

<b>Bachelor of Commerce, option in Human Resource Management, Coop</b>		
<b>Fall 1<sup>st</sup> Year</b> ADM 1300 ADM 1301 ECO 1104 MAT 1300 PHI 1101 or PHI 1301	<b>Winter 1<sup>st</sup> Year</b> ADM 1340 ADM 1370 ECO 1102 ENG 1131 MAT 1302	<b>Spring/Summer 1<sup>st</sup> Year</b> No courses
<b>Fall 2<sup>nd</sup> Year</b> ADM 2302 ADM 2303 ADM 2336 ADM 2341 OPT	<b>Winter 2<sup>nd</sup> Year</b> ADM 23004 ADM 2320 ADM 2337 ADM 2381 OPT	<b>Spring/Summer 2<sup>nd</sup> Year</b> ADM 2901 (Work Term)
<b>Fall 3<sup>rd</sup> Year</b> ADM 2350 <b>ADM 3333</b> <b>ADM 3334</b> <b>ADM 4338</b> PHI 2397	<b>Winter 3<sup>rd</sup> Year</b> ADM 3901 (Work Term)	<b>Spring/Summer 3<sup>rd</sup> Year</b> ADM 3301 ADM 3318 ADM (Elective) OPT 2XXX OPT 2XXX
<b>Fall 4<sup>th</sup> Year</b> ADM 3902 (Work Term)	<b>Winter 4<sup>th</sup> Year</b> ADM 2372 <b>ADM 4336</b> <b>ADM 4339</b> ADM (Elective) OPT 2XXX	<b>Spring/Summer 4<sup>th</sup> Year</b> ADM 4901 (Work Term)
<b>Fall 5<sup>th</sup> Year</b> <b>ADM 3337</b> ADM 4311 ADM (Elective) ADM (Elective) ADM (Elective)	<b>Winter 5<sup>th</sup> Year</b> No courses	<b>Spring/Summer 5<sup>th</sup> Year</b> No courses

- **Bold courses = Human Resource Management option courses**
- Recommended ADM elective course: ADM 4337
- OPT: Elective units from another faculty. At most six of these units can be at the 1000 level.
- Four (4) ADM 4000 level courses 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.

Students with advanced standing units and students interested in obtaining a professional designation must contact the appropriate association to confirm their eligibility.

Ontario: [www.hrpao.org](http://www.hrpao.org)

Quebec: [www.orhri.org](http://www.orhri.org)

Full-time status must be maintained during study terms. Any change request to the work/study sequence as well as an international study exchange must be approved by the CO-OP Office. Following this course sequence does not guarantee admission to Coop, nor does it guarantee availability in courses.

In the occurrence of scheduling conflicts or changes in your work term sequence, please contact an Academic Specialist at the Telfer School of Management to plan a personalized course sequence ([undergraduate@telfer.uOttawa.ca](mailto:undergraduate@telfer.uOttawa.ca)).

If you have not followed this course sequence, you may not be able to finish within the suggested timeframe.

A report must be submitted for each work term. Consult the [Work term reports guidelines](#) for specific requirements.

Course enrolment is possible via uoCampus accessible through the uoZone Portal ([www.uoZone.uOttawa.ca](http://www.uoZone.uOttawa.ca)). Some courses are not offered every term; students must consult [www.timetable.uOttawa.ca](http://www.timetable.uOttawa.ca) to verify when each course is offered. All prerequisites must be successfully completed before enrolling in a course.

Students must consult [www.telfer.uOttawa.ca](http://www.telfer.uOttawa.ca) ➤ Students/BCom/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, [undergraduate@telfer.uOttawa.ca](mailto:undergraduate@telfer.uOttawa.ca)) should they have any questions regarding their studies, academic regulations or the requirements of their program.

*The Telfer School of Management reserves the right to change or cancel courses which are printed on this document.*

*Last modification: October 2021*