

### SEMESTER –III

#### Core Course: Cost and Management Accounting

Programme(s) in which it is offered: BBA

<b>Course Category: Core</b>	<b>Schedule of Offering: Odd</b>
<b>Course Credit Structure: 4</b>	<b>Course Code: ACOU1201</b>
<b>Total Number of Hours: 60</b>	<b>Contact Hours Per Week: 4</b>
<b>Lecture: 3 credits, 3 hours</b>	<b>Tutorial: 1 credit, 1 hour</b>
<b>Practical: 0</b>	<b>Medium of Instruction: English</b>
<b>Date of Revision: 8-07-2024</b>	<b>Skill Focus: Employability</b>
<b>Short Name of the Course: CMA</b>	<b>Course Stream: NA</b>
<b>Grading Method: Regular</b>	<b>Repeatable: Credit</b>
<b>Course Level: Intermediate</b>	

#### Course Description:

This course covers the fundamental concepts and various aspects in Cost as well as Management accounting. This course discusses how to prepare a cost sheet, costing for materials, labour cost and overheads. This course also talks about financial statement analysis using various tools like comparative and common size Income Statements and Balance Sheet, Trend Analysis, Ratio Analysis, Cash Flow Statement, Budgets and Budgetary Control. It also throws some light on Management Reporting in general. And thus this course as a part of the Business administration programme provides fundamental knowledge and basic understanding on various methods, tools and techniques of cost and management accounting helpful for financial decision making required for a budding professional in the domain of accounting and finance.

#### Course Objectives:

1. To familiarize the learners with the basic concepts and processes used to determine product costs and ascertain Material, Labour and Overhead cost.

2. To enrich the knowledge of the learners in knowing and applying various tools like ratio analysis, cash flow statement, marginal costing for analysing the financial statements for managerial information
3. To provide with the basic understanding of budgetary control
4. To develop the knowledge of the learners to understand and prepare a management report.

### **Course Content:**

#### **Unit 1: Introduction to Cost and management accounting**

Definitions, features, objectives, functions, scope, advantages and limitations of Cost Accounting and Management Accounting. Relationship and differences between Cost accounting, Management accounting and Financial Accounting. Cost Concepts-Cost classification – Elements of cost - Preparation of cost sheet and quotation. Material cost-importance of material cost control-direct and indirect material cost, purchase procedure - Inventory control techniques-stock levels, EOQ, ABC analysis, VED analysis, JIT techniques, FSN analysis. Issue of materials to production- pricing methods-FIFO, LIFO and Average methods, perpetual and periodical inventory system, inventory turnover ratio. Labor cost: Importance of labour cost control- time keeping and time booking, idle time, over time, direct and indirect labour cost-methods of payment of wages including incentive plans -Halsey and Rowan plans, Tailors Piece Rate method. Overheads: features, classification, methods of allocation and apportionment of overheads, primary and secondary distributions.

#### **Unit 2: Marginal Costing and Budgetary control**

Marginal Costing-Meaning - Importance – advantages and disadvantages, Difference between Marginal cost and marginal costing- contribution, marginal cost equation, P/V ratio - Cost Volume Profit Analysis- Break Even Analysis- Meaning and Importance - Break even chart- Margin of Safety-Angle of Incidence- Problems in Marginal costing. Budgets - Meaning and importance - Budgetary Control-Meaning and Importance- classification of Budgets, practical problems - Flexible Budget and cash Budget.

#### **Unit 3: Financial Statement Analysis**

Financial statements-types and methods of financial statement analysis- Comparative Income Statements and Balance Sheets- Common Size Income Statements and Balance Sheet analysis- Trend Analysis, advantages and limitations of financial statement analysis. Ratio Analysis – Meaning-significance-advantages and limitations of ratio analysis, Classification & Interpretation of Ratios-Liquidity ratios, Solvency ratios, Proprietary ratios, Profitability ratios, Leverage ratios and Turnover ratios.

