

Course Sequence Template

Microprogram Capital Markets (MCM)

Purpose of this template

This template is intended to support you in planning your course sequence to ensure that you are eligible to apply to the Microprogram Capital Markets (MCM) and that all graduation requirements will be met before you graduate from the BCom.

It is your responsibility to ensure that your course planning aligns with the program's requirements and timelines. Telfer is not responsible for delays in graduation resulting from improper course planning. If you want us to review your course sequence, please send it to undergraduate@telfer.uottawa.ca.

Considerations when creating your course sequence for the microprogram

Please complete the information below and check all boxes to confirm that your course sequence has considered each requirement.

- The course sequence follows the following BCom program structure: **One option + Microprogram Capital Markets.**

**Please note that you are only required to change your program structure if your admission to the MCM is confirmed in June.*

- The course sequence demonstrates that you will have completed all prerequisite courses in time to take each mandatory microprogram course as prescribed in the program sequence.
- ADM 2350 (with B+ or higher) is a prerequisite for ADM 2352, ADM 3354, and ADM 3357.
 - ADM 2352 is a prerequisite for ADM 3352.

**Exceptions may be considered only when your prescribed program course sequence prevents you from completing these courses prior to September 2026, and not due to inadequate course planning.*

- You will be enrolled as full-time BCom students with sufficient time remaining in your program to complete the microprogram graduation requirements, typically not before May of the second year of the microprogram.
- There is no scheduling conflicts preventing you from attending all Wednesday evening sessions from 7:00 p.m. to 10:00 p.m. from September to April in both years of the MCM.
- Your schedule and external commitments allow for a time investment of up to 25 hours per week in the microprogram.
- Co-op and non-co-op internships located outside of Ottawa, including the mandatory Capital Markets Internship, must take place during the summer term. Internships within Ottawa may occur during the fall or winter terms, provided that the student remains fully available for all program seminars and weekly meetings.



Plan your course sequence

Consult the [uOttawa Course timetable](#) and the [Anticipated ADM Course Offerings](#) to check and confirm when each course is offered.

1. Copy and paste the following mandatory Microprogram Capital Markets course codes and the mandatory internship in the below course sequence table:
 - **ADM 3352 | 3752** (Portfolio Management)
 - ADM 3352 Typically offered in both Fall and Winter and ADM 3752 Typically offered in winter
 - **ADM 3354 | 3754** (Finance Modelling)
 - ADM 3354 Typically offered in Fall, Winter, and Summer and ADM 3754 Typically offered in winter
 - **ADM 3357 | 3757** (Applied Investment Fund Management Module I)
 - ADM 3357 must be taken in the fall of the first year of the microprogram
 - **ADM 4357 | 4757** (Applied Investment Fund Management Module II)
 - ADM 4357 must be taken in the fall of the second year of the microprogram. If you are in Co-op, you will have the option to get credited for the course in the winter semester while still completing it in the fall.
 - **Capital Markets Internship**
 - Expectations are that if the internship is located outside of Ottawa, it must take place during the summer term. Internships within Ottawa may occur during the fall or winter term, provided that the student remains fully available for all program seminars and weekly meetings.
2. Include all mandatory courses and electives of your BCom option. For electives, you don't need to specify which ones, simply put Elective. Write COOP if in COOP, etc.
3. Indicate GRADUATED in the semester you will be done.
4. You can send this document to undergraduate@telfer.uottawa.ca to have it reviewed.

Notes:

- Four (4) ADM 4000 level courses are required to graduate (including ADM 4311).
- ADM courses at the 4000 level are reserved for BCom students who have completed at least 33 units from the ADM common core courses, including ADM 2381/2781.

Course enrolment is possible via uoCampus accessible through the [uoZone Portal](#).

Some courses are not offered every term; students must consult the [uOttawa Course timetable](#) to verify when each course is offered. All prerequisites must be successfully completed before enrolling in a course.

Students must consult the [Telfer Academic Regulations](#) to familiarize themselves with all University of Ottawa and Telfer School rules and regulations.

Students are responsible for confirming their enrolment regularly by consulting their uoZone account and for ensuring that they satisfy the requirements of their program in order to graduate.

Students should communicate with the Student Services Centre (DMS 1100, <mailto:undergraduate@telfer.uottawa.ca>) should they have any questions regarding their studies, academic regulations, or the requirements of their program.



Name	
Student number	
uOttawa email	
Current BCom program	
BCom option you plan to keep in the MCM	

Bachelor of Commerce <small>Click or tap here to enter text.</small> + Microprogram Capital Markets		
Fall 2024	Winter 2025	Spring/Summer 2025
Fall 2025	Winter 2026	Spring/Summer 2026
Fall 2026 ADM 3357 3757	Winter 2027	Spring/Summer 2027
Fall 2027 ADM 4357 4757	Winter 2028	Spring/Summer 2028
Fall 2028	Winter 2029	Spring/Summer 2029

<p>Notes or questions: Click or tap here to enter text.</p>
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MICROPROGRAM
CAPITAL MARKETS
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FOR COMPLETION BY A REPRESENTATIVE OF THE STUDENT SERVICES CENTRE (SSC) ONLY

By signing below, the SSC confirms that the course sequence has been reviewed and verified.

Name	
Signature	
Date	
Notes for the student	
Notes for the microprogram administrators	