

## FOUR-YEAR CAREER MAP

# Business Accounting BBA

## Freshman

### FALL

Career Milestone	Done
Access <a href="#">Handshake QC</a> * for career opportunities (events, internships, jobs, resources, etc.)	
Attend the Career Center's Meet and Greet Orientation*	
Take a <a href="#">Focus 2</a> career assessment	
Create a <a href="#">Draft Resume</a>	
Join clubs and organizations through <a href="#">UKnighted</a>	
Attend <a href="#">Career Center workshops</a>	

### SPRING

Career Milestone	Done
Create a <a href="#">LinkedIn Account</a>	
<a href="#">Explore career options</a> for <a href="#">Accounting</a>	
Schedule an appointment on <a href="#">QC Navigate</a> with an advisor (career, academic and/or faculty)*	
Join student finance/fintech clubs and orgs such as <a href="#">ALPFA</a> , <a href="#">NABA</a> , <a href="#">AICPA</a> and etc.	
<a href="#">Participate in a virtual work experience program</a>	
Develop your career skills with <a href="#">NACE Competencies</a> *	

## Sophomore

### FALL

Career Milestone	Done
Update your <a href="#">Handshake QC</a> profile and interests*	
Develop a network of contact through <a href="#">LinkedIn</a>	
Build out and formulate an effective <a href="#">resume</a>	
<a href="#">Learn statistical tools like Excel, Asana, Tableau, SQL</a>	
Apply for accounting related <a href="#">summer internships</a>	
<a href="#">Attend Professional Development Workshops</a>	

### SPRING

Career Milestone	Done
Identify a mentor and check in periodically	
Participate in a case study competition	
Volunteer for <a href="#">VITA tax preparation services</a>	
Join <a href="#">professional organizations</a> . Attend <a href="#">on campus</a> and <a href="#">external</a> career fairs, local meetings, conferences and seminar	
<a href="#">Enroll in workshops for advanced Excel and data analysis tools</a>	
Attend software workshops such as: <a href="#">QuickBooks</a> , <a href="#">Sage</a> , <a href="#">Xero</a> , <a href="#">NetSuite</a>	

\*Repeat regularly in each academic year (Years 1, 2, 3 & 4)

In conjunction with Career Milestones, refer to Academic Degree Program Maps for course planning based on the year you started at Queens College.



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# Business Accounting BBA

## Junior

### FALL

Career Milestone	Done
Update resume to be succinct and industry ready	
Utilize <a href="#">LinkedIn Learning</a> and <a href="#">The Vault</a> 's resources	
Apply for internships on <a href="#">Handshake QC</a> , Spring Forward, <a href="#">Career Launch</a> , <a href="#">CUNY Tech Prep</a> , <a href="#">LifeSci NYC</a> , etc.	
Research <a href="#">Big 4 accounting firms</a> best practices	
Engage with <a href="#">Financial Accounting Standards Board's (FASB) resources</a>	
Engage in case studies and <a href="#">finance competitions</a>	

### SPRING

Career Milestone	Done
Acquire <a href="#">technical internship interview readiness</a>	
Attend <a href="#">national accounting seminars</a> to network with professionals	
Secure at least one internship by summer of Junior Year	
Consider <a href="#">self guided case-studies</a> outside the classroom	
Participate in city or national case study competitions	
Explore <a href="#">IMA CMA student scholarships and certification</a>	

## Senior

### FALL

Career Milestone	Done
Take advantage of events offered by <a href="#">Career Center</a> to perfect job search, <a href="#">interviewing</a> and employability skills	
<a href="#">Schedule an appointment with the career advisor</a>	
Inform contacts you are searching for a job	
<a href="#">Apply, apply and apply for more jobs</a> . Record your progress	
Complete a <a href="#">senior thesis</a> or capstone project	

### SPRING

Career Milestone	Done
<a href="#">Apply for more jobs</a> . Record our progress and remember to follow-up on your applications	
Secure references and recommendations	
If applicable, complete graduate school application	
Connect with <a href="#">alumni office and join QC alumni</a>	
Connect with alumni in <a href="#">LinkedIn groups</a>	
<a href="#">Consider an MBA</a> or additional certifications	

\*Repeat regularly in each academic year (Years 1, 2, 3 & 4)

In conjunction with Career Milestones, refer to **Academic Degree Program Maps** for course planning based on the year you started at Queens College.

