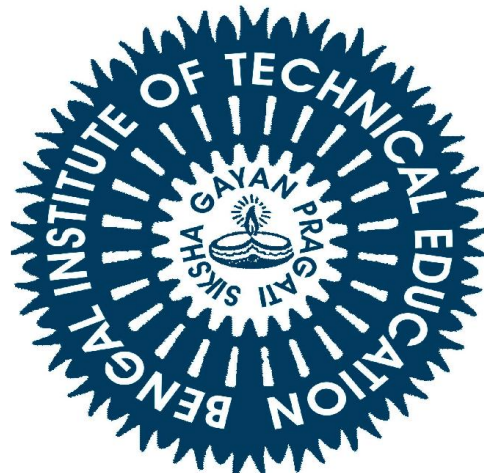


ABOUT BITE

Bengal Institute of Technical Education (BITE) an ISO 9001:2008 organization started in 2009 to provide computer and technical training to organizations and individuals of West Bengal to build quality professionals for industries of the state.



FROM THE DESK OF CHAIRMAN

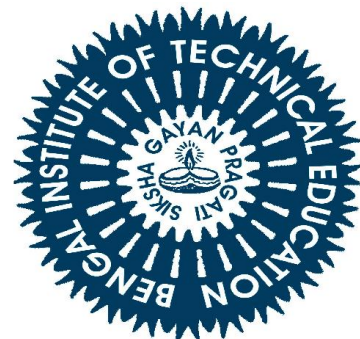
The general organizations providing computer training or running computer literacy programs in West Bengal are failed to develop skills of students to get jobs, due to their non professional course structure and the organizations giving quality training to build professionals are demanding higher fees.

So the students, who are unable to pay higher fees, are wasting their valuable time and money for computer training, but unable to build quality as professionals.

We are taking a mission for those suffering students to give them the concept of computer training which is needed to work in different fields in industries. We scientifically designed computer and technical courses, also providing quality training on the same for rural and urban youth of West Bengal in affordable fees to build up industry ready skilled IT and Technical professionals.

Mr. Diptesh Panda
Chairman cum MD

BITE



Fields of Training

1.SOFT WARE AND WEB DEVELOPMENT

2.OFFICE MANAGEMENT

3.HARDWARE AND NETWORKING

4. ACCOUNTING AND TAXATION

5. DTP, VIDEO EDITING, MULTIMEDIA

6. ELECTRONICS

~:Software and Web Development Courses:~

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|-----------------|-------------------|-------|
| 1 | CS-01 | Computer Basics | 2 Months (24 hrs) | 600/- |

Content: **Mod I** Computer Fundamental, Ms Office (Word, Excel, Power Point), Internet

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|---------------------------------------|-------------------|--------|
| 2 | CS-02 | Certificate in Information Technology | 3 Months (72 hrs) | 1200/- |

Content: **Mod I** Fundamental of computer, Usages of Computer, Type of Computer, Operating System, Application software, MS Word, MS Excel, MS Power Point, Internet E-mail

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|--------------------------------------|--------------------|--------|
| 3 | CS-03 | Certificate in Computer Applications | 6 Months (144 hrs) | 2400/- |

Mod I Fundamental of computer, Operating System, Application Software, MS Word, MS Excel, MS Power Point, Internet E-mail.

Content:

Mod II E-mail and Contacts Management with outlook, Managing Database with Ms Access, Publisher, Forms Creation with InfoPath, Knowledge of different file extension names, Use of PDF document, PDF and ZIP file Creation, Knowledge of Computer Hardware Basic, External Ware Connectivity and Application Installation

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|--|---------------------|--------|
| 4 | DS-01 | Diploma in Computer Applications and Programming | 12 Months (144 hrs) | 5000/- |

| | | |
|-----------------|----------------|--|
| Content: | Mod I | Fundamental of computer, Operating System, Application Software, MS Word, MS Excel, MS Power Point, Internet E-mail. |
| | Mod II | E-mail and Contacts Management with outlook, Managing Database with Ms Access, Publisher, Forms Creation with InfoPath, Knowledge of different file extension names, Use of PDF document, PDF and ZIP file Creation, Knowledge of Computer Hardware Basic, External Ware Connectivity and Application Installation |
| | Mod III | Concept of Programming Language, POP and OOP, C, C++, Visual Basic, Database Linking with Access \Oracle, Project Building |
| | Mod IV | Web designing Concept, Graphics and multimedia concept, HTML, FrontPage, Java Scrip |

