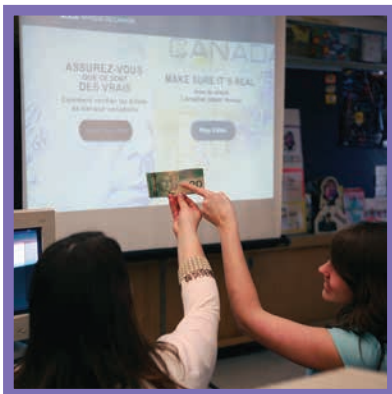
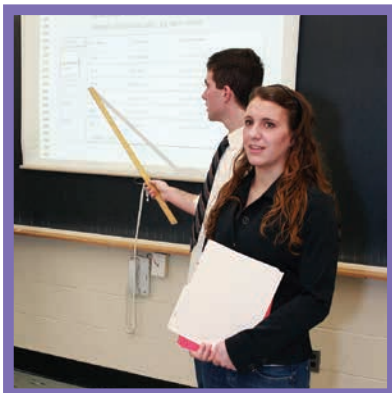


Business



Is this your future career?

Experiential learning, reach ahead activities, certification and more... at **NO COST** to you.

About the Specialist High Skills Major (SHSM)

The Specialist High Skills Major (SHSM) is a specialized program approved by the Ministry of Education that allows students to focus their learning on a specific economic sector while meeting the requirements of the Ontario Secondary School Diploma (OSSD).

SHSMs assist students in their transition from secondary school to apprenticeship training, college, university or the workplace.

These programs enable students to gain sector-specific skills and knowledge in engaging, career-related learning environments, and prepare in a focused way for graduation and postsecondary education, training or employment.

Profile - Business

In 2006, over a third of Canada's workforce of approximately 14.5 million people was employed in the fields of trade and commerce, finance and insurance, administration and support, and real estate and leasing.¹ The business sector, the central pillar of Canada's economy, is bursting with opportunities, from positions as accountants and clerks to administrators and retailers. With globalization and new technology, the business sector also offers young entrepreneurs opportunities to aim at the international market. As long as there is commerce, qualified and knowledgeable workers in business will find prospects either in one of Canada's prospering companies or as an entrepreneur in one of their own.

The SHSM – Business enables students to build a foundation of sector-focused knowledge and skills before graduating and entering apprenticeship training, college, university or an entry-level position in the workplace. Depending on local circumstances, this SHSM may be designed to have a particular focus, for example, entrepreneurship, finance, accounting, retail, marketing, international business, economics, management and administration, or event planning. Where a choice of focus areas is offered, students may select one.

For more information, news articles and where this program is being offered, visit SHSM.rainbowschools.ca

Business

Required Components for the SHSM – Business

The SHSM – Business has the following five required components:

1. A bundle of nine Grade 11 and Grade 12 credits.

These credits make up the bundle:

- Four business major credits that provide sector-specific knowledge and skills
- Three other required credits from the Ontario curriculum, in English and mathematics, in which some expectations are met through learning activities contextualized to the business sector
- Two co-operative education credits that provide authentic learning experiences in a workplace setting, enabling students to refine, extend, apply and practise sector-specific knowledge and skills

Exception: If a student obtains a four (4) credit co-op, they may choose to use one additional co-operative education credit to substitute for one “major credit” and/or one “other required credit” (not from the Math or English categories).

Required Credits	Business Major	English*	Mathematics*	Co-operative Education
Grade 11	2		1	2
Grade 12	2	1	1	
Number of credits (Total = 9)	4	1	2	2

* Includes content delivered in the sector's context.

There are NO extra credits required to complete this program.

All required credits may be obtained within the 30 required credits for the Ontario Secondary School Diploma (OSSD).

2. Six sector-recognized certifications and/or training courses/programs

The SHSM in business requires students to complete six sector-recognized certifications and/or training courses/programs. Of these, four are compulsory and the remaining two are electives that must be chosen from the list in the following table. Note that items in the list that are capitalized are the proper names of specific certifications or training courses/programs that are appropriate for the SHSM. Items that are lowercased are names of the areas or categories within which specific certifications or training courses/programs should be selected by the school or board.

The requirements are summarized in the table below.

Four Compulsory:			
Cardiopulmonary Resuscitation (CPR) Level A	customer service	generic (i.e. not site specific) instruction about the Workplace Hazardous Materials Information System (WHMIS)	Standard First Aid
Two Electives from the list below:			
counterfeit detection	ergonomics	health and safety – basic	management/leadership
personality inventory	retail representative	software	successful exhibiting
Summer Company Program			

3. Experiential learning and career exploration activities

Experiential learning and career exploration opportunities relevant to the sector might include:

- one-on-one observation of a co-operative education student at a placement in the business sector (example of job twinning)
- a day-long observation of a business person (example of job shadowing)
- a one- or two-week work experience with a member of a business association or a professional in the sector (example of work experience)
- participation in a retail show (e.g. home show or craft show), conference or workshop focusing on the business sector
- participation in a local, provincial or national contest or competition with a focus on business (e.g. business plan competition or stock market competition)
- working with a mentor within the business community (e.g. to provide assistance in creating a business plan)
- a tour of the chamber of commerce

Experiential learning activities are at NO COST.

(Exceptions may apply to out of town trips.)

