

Aiken County Public Schools

Human Resources Management CIP Code 521001

All of the Business Management and Administration CIP-coded programs require a minimum of three (3) Carnegie units.

Note: At least one of the courses designated with an asterisk (*) should be selected for the three (3) Carnegie unit completer status, if needed to meet state recognized program requirements.

Required Courses:

Business Law

Fundamentals of Human Resource Management

Additional approved courses if needed to meet state-recognized program requirements:

Business Data Applications*

Business Principles and Management*

Digital Publication Design

Entrepreneurship

Fundamentals of Business, Marketing, and Finance*

Global Business

Google Applications

Integrated Business Applications 1*

Personal Finance*

Professional and Leadership Development*

Workplace Communications*

Business Management and Administration Internship, work-based credit

Certifications

See attached pages

Student Name: _____ Grade: _____

School: _____ School Year Completed: _____

Certifications Earned:

Date Completed	Certification

Human Resources Management CIP Code: 521001

Courses Completed (3 Carnegie units required for completer)

Required Courses

Year Completed	Grade Earned	Course
		Business Law
		Fundamentals of Human Resource Management

*Additional approved courses if needed to meet state-recognized program requirements (must be from * courses for 3-unit completer)*

Year Completed	Grade Earned	Course
		Business Data Applications*
		Business Principles and Management*
		Digital Publication Design
		Entrepreneurship
		Fundamentals of Business, Marketing, and Finance*
		Global Business
		Google Applications
		Integrated Business Applications 1*
		Personal Finance*
		Professional and Leadership Development*
		Workplace Communications*
		Business Management and Administration Internship, work-based credit