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|-----------------------------------|---------------------|--------|
| 5 | DS-02 | Diploma in Information Technology | 12 Months (144 hrs) | 8000/- |

| | | |
|-----------------|----------------|--|
| Content: | Mod I | Fundamental of computer, Operating System, Application Software, MS Word, MS Excel, MS Power Point, Internet E-mail, Outlook, Ms Access. |
| | Mod II | Publisher, PageMaker, Corel Draw, Photoshop. |
| | Mod III | Accounting Basics, Tally (Purchase, Sales) |
| | Mod IV | Personal computer Overview, Operating System, Computer Assembling, Partitioning and Formatting, Operating System installation, External Ware Connectivity and Application Installation |

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|--------------------------------------|--------------------|---------|
| 6 | DS-03 | Diploma in Web Design and Technology | 6 Months (100 hrs) | 10000/- |

Content:**Mod I**

Concept of web technology, Web graphic and content, PageMaker, Photoshop, Corel draw, Flash animator, HTML, CSS, FrontPage.

Mod II

Java Script , Ajax , Web Template, Php, MySql, Dreamweaver, Web Development and Feed, Apache, Cpanel.

~:Office Management Courses:~

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|---|-------------------|--------|
| 1 | COM-01 | Certificate in Computerized Office Management | 3 Months (80 hrs) | 3000/- |

Content:**Mod I**

Fundamental of Computer, Use of Computer in different fields, Operating System, MS word(word processing), Excel (spread sheet),Power point(Presentation)

Mod II

Concept of Modern office and office Management, Office system and procedures. Office communications (Fax, Internet ,LAN,WAN), Office record Management

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|---|--------------------|--------|
| 2 | DOM-01 | Diploma in Computerized Office Management | 6 Months (150 hrs) | 6000/- |

Content:**Mod I**

Fundamental of Computer, Use of Computer in different fields, Operating System, MS word(word processing), Excel (spread sheet),Power point(Presentation)

Mod II

Concept of Modern office and office Management, Office system and procedures. Office communications (Fax, Internet ,LAN,WAN), Office record Management.

Mod III

Office organization, Office Services, Secretarial procedures, Office Automation (Payroll, Accounting , Tally)

Mod IV

HR Management, Time Management and Scheduling. Purchase Management, Sales Management.

~:Hardware and Networking courses:~

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|-------------------------------------|-------------------|--------|
| 1 | CH-01 | Certificate in Computer Maintenance | 3 Months (72 hrs) | 1200/- |

Content: Mod I

Fundamental of computer, Backup & Restore, Schedule task, Add and remove program, Control panel, Operating System installation, formatting and partition.

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|----------------------------------|--------------------|--------|
| 2 | CH-02 | Certificate in Computer Hardware | 6 Months (140 hrs) | 4000/- |

Content:

Mod I

Concept of computer Types (desktop ,laptop ,palmtop) Concept of Computer Peripherals (Mother Board, Processors, RAM etc.), Concept of appliances (Printer, Scanner), Basic electronic, Digital electronic, Power conducting equipments, Application software (Word, Excel, PowerPoint)

Mod II

Personal computer Overview, Operating System, Computer Assembling, Partitioning and Formatting, Operating System installation(xp,vista,win7, win8)Dual booting, Troubleshooting, Windows bootable CD Creation, ERD, Windows live cd, Data recovery

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|------------------------------------|--------------------|--------|
| 3 | DH-01 | Diploma in Hardware and Networking | 12Months (280 hrs) | 8000/- |

Content:

Mod I

Concept of computer Types (desktop ,laptop ,palmtop) Concept of Computer Peripherals (Mother Board, Processors, RAM etc.), Concept of appliances (Printer, Scanner), Basic electronic, Digital electronic, Power conducting equipments, Application software (Word, Excel, PowerPoint)

Mod II

Personal computer Overview, Operating System, Computer Assembling, Partationing and Formatting, Operating System installation(xp,vista,win7, win8)Dual booting, Troubleshooting, Windows bootable CD Creation, ERD, Windows live cd, Data recovery

Mod III

Network basics Network topology, OSI, TCP/IP Model, IP addressing and Subletting, LAN,MAN,WAN, Configuring Net meeting and Remote desktop sharing, Windows 2003 server Environment implementing and Designing Network, Windows 2008 server implementing, designing planning and maintaining network..

