Consistent with the College’s purpose and philosophy, the general education division of Ranken Technical College was designed to provide a foundation of general education to complement our students’ technical education.

Ranken is committed to maintaining a strong general education division for several reasons:

1. General education courses provide the necessary mathematical, scientific and communication skills required to succeed in the students’ major course of study and advance on the job.
2. General education courses help develop the ability to think critically, analyze information and solve problems.
3. Employers want to hire technically trained graduates who, in addition to possessing good technical skills, can communicate effectively, work well with others and adapt to new situations.

OUTCOMES ASSESSMENT OF STUDENT LEARNING

Outcomes assessment is a continuous, ongoing process of improvement in which each department at the College establishes its individual course and program objectives. At certain points in the program, a variety of assessment instruments are used to measure whether students have achieved the stated objectives. The results of these assessments are analyzed by each department to determine what improvements to student learning are necessary to achieve the desired outcomes.

By using outcomes assessment to improve student learning, the College is able to maintain its position as a leader in the field of providing excellence in technical education.

DEVELOPMENTAL STUDIES

The general education division offers developmental study courses in basic writing and basic mathematics. The Fundamentals of Composition, College Reading and Basic College Mathematics courses are designed to prepare students for instruction at the post-secondary level. Course requirement is determined by the College’s placement tests.

NON-CREDIT DISTANCE LEARNING

Ranken has partnered with industry leaders in online education to offer excellent non-credit, distance learning options to potential students, current students and graduates.

Ranken’s Distance Learning program offers a wide range of interactive courses that can be taken entirely over the Internet. All of the courses are led by experienced instructors, experts in their respective fields. Learning courses are offered at basic, intermediate and advanced levels. Students can take the opportunity to sharpen computer skills, learn a foreign language, web design, basic accounting, etc.

Short-term introductory courses last around six weeks, while career training courses can last between six months and one year. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Complete any of these courses entirely from your home or office at any time of the day or night.

Course categories include:
- Sustainable Energy and Going Green
- Business and Professional
- Management and Corporate
- General Education
- Media and Design
- IT and Software Development/Basic Computer Literacy
- Many more options are available

These classes are offered on a non-credit basis and will not be reflected on a Ranken transcript. To see a full listing, visit our website at www.ranken.edu.
ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science degree (AAS) is designed for the adult working in the technical field who wishes to apply their technical training and work experience towards a college degree.

Students who possess either a certificate from Ranken, a certificate from another accredited technical training program, or equivalent work experience can use that training for college credit towards their associate degree at Ranken.

Training programs from other institutions and work experience will be evaluated by the Registrar’s office.

Program Courses

Technical Training  RTC2500  Ranken Technical College Credits  30

Communications/English  ENG1021  College Composition I  3
  ENG1104  College Composition II  3
  COM1001  Oral Communications  3

Select One of the Following Electives:
  SOC1026  Sociology  3
  PHT1026  Psychology  3

Select One of the Following Electives:
  COM1003  Intercultural Communications  3
  COM1005  Organizational Communications  3

Select One of the Following Electives:
  ART1002  Freehand Drawing  3
  FIN1002  Digital Photography  3
  PSS1028  American Government  3
  HIS1028  Western Civilization  3

Mathematics and Science  MTH1020  Intermediate Algebra or higher  3
  PHY1020  Conceptual Physics or higher  3

Business and Information Technology  CIT1020  Computer Literacy  2
  WFD1200  Job Search Success  1

Select One of the Following Electives:
  WFD1204  Introduction to Business Management  3
  ECO1025  Macroeconomics  3

Total Credit Hours Required  60

Important Note: Only courses in which a grade of “C” or higher is earned may be applied toward this Ranken degree.

CERTIFICATE OF APPLIED MANAGEMENT

The Certificate of Applied Management is comprised of the most essential business courses available to teach a student the necessary skills to succeed. Designed for the working adult, the Certificate of Applied Management courses are offered as either evening or online courses, or a combination of both. Students will learn real-world business applications with the convenience of a flexible schedule.

The program is offered in two levels. Level I is the foundation for all general business operations. Once the student has a better business understanding, he or she will be prepared to continue on to Level II, which focuses on management skills. Once both levels have been completed, the student will be prepared for a corporate environment. They will have a good foundation to continue their education and obtain a bachelor’s degree.

