LEHMAN COLLEGE DIVISION OF Student Affairs | *Career Exploration & Development Center* | LEHMAN COLLEGE School of Business

CAREER INFUSED DEGREE MAP



Bachelor of Business Administration (BBA): Human Resource Management
Total Credits: 122

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.

FRESHMAN

ACADEMICS

1ST SEMESTER

CREDITS	
3	ENG 111 - English Composition 1
3	ECO 166 - Introduction of Macroeconomics
3	MAT 126 - Quantitative Reasoning
3	Flexible Core - World Cultures & Global Issues
3	LEH 250 - First-year Seminar
15	TOTAL CREDITS

2ND SEMESTER

CREDITS	
3	ENG 121 - English Composition II
3	Flexible Core - US Experience in its Diversity
4	MAT 132 - Introduction to Statistics 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
3	ECO 167 - Introduction to Microeconomics
16	TOTAL CREDITS

CAREER READINESS

1ST SEMESTER

- ☐ Activate your 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

- ☐ 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.

SOPHOMORE

ACADEMICS

1ST SEMESTER

CREDITS	
3	General Education Foreign Language
3	Flexible Core - Scientific World
4	ACC 171 - Principles of Accounting I
3	BBA 204 - Principles of Management
3	ECO 302 - Economics and Business Statistics
1	CED 201 - Business Career Exploration: Self-Assessment, Discovery and Preparation
17	TOTAL CREDITS

2ND SEMESTER

CREDITS	
3	General Education Foreign Language II
3	Required Core - Life and Physical Science
3	ACC 272 - Principles of Accounting II
3	ENW 300 - Business Writing
3	BBA 400- Business Analytics
15	TOTAL CREDITS

CAREER READINESS

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*).

2ND SEMESTER

- ☐ 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.

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Bachelor of Business Administration (BBA): Human Resource Management
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ACADEMICS

CAREER READINESS

JUNIOR

1ST SEMESTER

CREDITS	ACADEMICS
3	BBA 327 - Organizational Behavior & Development
3	BBA 208 - Introduction to Information Systems & Technology
3	LEH 352 or 354 or 355 (must have earned 45 credits or declared your major)
3	Minor or Certificate Course 1
3	Elective
15	TOTAL CREDITS

- ☐ 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

CREDITS	ACADEMICS
3	LEH 352 or 353 or 354 or 355
3	Flexible Core - Any Area
3	BBA 328 - Human Resource Management
1	CED 301 - Business Career Goals, Networking and Strategies
3	Minor or Certificate Course II
3	Minor or Certificate Course III
16	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.

SENIOR

1ST SEMESTER

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

- ☐ 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

CREDITS	ACADEMICS
3	PHI 330 - Business Ethics
3	Elective
3	Elective
3	Elective
2	Elective
14	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.
- ☐ Complete the Cap and Gown Survey in CUNYFirst.