Business

4. Reach ahead experiences

Students are provided one or more reach ahead experiences – opportunities to take the next steps along their chosen pathway – as shown in the following examples:

- Apprenticeship: visiting an approved apprenticeship delivery agent in the sector
- College: interviewing a college student enrolled in a sector-specific program
- University: observing a university class in a sector-related program
- Workplace: interviewing an employee in the sector

Reach ahead activities are at NO COST.

(Exceptions may apply to out of town trips.)

5. Essential Skills and work habits and the OSP

Students will develop Essential Skills and work habits required in the sector and document them using the Ontario Skills Passport (OSP), a component of the SHSM.

Seven Key Benefits for Students

Pursuing a SHSM enables students to:

- 1 Customize their secondary school education to suit their interests and talents
- 2 Develop specialized knowledge and skills that are valued by the sector and postsecondary education institutions
- 3 Earn credits that are recognized by the sector and postsecondary education institutions
- 4 Gain sector-specific and career-relevant certification and training
- 5 Develop Essential Skills and work habits that are valued by the sector, recorded using the tools in the Ontario Skills Passport (OSP)
- 6 Identify, explore and refine their career goals and make informed decisions about their postsecondary destination
- 7 Remain flexible, with the option to shift between pathways should their goals and plans change

Occupations in the Business Sector

The following table provides examples of occupations in the business sector, with corresponding National Occupation Classifications, sorted according to the type of postsecondary education or training the occupations would normally require.

Apprenticeship Training
<ul style="list-style-type: none"> • Hardware, Lumber and Building Materials Retailer 6421 • Parts Technician 1472 • Special Events Co-ordinator 1226
University
<ul style="list-style-type: none"> • Business Development Officer and Marketing Researcher and Consultant 4163 • Economist and Economic Policy Researcher and Analyst 4162 • Executive Assistant 1222 • Financial and Investment Analyst 1112 • Financial Auditor and Accountant 1111 • Mathematician, Statistician and Actuary 2161 • Professional in Business Services 1122 • Securities Agent, Investment Dealer and Broker 1113 • Social Policy Researcher, Consultant and Program Officer 4164 • Specialist in Human Resources 1121
College
<ul style="list-style-type: none"> • Accounting and Related Clerk 1431 • Administrative Clerk 1441 • Administrative Officer 1221 • Assessor, Valuator and Appraiser 1235 • Banking, Insurance and Other Financial Clerk 1434 • Bookkeeper 1231 • Conference and Event Planner 1226 • Court Officer and Justice of the Peace 1227

Note: Some of the names of occupations in this table may differ slightly from the names given in the National Occupation Classification system.

The names listed here reflect common usage by institutions and organizations in this sector in Ontario.

Business

- Desktop Publishing Operator and Related Occupations 1423
- Insurance Adjuster and Claims Examiner 1233
- Legal Secretary 1242
- Loan Officer 1232
- Personnel and Recruitment Officer 1223
- Personnel Clerk 1442
- Professional in Business Services 1122
- Purchasing Agent and Officer 1225
- Retail and Wholesale Buyer 6233
- Secretary (except Legal and Medical) 1241
- Social Policy Researcher, Consultant and Program Officer 4164
- Specialist in Human Resources 1121
- Supervisor - Recording, Distributing and Scheduling 1215
- Supervisor, Finance and Insurance Clerks 1212

Workplace

- Accounting and Related Clerk 1431
- Administrative Clerk 1441
- Banking, Insurance and Other Financial Clerk 1434
- Customer Service and Related Clerks 1453
- Customer Service Representative - Financial Services 1433
- Customs, Ship and Other Broker 1236
- General Office Clerk 1411
- Payroll Clerk 1432
- Personnel Clerk 1442
- Postal or Mail Clerk 1461
- Purchasing and Inventory Clerk 1474
- Real Estate Agent and Salesperson 6232
- Receptionist, Admitting Clerk 1414
- Records Management and Filing Clerk 1413
- Retail and Wholesale Buyer 6233
- Retail Salesperson and Sales Clerk 6421
- Shippers and Receivers 1471
- Storekeeper and Parts Clerk 1472

REGISTRATION FORM



Specialist High Skills Major – Business

Personal Information: *Please print neatly and provide the information below.*

Legal Name: _____
Surname First Name Middle Initial

Current School: _____ Student ID #: _____

Home Address: _____

City/Town: _____ Postal Code: _____

Home Telephone: _____ Cell: _____ E-Mail: _____

Which pathway do you plan to pursue? *(Please check one.)*

- Apprenticeship Training Workplace College University

Are you currently enrolled as an OYAP student? Yes No

Have you taken or are you currently enrolled in any Dual Credit courses? Yes No

If yes, please provide details: Course Code _____ Course Name _____

Currently enrolled: Yes No

Completed: Yes No If yes, provide date of completion: _____

 Student's Signature

 Print name (Student)

 Parent/Guardian Signature

 Print name (Parent/Guardian)

 Date

Once you have completed the Registration Form, please submit it to the Guidance Department at your school for processing. A member of the SHSM team will be in contact with you shortly to set up your file and get you started on your journey to success.
In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected under the authority of the Education Act and will be used to register students in a Specialist High Skills Major. For more information, please contact the Principal.

Congratulations on choosing an exciting future!

School Contact Information: