

Specialist High Skills Major: Business

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).

Requirements

1. **A bundle of 9 grade 11 and 12 credits.**
 - 4 major credit courses connected to Business (see reverse)
 - other required credits in English (gr. 11 and/or 12), and math (gr. 11 and/or 12) depending on the pathway (A, C, U, W)
 - 2 cooperative education credits that are tied to the Business sector
2. **6 sector recognized certification and/or training programs**
 - 4 compulsory (CPR and Standard First Aid, WHMIS, Health and Safety, and Customer Service)
 - A choice of 2 electives from a list of additional certifications
3. **Experiential learning and career exploration activities within the sector**
4. **Reach ahead experiences connected with the student's post-secondary pathway**
5. **A Sector Partnered Contextualized Component (SPCC) including one of the following options: Innovation, Creativity, and Entrepreneurship (ICE) training; sector-delivered contextualized coding; or, sector-delivered mathematical literacy. The SPCC will require approximately six hours to complete.**

Benefits

The SHSM program will enable students to:

- choose a variety of **Business related Grade 11 and 12 courses**
- customize their secondary school education to suit their **interests and talents**
- develop **specialized knowledge and skills**
- complete **activities related to Business** in business, math, English, science, technology, law, and/or computer science courses
- **earn credits** that postsecondary educational institutions and the Construction sector recognize
- gain sector-recognized **certification and career-relevant training**
- participate in **Experiential Learning activities** to learn about real-life job situations
- develop **Essential Skills and work habits** documented through the Ontario Skills Passport
- **identify, explore and refine career** goals and make informed decisions about their future involving Reach Ahead activities
- remain **flexible**, with the option to shift between pathways, should their goals and plans change
- earn an Ontario Secondary School Diploma with an embossed red seal and formal recognition on their Ontario Student Transcript
- receive a SHSM Record documenting their achievement

Courses offered at Cedarbrae to fulfill the Requirement of 9 Bundled Credits

	Apprenticeship Pathway		College Pathway		University Pathway		Workplace Pathway	
Credits	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
Major Credits: Total of 4 major credits taken throughout grade 11 and grade 12	BAI3E BDI3C BMI3C BAF3M	BAT4M BBB4M BOH4M	BDI3C BMI3C BAF3M	BAT4M BBB4M	BAF3M	BAT4M BBB4M BOH4M	BAI3E	
English Credit *1 required in most pathways *2 required in Workplace Pathway	ENG3E ENG3C	ENG4E ENG4C	ENG3C	ENG4C	ENG3U	ENG4U	ENG3E	ENG4E
Math Credits *2 required in most Pathways *1 required in Workplace Pathway	MBF3C MEL3E	MAP4C	MBF3C MCF3M	MAP4C	MCR3U MCF3M	MHF4U MCV4U MDM4U	MEL3E	
Cooperative Education In current pathway	2 Credits		2 Credits		2 Credits		2 Credits	

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 English or Math Categories)

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).

SAMPLE OCCUPATIONS IN THE BUSINESS SECTOR

APPRENTICESHIP PATHWAY	COLLEGE PATHWAY
<ul style="list-style-type: none"> • Hardware, Lumber, and Building Materials Retailer • Parts Technician • Special Events Coordinator 	<ul style="list-style-type: none"> • Accounting Clerk • Administrative Clerk • Banking, Insurance and Other Financial Clerk • Bookkeeper • Professional in Business Services • Insurance Adjuster • Legal Secretary • Loan Officer • Recruitment Officer • Purchasing Agent • Retail and Wholesale Buyer • Specialist in Human Resources • Supervisor-Recording, Distributing and Scheduling
UNIVERSITY PATHWAY	WORKPLACE PATHWAY
<ul style="list-style-type: none"> • Business Development Officer and Marketing Researcher and Consultant • Economist and Economic Policy Researcher • Executive Assistant • Financial and Investment Analyst • Financial Auditor and Accountant • Mathematician, Statistician, and Actuary • Securities Agent and Broker • Specialist in Human Resources • Social Policy Researcher, Consultant and Program Officer 	<ul style="list-style-type: none"> • Accounting Clerk • Administrative Clerk • Banking, Insurance, and Other Financial Clerk • Customer Service Representative • Customs, Ship and Other Broker • Payroll Clerk • Real Estate Agent and Salesperson • Receptionist • Records Management Clerk • Retail Salesperson • Shippers and Receivers • Storekeeper and Parts Clerk