B.A.LL.B FIVE YEARS INTEGRATED COURSE

III – SEMESTER
Paper 1.3   303 – Introduction to IT Act

Unit I

Basic of IT – Data processing system, information Technology, types of information computing models, internet

Numbering Systems – Classification of number system, conversion (one base to another) conversion (binary to Hexadecimal)

Computer fundamentals – Characteristics of computers, criteria of using computers, History of Computers, Generation of computers, classification, applications, basic components, Computer architecture, Central processing unit.

Unit II

Computer memory – Primary memory, Secondary memory, computer peripheral, output devices.

Software – Classification of computers, computer programming languages, Translators operating system.

Window XP – features, comparison, installation, activation, security features, accessing user accounts.

Unit III

Word XP – Word processing, Word processor, features, components, creating documents, tips.

Toolbars & file operations – Standard, formatting, tables & borders, drawing, file operations, selection operations, tables, header & footer, clip gallery, printing, auto correct, diagram, style & formatting, page setup, creating background

Mail merge & Macros – MS word functions, Electronic spread sheet Building formulas & functions, function charts & macros, working with power point

Unit IV

Electronic spreadsheets – Concepts, electronic spread sheet (ESS), workbook operations, file operations, worksheet operations, creating workbook, rearranging cell contents, worksheet printings, changing size of rows & columns, formulas.

Building formulas & functions – Types of formulas, Entering of formulas, addressing methods.

Functions charts & Methods – Entering functions, mathematical, statistical, financial functions, date & time function, logical functions, text functions, charts, types of charts, macros.

Unit V

Introduction to Internet – History of Internet, Working of Internet, Concept of network, Protocols, User interfaces, Search Engines, Internet use education race & age.

Basics of server technologies – Server, web server technologies, domain names registration of domain name, Prevention, Book marking, settings.

Mechanics of web pages & interactivity – Web page, Protection, web design principles, writing for the web, write page length, web accessibility, guide lines, basics web design tools, web based environment (Strength & weakness).

Suggested readings :

1. VRajaraman, Fundamentals of Computers, 3rd Edition, PHI Publicaztions
2. Nasib S. Gill, Essentials of computers & Network technology, Khhana Publictions.
3. Deepak Bharihoke, Fundamentals of Information Technology, Excel Books.