DEPARTMENT OF BIOSTATISTICS AND MEDICAL INFORMATICS
UNIVERSITY COLLEGE OF MEDICAL SCIENCES & GTB HOSPITAL: DELHI – 110 095

CLASSES SCHEDULE FOR BMLS (2025 BATCH) STUDENTS

DATE	TIME	TOPIC	IN-CHARGE
08/08/2025	10AM – 1PM	Introduction to computers	Mr A. Chawla
14/08/2025	2PM – 3PM	Concepts of Computing	Mr Hemant Rana
18/08/2025	10AM – 1PM	Operating Computer using GUI Based Operating System	Mr Sandeep Joshi
27/08/2025	10AM – 1PM	File and directory management	Mr Sandeep Joshi
29/08/2025	2PM – 3PM	Types of files	Mr Sandeep Joshi
03/09/2025	10AM – 1PM	Understanding Word Processing	Mr Razaque
09/09/2025	2PM – 3PM	Understanding Word Processing	Mr Razaque
11/09/2025	2PM – 3PM	Word Processing advanced tips	Mr Razaque
20/09/2025	10AM – 1PM	Using Spread Sheet	Mr Sandeep Joshi
30/09/2025	11AM – 1PM	Using Spread Sheet - Formulas and Functions	Mr Sandeep Joshi
30/09/2025	2PM – 3PM	Using Spread Sheet - tips	Mr Sandeep Joshi
04/10/2025	11AM – 1PM	Using presentation software	Mr Razaque
17/10/2025	11AM – 1PM	Using presentation software - tips	Mr Razaque
31/10/2025	11AM – 1PM	Concept of Internet, WWW and Web Browsers	Mr A. Chawla
10/11/2025	11AM – 1PM	Introduction to cloud computing	Mr Hemant Rana
20/11/2025	11AM – 1PM	Communication and collaboration - e- mail, drive	Mr Sandeep Joshi
29/11/2025	11AM – 1PM	Applications of Information Electronics and Communication Technology (IECT)	Mr Razaque
08/12/2025	11AM – 1PM	Computer Threats and Cyber security	Mr Sandeep Joshi
13/12/2025	11AM – 1PM	Maintenance of computer system – hardware and software	Mr Razaque
31/12/2025	11AM – 1PM	Artificial Intelligence basics	Mr Hemant Rana

Sd./-
Faculty Incharge

Copy to:
- Principal office
- Mr Hemant Rana for uploading on website
- Office copy