

The BBA 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 Flexible Core World Cultures and Global Issues (Course Set)
- 3 MAT 126 - Quantitative Reasoning
- 3 ECO 166 - Introduction to Macroeconomics
- 3 LEH 250- First-year Seminar
- 15 TOTAL CREDITS**

### 1ST SEMESTER

- Activate your [Handshake](#) account to begin exploring career resources and opportunities available through your college's Career Exploration and Development Center.
- Join a Lehman student club or organization to begin building your network and developing soft skills ([NABA](#), [ALPFA](#)).
- Create a resume to begin documenting your achievements. Review resume samples for your major in the Resources section of the Career Center page on [Handshake](#).
- Enroll in a free introduction to MS 365 computer skills workshops, tutoring/writing support, and/or leadership training ([Lehman IT Center](#), [Lehman Tutoring Center](#), [Office of Campus Life](#)).

### 2ND SEMESTER

- 3 ENG 121 - English Composition II
- 3 Flexible Core U.S. Experience in Its Diversity (Course Set)
- 4 MAT 132 - Introduction to Statistic **OR**  
MAT 171 - Elements of Precalculus **OR**  
MAT 172 - Precalculus **OR**  
MAT 174 - Elements of Calculus **OR**  
MAT 175 - Calculus 1
- 3 Flexible Core Creative Expression (Course Set)
- 3 ECO 167 - Introduction to Microeconomics
- 16 TOTAL CREDITS**

- Create a [LinkedIn](#) account to establish your professional presence online, build industry connections.
- Take the [Focus 2 Career Assessment](#). (Code: Lightning), and explore [employment options](#), subfields, career paths, and research opportunities in [Accounting](#)([Occupational Outlook Handbook](#)).
- Create a first-draft cover letter you can use to apply to professional development opportunities ([scholarships](#), [CUNY pipeline programs](#)).
- Participate in an early career skills training program ([America Needs You](#), [Year Up](#), [CUNY Beyond](#)).

# SOPHOMORE

### CREDITS

- 3 General Education Foreign Language Option (Course Set)
- 3 Flexible Core Scientific World (Course Set)
- 3 ACC 171 - Principles of Accounting I
- 3 BBA 204 - Principles of Management
- 3 BBA 303 - Business Statistics I
- 1 CED 201: Business Career Exploration: Self-Assessment, Discovery and Preparation
- 16 TOTAL CREDITS**

### 1ST SEMESTER

- Identify a mentor in your field with whom you can check-in periodically ([School of Business](#)).
- Apply for part time roles or paid internships that provides hands-on experience in accounting ([NYC Jobs](#), [Indeed](#), [Indeed](#), [NYC Comptroller](#), [ACCA](#), [LinkedIn](#), [Google Jobs](#), [ZipRecruiter](#), [NYS Department of Labor](#), [Prosple](#)).
- Strengthen your Excel skills (sorting, filtering, basic analysis).
- Attend the 'Mastering the Art of Interviewing' workshop to learn the fundamentals of interviewing for internships and entry-level jobs. Register on [Handshake](#).

### 2ND SEMESTER

- 3 General Education Foreign Language Option (Course Set)
- 3 Required Core Life and Physical Sciences (Course Set)
- 3 ACC 272 - Principles of Accounting II
- 3 ENW 300 - Business Writing
- 3 BBA 403 - Intermediate Business Statistics
- 15 TOTAL CREDITS**

- Secure part time or internships role and do follow-ups if needed
- Begin exploring QuickBooks or accounting systems basics.
- Meet with faculty or academic advisor to apply to research opportunities for sophomores via the [School of Business](#).
- Identify skills and certifications you can earn to specialize or supplement your studies ([CUNY Upskilling](#); [LinkedIn Learning](#), free with an [NYPL](#) card; [Coursera](#), free via [NYS DOL](#)).
- Become a student member of a professional organization in your field ([NABA](#), [ALPFA](#)).

## ACADEMICS

## CAREER READINESS

### CREDITS

- 3 LEH 352 - Studies in Literature **OR**  
LEH 353 - Studies in the Arts **OR**  
LEH 354 - Studies in Historical Studies **OR**  
LEH 355 - Studies in Philosophy, Theory and Abstract Thinking
- 3 ACC 334 - Intermediate Accounting I
- 3 BBA 405 - Management Decision Making
- 3 Minor or Certificate Course I
- 3 Elective
- 15 TOTAL CREDITS**

### 1ST SEMESTER

- Attend career fairs and industry conferences to network with professionals and meet recruiter in Accounting.
- Strengthen Excel and data analysis skills (pivot tables, lookups).
- Clarify preferred career pathway (e.g. cost accounting, budgeting, compliance, nonprofit finance).
- Meet with your CEDC Career Specialist to practice your elevator pitch and update your resume and cover letter.
- Sign up for the 'Networking Strategies' workshop on Handshake and widen your network of contacts across Lehman and platforms like LinkedIn.

### 2ND SEMESTER

- 3 LEH 352 - Studies in Literature **OR**  
LEH 353 - Studies in the Arts **OR**  
LEH 354 - Studies in Historical Studies **OR**  
LEH 355 - Studies in Philosophy, Theory and Abstract Thinking
- 3 Flexible Core - Any Area (Course Set)
- 3 ACC 335- Intermediate Accounting II
- 1 CED 301 - Business Career Goals, Networking and Strategies
- 3 Minor or Certificate Course II
- 3 Minor or Certificate Course III
- 16 TOTAL CREDITS**

- Mark your calendar and register for the annual spring CEDC Job & Internship Fair at Lehman.
- Expand your knowledge with basic Excel (budget, rosters, schedules).
- Take a project or leadership role in the club or professional association you belong to or engage in relevant volunteerism.
- If pursuing graduate study, begin exploring the process for applying to graduate school.

### CREDITS

- 3 BBA 407 - Strategic Management
- 3 ACC 348 - Computer-Based Accounting
- 3 Minor or Certificate Course IV
- 3 Elective
- 3 Elective
- 15 TOTAL CREDITS**

### 1ST SEMESTER

- Meet with your Career Specialist for full-time job search preparation : finalize your professional resume and cover letter and prepare for interviews.
- As graduation nears, reconnect with mentors for career advice, job leads, references, and continued mentorship post-graduation.
- Ask 2-3 supervisors for letters of recommendations if applying to graduate school.
- If applicable, begin drafting your application materials and identify your faculty references for graduate school or other postgraduate opportunities.

### 2ND SEMESTER

- 3 PHI 330 - Business Ethics
- 3 Elective
- 3 Elective
- 2 Elective
- 11 TOTAL CREDITS**

- Attend employment fairs, professional panels, and recreation education conferences to widen your network and connect with recruiters.
- Mine job sites (Indeed, NYC Jobs, Idealist, Glassdoor, Robert Half, SimplyHired, New York Presbyterian, Mount Sinai, LinkedIn, Handshake).
- Join the Lehman Alumni Network and CUNY Alumni Network for valuable career resources and continuous support.
- Complete the Cap and Gown Survey in CUNYfirst.
- If applicable, complete the process of applying to graduate school.