

## **BUSINESS & SERVICES DIVISION**

### **MANAGEMENT & SUPERVISORY DEVELOPMENT DEGREE AND DIPLOMA**

#### **LIST OF ELECTIVES**

<b>COURSE #</b>	<b>COURSE NAME</b>
ACC 1102	Principles of Accounting II
ACC 1103	Principles of Accounting III
ACC 1104	Computerized Accounting
ACC 1106	Spreadsheet Applications
ACC 1151	Individual Tax Accounting
ACC 1152	Payroll Accounting
ACC 2154	Personal Finance
ACC 2156	Business Tax Accounting
ACC 2158	Managerial Accounting
BUS 1140	Word Processing
BUS 1150	Database Applications
BUS 1240	Office Procedures
BUS 2110	Advanced Word Processing
BUS 2200	Office Accounting
CIS 103	Operating System Concepts
CIS 105	Program Design & Development
CIS 106	Computer Concepts
CIS 122	Microcomputer Installation & Maintenance
CIS 127	Comprehensive Word Processing & Presentation Graphics
CIS 221	Advanced Microsoft Word
CIS 2228	Comprehensive Spreadsheet Techniques
CIS 2229	Comprehensive Database Techniques

ECO 2105	Macroeconomics
ECO 2106	Microeconomics
FIN 191	Introduction to Finance
SOC 1101	Introduction to Sociology
HRT 101	Introduction to Restaurant/Hotel/Travel (diploma only)
HRT 104	Hospitality Accounting (diploma only)
HRT 105	Hospitality Emp. Training (diploma only)
HRT 106	Food & Beverage Management (diploma only)
HRT 201	Hospitality Marketing (diploma only)
HRT 205	Hotel Operations Management (diploma only)
HRT 206	Food/Beverage/Labor Costs (diploma only)
HUM 1101	Introduction to Humanities
MKT 100	Introduction to Marketing
MKT 103	Business Law
MKT 106	Fundamentals of Selling
MKT 107	Buying
MKT 108	Advertising
MSD 157	Total Quality Management Principles
PLS 101	Introduction to Law & Ethics
PLS 102	Legal Research
PLS 115	Business Organizations
PLS 116	Contracts & Commercial Law

*Revised, February, 2009*

**NOTE:**

1. This list is subject to change at any time.
2. All occupational electives taken at Savannah Technical College must be chosen from this list.
3. Occupational electives taken at other colleges will be considered by the Department Head on an individual basis.