

Specialist High Skills Major Business

2025-2026

Profile

In 2019, over a third of Canada's workforce was employed in trade and commerce, finance and insurance, administration and support, and real estate and leasing.¹ 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.

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1410035502>

Certifications (6)

Compulsory (4):

- CPR and AED
- Standard First Aid
- WHMIS
- Customer Service

Electives (2) (more options at Ontario.ca):

- Public Speaking
- Business Etiquette
- Specialized Business Program (Enterprise Olympics)
- Personal Inventory and Portfolio Development
- Leadership Skills
- Cash handling and register training
- Equity and inclusion
- Ergonomics
- Fundraising
- Project Management
- Negotiation Training
- Fraud Prevention
- Successful Exhibiting
- Retail Representative

Possible Occupations in the Sector

Workplace	Apprenticeship	College	University
Hardware, Lumber and Building Materials Retailer Parts Technician Special Events Coordinator	Accounting Clerk Administrative Officer Legal Secretary Human Resources	Marketing Consultant Executive Assistant Investment Analyst Business services professional	Customer Service Payroll Clerk Real Estate Agent Receptionist

Additional Information

- SHSMs are for students in all four pathways: Workplace, Apprenticeship, College, and University.
- Major credits may be offered in school, but additional courses are offered through eLearning and booklet courses.
- You can indicate your interest at www.myblueprint.ca or speak with your Guidance Counsellor.
- There are no extra credits required - the SHSM is obtained within the 30 OSSD credits.
- SHSMs are two-year programs and are made up of Grade 11 and 12 courses.
- There are no additional fees for students to participate in a SHSM.



Business SHSM Pathway (Total of 9 credits)

Please check the Ministry's Master List for more approved courses

Grade 11 Courses

Grade 12 Courses

Major Credits (4 credits)

Students can now substitute 3 additional Cooperative Education credits related to their sector in place of 3 major credits

BAF3M – Accounting
BAI3E – Accounting
BDI3C – Entrepreneurship
BDP30 – The Enterprising Person
BMI3C – Marketing: Goods, Services, Events
BMX3E – Marketing
BTA3O – Information and Communication Technology: The Digital Environment
CLU3M – Understanding Canadian Law
GPP3O – Leadership and Peer Support
HSP3C – Sociology, Anthropology and Psychology
IDC3O – Interdisciplinary Studies
ICS3U – Computer Science
TDJ3M – Technological Design
TGJ3O – Communications Technology
TGJ3M – Communications Technology

BAN4E – Accounting for Small Business
BAT4M – Financial Accounting Principles
BBB4E – International Business Essentials
BBB4M – International Business
BOG4E – Business Leadership: Becoming a Manager
BOH4M – Business Leadership: Management Fundamentals
BTX4C – Information and Communication Technology: Multimedia Solutions
BTX4E – Business Studies
CLN4U – Law
HIP4O – Personal Life Management
ICS4U – Computer Science
TGJ4O – Communications Technology
TGJ4M – Communications Technology

English (1 credit if Apprenticeship, College, or University & 2 credits if Workplace)

NBE3C - Understanding Contemporary First Nations, Métis, and Inuit Voices
NBE3E - Understanding Contemporary First Nations, Métis, and Inuit Voices
NBE3U - Understanding Contemporary First Nations, Métis, and Inuit Voices

ENG4C – English
ENG4E – English
ENG4U – English
OLC4O – Ontario Secondary School Literacy Course

Math (2 credits if Apprenticeship, College, or University & 1 credit if Workplace)

MBF3C – Foundations for College Math
MCF3M – Functions and Applications
MEL3E – Mathematics for Work and Everyday Life
MCR3U – Functions

MAP4C – Foundations for College Mathematics
MCT4C – Mathematics for College Technology
MDM4U – Data Management
MCV4U – Calculus and Vectors
MHF4U – Advanced Functions
MEL4E – Math for Work and Everyday Life

**Cooperative Education (2 credits taken in grade 11 OR 12)
Summer co-op available.**



Specialist High Skills Major Business

Student Name: _____

Year of graduation: _____

Pathway of interest:

☐ Apprenticeship ☐ College ☐ University ☐ Workplace

Certifications (Mandatory*): ☐ *Standard First Aid ☐ *CPR Training ☐ *WHMIS Training ☐ *Customer Service	Date Completed: _____ _____ _____	2 Sector Specific Certifications: ☐ _____ ☐ _____	Date Completed: _____ _____ _____
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Pathway	Apprenticeship	College	University	Workplace
4 Major Credits: New: Students can now substitute 3 additional Cooperative Education credits related to their sector in place of 3 major credits	☐ _____ ☐ _____ ☐ _____ ☐ _____	☐ _____ ☐ _____ ☐ _____ ☐ _____	☐ _____ ☐ _____ ☐ _____ ☐ _____	☐ _____ ☐ _____ ☐ _____ ☐ _____
	☐ 1 extra sector-related coop credit _____ ☐ 1 extra sector-related coop credit _____ ☐ 1 extra sector-related coop credit _____			
1 English (2 if workplace):	☐ _____ ☐ _____	☐ _____ ☐ _____	☐ _____ ☐ _____	☐ _____ ☐ _____
2 Math (1 if workplace):	☐ _____ ☐ _____	☐ _____ ☐ _____	☐ _____ ☐ _____	☐ _____ ☐ _____
2 Sector Related Cooperative Education Credits:	☐ Coop _____ ☐ Coop _____	☐ Coop _____ ☐ Coop _____	☐ Coop _____ ☐ Coop _____	☐ Coop _____ ☐ Coop _____

Minimum 1 Experiential Learning, 1 Reach Ahead Experience & 1 Sector-Partner Experience:

- ☐ Experiential: _____ Date: _____
- ☐ Reach Ahead: _____ Date: _____
- ☐ SPE: _____ Date: _____