



**Syllabus with effect from the Academic Year 2025-26**

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|-----------------------------------|---|
| <b>Name of Course: LLB 3 year</b> | <b>Type of Course: CBCS</b>               |
| <b>Year : 1<sup>st</sup> Year</b> | <b>Semester : 1<sup>st</sup> Semester</b> |
| <b>Subject Code: ALCH01SLLB1</b>  | <b>Core Subject: COMPUTER</b>             |
| <b>W.E.F. : 2025-26</b>           | <b>Teaching Hours: 40</b>                 |

**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**

|                           |  |
|---------------------------|--|
| <b>Course Objectives:</b> | <ol style="list-style-type: none"><li>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.</li><li>2. To enable students to understand and use Microsoft Word effectively for creating, editing, formatting, and managing professional documents.</li><li>3. To develop skills in using Microsoft Excel for data organization and analysis, and PowerPoint for creating effective, visually engaging academic and legal presentations.</li><li>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.</li></ol> |
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|-------------|---|
| <b>CO 1</b> | 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. |
| <b>CO 2</b> | Students will be able to create, format, and edit documents using Word processing tools.  |
| <b>CO 3</b> | 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.          |
| <b>CO 4</b> | 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/<br>Credits |
|----------------|---|-----------------------|
| <b>UNIT-01</b> | <p><b>Fundamentals of Computer Systems</b></p> <p><b>1.1 Introduction to Computers:</b></p> <p>1.1.1 Definition</p> <p>1.1.2 characteristics (Speed, accuracy, storage capacity, versatility, diligence, and automation.)</p> <p><b>1.2 Components of Computer System</b></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>  |                       |
| <b>UNIT-02</b> | <p><b>Word Processing (Microsoft Word)</b></p> <p><b>2.1 Introduction to Word Processing</b></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><b>2.2 Creating, Editing, and Saving Documents</b></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><b>2.3 Formatting Text and Paragraphs</b></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><b>2.4 Page Setup and Layout</b></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><b>2.5 Working with Tables and Graphics</b></p> <p>2.5.1 Creating, inserting, and formatting tables</p> |                       |

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|----------------|---|--|
|                | <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><b>2.6 Printing and Exporting Documents</b></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>  |  |
| <b>UNIT-03</b> | <p><b>Spreadsheets and Presentations (Microsoft Excel &amp; PowerPoint)</b></p> <p>3.1 Data entry, formulas, functions (SUM, AVERAGE, IF, etc.)</p> <p><b>3.2 Introduction to PowerPoint</b></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><b>3.3 Designing and Formatting Slides</b></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><b>3.4 Adding Visuals and Media</b></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> |  |
| <b>UNIT-04</b> | <p><b>Internet and Digital Literacy</b></p> <p><b>4.1 Understanding the Internet</b></p> <p>4.1.1 Definition, history, and evolution of the Internet</p> <p>4.1.2 Components: websites, webpages, hyperlinks, browsers</p> <p><b>4.2 Online Collaboration and Cloud Tools</b></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><b>4.3 Legal Research Databases</b></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.scconline.com>

<https://www.manupatrafast.com>

<https://www.lexisnexis.in>

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