.4 Direction sense test (K1, K2, K3)
1.5 Sitting arrangement - Logical arrangement of words (K1, K2, K3)
1.6 Data Sufficiency - analytical reasoning statements, assumptions, arguments, and conclusion. (K1, K2, K3)

Unit – II Verbal Reasoning – II   (15 Hours)

2.1 Comparison of ranks – Logical based Venn diagrams (K1, K2, K3, K4)
2.2 Logical alphabet, number and time sequence test (K1, K2, K3, K4)
2.3 Letter series – Number series (K1, K2, K3, K4)
2.4 Mathematical operations (K1, K2, K3, K4)
2.5 Number Puzzles – Clock (K1, K2, K3, K4)

2.6 Calendar – Arithmetical Reasoning. (K1, K2, K3, K4)

Unit – III Non -Verbal Reasoning   (15 Hours)

3.1 Completion of series – Analogy (K1, K2, K3, K4)
3.2 Classification (K1, K2, K3, K4)
3.3 Counting of figures – Completion of figures (K1, K2, K3, K4)
3.4 Mirror image – Water Image (K1, K2, K3, K4)
3.5 Dot situation (or placement) (K1, K2, K3, K4)
3.6 English for competitive examination. (K1, K2, K3, K4)

Unit – IV General Awareness   (15 Hours)

4.1 History of India – Geography (K1, K2)
4.2 Economics – International Trade (K1, K2)
4.3 India's five years plans (K1, K2)
4.4 Banking – Indian Constitution – Culture (K1, K2)
4.5 Everyday Science- Sports – Books and Authors – Honors and Awards – Days and Commission (K1, K2)
4.6 Current Affairs (K1, K2)

Unit – V Computer Knowledge   (15 Hours)

5.1 Definition of computers – The Language of the Computer, Software – The History of Computers (K1, K2)
5.2 The development of computers – The characteristics of a computer – The different computing systems (K1, K2)
5.3 The need of computer literacy – Representing Information in computers (K1, K2)
5.4 Some Popular Operating systems (K1, K2)
5.5 Role of computers in Banking (K1, K2)
5.6 Important terms linked in Computer Technology (K1, K2)

Textbooks:

1. Agarwal R. S – A Modern Approach to Verbal Reasoning – S. Chand &Company Ltd., Ram Nagar, New Delhi-Reprint 2005.

Books for Reference:

1. Abhjit Gupta – Quantitative Aptitude for Competitive examinations – Tata McGraw Hill Publishing Company Limited, New Delhi, Seventh Reprint 2007.
2. Sewali B S &Indu Sijwali Reasoning Verbal and Nonverbal – Arihant Publications (I) Pvt Ltd, Meerut Single Ed, 2014.

3. R Gupta Popular master guide – Bank Clerical Cadre – Ramesh Publishing House, New Delhi,2014
4. Sanjay Kumar – Unique Master Guide – State Bank of India: Clerical Recruitment Examination - Unique Publishers, New Delhi, 2012

WEB RESOURCES
1. www.examsdaily.in
2. www.educationforever.in
3. Banking academy
4. www.exambazaar,Com

UCBIS20 - PRACTICAL TALLY

(EMPLOYBILITY)

Year: III SEM: VI	Course: Code: UCBIS20	Title of The Course: Practical Tally	Course Type: Practical	Course Category: Core	H/W 2	CREDITS 2	MARKS

Course Objectives:

a) To create Trading, Profit and Loss account.
b) To Prepare Balance sheet using Single and Multiple Ledger.
c) To calculate GST
d) To prepare Bank Reconciliation Statement.
e) To prepare stock summary.

Course Outcomes (CO):

➢ Creates Trading, Profit and Loss account.
➢ Prepares Balance sheet using Single and Multiple Ledger.
➢ Calculates GST and prepares tax statement
➢ Prepares Bank Reconciliation Statement.
➢ Analyze and prepares stock summary.

CO/PO	PO					
	1	2	3	4	5	6
CO1	H	H	H	M	H	H
CO2	H	H	H	M	H	H
CO3	H	H	H	M	H	H
CO4	H	H	H	M	H	H
CO5	H	H	H	H	H	H

H- HIGH M-MEDIUM   L-LOW

CO/PSO	PSO					
	1	2	3	4	5	6
CO1	H	M	H	H	H	H
CO2	H	H	M	H	M	H
CO3	H	M	M	H	H	H
CO4	H	M	H	M	H	H
CO5	H	H	M	M	H	H

COURSE SYLLABUS:

Exercise – I   **(6 hours)**

    Create a Trading and Profit and Loss Account

Exercise – II   **(6 hours)**

    Prepare a Balance Sheet Using Single and Multiple Ledger

Exercise – III   **(6 hours)**

    Enable GST feature and Prepare Tax Statement

Exercise – IV   **(6 hours)**

    Prepare a Bank Reconciliation Statement

Exercise – V   **(6 hours)**

    Analysing Inventory and Stock Summary

Textbooks:

Material will be given to students

Web Resources:

1. www.tally.com
2. www.genesisaccounting.com
3. www.infosys.com
4. www.accountingstandards.com