

September 2023 – June 2025

Dear Student, Parents, and Guardians,

Congratulations!

We are pleased to offer your child a place in the Business Specialist High Skills Major (SHSM) 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 child 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 child 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. K. Sandhu
Program Lead Teacher
sandhuk@hcdsb.org

Mrs. E. Clarke
Guidance Counsellor
clarkee3@hcdsb.org

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:

- ✓ **9 required courses (see chart below)**
- ✓ **Additional industry certification and training**
- ✓ **Additional reach-ahead and experiential learning activities**
- ✓ **2 sections of Co-op**

I, _____ give permission for my child, _____ ,
(Please print Parent/Guardian's full name) (Please print student's full name)

to enroll in the Business SHSM Program at Corpus Christi Catholic Secondary School. They are in grade _____ as of September 2023.

The gender that my child identifies as is: ☐ Male ☐ Female ☐ Transgender ☐ Non-Binary ☐ Prefer Not to Say

(Date)

(Parent/ Guardian Signature)

BUSINESS SHSM REQUIRED COURSES

	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(s)	MBF3C MCF3M MEL3E	MEL4E MAP4C MCT4C	MEL3E	MEL4E	MBF3C MCF3M	MAP4C MCT4C	MCR3U	MHF4U MCV4U MDM4U
English Credit(s)	ENG 3C	ENG 4C	ENG 3E	ENG 4E	ENG 3C	ENG 4C	ENG 3U	ENG 4U
Co-Op (2 Credits)	CO-OP (2 credits) related to the major credits taken in Grade 11 or 12							

SUMMARY (PATHWAYS CHART)

Credits	Apprenticeship Training Grades 11–12	College Grades 11–12	University Grades 11–12	Workplace Grades 11–12
Major 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 be Gr. 12
Mathematics (may include a CLA in each credit)	2 one credit must be Gr. 12	2 one credit must be Gr. 12	2 one credit must be Gr. 12	1
Co-Operative Education	2	2	2	2
TOTAL NUMBER OF CREDITS	9	9	9	9

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:

FOUR COMPULSORY			
Cardiopulmonary Resuscitation (CPR) Level C - includes automated external defibrillation (AED)	Workplace Hazardous Materials Information System (WHMIS) - generic (i.e., not site-specific) instruction	Standard First Aid	Customer Service

TWO 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 businessperson (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