Program Courses

Technical Training  RTC2500  Ranken Technical College Credits  30

Communications/English  ENG1021  College Composition I  3
  ENG1104  College Composition II  3
  COM1001  Oral Communications  3

Select One of the Following Electives:
  SOC1026  Sociology  3
  PHT1026  Psychology  3

Select One of the Following Electives:
  COM1003  Intercultural Communications  3
  COM1005  Organizational Communications  3

Select One of the Following Electives:
  ART1002  Freehand Drawing  3
  FIN1002  Digital Photography  3
  PSS1028  American Government  3
  HIS1028  Western Civilization  3

Mathematics and Science  MTH1020  Intermediate Algebra or higher  3
  PHY1020  Conceptual Physics or higher  3

Business and Information Technology  CIT1020  Computer Literacy  2
  WFD1200  Job Search Success  1

Select One of the Following Electives:
  WFD1204  Introduction to Business Management  3
  ECO1025  Macroeconomics  3

Total Credit Hours Required  40

Important Note: Only courses in which a grade of “C” or higher is earned may be applied toward this Ranken degree.
Ranken offers a Bachelor of Science in Applied Management (BSAM) degree program that is available for:

- Current Ranken Students
- Ranken Alumni
- Graduates from other technical schools
- Experienced technical workers
- Apprentices and graduates of union trade programs
- Individuals with technical training from the military

Students can begin the BSAM program with as little as 24 technical credit hours. In order to graduate the program, students must complete 40 technical credit hours. The 40 technical credit hours may come from Ranken technical credit, transfer technical credit or from prior learning assessment credit from a completed portfolio. Flexible evening courses throughout the year are specifically designed to accommodate the needs of the working adult.

The BSAM offers a unique educational blend designed to transform highly-skilled technicians into successful managers. The program combines Ranken’s top-quality technical education with managerial and business courses, as well as the communications and marketing skills needed to be competitive in the 21st century. Students who graduate with a Bachelor of Science in Applied Management will have opportunities for greater career advancement and financial rewards.

Ranken’s BSAM program offers flexibility in designating a career that’s right for you. The following track options allow students to graduate with an emphasis in one of the following areas:

- Management Emphasis
- Marketing Emphasis

Offering additional business courses, the management emphasis is intended for individuals who wish to advance into management or supervisory positions. Students will learn the process of accomplishing the goals of an organization through the effective use of people and resources.

Ranken Technical College is currently a Candidate for Accreditation through the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP is a leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence. For more information contact: http://www.acbsp.org

(913) 339-9356

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Ranken offers a Bachelor of Science in Applied Management (BSAM) degree program. The program focuses on the development of skills needed to be competitive in the 21st century. Students will learn the process of accomplishing the goals of an organization through the effective use of people and resources.

- Management Information Systems (MIS) Emphasis
  - An MIS emphasis focuses on the fundamentals of sales and marketing management. In addition to marketing expertise, students will learn to develop the marketing strategy, organizational and technological skills to impact organizational effectiveness at all levels of their company.

Like all Ranken programs, the BSAM program is not just an education; it’s on-the-job training that companies respect and look for when hiring.

**Ranken Technical College is a Candidate for Accreditation through the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP is a leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence. For more information contact: http://www.acbsp.org**

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**MANAGEMENT PROGRAM COURSES**

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<tr>
<td>PFA3100 Fine Arts in Context</td>
<td>3</td>
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<tr>
<td>MNG3100 Management and Supervision</td>
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<td>MTH3113 Statistical Analysis</td>
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<tr>
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**MIS PROGRAM COURSES**

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Ranken is introducing a new three year program to provide students with more educational options. Ranken's Bachelor of Science in Applied Management (BSAM) degree is geared toward technical students who wish to advance in their chosen technical career. Ranken provides three BSAM track options: Management, Management Information Systems (MIS), and Marketing.

