

September 2024 – June 2026

Dear Student and Parent(s) / Guardian(s),

Congratulations! We are pleased to offer a place in the **Business Specialist High Skills Major (SHSM) Program** at Corpus Christi Catholic Secondary School. Please review the attached details, which serve to outline the specific courses, certifications, and additional requirements of the SHSM program. Students who complete the requirements for the SHSM program, will receive an OSSD with the SHSM Red Seal at graduation.

Your signatures below, as student AND parent(s) / guardian(s), will serve to:

- indicate **permission for enrollment** in the program,
- acknowledge **the program requirements that will be completed** prior to June 2026 (including four major credits and two co-op credits), and
- grant permission to **make the necessary timetable adjustments** to accommodate the program requirements.

Please contact either the SHSM Lead Teacher or Guidance Counsellor listed below should you have any questions or concerns.

We look forward to working together in the coming months and years!!

Sincerely,

Mrs. K. Sandhu

SHSM Lead Teacher

sandhuk@hcdsb.org

Mrs. E. Clarke

Guidance Counsellor

clarkee3@hcdsb.org



Complete / Return to SHSM Lead Teacher

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. We – both student and parent(s) / guardian(s) – acknowledge that, in order to complete the SHSM program, the following conditions MUST be met:

- ✓ **9 required courses** (combination of major credits, English credit(s) and Math credit(s))
- ✓ **2 sections of Co-op** (can be completed via day school, night school, or summer school)
- ✓ Required **industry certifications and trainings**
- ✓ Additional **reach-ahead and experiential learning activities**

Grade (as of Sept 2024): _____

Student Identifies As: Male Female Transgender Non-Binary Prefer Not to Say

(Date)

(Parent/ Guardian Signature)

(Student Signature)

SUMMARY (PATHWAYS CHART)

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

BUSINESS SHSM REQUIRED COURSES

Credits	Workplace		Apprenticeship		College		University	
	11	12	11	12	11	12	11	12
Major Credits (4 Credits)	BAF3M BDI3C BMI3C CIE3M CLU3M TEJ3M	BAT4M BBB4M BOH4M ICS4C TEJ4M	BAF3M BDI3C BMI3C CIE3M CLU3M TEJ3M	BAT4M BBB4M BOH4M ICS4C TEJ4M	BAF3M BDI3C BMI3C CIE3M CLU3M TEJ3M	BAT4M BBB4M BOH4M ICS4C TEJ4M	BAF3M BDI3C BMI3C CIE3M CLU3M ICS3U TEJ3M	BAT4M BBB4M BOH4M CIA4U CGW4U CLN4U ICS4U IDC4UB TEJ4M
Math Credit(s)	MEL3E	MEL4E	MBF3C MCF3M MEL3E	MEL4E MAP4C MCT4C	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							

CERTIFICATIONS AND/OR TRAINING COURSES/PROGRAMS

The SHSM in Business requires students to complete a **minimum of six** sector-recognized certifications and/or training courses/programs.

MANDATORY CERTIFICATIONS

Of these, **four are mandatory certifications**. During *each year* of the 2-year SHSM program, all *four* of the mandatory certifications are offered. This ensures that students have ample opportunity to register, attend, and acquire each certification before graduation. *Students are encouraged to complete these mandatory certifications in Grade 11.*

FOUR MANDATORY CERTIFICATIONS			
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

ELECTIVE CERTIFICATIONS

In addition to the four mandatory certifications, **two are elective certifications**. During *each year* of the 2-year SHSM program, *three* different elective certifications (see chart below) are offered. Students can choose to register, attend, and acquire *any two* (or more!) of the certifications that are of interest to them.

TWO ELECTIVE CERTIFICATIONS		
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	fraud prevention	fundraising
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, etc.)

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 OPPORTUNITIES

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

SECTOR-PARTNERED EXPERIENCES (SPEs)

Students engage with a sector partner and apply skills to gain insight into the relationship between the business sector and **ICE** (innovation, creativity, and entrepreneurship), **coding**, and/or **mathematical literacy**.

ICE, coding (computer programming), and mathematical literacy are all areas of knowledge that are key to a wide variety of 21st century careers. An SPE is designed to support students in cultivating the mindset that is needed for success in any of these areas of focus – a mindset that includes proposing ideas and solutions, taking smart risks in a safe environment, studying the results, and applying critical thinking.

ESSENTIAL SKILLS, WORK HABITS AND THE ONTARIO SKILLS PASSPORT (OSP)

Students will develop Essential Skills and Work Habits required in the business sector and document them using the OSP.

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