



Anand Law College
(An Autonomous Institute, Under UGC Regulation 2023)
Managed by Shri Ramkrishna Seva Mandal
SRKSM Campus, Near Electric Grid, Anand, Gujarat
(Affiliated to S. P. University & Approved by BCI, New Delhi)
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle



Name of the Course: B.A. LL.B.	Type of Course: 5 Years Integrated
Year : 1st Year	Semester : 2nd Semester
Subject Code : UG02ABBBA1	Subject: Basics of Computer & Legal Software(Practical)
W.E.F: 2025-26	Teaching Hours: 72

Teaching & Examination Scheme:

Credit	Lect	Lab	Tut	Internal Marks		External Marks	Passing Marks	Passing Marks	Total Marks
				T & P	CE	T & P	Internal	External	Int+Ext
4	4	-	1	20	20	60	16/40	24/60	40/100

Lect= Lecture, Tut= Tutorial, Lab= Lab, T- Theory, P= Practical Theory Passing%: 40, Practical Passing%: 40

Course Objectives:	<ol style="list-style-type: none">1. To familiarize students with basic computer operations and essential software tools useful for academic and professional work.(Bloom's Taxonomy L1 Remember and L2 Understand)2. To introduce students to commonly used legal software and databases for legal research, documentation, and case management. (Bloom's Taxonomy L2 Understand and L3 Apply)
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Course Outcome (CO):

Upon completion of the course, student shall be able to

CO 1	Operate a computer system effectively, using essential applications like MS Word, Excel, and PowerPoint for academic and legal documentation.
CO 2	Navigate and utilize legal software such as Manupatra, SCC Online, or AIR for efficient legal research and case law referencing.



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DETAILED SYLLABUS

Unit	Description	Credits / Hours
1	Fundamentals of computer	15
1.1	What is Computer?(Meaning Definition)	
1.2	Components of Computer System(Input, Output Devices, Processing Unit, Storage Devices)	
1.3	Application Software	
1.3.1	MS Word	
1.3.2	MS Excel	
1.3.3	MS PowerPoint	
1.3.4	MS Outlook	
1.4	Systems software (Basics of Operating System, Device Driver, Utility Programs)	
	Practical Approach <ul style="list-style-type: none"> Hands-on experience with computer, exploring basic functions. Practice typing using tools or software. 	
2	Legal Software and Research Tools (Practical)	15
2.1	Introduction to Legal Research Tools and Legal Databases	
2.2	Indian Legal Databases <ul style="list-style-type: none"> AIR Online: Searching case laws, journals, and digests SCC Online: Searching case laws, statutes, court rules Manupatra: Boolean search, citation search, legal search filters, digest notes, and referencing tools 	



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2.3	International and Commercial Databases <ul style="list-style-type: none">• LexisNexis: Case laws, legislation, commentaries, and global legal insights• Navigating headnotes, legal maxims, case summaries• Researching comparative laws, treaties, and international conventions	
2.4	Practical Legal Research Exercises <ul style="list-style-type: none">• Search and retrieval of landmark judgments• Comparative research on legal topics across platforms• Preparing research notes and bibliographies using legal databases• Drafting a legal memo using data extracted from online databases	
2.5	E-Gazette & E-Courts Portal	
2.6	Using Government Legal Websites: Indian Kanoon, Bare Acts, etc.	
2.7	Basics of Legal Drafting using Templates (Affidavit, Legal Notice)	
	Practical Approach <ul style="list-style-type: none">• Conduct searches on indian legal database• Analyz landmark indian cases using legal Database• Compare band contras international commercial database.	



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Suggested References:

Sr. No.	References
1.	"Computer Fundamentals" by P.K Sinha and Priti Sinha
2.	"Computer Fundamentals" by Anita Goel
•	Online Sources
1.	https://indiankanoon.org
2.	https://ecourts.gov.in
3.	https://egazette.nic.in
4.	https://legislative.gov.in/
5.	SCC online, Manupatra, Lexisnxis, AIR law software