Management of employees is critical to the success of businesses of any size.

The Rural Organization Employee Management (ROEM) program is designed for owners, managers, supervisors, or team leaders of rural organizations and small businesses.

RURAL ORGANIZATION EMPLOYEE MANAGEMENT

ROEM provides students with the knowledge, skills, and abilities to better manage people and lead organizations to greater success. Designed with the specific challenges of small and rural businesses in mind, ROEM's laddered approach meets the needs of both participants and employers.

Participants can take classes at their own pace, beginning with the certificate that best meets their needs before completing an Associate of Applied Science degree, if desired. Previous learning may be accepted for some classes.

Employers can develop their talent base, retain more knowledgeable, skilled employees, and update their own business and human resources skills.

PROGRAMS OF STUDY

ROEM Certificate (15 credits)
- Intro to Psychology
- Intro to Business Writing OR Intro to Technical Writing
- Intro to Business OR Small Business Entrepreneurship
- Human Resources (HR) Management
- Human Relations in Business

Human Resources Certificate (15 credits)
- Basic MS Office
- Employee Staffing & Selection for Business
- Employee Management & Success
- Administration of Compensation & Benefits
- Ethical, Social, & Legal Issues for HR

Associate of Applied Science (31 additional credits)
- College Writing I
- Intro to Public Speaking
- Intro to Ethics
- Intro to Sociology
- Intro to Statistics
- Accounting Procedures
- Practicum on HR Management
- Three credits from any subject of choice

Take any two of:
- Special Topics in HR
- Elementary Spanish
- Business Law I
- Marketing
- MS Access
- Principles of Microeconomics
- Principles of Macroeconomics

ROEM is a fully online program designed especially for rural and small business professionals.

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This institution is an equal opportunity provider.

ROEM's Human Resources Coursework Will Help You

- Develop useful employee training programs that will assist with retention

- Learn how to lower your cost-for-hire and time-to-fill when recruiting new employees

- Determine the right compensation and benefit packages for your business model

- Ensure compliance with federal, state, and local laws regarding hiring, compensation, termination, and other human resource issues

RO2 Employee Staffing and Selection for Rural Business

In this course, you will learn how staffing and selection can be improved through
- following a strategic approach to staffing, including the importance of planning, analysis, and compliance.
- human resource activities designed to "onboard" and retain new employees.
- considering things like cost-per-hire and time-to-fill to evaluate recruiting methods and sources.
- assessing human resource processes and procedures to ensure legal and regulatory compliance.

RO3 Employee Management, Success, and Retention

This course will teach you to improve employee success and retention by
- linking training and development and performance management to a business's strategic goals.
- developing strategies that engage and recognize employees in ways that encourage retention.
- developing and implementing workforce training systems that include assessment, goal setting, material development, trainer identification, delivery, and program evaluation.

RO4 Administration of Compensation and Benefits

This course will teach you how to manage compensation and benefits, including
- the benefits commonly available in the business environment and how those impact employee motivation and job satisfaction.
- the impact of federal laws on compensation systems within business settings.
- how the various features of compensation systems influence retention and turnover.

RO5 Ethical, Social, and Legal Issues for Human Resources

In this course, you will learn about ethical, social, and legal issues in human resources, including
- the legal issues in the hiring, pre-employment testing, and termination processes to ensure compliance with all applicable local, state, and federal laws and regulations.
- legal and ethical issues in wage and hour regulation, occupational safety, workers compensation, and the employee evaluation process.
- possible solutions to social issues that impact the work environment.

RO6 Practicum I

The practicum allows you to apply the skills and knowledge gained in earlier coursework to solve a real-world problem. In the practicum, you will
- perform a needs analysis to identify an area of improvement related to human resources in an existing business or not-for-profit.
- Develop and implement a human resources strategy or program to address the issue.
- Evaluate the effectiveness of the program.

For more information on ROEM courses and course outcomes, contact

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