**September 2021 – June 2023**

Dear Student, Parents, and Guardians,

Congratulations! We are pleased to offer your son/daughter a place in the Business Leadership Specialist High Skills Major Program at Corpus Christi Catholic Secondary School.

Your signature below, as parent or guardian, will serve to indicate your permission for us to enroll your son or daughter in the program, and to make any necessary timetable adjustments to accommodate the program’s course requirements.

We look forward to working with you and your son or daughter throughout the coming months and years. Please review the details regarding the specific courses and additional requirements for the program and do not hesitate to contact us should you have any questions or concerns.

Sincerely,

Mrs. Melissa Moore

Mrs. Val Kelenc

Program Lead Teacher Department Head of Guidance

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**NOTE FOR SHSM STUDENTS:** Students who complete the requirements for the OSSD and for the SHSM will receive an OSSD with the SHSM Red Seal.

**In order to complete the SHSM diploma, the following special conditions must be met:**

* **Additional required courses**
* **Additional industry certification and training**
* **Additional reach-ahead and experiential learning activities**
* **2 sections of Co-op**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for my son/daughter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please print full name) (Please print full name)

**to enroll in the Business Leadership SHSM Program at Corpus Christi Catholic Secondary School.**

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**(Date) (Signature)**

**PATHWAYS CHART SHSM – CORPUS CHRISTI – FITNESS & HEALTH PROMOTION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Apprenticeship Training Pathway** | | **Workplace Pathway** | | **College Pathway** | | **University Pathway** | |
| **Credits** | **11** | **12** | **11** | **12** | **11** | **12** | **11** | **12** |
| **Major Credits (4 Credits)** | BMI3C  BDI3C  IDC3M  BAF3M | BOH4M  BBB4M  BAT4M | BMI3C  BDI3C  IDC3M  BAF3M | BOH4M  BBB4M  BAT4M | BMI3C  BDI3C  IDC3M  BAF3M | BOH4M  BBB4M  BAT4M | BMI3C  BDI3C  BAF3M  IDC3M | BOH4M  BBB4M  BAT4M  CIA4U |
| **Math Credit (2 Credit)** | MBF3C  MCF3M  MEL3E | MEL4E  MAP4C  MCT4C | MEL3E | MEL4E | MBF3C  MCF3M | MAP4C  MCT4C | MCR3U | MHF4U  MCV4U  MDM4U |
| **English Credit (1 Credit)** | ENG 3C | ENG 4C | ENG 3E | ENG 4E | ENG 3C | ENG 4C | ENG 3U | ENG 4U |
| **COOP (2 Credits)** | CO-OP (2 – 4 credits) related to the major credits taken in Grade 11 or 12 | | | | | | | |

**In Sum;**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Credits** | **Apprenticeship Training Grades 11–12** | **College Grades 11–12** | **University Grades 11–12** | **Workplace Grades 11–12** |
| **Major Credits One credit may be substituted with a cooperative education credit (additional to the 2 required co-op credits)** | 4 Including at least one Gr. 11 and one Gr. 12 credit | 4 Including at least one Gr. 11 and one Gr. 12 credit | 4 Including at least one Gr. 11 and one Gr. 12 credit | 4 Including at least one Gr. 11 and one Gr. 12 credit |
| **English may include a CLA in each credit** | 1 | 1 | 1 | 2 One credit must Gr. 12 |
| **Mathematics may include a CLA in each credit** | 2 One credit must be in Gr. 12 | 2 One credit must be in Gr. 12 | 2 One credit must be in Gr. 12 | 1 |
| **Cooperative Education** | 2 | 2 | 2 | 2 |
| **Total number of credits** | 9 | 9 | 9 | 9 |

**CERTIFICATIONS AND/OR TRAINING COURSES/PROGRAMS**

The SHSM in Business Leadership requires students to complete seven sector-recognized certifications and/or training courses/programs. Of these, four are compulsory and the remaining three are electives that must be chosen from the list in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Four (4) compulsory** | | | |
| Cardiopulmonary Resuscitation (CPR) Level C – includes automated external defibrillation (AED) | customer service | Standard First Aid | Workplace Hazardous Materials Information System (WHMIS) – generic (i.e., not site-specific) instruction |

|  |  |  |
| --- | --- | --- |
| **Two (2) electives from the list below** | | |
| advanced training in a technology (309) | advanced training in a technique (313) | anti-oppression and allyship training |
| business etiquette | cash handling and register training | counterfeit detection |
| effective networking | equity and inclusion | ergonomics |
| ethical considerations | first aid/CPR/AED awareness | fraud prevention |
| Fundraising | health and safety – basic | infection control |
| leadership skills | 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) |

**EXPERIENTIAL LEARNING AND CAREER EXPLORATION ACTIVITIES**

The following opportunities relevant to the sector may include:

* 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)
* attendance at a retail show (e.g., a 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., 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

**REACH AHEAD ACTIVITIES**

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

**ESSENTIAL SKILLS, WORK HABITS AND THE OSP (Ontario Skills Passport)**

Students will develop Essential Skills and work habits required in the sector and document them using the OSP, a component of the SHSM.

|  |  |
| --- | --- |
| **ESSENTIAL SKILLS** | **WORK HABITS** |
| **Literacy**  Reading text  Writing  Document use  Computer use  Oral communication  **Numeracy**  Money math  Scheduling or budgeting and accounting  Measurement and calculation  Data analysis  Numerical estimation  **Thinking Skills**  Job task planning and organizing  Decision making  Problem solving  Finding information | Working safely  Teamwork  Reliability  Organization  Working independently  Initiative  Self-advocacy  Customer service  Entrepreneurship |