



Syllabus with effect from the Academic Year 2025-26

Name of Course: LLB 3 year	Type of Course: CBCS
Year : 1st Year	Semester : 1st Semester
Subject Code: ALCUG1SLLB1	Core Subject: COMPUTER
W.E.F. : 2025-26	Teaching Hours: 40

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	-	-	10	10		20	10	8/20	12/30	20/50

Syllabus of Computer

Course Objectives:	<ol style="list-style-type: none">1. To provide basic knowledge of computer systems, their components, and functions, enabling students to understand their role and use in legal and administrative work.2. To enable students to understand and use Microsoft Word effectively for creating, editing, formatting, and managing professional documents.3. To develop skills in using Microsoft Excel for data organization and analysis, and PowerPoint for creating effective, visually engaging academic and legal presentations.4. To develop students' digital literacy by enabling them to effectively use the Internet, online collaboration tools, and legal research databases for academic and professional legal work.
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CO 1	Students will be able to identify computer components, explain their functions, understand basic operations, and apply this knowledge in digital documentation and court-related tasks.
CO 2	Students will be able to create, format, and edit documents using Word processing tools.
CO 3	Students will be able to use basic Excel functions, design and format PowerPoint slides, and integrate visuals and media to deliver clear, professional digital presentations.
CO 4	Students will be able to conduct online legal research using SCC Online, Manupatra, and LexisNexis, collaborate through digital platforms like Google

Forms and Zoom, and apply e-filing and case management tools for efficient court administration.

UNIT	Description	Weightage/ Credits
UNIT-01	<p>Fundamentals of Computer Systems</p> <p>1.1 Introduction to Computers:</p> <p>1.1.1 Definition</p> <p>1.1.2 characteristics (Speed, accuracy, storage capacity, versatility, diligence, and automation.)</p> <p>1.2 Components of Computer System</p> <p>1.2.1 Hardware: Physical components such as CPU, monitor, keyboard.</p> <p>1.2.2 Input Devices: Keyboard, mouse, scanner, microphone.</p> <p>1.2.3 Output Devices: Monitor, printer, speakers.</p> <p>1.2.4 Storage Devices: Hard disk, pen drive, CD/DVD, cloud storage.</p>	
UNIT-02	<p>Word Processing (Microsoft Word)</p> <p>2.1 Introduction to Word Processing</p> <p>2.1.1 Meaning and importance of word processing</p> <p>2.1.2 Understanding document types and file formats (.doc, .docx, .pdf, etc.)</p> <p>2.1.3 Creating new documents and saving in different formats</p> <p>2.2 Creating, Editing, and Saving Documents</p> <p>2.2.1 Creating a new document and entering text</p> <p>2.2.2 Editing text: cut, copy, paste, undo, redo</p> <p>2.2.3 Saving documents: Save vs. Save As, using folders and file naming conventions</p> <p>2.2.4 Inserting and deleting paragraphs, and pages</p> <p>2.3 Formatting Text and Paragraphs</p> <p>2.3.1 Changing fonts, sizes, and colors</p> <p>2.3.2 Applying bold, italics, underline, and text effects</p> <p>2.3.3 Using alignment options: left, right, center, justify</p> <p>2.3.4 Line spacing and paragraph spacing adjustments</p> <p>2.3.5 Applying and modifying Styles (Normal, Heading, Title, etc.)</p> <p>2.4 Page Setup and Layout</p> <p>2.4.1 Adjusting margins, page orientation, and paper size</p> <p>2.4.2 Inserting headers, footers, and page numbers</p> <p>2.4.3 Adding watermarks, borders, and background colors</p> <p>2.5 Working with Tables and Graphics</p> <p>2.5.1 Creating, inserting, and formatting tables</p>	

	<p>2.5.2 Merging, splitting, and resizing rows/columns</p> <p>2.5.3 Adding borders, shading, and styles to tables</p> <p>2.5.4 Inserting images, shapes, text boxes, and SmartArt for reports</p> <p>2.6 Printing and Exporting Documents</p> <p>2.6.1 Print preview and page setup for print layout</p> <p>2.6.2 Setting print range and options (selected pages, odd/even pages)</p> <p>2.6.3 Converting Word documents to PDF and vice versa</p>	
UNIT-03	<p>Spreadsheets and Presentations (Microsoft Excel & PowerPoint)</p> <p>3.1 Data entry, formulas, functions (SUM, AVERAGE, IF, etc.)</p> <p>3.2 Introduction to PowerPoint</p> <p>3.2.1 Importance of presentations in academics and law</p> <p>3.2.2 Understanding the PowerPoint interface: Slides, Views, Menus, and Toolbars</p> <p>3.2.3 Creating, saving, and opening a presentation</p> <p>3.3 Designing and Formatting Slides</p> <p>3.3.1 Adding and managing slides (layout, duplication, rearrangement)</p> <p>3.3.2 Formatting text: fonts, colors, bulleting, numbering</p> <p>3.3.3 Using placeholders for titles, content, and images</p> <p>3.3.4 Applying themes and background designs</p> <p>3.4 Adding Visuals and Media</p> <p>3.4.1 Inserting images, shapes, icons, and charts</p> <p>3.4.2 Adding audio, video, and hyperlinks</p> <p>3.4.3 Using screenshots and screen recordings</p> <p>3.4.4 Applying slide transitions and effects</p>	
UNIT-04	<p>Internet and Digital Literacy</p> <p>4.1 Understanding the Internet</p> <p>4.1.1 Definition, history, and evolution of the Internet</p> <p>4.1.2 Components: websites, webpages, hyperlinks, browsers</p> <p>4.2 Online Collaboration and Cloud Tools</p> <p>4.2.1 Google Forms: Creating online surveys, feedback forms, and data collection for legal research</p> <p>4.2.2 Microsoft Teams / Zoom / Google Meet: Online conferencing and group discussions</p> <p>4.3 Legal Research Databases</p> <p>4.3.1 Importance of online legal databases for research and practice</p> <p>4.3.2 SCC Online: Case law search, citations, digest notes</p> <p>4.3.3 Manupatra: Judgments, statutes, legal updates, and commentaries</p> <p>4.3.4 LexisNexis: Legal documents, judgments, and international resources</p>	

Suggested References:**References**

- Computer Fundamentals and Applications: D.P. Nagpal
- Microsoft Office 365: In Practice: Randy Nordell & Annette Easton
- Fundamentals of Computers: V. Rajaraman
- Peter Norton's Introduction to Computers: Peter Norton

Online Reference

<https://www.sconline.com>

<https://www.manupatrafast.com>

<https://www.lexisnexis.in>

<https://www.geeksforgeeks.org/ms-word/introduction-to-microsoft-word>