

**ST. MIRA' S COLLEGE FOR GIRLS, PUNE**  
(Autonomous - Affiliated to Savitribai Phule Pune University)

**DISCIPLINE SPECIFIC SKILL ENHANCEMENT COURSE**

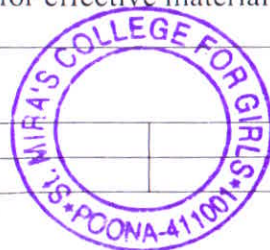
**SYBCOM**

**Cost and Works Accountancy - I**  
**Basics of Cost Accounting**

|                      |                              |                                   |                  |
|----------------------|------------------------------|-----------------------------------|------------------|
| <b>Semester: III</b> | <b>Subject Code: C 32111</b> | <b>Lectures: 12 Contact Hours</b> | <b>Credit: 1</b> |
|----------------------|------------------------------|-----------------------------------|------------------|

| Sr. No. | (1)<br>Area               | (2)<br>Course Outcomes  | (3)<br>Pedagogy<br>Skill based/ Activity based | (4)<br>Evaluation and Assessment                                       | (5)<br>Skills   |
|---------|---------------------------|---|--|--|---|
| 1.      | Role of a Cost Accountant | Ability to examine, analyse and assess the areas in which a Cost Accountant can work.                         | Activity- Interview                            | Report Preparation and assessment                                      | Leadership Skills, Interview Skills and Report Writing Skills |
| 2.      | Elements of Cost          | Ability to compare and contrast the elements of cost in the manufacturing cost structure of a product/service | Activity                                       | Report preparation   | Analytical skills, presentation skills                        |
| 3.      | Cost Statements           | Ability to create Cost Statements for an entrepreneur   | Skill  | Preparation and presentation of Cost Statement                         | Creative and Analytical skills                                |
| 4.      | Purchase Documentation    | Ability to compare quotations and create Purchase Orders  | Skill – Tutorial by Purchase Manager           | Preparation and presentation of purchase orders of manufacturing units | Critical Thinking, Analytical and presentation skills         |
| 5.      | Inventory Control         | Ability to examine the appropriateness of inventory control technique for effective material Control          | Activity- Case Analysis                        | PPT Presentations  | Research & Analytical Skills                                  |

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| <b>Board Of Studies</b> | <b>Name</b>          | <b>Signature</b>        |
| Chairperson (HoD)       | Ms. Elizabeth Kanade | <i>Elizabeth Kanade</i> |



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**SYBCOM**

**Cost and Works Accountancy - I**  
**Basics of Cost Accounting**

|                     |                              |                                   |                  |
|---------------------|------------------------------|-----------------------------------|------------------|
| <b>Semester: IV</b> | <b>Subject Code: C 42111</b> | <b>Lectures: 12 Contact Hours</b> | <b>Credit: 1</b> |
|---------------------|------------------------------|-----------------------------------|------------------|

| Sr. No. | (1)<br>Area                              | (2)<br>Course Outcomes  | (3)<br>Pedagogy<br>Skill based/ Activity based      | (4)<br>Evaluation and Assessment          | Skills                                    |
|---------|--|---|---|---|---|
| 1.      | Store Organization                       | Ability to examine and analyse cost implication of Stores Location and Stores Layout  | Activity- Case Analysis of local manufacturing unit | Report Preparation                        | Report Writing Skills, Analytical skills. |
| 2.      | Computerised Inventory Management System | Ability to examine the relevance of computerised inventory management system in cost reduction of a Super market/Departmental store | Activity-Interview of Store Keeper                  | Report preparation                        | Interview skills Report writing skills    |
| 3.      | Material Records                         | Ability to create Bin Cards for Local Catering business/ Small manufacturing unit   | Skill   | Preparation and presentation of BIN Cards | Creative and Analytical skills            |
| 4.      | Time Records                             | Ability to create time sheet for a local labour-intensive manufacturing unit  | Skill   | Preparation and presentation Time sheet   | Creative and Analytical Skills            |
| 5.      | Labour Accounting                        | Ability to create a pay slip  | Skill   | Preparation of Pay slips                  | Creative and Analytical Skills            |

|                         |                      |                         |
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