Linux server administration(command, vi editor), Genome, KDM, KDE. Permission, ownership, user and group administration, Storage management, RAID System, Linux

Mod IV

printing sub system, DNS, DHCP, PAM, Send-mail, Samba, Wify technology, Firewall (policy and rule based security)

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|------------------------------------|-------------------|--------|
| 4 | CH-03 | Certificate in Computer Networking | 6Months (140 hrs) | 4000/- |

Content:**Mod I**

Network basics Network topology, OSI, TCP/IP Model, IP addressing and Subletting, LAN,MAN,WAN, Configuring Net meeting and Remote desktop sharing, Windows 2003 server Environment implementing and Designing Network, Windows 2008 server implementing, designing planning and maintaining network..

Mod II

Linux server administration(command, vi editor), Genome, KDM, KDE, .Permission, ownership, user and group administration, Storage management, RAID System, Linux printing sub system, DNS, DHCP, PAM, Send-mail, Samba, Firewall (policy and rule based security)Implementing VPN, Wify technology, Remote access authentication, administration, Tunneling ,Protocols cryptographic protection, IP see

~:Accounting and Taxation courses:~

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|---------------------------------|------------------|--------|
| 1 | CA-01 | Certificate in Accounting Tally | 1 month (24 hrs) | 1500/- |

Content: Mod I

Basic of accounting, Getting functional with tally, Company creation and setting, Accounting Master, Purchase & Sales, Inventory (stock and goods) ,Voucher entry, Invoicing, Advanced Accounting (Bill wise details), Cost category (budget and controls)

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|--|----------------|--------|
| 2 | CA-02 | Certificate in Financial Accounting Applications | 3 month(72hrs) | 4000/- |

Content: Mod I

Basic of accounting, Getting functional with tally, Company creation and setting, Accounting Master, Inventory (stock and goods) ,Voucher entry, Invoicing, Advanced Accounting (Bill wise details), Cost category (budget and controls)Advance inventory in Tally (Order processing, Record, Batch wise details, Bill of material, Price level and Price list), VAT, CTS, Service tax, TDS,TCS

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|--|-----------------|--------|
| 3 | DA-01 | Diploma in Financial Accounting Applications | 6 month(140hrs) | 8000/- |

| | | |
|-----------------|---------------|---|
| Content: | Mod I | Basic of accounting, Getting functional with tally, Company creation and setting, Accounting Master, Inventory (stock and goods) ,Voucher entry, Invoicing, Advanced Accounting (Bill wise details), Cost category (budget and controls)Advance inventory in Tally (Order processing, Record, Batch wise details, Bill of material, Price level and Price list), VAT, CTS, Service tax, TDS, TCS. |
| | Mod II | Tally vault and security, Export import data, Printing reports and cheque , Application management and control, Excise (for dealers and manufacturers), Payroll, Point of sale (POS transaction and reports), Job Costing, Tally.net remote |

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|--|------------------|---------|
| 4 | DA-02 | Diploma in Professional Accounts Management and Taxation | 12 month(250hrs) | 12000/- |

| | | |
|-----------------|----------------|--|
| Content: | Mod I | Accounting Standards (Accounting Policies, Inventory, Cash flow, Revenue, Fixed assets, Investments , Amalgamations),Company Accounts. |
| | Mod II | (Financial Statement, P/L Prior Incorporations) Self balancing ledgers, Financial, statement for not profit organizations, Accounts from incomplete reports, A/C for Special transactions. |
| | Mod III | Business law, Company law, Business, Communication, Financial Management. Income tax, Service tax, VAT, IT and strategic Management (Hardware and DBMS), LAN, WAN, internet. |
| | Mod IV | Practice of e commerce and e filling. |

~DTP, VIDEO EDITING AND MULTIMEDIA COURSES~

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|-----------------------------------|----------------|--------|
| 1 | CD-01 | Certificate in Desktop Publishing | 3 month(72hrs) | 2500/- |

Content: Mod I

Fundamental of computer, Uses of computer, Word Processing, Presentation, Publisher, PageMaker, Internet.

