

The 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 Required Core Life and Physical Sciences (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 center [Career Exploration & 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 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 Elective
- 3 Flexible Core U.S. Experience in Its Diversity (Course Set)
- 3 ECO 167 - Introduction to Microeconomics
- 3 Elective
- 15 TOTAL CREDITS**

- Create a [LinkedIn](#) profile with a professional headshot to build 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 Flexible Core Creative Expression (Course Set)
- 3 ACC 171 - Principles of Accounting I
- 3 Elective
- 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 Flexible Core World Cultures and Global Issues (Course Set)
- 3 Flexible Core - Any Area
- 3 ACC 272 - Principles of Accounting II
- 3 Elective
- 15 TOTAL CREDITS**

- Secure a part-time or internship role and do follow-ups if needed.
- Begin exploring QuickBooks and other accounting systems 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 ([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 ACC 348 - Computer-Based Accounting
- 3 BBA 336 - Business Law I
- 3 Elective

**15 TOTAL CREDITS**

### 1ST SEMESTER

- Attend career fairs and industry conferences to network with professionals and meet recruiters 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 ACC 335 - Intermediate Accounting II
- 3 ACC 439 - Cost Accounting I
- 3 BBA 337 - Business Law II
- 1 CED 301 - Business Career Goals, Networking  
and Strategies
- 3 Elective

**15 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 ACC 342 - Advanced Accounting
- 2 ACC 440 - Cost Accounting II
- 3 Elective
- 3 Minor or Certificate Course I
- 3 Minor or Certificate Course II

**14 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, connect 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

- 4 ACC 441 - Auditing
- 3 ACC 442 - Introduction to Federal Taxation
- 3 Elective
- 3 Minor or Certificate Course III
- 3 Minor or Certificate Course IV

**16 TOTAL CREDITS**

- Attend employment fairs, professional panels and recreating 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) 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