The accelerated program offers a unique educational blend, designed to transform highly-skilled technicians into successful managers. The current BSAM program has been successfully offered as an evening program, typically taken after an associate degree has been acquired. Now, it can be taken as an intensive three year program, allowing graduates to get into the field and advance in their careers quickly! Students begin their two year technical program and as they complete their general education classes, they can start taking management courses immediately. This enables students to complete both their associate and bachelor's degrees in three short years.

Below is a sample schedule that a Management student could maintain. Some courses may be transferable, tested out and/or exchanged for other classes:

### YEAR 1

**Fall – First Semester**

- TECH Technical Major Courses
- EN101 Composition I
- MNG101 Intro to Business and Management
- COM101 Oral Communications

**Spring – Second Semester**

- TECH Technical Major Courses
- CIT110 Computer Literacy
- EN102 Composition II
- MNG102 Introduction to Business and Management

**Summer – Third Semester**

- MNG200 Human Resource Management
- MNG300 Employment Law
- MTH105 Intermediate Algebra
- MNG400 Organizational Communications

### YEAR 2

**Fall – First Semester**

- TECH Technical Major Courses
- PHY101 Conceptual Physics
- SCS106 Principles of Sociology
- MNG102 Management and Supervision

**Spring – Second Semester**

- TECH Technical Major Courses
- FNS101 Fine Arts
- CIT101 Introduction to Business and Management
- COM101 Organizational Communications

**Summer – Third Semester**

- MNG200 Human Resource Management
- MNG300 Employment Law
- MTH105 Statistics
- MNG400 Small Business Management

### YEAR 3

**Fall – First Semester**

- TECH Technical Major Courses
- MNG300 Principles of Finance
- MNG400 Business Strategy and Implementation
- MNG400 Marketing

**Spring – Second Semester**

- TECH Technical Major Courses
- EN101 Composition II
- MNG102 Introduction to Business and Management
- COM101 Organizational Communications

**Summer – Third Semester**

- ECO101 Macroeconomics
- Pol201 American Government
- MNG400 Management Information Systems
- MNG400 Capstone
COURSE DESCRIPTIONS - GENERAL EDUCATION

ENGLISH AND SOCIAL SCIENCES

COMM1000 TECHNICAL COMMUNICATIONS
This is a specialized course in technical communications, emphasizing the vocational aspects of reading, writing, listening and speaking. Students will receive practice in writing essays and preparing business correspondence such as letters and resumes. Each student will also be required to develop a competency in speaking before small groups. This course is intended for certificate program students. Credit may not be applied toward the associate of technology degree. Three credit hours.

COMM1005 ORAL COMMUNICATIONS
This course offers an opportunity to explore effective one-to-one, small group and large group communication processes. Emphasis will be placed on a theoretical/conceptual approach, as well as on skill development and application of concepts to various communication settings. Three credit hours.

COMM1000 INTERCULTURAL COMMUNICATIONS
This survey course allows students to examine the complex relationship between culture and communication from several conceptual perspectives. As reflective practitioners, students will learn theories and will engage in activities that will allow them to acknowledge, appreciate and articulate the tensions involved in complex intercultural interactions. Three credit hours.

COMM1000 ORGANIZATIONAL COMMUNICATIONS
Studies the communications within organizations, including relevant technologies and systems. Course includes both written and oral communications in business; effective organization and writing of theories and technologies. Course includes both written and oral development and application of concepts to various communication processes. Emphasis will be placed on a theoretical/conceptual approach, as well as on skill development and application of concepts to various communication settings. Three credit hours.

ENG1005 COLLEGE READING
This course is designed to help students become lifetime readers. Students will gain knowledge from reading, comprehending passages, applying information, analyzing, synthesizing and evaluating what they read. Students will use a variety of reading materials including textbooks, newspapers, novels, essays and Web sites. Three credit hours.

ENG1009 FUNDAMENTALS OF COMPOSITION
This developmental course is designed primarily to help prepare students for success in College Composition I. The course focuses on fundamental writing skills through extensive construction of sentences and paragraphs. Grammar, punctuation and spelling rules are emphasized, along with structure, unity and coherence in paragraph development. Three credit hours.

ENG1010 COLLEGE COMPOSITION I (AVAILABLE ONLINE)
This is an English composition course designed to develop the student’s ability to organize, draft, revise and evaluate expository forms of writing. Students are given extensive practice in developing effective, informative and persuasive essays. Pre-writing techniques and editing are emphasized. Prerequisite: Placement or ENG1009. Three credit hours.