#### **Unit 4: Cash flow statement and Management Reporting**

Introduction- Concept of Cash- Sources of cash flow -Cash from operation- cash from Financing and cash from investment- Inflow and outflow of cash- Preparation of cash flow statements with adjustments. Management Reporting – Meaning and Definition- Objectives and Purpose –Reports to various levels of management , Sample reports.

### **Readings:**

#### **Textbooks (Latest Edition)/ References**

Arora, M. N. Cost and Management Accounting, New Delhi: Himalaya Publishing House.

1. Jain, S.P., & Narang, K.L. Cost Accounting. Principles and Practice, New Delhi: Kalyani Publishers.
2. Kishor, R.M. Cost and Management Accounting. New Delhi: Taxman Allied Services.
3. Pillai, R.S.N, Bagavathi, V., Cost Accounting. New Delhi: Sultan Chand.
4. Arora, M.N. Management Accounting, New Delhi: Himalaya Publishing House
5. Lal, J. Srivastav, Seema., Singh, Manisha. Cost Accounting: Test, Problems and Cases, New Delhi: Tata McGraw Hill Education.

### Course Outcomes:

On having completed this course student should be able to:

1. Interpret the relevant theories of cost and management accounting and prepare Cost sheet and quotations.
2. Ascertain Material and Labor cost, allocation and apportionment of overheads.
3. Interpret the financial statements for managerial decision making and preparation of management reports.
4. Analyse and prepare cash flow statements, identify sources and uses of cash in business operations, and interpret financial data for effective decision-making.

### CO PO Mapping

CO/ PLO Map ping	PL O 1	PL O 2	PL O 3	PL O 4	PL O 5	PL O 6	PL O 7	PL O 8	PL O 9	PL O 10	PL O 11	PL O 12	PL O 13	PL O 14	PL O 15	PL O 16
CO1	✓		✓	✓	✓	✓	✓			✓						
CO2	✓				✓	✓				✓						
CO3	✓			✓	✓					✓			✓			
CO4	✓			✓	✓		✓		✓	✓						

### Prerequisites and other constraints

Since this course will be taught in English, students taking this course must be comfortable with the basic usage of English.

### Pedagogy

The course will employ a blended learning approach comprising lectures, case studies, and practical exercises. Hands-on practice will facilitate a deeper understanding of control accounts, financial statement preparation, and branch accounting. Continuous assessments and group projects will reinforce learning outcomes.

### Evaluation Pattern

#### Evaluation Matrix

Continuous Internal Assessment (CIA) Components*	Component Type	Weightage Percentage	Total Marks	Tentative Dates	Course Outcome Mapping
	Internal Exam 1 Internal Exam 2 Internal Exam 2	33.33%	10	Week 4 Week 8 Week 13	1 & 2
	Assignment	33.33%	10	Week 3 & 10	1 & 3
	Presentations/ Quizzes	33.33%	10	Week 8 & 9	1,2,3, 4
	CIA Marks	100%	30		
	ESE	70%	70		1,2,3,4

\* The assignments involved in CIA will be subject to plagiarism checks. A submission with unexplained similarities exceeding 30% for Undergraduate courses, 20% for Postgraduate courses and 10% for PhD courses will be reverted for resubmission. The final submission is subject to score penalisation as defined by the course instructor at the start of the course, with a clear communication of the same to all the registered candidates.

### Semester - III

#### Core Course: Legal and Ethical Issues in Business

#### Programme(s) in which it is offered: BBA

<b>Course Category: Core</b>	<b>Schedule of Offering: Odd</b>
<b>Course Credit Structure: 4</b>	<b>Course Code: LEGL1201</b>
<b>Total Number of Hours: 60</b>	<b>Contact Hours Per Week: 4</b>
<b>Lecture: 3 credits, 3 hours</b>	<b>Tutorial: 1 credit, 1 hour</b>
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