

**Shiksha Mandal's**  
**G. S. College of Commerce, Wardha**  
**GS-SUN Syllabus**

**Part 01: GS-SUN Syllabus conducted by IT Department**

**1. MS-Office:**

Introduction to MS-Office 2016, Installation of MS-Office 2016

**2. MS-Word:**

Introduction to Ms-Word, Working with toolbars & ribbons, Parts of Ms-Word Window, Inserting Tables, Mail-merge, Macros, Templates.

**3. MS-Excel:**

Introduction to Ms-Excel, Elements of Ms-Excel workbook, Navigation, Entering & Editing, Formatting cells, Formula and Functions, Vlookup, Hlookup, Data Sorting, Conditional Formatting, Filtering, Goal Seek, Tables, Views, Charts, Linking, Data Consolidation, Pivot Table.

**4. MS-Power Point:**

Introduction to Ms-PowerPoint, Insertion, deletion, Copying Slides, Slide numbering, Header & Footer, Different Layouts, Master Slide, Inserting Tables, Sounds, Charts, Different Objects, Animation, Slide Transition.

**5. Basics of Computer and Internet:**

Characteristic of Computer, History of Computer, Generation of Computer, Hardware & Software, Input Devices, Output Devices, Storage Devices.

**6. Introduction to various networking devices:**

Routers, Switches, Modems, Hubs etc. wired and wireless technology, Basics of Internet and Intranet.

**7. Tally Prime:**

Introduction to accounting, Advantages of Accounts, Classification of Accounts, Books of Accounts, Final Accounts, Golden Rules of Accounts, Journal Entry, Accounting Software's, Computerized Accounting (Tally Prime), Company Creation & alteration, Company features & configuration, Tally Screen, Menu Bar at Gateway, Creation and alteration of masters (Groups, Ledgers & Vouchers), Transactions (Voucher Types), Understanding Balance Sheet, Profit & Loss Accounts, Stocks Summary & Ratio Analysis, Bank Reconciliation, Debit note/ Credit note, Inventory Accounting, Creation /Alteration of Inventory Master Data (Stock group, Stock item, Unit of measure, Cost category & Cost center), Inventory Configuration & Inventory Vouchers, Purchase & sales with Inventory, Godown transfers, Stock Valuation Method, Taxation (GST, TCS & TDS), Employee management using payroll etc.

## **Part 02: GS-SUN Syllabus conducted by Professional CA's from alumni network of the college**

### **1. Accounting:**

Accounting Basics, Basics of Computerized Accounting, Inventory Accounting, Practical Accounting Exercises, Opening Balance Exercise 1, Opening Balance Exercise 2, Input Tax Credit

### **2. GST:**

Overview of GST, GST Accounting – Manually, GSTR Sahaj Introduction & Preparation, GSTR Sugam Introduction & Preparation, GST Regular Return, GST Accounting Purchases, GST Accounting Sales, GST Accounting Expenses, GST Return Checklist, Offences & Penalties – GST, TDS and GST Accounting Practice, Reverse Charge of GST, Eway Bill, Do's and Don'ts of GST

### **3. Income Tax:**

Overview of Income Tax, Computation of Income - (Individual), Computation of Income - (Partnership), Computation of Income - (Company), Income Tax Website Introduction, Offences & Penalties - Income Tax, Income Tax Exercises.

### **4. TDS:**

TDS Concepts, TDS Accounting, TDS Procedure, Returns, Payments, TDS Accounting Exercises, TDS Accounting in Tally, Form 26AS and Its Accounting, TDS Level 2 Exercise

### **5. Profession Tax:**

Profession Tax Overview

### **6. Information Technology:**

Information Technology Awareness

### **7. Company Law:**

Introduction to Company Law