

# Course Sequence Template

## Microprogram Management Consulting (MMC)

### 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 Management Consulting (MMC) 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](mailto:undergraduate@telfer.uottawa.ca).

### Considerations when creating your course sequence for the microprogram

Please 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 Management Consulting.**  
*\*Please note that you are only required to change your program structure if your admission to the MMC 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.
  - All ADM core courses at the 1000 and 2000 levels (one exception is tolerated)
  - ADM 2381 Business Communication Skills with a grade of B+ or higher considered an asset*\*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 planning.*
- You will be enrolled full-time in the BCom 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 are no scheduling conflicts preventing you from attending all Thursday evening sessions from 5:30 p.m. to 7:00 p.m. from September to April in the first year of the MMC.
- Your schedule and external commitments allow for a time investment of up to 15 hours per week in the microprogram.
- Co-op and non-co-op internships located outside of Ottawa 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 activities 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 Management Consulting course codes in the below course sequence table:
  - **ADM 3304 | 3704** (Management Consulting)
    - Must be taken in the fall of the first year of the microprogram
  - **ADM 4907** (Management Consulting Project)
    - 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.
  - **ADM 4103 | 4503** (Project Management)
    - ADM 4103 typically offered in the fall and winter; ADM 4503 typically offered in the fall only.
  - **ADM 4337 | 4737** (Managing Change)
    - ADM 4337 typically offered in the fall and winter; ADM 4737 only offered every two years.
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](mailto: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 B.Com. 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.



<b>Name</b>	
<b>Student Number</b>	
<b>uOttawa email</b>	
<b>Current BCom program</b>	
<b>BCom option you plan to keep in the MMC</b>	

<b>BCom Click or tap here to enter text. + Microprogram Management Consulting</b>		
<b>Fall 2024</b>	<b>Winter 2025</b>	<b>Spring/Summer 2025</b>
<b>Fall 2025</b>	<b>Winter 2026</b>	<b>Spring/Summer 2026</b>
<b>Fall 2026</b> ADM 3304   3704	<b>Winter 2027</b>	<b>Spring/Summer 2027</b>
<b>Fall 2027</b> ADM 4907	<b>Winter 2028</b>	<b>Spring/Summer 2028</b>
<b>Fall 2028</b>	<b>Winter 2029</b>	<b>Spring/Summer 2029</b>

**Notes or questions:**



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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.*

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Notes for the student</b>	
<b>Notes for the microprogram administrators</b>	