

BUSINESS SHSM SECTOR

PROFILE OF THE BUSINESS SECTOR

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.

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 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, on entrepreneurship, finance, accounting, retail, marketing, international business, economics, management and administration, or event planning.

SAMPLE OCCUPATIONS IN THE BUSINESS SECTOR

Apprenticeship Training	College
<ul style="list-style-type: none"> • Hardware, Lumber and Building Materials Retailer • Parts Technician • Special Events Coordinator 	<ul style="list-style-type: none"> • Accounting and related clerk • Administration – clerk, loan officer • Assessor, Valuator, Appraiser • Financial Clerk – Banking, Insurance • Conference and Event Planner • Secretary – administration, legal • Purchasing Agent, Retail and Wholesale Buyer • Social Policy Researcher, Consultant • Specialist in Human Resources • Supervisor – clerks, records, scheduling
University	Workplace
<ul style="list-style-type: none"> • Business Development Officer and Marketing Researcher and Consultant • Economist and Economic Policy Researcher and Analyst • Executive Assistant 	<ul style="list-style-type: none"> • Clerk – Accounting, Administrative, Banking, Insurance, Other Financial Occupations • Customer Service and Related Clerks

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

¹ Statistics Canada, Employment, Earnings and Hours, May 2007, www.statcan.ca/english/freepub/72-002-XIB/72-002-XIB2007005.pdf.

Required Components for the SHSM - Business

The SHSM-Business has the following five components:

1. A bundle of nine Grade 11 and 12 courses

- four Business major credits
- three required courses in English and math where a CLA is delivered
- two co-op credits in the sector (an additional co-op credit can be substituted for a major credit)

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*	
includes content delivered in the sector's context	English	1		1		1		2	
	Mathematics	2 (1 must be in grade 12)		2 (1 must be in grade 12)		2 (1 must be in grade 12)		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

2. Seven sector recognized certifications and training:

Four compulsory			
CPR – Level C + AED	customer service	WHMIS	Standard First Aid
Three electives from the list below			
business etiquette	cash handling & register training	counterfeit detection	effective networking
equity and inclusion	ergonomics	ethical considerations	fundraising
fraud prevention	health and safety – basic	Innovation, Creativity & Entrepreneurship (ICE)	leadership skills
negotiation training	personality inventory	portfolio development	project management
public speaking	retail representative	sector specific software	specialized business program/competition (e.g. regional or provincial level DECA, Junior Achievement, Summer Program)
successful exhibiting			

3. Experiential Learning and Exploration Activities

4. Reach Ahead Experiences

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