

CAREER OPPORTUNITIES

for
Secondary School Graduates

Pathways to Success



Business

BUSINESS OTHER

Financial Clerk/Agent
Property Manager
Antique Dealer
Office Clerk
Postal Clerk/Letter Carrier
Customer Service Representative
Receptionist

Picture Framer
Auction Clerk
Entrepreneur
Fund Raiser
Novelist/Freelance Writer
Hot Tub/Pool Maintenance
Spa Operator/Sales

College Extensions:

Business Management
Bookkeeper/Payroll Officer
Administrative Assistant
Human Resources Officer
Property Management
Real Estate Agent
Insurance Agent

RETAIL

Retail Salesperson
Alarm Salesperson
Book Store Clerk
Cottage Industry
Telemarketer
Receptionist
Dispatcher
Cashier
Home Demonstration
Salesperson
Small Business Owner
Food/Beverage Salesperson

OFFICE

PATHWAYS TO SUCCESS

FOUNDATION COURSES		DESTINATION PREPARATION COURSES	
Grade 9 (8 credits)	Grade 10 (8 credits)	Grade 11 (8 credits)	Grade 12 (8 credits)
Compulsory	Compulsory	Compulsory	Compulsory
Religion HRE 1O English ENG 1P or ENG 1L Mathematics MFM 1P or MAT 1L Canadian Geography CGC 1P Science SNC 1P or SNC 1L French FSF 1P	Religion HRE 2O English ENG 2P or ENG 2L Mathematics MFM 2P or MAT 2L Canadian History CHC 2P or CHC 2L Science SNC 2P Career/Civics GLC 2O and CHV 2O	World Religions HRF 3O English ENG 3C or ENG 3E *ELS 3O Literacy Skills Mathematics MBF 3C or MEL 3E	Religion HRE 4O English ENG 4C or ENG 4E *check group 1, 2 and 3 compulsory credits
Recommended Electives (2 of the following)	Recommended Electives (2 of the following)	Recommended Electives (Preparation Courses) *check group 1, 2, and 3 compulsory credits	Recommended Electives (Preparation Courses)
Integrated Technologies TTI 1O Any Grade 9 Arts Course Introduction to Business BBI 1O Learning Strategies: Literacy & Numeracy GLE 1O or GLS 1O *(CC Substitution)	Discovering the Workplace GLD 2O *(CC Substitution) Information and Communication Technology in Business BTT 2O	Designing Your Future GWL 3O Information and Communication Technology BTA 3O Marketing BMI 3C or BMX 3E Accounting BAF 3M or BAI 3E 2 credits in Cooperative Education	Navigating the Workplace GLN 4O Mathematics MAP 4C or MEL 4E Accounting for a Small Business BAN 4E 2 or 4 credit package in Cooperative Education with or without OYAP (see reverse)
After-school Literacy/Numeracy Programs may be recommended	OSSLT - Provincial Literacy Test	OSSLT Provincial Literacy Test (repeat if applicable)	*OLC 4O Gr. 12 Literacy Course (if applicable)

O.S.S.D. Compulsory Credits Include (22 of the 30 credits required for Graduation are Compulsory):

- 4 credits English
- 4 credits Religion (CDSBEO)
- 1 credit Health & Phys. Ed.
- ½ credit Civics
- 3 credits Mathematics
- 1 credit Canadian History
- 1 credit The Arts
- ½ credit Career Studies
- 2 credits Science
- 1 credit Canadian Geography
- 1 credit French as a Second Language

Additional Compulsory Credits (Group 1, 2, 3)

- 1 additional credit in English or a third language, or Social Sciences and the Humanities, or Canadian and World Studies, or Cooperative Education**, or Guidance and Career Education
 - 1 additional credit in Health & Physical Education, or the Arts, or Business Studies, or Cooperative Education**
 - 1 additional credit in Science (grade 11 or 12), or Technological Education (grades 9-12), or Cooperative Education**
PLUS a minimum of 8 Elective Credits to total 30 credits. PLUS a minimum of 40 hours of Community Involvement.
- *Compulsory Credit substitutions may apply. Students may substitute up to 3 compulsory credits. See a Guidance Counsellor.
**A maximum of two credits in Cooperative Education may be used as Compulsory Credit Requirements.

ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP) APPLICATION PROCESS

1. If you are interested in starting an apprenticeship while still in high school, arrange an interview with a Guidance Counsellor to review your graduation requirements.
2. In Grade 10, select "Discovering the Workplace" (GLD 2O) for excellent preparation for Cooperative Education. In your Grade 10 year, attend a Cooperative Education assembly and schedule an individual interview with a Cooperative Education Teacher.
3. In Grade 11 and/or Grade 12, select a 2 or 4 credit Cooperative Education program.
4. Apprenticeship candidates will be placed with an employer who is prepared to evaluate/train with a view to registering the student as an apprentice. (Students must be 16 years of age or older, have a minimum of 16 credits and must have a Social Insurance Number)
5. With the assistance of the Board OYAP Coordinator, a Training Consultant from the Ministry of Training, Colleges and Universities will visit the work placement to interview the student and employer.
6. If both parties agree, the student will be registered as an apprentice for the duration of the semester.
7. At the discretion of the employer, the student may continue as an apprentice after graduating, or may be hired by a different employer to continue completing the apprenticeship.

ONTARIO SKILLS PASSPORT (www.skills.edu.gov.on.ca):

This website provides free access for students, allowing them to identify and develop their workplace skills and create work plans they can take to employers. The passport is used in high school Guidance and Cooperative Education courses. Please obtain information from your Guidance Department or Coop Teacher.

For information on how to graduate with a **Specialist High-Skills Major** on your diploma, please consult a Guidance Counsellor or Cooperative Education Teacher.

CATHOLIC DISTRICT
SCHOOL BOARD OF
EASTERN ONTARIO



Essential Employability Skills

- Reading
- Use of Documents
- Numeracy
- Thinking Skills
- Oral Communication
- Writing
- Working With Others
- Computer Use
- Continuous Learning

Industry Certification

- WHMIS
- First Aid/CPR
- Service Excellence
- First Impressions
- Telephone Courtesies

Where to Find Jobs

www.canadajobs.com
www.working.canada.com
www.careerowl.ca
www.cooljobscanada.com
www.jobshark.ca
www.monster.ca
www.workopolis.com
www.jobs-emploi.gc.ca

Business OFFICE

To start your search, visit these suggested web sites:

Specific career information:

Office Workers Career Centre
www.officeworkers.org

Insurance Bureau of Canada
www.ibc.ca

Canadian Management Centre
www.cmctraining.org

Purchasing Management Association of Canada
www.pmac.ca

Workapedia
www.workapedia.ca

General career information:

Job Futures
www.jobfutures.ca

Government of Ontario
www.edu.gov.on.ca/eng/tcu/apprentices/

Human Resources Skills Development Canada
www.hrsdc.gc.ca

Jobs Etc.
www.jobsetc.ca

Apprenticeships
www.apprenticesearch.com

Skills Canada
www.skillscanada.com

Ontario WorkinfoNet
www.onwin.ca

Labour Market Information
www.labourmarketinformation.ca

Canada Prospects
www.canadacareerweek.com/canadaprosects