ENG1012 COLLEGE COMPOSITION II (AVAILABLE ONLINE)
This course further utilizes rhetorical principles gained from ENG101. It includes methods of research for writing a documented research paper. Prerequisite: ENG1011. Three credit hours.

ETH1000 CONTEMPORARY ETHICS (AVAILABLE ONLINE)
This course allows students to inquire into the process of deliberate and voluntary moral decisions, into the ways in which people assume responsibility for such decisions and into the formation of conscience and character. Alternative value systems will be evaluated along with a number of contemporary issues linked to abortion, business ethics, racism and civil disobedience. Three credit hours.

FINA2002 DIGITAL PHOTOGRAPHY
This course provides instruction in the basic concepts and applications of electronic imaging hardware and software. It will emphasize the importing and digital editing of photographic images in both black-and-white and color. Artistic expression and experimentation with image form, content and design will be encouraged. Images will be manipulated and enhanced in Adobe Photoshop. Three credit hours.

FNA1000 FINE ARTS IN CONTEXT
Through a series of hands-on art activities and in-context experiences, students will be encouraged to grow and develop as resources for the self, the family, the workplace and the community. General categories of work listed here and some specific opportunities will be identified and scheduled during the course. All will be authentic, appropriate opportunities and require students to examine and reflect on the benefits and impact of art and art processes for the individual, the group and the community. Three credit hours.

HIS1101 WESTERN CIVILIZATION I (AVAILABLE ONLINE)
This course explores the development of characteristic ideas and institutions of Western culture from the origin of civilization in the ancient Near East to the beginning of the rapid social, political and intellectual transformation of Europe in the 16th century. Prerequisite: ENG1009. Co-requisite: ENG1009. Three credit hours.

POL1202 AMERICAN GOVERNMENT (AVAILABLE ONLINE)
Covers topics such as federalism, federal and state constitutions, political parties and elections at the national, state and local level, legislatures, governors, the judiciary, the structure of local governments, budgeting and service delivery. The course also deals with how federal, state and local laws impact businesses. Three credit hours.

PSY1026 INTRODUCTION TO PSYCHOLOGY (AVAILABLE ONLINE)
This course is an introduction to the scientific study of human behavior. It attempts to help students gain insights into their own and other’s behavior. A variety of topics relating to psychological development will be covered. Prerequisite: ENG1009. Co-requisite: ENG1009. Three credit hours.

PSY3100 ORGANIZATIONAL BEHAVIOR
Covers the impact of individuals, groups, structures and environment on behavior within organizations. The primary focus is on people, what they do and how their behavior affects individual, group and organizational performance. The process of ethical decision making for the employee, manager and organization are also covered. Three credit hours.

PSY4400 ORGANIZATIONAL PSYCHOLOGY
Applies psychological methods to solve human problems in industry and business. Students study relationships between the individual worker and the work environment. Emphasis will be on application of the most influential theories. Topics will include organizational dynamics, motivating workers, job satisfaction, selecting and training employees and work group influences. Three credit hours.

SOC1002 PRINCIPLES OF SOCIOLOGY (AVAILABLE ONLINE)
This course will explore the aspects and variations of human social activity. Sociology, the scientific study of society, explains how groups, institutions and social movements shape our lives. Topics include stratification, status, cultural differences, sex and gender roles and the structure and influence of family, religion and politics. Particular attention will be given to current events and social issues. Prerequisite: ENG1009. Co-requisite: ENG1009. Three credit hours.

SOC1400 SURVEY OF RESEARCH METHODS
Students will first define what constitutes academic qualitative and quantitative research. Students will then identify and utilize the necessary tools for academic qualitative and quantitative research. Each student will articulate a research problem, write a review of related literature, design a research proposal and write a formal research proposal. This course is a prerequisite for ART4203 Capstone Research Project. Three credit hours.

MATHEMATICS AND SCIENCE

MTH1000 ELEMENTARY/INTERMEDIATE ALGEBRA (AVAILABLE ONLINE)
This course combines topics in elementary and intermediate algebra. Topics include operations on real numbers, solving linear equations, graphing linear equations in two variables, applications of algebra, exponents and polynomials, factoring and rational expressions and equations. Prerequisite: placement exam. Three credit hours.

