

SPECIALIST HIGH SKILLS MAJOR Business Studies

Ontario.ca/SHSM

B St. Benedict Catholic Secondary School

Business Specialist High Skills Major

The business sector is bursting with opportunities, from positions as accountants and clerks to administrators and retailers. Because of globalization and new technology, the business sector also offers opportunities to young entrepreneurs 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 business sector offers opportunities in finance, retail, real estate, human resources or organizational, management and budget-related careers in the other sectors of our economy.

Depending on the courses selected, students will be exposed to a wide range of authentic experiences such as:

- » international field trips to destinations such as New York City, Chicago and Boston
- » engaging with entrepreneurs and other business people
- » participating in University Stock Market Competition
- » visiting post secondary institutions
- » taking part in real-world business simulations
- » certifications in a variety of business-related competencies

Sample Occupations in the Business Sector

- » Hardware, Lumber, and Building Materials Retailer
- » Parts Technician
- » Special Events Coordinator
- » Accounting and Related Clerk
- » Administrative Clerk
- » Administrative Officer
- » Business Development
- » Officer and Marketing Researcher and Consultant
- » Economist and Economic Policy Researcher and Analyst
- » Executive Assistant
- » Payroll Clerk
- » Banking, Insurance, and Other Financial Clerk



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Required Components for the SHSM - Business

The SHSM-Business has the following five components:

1. A bundle of ten Grade 11 and 12 courses

- » four Business major credits
- » four required courses in English, math, business studies or science where a CLA is delivered
- » two co-op credits in the sector (additional co-op credits can be substituted for major or required credits)

SHSM Business								
Credits	Apprenticeship Training		College		University		Workplace	
	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12
Major Credits (may include maximum of 1 Co-op Credit)	4*		4*		4*		4*	
English	1		1		1		2	
Mathematics	2**		2**		2**		1	
Cooperative Education	2		2		2		2	
Total Number of Credits	9		9		9		9	

*a minimum of one Gr. 11 and one Gr. 12 credit

** one credit must be in Gr. 12

2. Seven sector recognized certifications and training:

Five Compulsory				
CPR -Level C-includes AED	» Innovation, Creativity and Entrepreneurship (ICE)	WHMIS	Standard First Aid	Customer Service
Two electives from the list below				
<ul style="list-style-type: none"> » business etiquette » cash handling and register training » counterfeit detection » effective networking » equity and inclusion » ergonomics » ethical considerations » fraud prevention » fundraising » health and safety – basic » leadership skills 		<ul style="list-style-type: none"> » negotiation training » personality inventory » portfolio development project management » public speaking » retail representative » sector-specific software 1 » specialized business program/competition (e.g., regional or provincial level DECA, Junior Achievement Company Program, Stock Market Competition, Make Your Pitch, Summer Company Program) » successful exhibiting 		

3. Experiential Learning and Exploration Activities

- » one-on-one observation of a cooperative education student at a placement in the business sector (an example of job twinning)
- » a day-long observation of a business person (an example of job shadowing)
- » a one- or two-week work experience with a member of a business association or a professional in the sector (an example of work experience)
- » participation in a local, provincial, or national contest or competition with a focus on business (e.g., a 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 local chamber of commerce

4. Reach Ahead Experiences

5. Essential Skills and Workplace Habits and the Ontario Skills Passport

For more information, please contact Guidance