

BBA.LL.B (HONS.) – I-SEMESTER

BASIC COMPUTER AND IT SKILLS

COURSE CODE:

Course Objective: This basic computer skills course will provide you with an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents, spread sheets and emails and use the Internet effectively in legal domain

Course Outcomes:

1. Demonstrate a basic understanding of computer hardware and software.
2. Well acquainted with Operating System and its applications.
3. Apply basic knowledge of word, excel and presentations to legal research.
4. Gather knowledge of various types of networks, internet and its applications.
5. Understand the netiquettes in online communication.

UNIT-I: COMPUTER: Introduction; Characteristics of a Computer; History of Computers; Generations of Computer; Classification of Computers; Applications of Computer; Components of a Computer; Basic Hardware & Software.

UNIT-II: OPERATING SYSTEMS: Introduction to operating systems; Types & Functions of operating systems; Working with windows operating system; User interfaces; File & Folder Management; File Extensions.

UNIT-III: MS WORD: Introduction to MS Word, Components of MS Word; Text creation and Manipulation; Formatting of text; Spell check, language setting and thesaurus; Table handling; Creating Time table; Printing Documents, Print Preview; Performing a Mail Merge, A Quick Look at Macros; Using MS Word for legal research paper writing.

UNIT-IV: MS EXCEL: Introduction to MS Excel; Elements of Working with Spread Sheet; Manipulation of Cells & Spread Sheet; Working with Formulas, Functions & Charts; Printing Spread Sheets.

MS POWERPOINT: Introduction to MS Power-Point; Basics of PowerPoint; MS-PowerPoint Screen and Its Components; Creating a Presentation; Manipulating Slides; Elementary working with templates, charts, and tables, Presentation of Slides; Printing presentations.

UNIT-V: NETWORK & INTERNET: Introduction to Network, Basics of Computer Networks; Concept of Internet; World Wide Web; Web-Browsers; Search Engine; Downloading files; Working with E-mail, Social Networking & Instant Messaging; Online video-conferencing tools-ZOOM, CISCO WEBEX etc.

Text Books:

1. P. K. Sinha, "Computer Fundamentals",
2. Miller, "Computer Basics Absolute Beginner's Guide, Windows 8 Edition"

References:

1. Satish Jain, "Basic Computer Course Made Simple"
2. Jackie Sherman, "Basic Computer Skills Made Simple"
3. John Monyjok, "Basic Computer Knowledge"

4. Bittu Kumar, "Computer Basics"