MTH1100 ELEMENTARY/INTERMEDIATE ALGEBRA (AVAILABLE ONLINE)
This course combines topics in elementary and intermediate algebra. Topics include operations on real numbers, solving linear equations, graphing linear equations in two variables, applications of algebra, exponents and polynomials, factoring and rational expressions and equations. Prerequisite: placement exam. Three credit hours.

MTH1001 ELEMENTARY ALGEBRA (AVAILABLE ONLINE)
Topics include operations on real numbers, solving linear equations, graphing linear equations in two variables, and applications of algebra. Prerequisite: placement exam. Three credit hours.

MTHTI0 INTERMEDIATE ALGEBRA (AVAILABLE ONLINE)
Topics include exponents and polynomial, factoring and rational expressions and equations. Prerequisite: MTHTI0. Three credit hours.
BUSINESS AND INFORMATION TECHNOLOGY

CIT1100 COMPUTER LITERACY (AVAILABLE ONLINE)
This course is designed to be a comprehensive overview of computer applications. The student will be familiarized with the terminology of data processing and will examine how the computer can be a useful instrument in personal and professional life. Topics include computer basics, exposure to word processing, spreadsheet, database and operating system programs. The student will receive hands-on computer instruction in addition to class lectures. Two credit hours.

ECONOMICS

ECO3205 MACROECONOMICS (AVAILABLE ONLINE)
Covers economic activity and growth, determination of income, employment, output, inflation, aggregate supply and demand, money and banking, monetary and fiscal policies and international economic issues. Three credit hours.

ECO3210 MICROECONOMICS (AVAILABLE ONLINE)
Covers economic activity and growth, determination of income, employment, output, inflation, aggregate supply and demand, money and banking, monetary and fiscal policies and international economic issues. Three credit hours.

MNG3300 MANAGERIAL ACCOUNTING
Emphasizes the use of accounting information for internal planning and control purposes. This course is intended for managers who will make business decisions using data obtained from the accounting system. The course will cover basic issues involved in using a cost accounting system. Three credit hours.

MNG3350 PRINCIPLES OF FINANCE
Introduction to the principles of financial management, this course will emphasize understanding the role of finance within a company. Topics covered include elements of financial planning, valuation, cost of capital investment and depreciation under various circumstances. Three credit hours.

MNG4020 GLOBAL BUSINESS STRATEGY
This course covers international business operations and the impact of culture, global relations and management practices on domestic and foreign business organizations. Topics include international trade, investment, economics, culture, multi-cultural corporate management environment and other related topics. Three credit hours.

MNG4110 PRODUCTION AND OPERATION MANAGEMENT
This course of instruction in “Operations Management” is designed to provide the student with a holistic overview of Operations Management (Integrating Manufacturing and Services) and Lean concepts for improving processes. Major topic areas will include: 1) Operations Management (OM) in today’s Business Environment; 2) Process Decisions; 3) Facility Decisions; 4) Aggregate planning and Inventory Decisions; 5) Daily Operations Decisions; and 6) Lean Concepts and Quality Tools for improving Processes. Three credit hours.

MNG4150 PROJECT MANAGEMENT FOR INFORMATION SYSTEMS
This course offers a comprehensive introduction to the design and implementation of computer based information systems. This course combines theory, practice and advice on the role of the project leader in managing the team, the individual and the task. Teaching students to plan all aspects of an IS project and to ensure that the project is implemented in a timely way and within budget is also covered. Three credit hours.

MNG4200 PRINCIPLES OF MARKETING
Introduces key concepts, methods of analysis, strategies and tactics which are critical to managing profitable customer relationships in today’s domestic and foreign marketplaces. The course includes a study of product quality and branding, pricing, distribution and promotion. Three credit hours.

MNG4220 ADVERTISING
This course covers topics in advertising, promotion, planning, strategies, personal selling and media selection. Three credit hours.

