

Business

Required Components for the SHSM–Business

1. A bundle of nine Grade 11 and Grade 12 credits that comprises:
 - four business major credits
 - three other required credits from the Ontario curriculum, in English and mathematics
 - two cooperative education credits tied to the sector.
2. Six sector-recognized certifications and/or training courses/programs (four compulsory and a choice of two electives)
3. Experiential learning and career exploration activities within the sector
4. Reach ahead experiences connected with the student’s postsecondary plans
5. Development of Essential Skills and work habits required in the sector, and documentation of them using the OSP

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.

INSIGHT

The requirements of this SHSM are unique and are geared to the business sector. However, the design of all SHSM programs follows a consistent model, described in **Section A: Policy**.

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. Where a choice of focus areas is offered, students may select one.

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

Occupations in the Business Sector

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

FIND IT!

See **Section A1.6** for more on occupations and NOCs.

Apprenticeship Training	College
<ul style="list-style-type: none"> • Hardware, Lumber, and Building Materials Retailer 6421 • Parts Technician 1472 • Special Events Coordinator 1226 	<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 • 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
University	Workplace
<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 	<ul style="list-style-type: none"> • Accounting and Related Clerk 1431 • Administrative Clerk 1441 • Banking, Insurance, and Other Financial Clerk 1434 • Customer Service and Related Clerks 1453

University <i>(continued)</i>	Workplace <i>(continued)</i>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

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.

Postsecondary Programs and Training in the Business Sector

The following are examples of programs and training related to careers in the business sector and the accreditations associated with each.

Apprenticeship Training

Construction Materials Retailer	Certificate of apprenticeship/ certificate of qualification
Hardware, Lumber, and Building Materials Retailer	Certificate of apprenticeship/ certificate of qualification
Special Events Coordinator	Certificate of apprenticeship/ certificate of qualification

College

Accounting and Finance	Diploma/advanced diploma/ bachelor's degree
Accounting Business Systems	Diploma
Administrative Assistant	Diploma
Advertising – Integrated Marketing Communications, Media Sales, Media Marketing and Sales, Creative Media, Graphic Design	Diploma

Advertising and Graphic Design	Diploma
Applied Business	Bachelor's degree
Business–Insurance, Accounting, Marketing, Information Systems, Logistics	Diploma
Business Administration	Diploma/advanced diploma/ bachelor's degree
Business Computer Systems	Diploma
Business Operations	Diploma
Business Skills and Marketing	Diploma
Community Economic and Social Development Administration	Diploma
Corporate Communications/Public Relations	Advanced diploma/ bachelor's degree
E-Business Administration	Diploma
E-Business Supply Chain Management	Bachelor's degree
E-Commerce Management	Diploma
Economics	Bachelor's degree
Event Management	Diploma
Fashion Business	Diploma
Financial Planning, Financial Services	Diploma/bachelor's degree
General Business	Diploma/advanced diploma
Human Relations Management	Diploma
Human Resources Management	Advanced Diploma
International Accounting and Finance	Bachelor's degree
International Business	Diploma/bachelor's degree
Marketing Administration	Diploma/advanced diploma/ graduate certificate
Materials and Operations Management	Advanced diploma
Professional Accounting	Diploma
Professional Financial Service, Medical Intensive	Diploma
Public Institution Management and Administration	Diploma
Public Relations	Diploma
Small Business and Entrepreneurship	Diploma
Small Business Management	Diploma
Sports Business Management	Diploma

University

Accounting	Bachelor's degree
Accounting and Financial Management	Bachelor's degree
Administrative Studies/Commercial Studies	Bachelor's degree
Advertising Design	Bachelor's degree
Business Administration	Bachelor's degree
Business and Computer Science	Bachelor's degree
Business and Mathematics	Bachelor's degree
Business Communications	Bachelor's degree
Commerce	Bachelor's degree
Commerce and Computer Science	Bachelor's degree
Commerce and Finance	Bachelor's degree
E-Business	Bachelor's degree
E-Commerce	Bachelor's degree
Economics	Bachelor's degree
Economics and Business	Bachelor's degree
Economics and Finance	Bachelor's degree
Entrepreneurial Management	Bachelor's degree
Entrepreneurship	Bachelor's degree
Environment and Business	Bachelor's degree
Finance	Bachelor's degree
Financial Mathematics	Bachelor's degree
Housing and Real Estate Management	Bachelor's degree
Human Resources Management/Industrial Relations	Bachelor's degree
International Business/International Economics	Bachelor's degree
International Investment Finance and Banking	Bachelor's degree
International Management	Bachelor's degree
International Trade	Bachelor's degree
Management Economics/Industry and Finance	Bachelor's degree
Marketing	Bachelor's degree
Mathematics and Business Administration	Bachelor's degree
Mathematics for Commerce	Bachelor's degree
Operational Research/Operations Management	Bachelor's degree

Organizational Studies/Leadership	Bachelor's degree
Retail Management	Bachelor's degree
Sports Administration/Sports Management	Bachelor's degree
Strategic Management in International Human Resources	Bachelor's degree
Sustainable Local Economic Development	Bachelor's degree

