

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 ([The Economics Club](#), [Business Professional of America](#)).
- 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 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 I
- 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 Business Administration.
- 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 - Principle 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 provide hands-on experience in Business Administration (Economics) ([CGI](#), [NYCEDC](#), [NYCDCAS](#), [NYT](#), [JP Morgan Chase](#), [Indeed](#), [United Nations](#), [NYC Mayor's Office of Management and Budget](#), [Federal Reserve Bank of NY](#), [Accenture](#), [IBM](#)).
- Strengthen your Excel skills (pivot tables, IF statements).
- 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 II
- 15 TOTAL CREDITS**

- Secure a part-time or internship role and do follow-ups if needed.
- Begin learning data interpretation and visualization basics.
- Meet with a faculty or academic advisor to apply to research opportunities for sophomores via the [School of Business](#).
- Identify skills and certificates 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 ([The Economics Club](#), [Business Professionals of America](#)).

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 **OR**
LEH 450 - General Education Capstone

3 ECO 305 - Consumer Economics

3 BBA 405 - Management Decision Making

3 Minor Certificate or Elective Course

3 Elective

15 TOTAL CREDITS

1ST SEMESTER

- Attend career fairs and industry conferences to network with professionals and meet recruiters in Business Administration (Economic).
- Choose a minor or certificate that compliments economics.
- 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 ECO 326 - Labor Economics

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, being exploring the process for applying to graduate school.

CREDITS

3 BBA 407 - Strategic Management

3 ECO 431 - Managerial Economics

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.
- Apply for the Wall Street Summer Exchange Program if you have secured a finance related internship - Wall Street Exchange | Financial Women's Association.
- 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

3 Elective

2

11 TOTAL CREDITS

- Attend employment fairs, professional panels, and recreation education conferences to widen your network and connect with recruiters.
- Mine job sites (Indeed, ZipRecruiter, NYCEDC, enterprise, adzuna, USA Jobs, StateJobsNY, Idealist, Glassdoor, Federal Reserve Bank of NY, LinkedIn, Handshake) and apply for career-related roles. Record your progress and remember to follow up on your applications.
- 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.

JUNIOR

SENIOR