MNG4221 SALES MANAGEMENT
This course covers topics in sales management, sales motivation, budgeting, forecasting, organizational structure, supervision, selection and recruitment, incentive and compensation plans. Three credit hours.
MNG4225 MARKETING STRATEGIES
This course covers topics in strategic marketing in relation to the marketing mix, marketing communications, pricing strategies, distribution, product selection and other related topics. Three credit hours.

MNG4230 MODERN SYSTEM ANALYSIS AND DESIGN
This course presents a clear introduction to systems analysis and design. Examples and cases are drawn from actual systems projects, enabling students to learn in the context of solving real-world problems. Three credit hours.

MNG4231 BUSINESS DATA NETWORKS AND TELECOMMUNICATIONS
Covers fundamental business data communication concepts, beginning with an overview and the companies and government agencies involved in the field; the effects of communications on today's society; types of networks and security; the importance of wireless technologies; e-business applications; and the increased speed in communication services. Three credit hours.

MNG4232 MODERN DATABASE MANAGEMENT
This course begins by explaining why databases are used, how they improve on alternatives such as spreadsheets, what their components are and how they are developed. Next, it introduces the relational model and defines basic relational terminology. It contains a thoroughly revamped discussion of normalization, including a new four-step process that makes it far easier to understand and perform. This course is introducing statements for data definition and modification, as well as SQL SELECT statements. Next, it turns to database design and management, including the entity-relationship (E-R) model and basic data modeling. Three credit hours.

MNG4250 SMALL BUSINESS MANAGEMENT
Reviews the considerations faced by individuals planning to establish and manage a small business venture. Includes business planning, legal forms of ownership, financial planning and resources, tax considerations, insurance issues and basic considerations in operations and control. Three credit hours.

MNG4300 MANAGEMENT INFORMATION SYSTEMS
Provides students with the necessary knowledge and skills to make sound business decisions relating to information systems and to work with management to resolve problems in this area. Topics include how to develop and implement an information systems strategy. Three credit hours.

MNG4320 ENTERPRISE RESOURCE PLANNING (ERP)
This course covers the opportunities for increased productivity by bringing a company's many different systems together into one large integrated system. This complete introduction to the world of ERP provides the necessary background for success in today's marketplace. Three credit hours.

MNG4400 BUSINESS STRATEGY AND IMPLEMENTATION
The purpose of this course is to introduce the strategy diamond and the five elements framework and present the three major themes: (1) the dynamic nature of firms and industries; (2) strategy formulation and implementation inextricable connection; and (3) strategic leadership. This course focuses on how firms formulate, implement and evaluate strategies. Strategic-management concepts and techniques are studied. Three credit hours.

MNG4500 CAPSTONE PROJECT COURSE
This project-based course focuses on business strategy, in which students examine the steps for formulating strategies and how to evaluate decisions based on the performance of their firm. Students are required to utilize previous business knowledge by applying the concepts into a computer simulation. Strategic management policies and techniques will be studied, as well as case studies and presentations for demonstrating an understanding of business strategy and the implementation of business processes. Three credit hours.
Ranken Technical College seeks students who will succeed in benefit from and contribute to Ranken's educational programs and opportunities. Ranken Technical College accepts applications for most programs for both the fall and spring semesters. Contact the admissions office for specific program start dates.

The College operates on a rolling admission system. All credentials submitted for admission must be on file no later than one week prior to final registration for the semester in which the applicant wishes to begin.

The director of admissions welcomes enrollment inquiries from prospective students, high school and college counselors, and academic advisors.

All correspondence regarding applications for admission and all application credentials should be addressed to:

Admissions Office
Ranken Technical College
4431 Finney Avenue
St. Louis, Missouri 63113
Phone: (314) 286-4809
Fax: (314) 286-3309
admissions@ranken.edu

Ranken Technical College is a private, non-profit institution of higher education. Rich with history, Ranken has provided students with top quality educational programs for 100 years. Ranken Technical College's primary mission is to provide the comprehensive education and training necessary to prepare students for employment and advancement in a variety of technical fields. Throughout its long history as a St. Louis College and trade school, Ranken has been an excellent training and educational center for professionals looking to start or advance in their careers. Ranken Technical School’s success in job placement is well-documented, with over 98 percent of Ranken graduates finding gainful employment in their chosen field within six months of graduation.

Ranken Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.