

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 Career Exploration & Development Center (CEDC).
- Create a resume to begin documenting your achievements. Review samples for your major on Handshake Document Library.
- Join the 'Financial Learning Group' club to start building your network and 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 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 Finance 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 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 Alumni.
- Explore and apply to early pipeline programs i.e. America Needs You (ANY), and internships in Finance for freshmen and sophomores.
- 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 finance roles.
- Participate in case competitions to solve real-world financial problems. Consult with Faculty.
- Identify skills/certificates outside of the classroom (Coursera, CUNY Upskilling, Lehman Bloomberg Financial Lab) to complete.
- Join a student professional organization (ALPFA or NABA) to deepen your engagement in Finance.

## ACADEMICS

## CAREER READINESS

### CREDITS

- 3 BBA 207- Principles of Finance
- 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 Finance.
- Prepare for interviews in Finance by completing a Mock interview with your Career Specialist.
- Research graduate school or other postgraduate opportunities if considering further education.
- 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 symposiums focusing on finance-related topics and engage in faculty-led research.

### 2ND SEMESTER

- 3 LCR LEH 352, 353, 354, or 355
- 3 LCR Flexible Core- Any Discipline
- 3 BBA 308- Corporation Finance
- 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 [Experiential Learning Opportunities](#) to explore career paths & develop practical skills in finance.
- Complete at least one Finance internship 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 310- Security & Investment Analysis
- 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, and cover letter, and prepare for interviews.
- Take the [Securities Industries Examination \(SIE\)](#) administered by FIRNA.
- 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 finance networking events, Spring Career & Internship Fair, alumni panels, 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.