



# BUSINESS

## SPECIALIST HIGH SKILLS MAJOR



### WHAT IS A BUSINESS SPECIALIST HIGH SKILLS MAJOR (SHSM)?

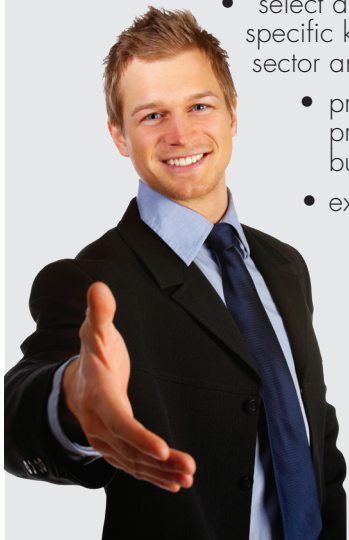
The SHSM is a ministry-approved specialized program that allows students to focus their learning on the business sector while meeting the requirements for the Ontario Secondary School Diploma (OSSD). This career focused program also helps prepare students make the transition from secondary school to apprenticeship training, college, university, or the workplace. The SHSM enables students to gain sector-specific skills and knowledge in the context of engaging, career-related learning environments and helps them focus on graduation and pursuing their postsecondary goals.



### ADVANTAGES

Pursuing the Specialist High Skills Major–Business enables students to:

- customize their secondary school education to suit their interests and talents while meeting the requirements for the OSSD;
- select a bundle of 9 required credits focused on sector-specific knowledge and skills that are valued by the business sector and postsecondary educational institutions;
- provide evidence of achievement (e.g. certifications) for prospective employers and postsecondary educational business programs;
- explore and refine career goals to make informed decisions about postsecondary options;
  - take part in “reach ahead” experiences that will help them make informed choices about future careers and next steps;
- identify and develop Essential Skills and work habits required in the business sector, using tools connected with the Ontario Skills Passport;
- access resources, equipment, and expertise not available in school.



### REQUIRED COMPONENTS

1. A bundle of 9 Grade 11 and 12 credits: 4 Business, Law, Computer Science, or Communication Technology credits, 3 other required credits from the Ontario curriculum, 2 cooperative education credits
2. Six sector-recognized certifications and/or training courses/programs
3. Experiential learning and career exploration opportunities within the sector
4. “Reach Ahead” experiences
5. Development of Essential Skills and the use of the Ontario Skills Passport (OSP) for purposes of documentation

#### Four (4) compulsory

Cardio-Pulmonary Resuscitation (CPR), Level A	Standard First Aid	customer service	generic instruction about the Workplace Hazardous Materials Information System (WHMIS)
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#### Two (2) electives from the list below

counterfeit detection	ergonomics	software certifications (Microsoft Office)	personality inventory
retail representative	successful exhibiting and public speaking	Summer Company Program	management/ leadership

### CAREER EXAMPLES

#### APPRENTICESHIP TRAINING

Parts Technician  
Special Events Coordinator

#### COLLEGE

Administrative Officer  
Assessor, Valuator, and Appraiser  
Banking, Insurance Clerk  
Conference and Event Planner  
Court Officer and Justice of the Peace  
Desktop Publishing Operator  
Insurance Adjuster and Claims Examiner  
Loan Officer  
Personnel and Recruitment Officer  
Personnel Clerk  
Purchasing Agent and Officer  
Retail and Wholesale Buyer  
Secretary  
Supervisor, Finance and Insurance Clerks  
Supervisor – Recording, Distributing, and Scheduling

#### UNIVERSITY

Business Development Officer and Marketing Researcher and Consultant  
Economist and Economic Policy Researcher and Analyst  
Financial and Investment Analyst  
Financial Auditor and Accountant  
Mathematician, Statistician, and Actuary  
Securities Agent, Investment Dealer, and Broker  
Social Policy Researcher, Consultant, and Program Officer  
Specialist in Human Resources

#### WORKPLACE

Accounting Clerk  
Administrative Clerk  
Customs Broker  
Payroll Clerk  
Purchasing and Inventory Clerk  
Real Estate Agent and Salesperson  
Records Management and Filing Clerk  
Shippers and Receivers