Training for the Workplace

Accounting and Information Technology	Certificate
Advanced Web Development for E-Business	Certificate
Advertising Design	Certificate
Business Foundations	Certificate
Business Management	Certificate
Business Office Skills	Certificate
Communications Excellence	Certificate
Customer Service Fundamentals – Insurance	Certificate
Customer Service Leadership	Certificate
Desktop Publishing	Certificate
E-Commerce	Certificate
Finance and Insurance Clerk	Certificate
Human Resources Associate	Certificate
Human Resources Management	Certificate
Management	Certificate
Office Administration – Executive, General, Legal, Medical	Certificate
Office Administration – General	Certificate
Retail Sales Associate	Certificate
Retail Sales Excellence	Certificate
Small Business – Office Automation	Certificate
Web-Design Development and Maintenance	Certificate
Workplace Leadership	Certificate

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 cooperative education credits that provide authentic learning experiences in a workplace setting, enabling students to refine, extend, apply, and practise sector-specific knowledge and skills.

FIND IT!

See **Section A1.2** for more on SHSM credits.

Credits		Apprenticeship Training		College		University		Workplace	
		Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12	Gr. 11	Gr. 12
Business Major		2	2	2	2	2	2	2	2
includes content delivered in the sector's context	English		1		1		1	1	1
	Mathematics	1	1	1	1	1	1	1	
Cooperative Education		2		2		2		2	
Total number of credits		9		9		9		9	

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 table 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.

FIND IT!

See **Section A1.3** for more on SHSM certifications and training.

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
Three 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 cooperative 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)
- attendance at 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 local chamber of commerce.

FIND IT!

See **Section A1.4** for more on experiential learning and career exploration activities.

POLICY

Note that volunteer activities in an SHSM cannot be counted towards the hours of community involvement required to earn the OSSD.

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

FIND IT!

See **Section A1.5** for more on reach ahead experiences.

- University: observing a university class in a sector-related program
- Workplace: interviewing an employee in the sector.

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 OSP, a component of the SHSM.

FIND IT!

See **Section A1.6** for more on Essential Skills and work habits.



Pathways for the SHSM–Business

A table illustrating the four pathways and required credits leading to completion of this SHSM is provided below. You will also find tables illustrating sample bundles of credits, and other useful resources, on the ministry's SHSM website.

Awareness building (Grades 7 and 8)

See **Section 5.5** for information on building awareness of SHSM programs among students in Grades 7 and 8.

Exploration (Grades 9 and 10)

See **Section 5.5** for information on providing Grade 9 and 10 students with opportunities for exploration of SHSM programs. In addition, students considering this SHSM can be encouraged to enrol in the following courses to become better informed about careers and postsecondary options in the sector:

- **Introduction to Business:** This Grade 9 course is recommended for all students following SHSM pathways that have a business focus. The course provides students with opportunities to explore a variety of business topics by engaging in activities related to them.
- **Career Studies (compulsory) and Discovering the Workplace:** Some of the expectations in these Grade 10 courses provide opportunities for students to explore occupations and other postsecondary options in the sector and to participate in experiential learning activities.
- **Information and Communication Technology in Business:** This course is recommended for any Grade 10 student who is considering enrolling in an SHSM – Business program.

Specialization (Grades 11 and 12)

Students acquire the sector-specific knowledge and technical skills required to earn their OSSD with an SHSM–Business by completing its five required components. Students and their parents/guardians are encouraged to consult with guidance counsellors and teachers to select the courses that will enable students to pursue their goals.

Students pursuing an apprenticeship pathway should consider OYAP, which enables them to start an apprenticeship while earning their OSSD.

Students pursuing a university pathway are advised to complete their required cooperative education credits in Grade 11, in order to allow room in their timetables in Grade 12 for credits needed to meet university entrance requirements.

TOOLS AND RESOURCES

Visit the ministry's SHSM website at www.edu.gov.on.ca/eng/teachers/studentsuccess/specialist.html for:

- sample bundles of credits specific to this SHSM
- a list of organizations and resources specific to this SHSM.



Program pathways: SHSM–Business

- Shaded boxes – required credits in the bundle for the SHSM–Business
- (C) – compulsory credit for the OSSD

Grade 9 <i>Exploration</i>	Grade 10 <i>Exploration</i>		Apprenticeship Training Pathway <i>Specialization</i>		College Pathway <i>Specialization</i>		University Pathway <i>Specialization</i>		Workplace Pathway <i>Specialization</i>	
	Grade 9	Grade 10	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12	Grade 11	Grade 12
An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit	An optional or a compulsory credit
(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English	(C) English
(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics	(C) Mathematics
(C) Science	(C) Science	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12	Additional Business Studies or related credit, in either Gr. 11 or Gr. 12
(C) Geography of Canada	(C) Canadian History	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major
(C) Core French	(C) Career Studies/ Civics	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major	Business Major
(C) Healthy Active Living Education	(C) The Arts	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12	May be used as a (C) Cooperative education (2 credits), related to the sector, in either Gr. 11 or Gr. 12
Introduction to Business	Business Studies credit	An optional or a compulsory credit	Cooperative Education	An optional or a compulsory credit	Cooperative Education or Communications Technology	An optional or a compulsory credit	Cooperative Education or Communications Technology	An optional or a compulsory credit	Cooperative Education or Communications Technology	Cooperative Education or Communications Technology