



**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**  
**FACULTY OF LAW**  
**THIRD SEMESTER BACHELOR OF ARTS AND LAWS INTEGRATED**

(Effective from Session 2016-17)

PAPER – V (PAPER CODE – **BAL305**) : (PAPER NAME – **INTRODUCTION TO INFORMATION TECHNOLOGY**)

**III – SEMESTER**

- 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.