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|-------------------------------|-----------------|--------|
| 2 | DD-01 | Diploma in Desktop Publishing | 6 month(144hrs) | 5000/- |

Content: Mod I

Fundamental of computer, Uses of computer, Word Processing, Presentation, Publisher, PageMaker, Internet.

Mod II

Bangla Software, Corel draw, Photoshop, Image ready.

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|--------------------------|-----------------|--------|
| 3 | DD-02 | Diploma in Video Editing | 6 month(144hrs) | 5000/- |

Content:

Mod I

Concept of liner and non liner video editing, Movie Maker, Adobe Premiere

Mod II

Sound forge, Power director, Wax

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|----------------------------------|------------------|---------|
| 4 | DD-03 | Diploma in DTP and Video Editing | 12 month(280hrs) | 10000/- |

Content:

Mod I

Fundamental of computer, Uses of computer, Word Processing, Presentation, Publisher, PageMaker, Internet.

Mod II

Bangla Software, Corel draw, Photoshop, Image ready.

Mod III

Concept of liner and non liner video editing, Movie Maker, Adobe Premiere

Mod IV

Sound forge, Power director, Wax

~ELECTRONICS COURSES~

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|---------------------------------|-----------------|---------|
| 1 | DE-01 | Mobile Repair Engineer Level II | 6 month(144hrs) | 10000/- |

Content:**Mod I**

Basics of Mobile Communication, Tools & instruments used in mobile phone repairing, Various components used in mobile phones, Basic parts of mobile phones (mic, speaker, buzzer, LCD, antenna, etc), Use of Multimeter, Use of Battery Booster, Basic Circuit Board/ Motherboard Introduction, Assembling & disassembling of different mobile phones, Soldering & De-soldering Components Using Different Soldering Tools, Names of Different ICs, Work of Different ICs, Working on SMD/ BGA ICs and the PCB, Fault finding & Troubleshooting, Jumpering Techniques, Troubleshooting through circuit diagrams, Repairing procedure for repairing different hardware faults.

Mod II

Flashing, Formatting, Unlocking, Use of secret codes, Downloading, Bluetooth/ infrared/wifi.

| Sl No | Course Code | Course | Duration | Fees |
|-------|-------------|----------------------|-----------------|---------|
| 2 | DE-02 | CCTV System Engineer | 6 month(144hrs) | 10000/- |

Content:**Mod I**

Designing a CCTV System, Aims of a surveillance camera system, System design elements, Conditions for equipment selections, Camera Installation, Angle of view settings, Lens Mount, Auto-Iris lens, Types of lenses, Lens Selection Monitors, Reduced image scale on monitors, Notes on monitor installation Sequential Switcher, Mufti-Viewer, Matrix switcher, Multiplexer, Time-lapse VCR recordings, Digital video recorders (DVRs) Infrared sensors, Passive sensors, Motion detectors

Mod II

Remote-controlled surveillance, Network camera system, Coaxial Cables, Twisted-pair cable transmission, Control signal circuits, Electrical Power Construction Requirements, Making Drawings, Preparing block diagrams, CCTV drawing Symbols. Networking Overview, Introduction to TCP/IP, Subnet Masks, Gateway address, Virtual ports, Pre-installation, what type of network connection, Simple One to One Connection, Direct High Speed Modem Connection, Router or LAN Connection, Linksys Port Forwarding, Dynamic DNS, D-Link Forwarding, Dynamic DNS, Viewing through Internet Explorer

Identity/Registration Card

Each student is issued an Identity Card upon his admission. The students are instructed to bring their ID Card daily and time of exam, failing which they are not allowed to enter the premises. A student, who has lost his /her Identity/Registration Card, can obtain a duplicate one from the Centre by paying Rs.100.

Return of ID card : Candidate should surrender his/ her I card on course completion.

Discipline

- Smoking, consumption of intoxicants etc., is strictly prohibited inside the institute premises.
- Students are expected to maintain proper discipline and decorum. They must maintain a good conduct and behavior in the class.
- Mobile Phones, and other Electronic gadgets should be switched off inside the class, laboratory and library.
- Strict disciplinary action will be taken against those students who do not follow the rules and regulations of the Centre.

