KDHS
Kapuskasing District High School

Specialist High Skills Major

Business

2026-2027

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
- Intermediate 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 BDP3O – 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 Possible dual credits BDA4T – Entrepreneurship and Innovation MBA4T – Investing in Your Future
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.**	

District School Board Ontario North East

Specialist High Skills Major
Business

Student Name: _____

Year of graduation: _____

Pathway of interest:

☐ Apprenticeship ☐ College ☐ University ☐ Workplace

Certifications (Mandatory*):	Date Completed:	2 Sector Specific Certifications:	Date Completed:
☐ *Intermediate First Aid	_____	☐ _____	_____
☐ *CPR Training	_____	☐ _____	_____
☐ *WHMIS Training	_____		
☐ *Customer Service	_____		

Pathway	Apprenticeship	College	University	Workplace
4 Major Credits: Students can 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: _____