

The B.B.A program equips students with the necessary managerial skills to function in today's rapidly changing business environment. The career infused degree map allows students to commit to their career exploration by aligning coursework with career readiness milestones.

## ACADEMICS

## CAREER READINESS

# FRESHMAN

### CREDITS

- 3 ENG 111 - English Composition I
- 3 ECO 166 - Introduction of Macroeconomics
- 3 MAT 126 - Quantitative Reasoning
- 3 Flexible Core - World Cultures & Global Issues
- 3 LEH 250 - First-year Seminar

15 TOTAL CREDITS

- 3 ENG 121 - English Composition II
- 3 Flexible Core - Creative Expression
- 4 MAT 171 - Elements of Pre-Calculus OR  
MAT 172 - Pre-calculus
- 3 ACC 171 - Principles of Accounting I
- 3 Flexible Core - Any Area

16 TOTAL CREDITS

### 1ST SEMESTER

- Activate your [Handshake account](#) with [CEDC](#) to begin exploring career resources and opportunities available through your college's career center
- Create a resume to begin documenting your achievements. Review samples for your major on [Handshake Document Library](#).
- Join the a student professional organization ([ALPFA](#), [NABA](#) or [explore other Clubs & Organizations](#))

### 2ND SEMESTER

- Create a [LinkedIn](#) account to establish your professional presence online & build connections.
- Explore career paths in [Accounting](#) and take the [Focus 2 Career Assessment](#). Code: Lightning
- Attend professional development events, job and internship fairs to engage with employers.
- Create a draft cover letter you can use to apply to internships and pipeline programs.

# SOPHOMORE

### CREDITS

- 3 General Education Foreign Language Option I
- 3 Flexible Core Scientific World
- 3 Required Core - Life and Physical Sciences
- 3 AAC 272 - Principle of Accounting II
- 3 BBA 303 - Business Statistics I
- 1 CED 201 - Business Career Exploration & Planning, and Self-Discovery

16 TOTAL CREDITS

### 1ST SEMESTER

- Begin to apply for internships in Accounting. Get weekly opportunities directly to your inbox from the [New York Jobs CEO Council](#). Schedule an appointment with an [internship specialist](#) to learn more.
- Explore and apply to early pipeline programs ([America Needs You \(ANY\)](#)) in Accounting for freshman and sophomores.
- Identify a Mentor with whom you can check-in periodically ([The City Tutors](#), [Streetwise Partners](#), [SEO](#)).
- Update your resume with any new achievements.

### 2ND SEMESTER

- 3 General Education Foreign Language II
- 3 Flexible Core - U.S. Experience in its Diversity
- 3 ACC 334 - Intermediate Accounting I
- 3 ACC 348 - Computer-Based Accounting
- 3 BBA 403- Intermediate Business Statistics II

15 TOTAL CREDITS

- Attend an interview workshop to learn the fundamentals of interviewing for Accounting roles.
- Participate in case competitions to solve real-world accounting problems. Consult with Faculty. ([Battle of the Brain X ALPFA](#), [Accenture Innovation Challenge](#))
- Identify skills/certificates outside of the classroom ([LinkedIn Learning](#), [Coursera](#), [CUNY Upskilling](#)) to complete.

**ACADEMICS**

**CAREER READINESS**

**JUNIOR**

**CREDITS**

- 3 BBA 207 - Principles of Finance
- 3 ACC 335- Intermediate Accounting II
- 3 ACC 439 - Cost Accounting I
- 3 LEH 352 or 353 or 354 or 355 (must have earned 45 credits or declared your major)
- 3 Elective
- 15 TOTAL CREDITS**

**1ST SEMESTER**

- Apply for internships that provide hands-on experience in Accounting (The Big 4, Federal Reserve Bank, Marcum LLP, Morgan Stanley, Lazard, Barclays, JP Morgan, Bloomberg, Bank of America, JobsNYC, FDIC, MTA, NYS Department of Civil Service).
- Prepare for interviews in Accounting by completing a Mock interview with your Career Specialist via Navigate.
- Research graduate school or other postgraduate opportunities if considering further education.
- Take FREE instructor-led MS Office Workshops with Lehman IT Center.
- Attend career fairs, conferences, and symposia focusing on Accounting-related topics and engage in faculty-led research.

**2ND SEMESTER**

- 3 LEH 352 or 353 or 354 or 355
- 3 ACC 342 - Advanced Accounting
- 3 BBA 308 - Corporation Finance or BBA 310 - Security and Investment Analysis
- 2 ACC 440 - Cost Accounting II
- 3 ENW 300 - Business Writing
- 1 CED 301 - Business Career Goals, Strategies and Networking
- 15 TOTAL CREDITS**

- Take leadership roles in the club or professional association you belong to.
- Engage in LEAP on Suitable and other Experiential Learning Opportunities to explore career paths & develop practical skills in Accounting.
- Work in at least **one** Accounting internship by the end of summer or after your junior year. Earn college credit by taking ACC 371 internship course.
- Engage with career guidance, networking, and hiring events on Handshake and Forage to deepen your understanding of your career path.

**SENIOR**

**CREDITS**

- 3 ACC 442 - Introduction to Federal Taxation
- 3 ACC 444 - Advanced Accounting Problems
- 3 BBA 336 - Business Law I
- 3 Elective
- 3 Elective
- 15 TOTAL CREDITS**

**1ST SEMESTER**

- Meet with your Career Specialist for job search preparation: Finalize your professional resume, and cover letter, and prepare for interviews.
- Enroll in the Becker CPA Course, based on the joint tuition reduction agreement between Lehman and Becker.
- If applicable complete the process for applying to graduate school.
- Apply for career related roles (Record your progress and remember to follow-up on your applications).

**2ND SEMESTER**

- 4 ACC 441 - Auditing
- 3 ACC 445 - Forensic Accounting or ACC 446 - Nonprofit Accounting and International Accounting or ACC 449 - Taxation of Business Entities
- 3 BBA 337 - Business Law II
- 3 ACC 370 - VITA Internship (Elective)/ACC 371 - Applied Accounting Internship (Elective)
- 3 Elective
- 16 TOTAL CREDITS**

- Attend accounting networking events, attend Spring Career & Internship Fair, alumni panel and industry events to connect with recruiters.
- Continue to apply for career-related roles on Handshake and targeted resources provided by your Career Specialist.
- If appropriate, complete the process of applying to graduate school.
- Attempt to pass the Certified Public Accountant Exam administered by AICPA & NASBA
- Practice your interview skills with your Career Specialist.