

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 1
- 3 ECO 166-Introduction of Macroeconomics
- 3 MAT 104-(depending on placement or elective)
- 3 LCR Flexible Core- World Cultures & Global Issues
- 3 LEH 100- The Liberal Arts Freshman Seminar
- 15 **TOTAL CREDITS**

1ST SEMESTER

- Create a 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 SHRM or other clubs on campus to start building your network & developing soft skills.

2ND SEMESTER

- 3 ENG 121-English Composition 2
- 3 LCR Flexible Core-US Experience in its Diversity
- 4 LCR Quantitative Skills-(MAT 132, 171, or 172)
- 3 LCR Flexible Core- Creative Expression
- 4 ECO 167- Introduction to Microeconomics
- 17 **TOTAL CREDITS**

- Create a LinkedIn account to establish your professional presence online.
- Explore career paths in HR and take the Focus 2 Career Assessment. Code Lightning
- Begin exploring early pipeline programs like America Needs You (ANY), CUNY Career Launch & Spring Forward.
- Create a draft cover letter you can use to apply to internships and pipeline programs.

SOPHMORE

CREDITS

- 3 LCR Foreign Language 1
- 3 LCR Flexible Core - Scientific World
- 3 ACC 171 - Principles in Accounting 1
- 3 BBA 204 - Principles in Management
- 3 BBA 303 - Business Statistics 1
- 15 **TOTAL CREDITS**

1ST SEMESTER

- Take 'Keys to Successful Networking', and develop a network of contacts through LinkedIn and Lehman Alumnus.
- Begin exploring and applying to early pipeline programs in Human Resources.
- Identify a Mentor with whom you can check-in periodically (The City Tutors, Streetwise Partners, SEO, and iMentor).
- Enroll in CED 102: Introduction to Career Development.

2ND SEMESTER

- 3 LCR Foreign Language 2
- 3 LCR - Life and Physical Science
- 3 ACC 272- Principles of Accounting 2
- 3 ENW 300- Business Writing
- 3 BBA 403- Intermediate Statistics 2
- 15 **TOTAL CREDITS**

- Attend an interview workshop to learn the fundamentals of interviewing for HR roles.
- Participate in information interviews and site visits to learn about key HR functions.
- Identify skills/certificates outside of the classroom (LinkedIn Learning, Coursera, CUNY Upskilling) to complete.
- Join a student professional organization (Society for Human Resource Management, ALPFA) to deepen your engagement in Human Resources.

ACADEMICS

CAREER READINESS

CREDITS

- 3 BBA 327 - Organizational Behavior & Development
- 3 BBA 405- Management Decision Making
- 3 Elective
- 3 LCR LEH 352, 354, 355 (must have earned 60 credits or declared your major)
- 3 Minor or Certificate Course 1 (Strongly advised)
- 15 TOTAL CREDITS**

1ST SEMESTER

- Apply for internships that provide hands-on experience in Human Resources.
- Prepare for interviews in HR by completing a Mock Interview with your Career Specialist.
- Research graduate school & SHRM certifications with the Human Resource Certificate Institute.
- Take FREE instructor-led MS Office Workshops. Lehman IT Center offers all levels of MS Word, Excel, PowerPoint, Outlook, SharePoint, etc.
- Attend career fairs, conferences, and seminars focusing on HR related topics.

2ND SEMESTER

- 3 LCR LEH 352, 353, 354, or 355
- 3 LCR Flexible Core - Any Discipline
- 3 BBA 328 - Human Resource Management
- 3 Minor or Certificate Course 2 (Strongly advised)
- 3 Minor or Certificate Course 3 (Strongly advised)
- 15 TOTAL CREDITS**

- Take leadership roles in the club or professional association you belong to.
- Engage in LEAP on Suitable and other Experimental Learning Opportunities to explore career paths & develop practical skills in finance.
- Work in at least one HR internship position by the end of the summer, after your Junior year.
- Engage with career guidance, networking and hiring events on Handshake and Forage to deepen your understanding of your career path.

CREDITS

- 3 BBA 407 - Strategic Management
- 3 BBA 329 - Labor Relations
- 3 Minor or Certificate Course 4 (Strongly advised)
- 3 Elective
- 3 Elective
- 15 TOTAL CREDITS**

1ST SEMESTER

- Meet with your Career Specialist for job search preparation. Finalize your professional resume, cover letter, and prepare for interviews.
- Use LinkedIn to let your contacts know you are looking for employment.
- 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

- 3 PHI 330 - Business Ethics
- 3 Elective
- 3 Elective
- 3 Elective
- 3 Elective
- 15 TOTAL CREDITS**

- Attend HR networking events, 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.
- Practice your interview skills with your Career Specialist.