

# BOOKKEEPING AND PAYROLL MANAGEMENT, A.A.S.

The Bookkeeping and Payroll Management degree equips students with essential skills in business bookkeeping and payroll practices. Core coursework covers foundational topics, including financial accounting, managerial accounting, payroll processing, income tax procedures, and financial statement analysis. Students develop hands-on expertise with industry-standard accounting software to manage payroll, track expenses, and maintain accurate financial records.

For more information about Accountancy, please visit the program page (<http://www.cod.edu/accounting>).

## Degree Requirements

Field of Study Code: ACCOU.AAS.BKPMGT

Code	Title	Credits
ACCOU 1110	Accounting Procedures	3
or ACCOU 2140	Financial Accounting	
ACCOU 1120	Income Tax Fundamentals	2
or ACCOU 2205	Federal Taxation I	
ACCOU 1160	Payroll Accounting	3
ACCOU 1176	QuickBooks Online	2
ACCOU 1186	Applications of Quickbooks Online	2
ACCOU 2160	Introductory Data Analytics for Accounting	3
ACCOU 2200	Income Tax Return Preparation	3
BUSLW 2205	Legal Environment of Business	3
or BUSLW 2211	Business Law I	
BUSIN 1100	Introduction to Business	3
or CIS 1655	AI Technical Essentials	
CIS 1221	Data Analysis with Spreadsheets	3
MANAG 1100	Supervision	3
MANAG 2210	Principles of Management	3
or MANAG 2220	Organizational Behavior	
OFTI 1200	Microsoft 365 for Business Professionals	3
<b>General Education</b>		<b>18</b>
Select 18 hours to satisfy these requirements		
<b>Electives</b>		<b>6</b>
Select 6 college level credits from any discipline. Consult with faculty advisors to select courses that align with your professional goals.		
<b>Total Credits</b>		<b>60</b>