



Anand Law College
(An Autonomous Institute, Under UGC Regulation-2023)
Managed by Shri Ramkrishna Seva Mandal
Near Grid, Anand, Gujarat
(Affiliated to S. P. University & Approved by BCI, New Delhi
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle
Syllabus with effect from the Academic Year 2025-26



| | |
|-----------------------------------|---|
| Name of Course: B.B.A LL.B | Type of Course: 5 Years Integrated |
| Year : 1st Year | Semester: 2nd Semester |
| Subject Code: ALCUG2ABBA1 | Subject: Basics of Computer & Legal Software (Practical) |
| W.E.F. : 2025-26 | Teaching Hours: 30 Hours |

Teaching & Examination Scheme:

| Credit | Lect | Lab | Tut | Internal Marks | | | External Marks | | Passing Marks (Theory+CE) | Passing Marks | Total Marks |
|--------|------|-----|-----|----------------|----|----|----------------|----|---------------------------|---------------|-------------|
| | | | | T | P | CE | T | P | Internal | External | |
| 2 | 2 | - | 1 | 05 | 10 | 05 | 20 | 30 | 8/20 | 12/30 | 20/50 |

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

| | |
|---------------------------|--|
| Course Objectives: | <ol style="list-style-type: none"> To familiarize students with basic computer operations and essential software tools useful for academic and professional work. (L-1 Remember & L-2 Understand) To introduce students to commonly used legal software and databases for legal research, documentation, and case management. (L-2 Understand & L-3 Apply) |
|---------------------------|--|



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. |

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. <ul style="list-style-type: none">• Practice typing using tools or software. | |
| 2 | Legal Software and Research Tools (Practical) | |
| 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 | 15 |
| 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 | |



Anand Law College
(An Autonomous Institute, Under UGC Regulation-2023)
Managed by Shri Ramkrishna Seva Mandal
Near Grid, Anand, Gujarat
(Affiliated to S. P. University & Approved by BCI, New Delhi)
NAAC Accredited, 'B++' Grade, CGPA 2.97 - 1st Cycle
Syllabus with effect from the Academic Year 2025-26



| | | |
|-----|---|--|
| 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. | |

| 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, Lexisnixis, AIR law software |
