



# CITY ACADEMY LAW COLLEGE

(Affiliated to Lucknow University)

Tiwariganj, Chinhath, Lucknow. 0522-6555579, 8400133333

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## SYLLABUS FOR BASICS OF COMPUTER, INTERNET & CYBER SECURITY

Common for LL.B. 3YEAR & LL.B. Integrated Courses

### UNIT 1 : Introduction to Computers

History of computers, Characteristics Of Computer System, Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Hardware, Software, Application Software, Systems software, Programming Languages, Block diagram of Digital Computer, Classification of Computers, Memory System, Primary, storage, Auxiliary memory, Cache memory, Computer Software (System/Application Software),

### UNIT 2 : MS Word

The word screen, Getting to word documents, typing and Revising text, Finding and Replacing, Editing and Proofing tools, Formatting text characters, Formatting Paragraph, Document templates., Page set up, tables, Mail Merge, Macros, protecting documents, printing a document.

### UNIT 3 : MS-Excel

Introduction, Worksheet basics, Creating worksheet, Heading information, Data & Text, Date & Time, Alphanumeric values, Saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Excel shortcut and function keys, Working with single and multiple workbook, Working with formulae & cell referencing, Auto sum, coping formulae, Absolute & relative addressing, Worksheet with ranges, Formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and using macros, Multiple worksheets- concepts Introduction of Open Source Applications: LibreOffice, OpenOffice and Google Docs etc.

### UNIT 4 : MS-Power Point

Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or An Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object, Providing Aesthetics, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers and Footers, Presentation of Slides, Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides And Handouts, Slide Show, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.

### UNIT 5 : Web Surfing

An Overview: working of Internet, Browsing the Internet, E-Mail, Components of E-Mail, Address Book, Troubleshooting in E-Mail, Browsers: Netscape Navigator, Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Tor, Search Engines like Google, DuckDuckGo etc, Visiting web sites: Downloading.

### UNIT 6 : Cyber Security

Introduction to Information System, Type of information system, CIA model of Information Characteristics, Introduction to Information Security, Need of Information Security, Cyber Security, phishing, spamming, fake news, general issues related to cyber security, Business need, Ethical and Professional issues of security.



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## **Suggested Readings:**

1. Sharma, A., "How to prepare for Data Interpretation and Logical Reasoning for the CAT" McGraw Hill Education Pvt. Ltd., New Delhi, India, 2011, Ed. 5, ISBN 978 2007 070 481
2. Aggarwal, R.S., "A Modern Approach to Verbal and Non-verbal Reasoning" S. Chand Publishers New Delhi, India, 2010, ISBN 10: 8121905516
3. Madan, Sushila, Introduction to Essential tools, Jain Book Agency, New Delhi/India, 2009, 5th ed.
4. Goel, Anita, Computer Fundamentals, Pearson Education, India, 2012
5. Michael E. Whitman and Herbert J. Mattord, "Principles of Information Security," Sixth Edition, Cengage Learning, 2017