

Business And Information Technology at Garrett College

Academic Offerings

Business Management	Computer Applications for Business
Network Administration	E Commerce
Repair/Network Technician	Graphic Web Design*

*This certificate provides skills in traditional and electronic graphic arts/design techniques. Learn the fundamentals of design, how to use software and hardware, and experience the latest challenges of web design. Electronic publishing will be emphasized, using the IBM-PC-based platform. A certificate holder will be qualified to become a graphic artist or web developer/designer in the field of electronic publishing. Students electing other majors can take courses such as Introduction to Macromedia Studio or Desktop Publishing as electives.

Transfer Program

The **Business And Information Technology** Department at Garrett currently has a well-defined program of study aimed at those students interested in transferring to a four-year institution to continue their business education. The coursework available at Garrett can accommodate a wide variety of business interests—accounting, management, marketing, finance, and economics just to name a few.

Presently, Garrett has an articulation agreement with Frostburg State University and Franklin University. The Frostburg articulation allows students to take their first two-years of study at Garrett and transition smoothly to Frostburg to complete their bachelor's degree in four years. The agreement with Franklin University allows students to take their first three years of study at Garrett and complete their fourth year via distance learning resulting in students never having to leave Garrett County to obtain their bachelor's degree in business.

To catch the career of your dreams...

*use the right **BAIT**.*



Garrett's academic advisors will assist students in appropriate course selection and guide them in reviewing transfer requirements to four-year institutions.

Computer Certification Programs

A+ Computer Repair Technician	Network+
Microsoft Office Specialist (MOS)*	
Microsoft Certified Systems Engineer (MCSE)	

*Garrett College serves as an approved Microsoft Office Specialist testing center.

The **Business And Information Technology** Department at Garrett offers several information technology courses leading to a full range of specialized and individualized certifications. As a Garrett student, you will receive the highest quality training at the best price from knowledgeable instructors with significant instructional and practical experience in their respective fields.

High School Computer Certification Academy

BAIT, in partnership with the Garrett County Board of Education, has developed a High School Computer Certification Academy. High school students in their senior year may enroll in A+ Computer Repair programs.

Practicum/Internship Program

The **Business And Information Technology** Department will offer internships, both on-site and off-site, for its students. The department is currently working with local companies and internal offices to establish a wide-variety of internship opportunities. Fields currently being developed for internships include the following:

- Finance and Administration
- Human Resources
- Marketing/Advertising
- Information Technology
- Facilities Management



Business And Information Technology

Its purpose is to prepare professionals to succeed in the rapidly changing world of Business and Information Technology.

If you would like to receive information about the **Business And Information Technology Program** or inquire about its services please contact:

Garrett College

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Visit our website for more information!

www.garrettcollege.edu/academics/bait

BAIT Department

Michael D. Kilgus, M.B.A.

Interim Director of B.A.I.T.

Pramod Kapoor, M.B.A.

Professor of Business

Stacy Miller, M.S., J.D.





Associate Professor of Business and Economics
Interim Coordinator of Business

Ronald Bertolina, M.S.

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