

CBSE | DEPARTMENT OF SKILL EDUCATION

COST ACCOUNTING (SUBJECT CODE 823)

Class XII Session 2024-2025

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 | 02 |
| | Unit 2 : Self-Management Skills- IV | 07 | 02 |
| | Unit 3 : ICT Skills- IV | 13 | 02 |
| | Unit 4 : Entrepreneurial Skills- IV | 10 | 02 |
| | Unit 5 : Green Skills- IV | 07 | 02 |
| | 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 |
| | 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 |

The 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/ PRACTICA |
|-----------------------------|--|---|
| 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. |

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|---|---|---|
| | | Activity: Visit any one Industrial unit using output costing to understand its applicability. |
| | 1.2 Components of Cost and Treatment for Stock & Scrap | Session 1.2: Acquaint with the cost components and treatment for stock and scrap, Key words related to session. Activity: Visit the sugar manufacturing firm and learn about the various cost elements. |
| | 1.3 Cost Sheet Approach for Output Costing | 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. |
| | 1.4 Production Account Approach for Output Costing | 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. Activity: Conceptual Case discussion. |
| | 2.2 Job Costing Procedure | Session 2.2: Procedure of Job Costing, Key words related to session. Activity: Preparation of the job cost sheet using industry data. |
| | 2.3 Introduction, Nature and Uses of Batch Costing | 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, Keywords related to session.. Activity: Visit any one job where contract costing is applied to understand its applicability. |
| | 3.2 Specific Aspects of Contract Costing | 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 |
| | 3.3 Treatment of Profits or Loss on Contracts Account | Session 3.3: Discuss the accounting treatment of incomplete contracts. Activity: Prepare a contract account for a construction company. |
| 4. Process Costing | 4.1 Meaning of Process Costing | 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. |

| UNIT | SUB-UNIT | SESSION/ ACTIVITY/ PRACTICA |
|--|---|--|
| | | Activity: Visit anyone Industrial unit using process costing to understand its applicability. |
| | 4.2 Process Costing Procedure | 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. Activity: Visit the paper manufacturing firm and learn about the various costs elements. |
| | 4.3 By-products and Joint Products | Session 4.3: Meaning of Joint products and by products, Difference between joint products by products and coproducts, Accounting treatment of Joint products and by-products, Key words related to session Activity: Prepare process accounts for the manufacturing of sugar. |
| 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. Activity: Visit any service undertaking using operating costing to understand its applicability and its cost unit. |
| | 5.2 Transport Costing | Session 5.2: Costing for Transport Business, Cost heads under Transport Costing, Daily Log Sheets in Transport Costing, Key words related to session. Activity: Visit any transport company and understand the log sheets and cost units. |
| | 5.3 Power House and Canteen Costing | Session 5.3: Discussion on power house and canteen costing Activity: Prepare a canteen cost sheet for any one canteen of a school. |
| 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. |

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in Secondary School Curriculum (Under NSQF). Question for the viva examinations should be conducted by both the examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads: -

Project -10 marks

Projects for the final practical is given below. Student may be assigned

Viva based on Project -05 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum.

Practical File -15 Marks

Students to make a PowerPoint presentation/assignment / practical file/report. Instructors shall assign them any outlet to study the elements in cost accounting.

Suggested list of Practical –

1. Take five different types of manufactured products and classify the method of costing into job, process and batch.
2. Take example of a function held at your school which involved various participants from outside institutions. List out the cost heads like refreshments, reading material, banners, batches, traveling expenses, mementos etc. Classify the costs into marginal and fixed. Indicate how these costs would change if the no. of participants increases or decrease.
3. You are assigned a commercial contract whereby you have to purchase a computer, do some processing and print the reports. Identify the various types of cost elements and indicate their variability.
4. Visit to a Restaurant and collect the information in order to prepare a cost sheet.

5. Visit to a Beauty Salon and collect the cost information about any three services and prepare a cost sheet.
6. Visit to a pharmaceutical manufacturing unit and collect the information regarding cost incurred in a batch process.
7. In a manufacturing product or process, identify the variable, semi-variable and fixed costs. Draw the behaviour of these costs for various levels of output.
8. In a service unit, identify the variable, semi-variable and fixed costs. Draw the behaviour of these costs for various levels of activity.
9. Visit to a contractor site. Collect the information about the project under completion and identify various costs including direct material cost, work in progress and fixed cost.
10. Visit to a car/bike service station. Collect five job cards that may include repairs, replacements, cleaning and washing etc. Identify the various types of costs and classify them.

Demonstration of skill competency in Lab Activities -10 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

- a. Introduction,
- b. Identification of core and advance issues,
- c. Learning and understanding and
- d. Observation during the project period.