

LEGAL ACCOUNTING

Law Clerk Program

Professor's Name: Roseanne Clyburn

Course Number: AC1104

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Course Section: 120

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Academic Year: 2019-20

Office: KL Campus

Term: Fall 2019 (03/04)

Out of Class Assistance: via email

Section-Specific Learning Resources

Required Learning Resources:

Horngren's Accounting, Volume 1, Plus My Accounting Lab with Pearson EText – Access Card Package: Pearson Education Canada, 11th Canadian Edition ISBN: 978-0135359709

PC Law Student Download – Instructions provided by Professor
LSUC Bookkeeping Guide

References:

Legal Accounting, Asselin, EMP ISBN: 978-1-77255-404-5

Assessment	Value
2 Tests	40%
6 Assignments	30%
Capstone Projects – Excel, PCLaw	30%
Total	100%

Fall 2019 Weekly Learning Schedule (subject to change with notification)

(Wed. Sept 4 - 1st day of classes Fall Semester)

Sem. Week #	Month	Week Mon - Fri	Course Material Coverage Plan	Evaluation Plan	Learning Resources:
1	Sept	4	MODULE 1 - Unit 1 - Accounting and the Business Environment		Chapter 1 My Accounting Lab

2		9	MODULE 1 - Unit 1 - Accounting and the Business Environment		Chapter 1 My Accounting Lab
3		16	MODULE 2 – Unit 1 - Recording Business Transactions	Assignment #1 – Module 1 - Due (5%)	Chapter 2 My Accounting Lab
4		23	MODULE 2 – Unit 1 - Recording Business Transactions	Assignment #2 – Module 2 - Due (5%)	Chapter 2 My Accounting Lab
5		30	MODULE 3 – Unit 1 – Measuring Business Income – Adjusting Process	TEST 1 Modules 1&2 (20%)	Chapter 3 My Accounting Lab
6		7	MODULE 3 – Unit 1 – Measuring Business Income – Adjusting Process		Chapter 3 My Accounting Lab
7	Oct. 14, Thanksgiving Stat	14	MODULE 4 – Unit 1 – Completing the Accounting Cycle	Assignment #3 – Module 3 - Due (5%)	Chapter 4 My Accounting Lab
8		21	MODULE 4 – Unit 1 – Completing the Accounting Cycle	Assignment #4 – Module 4- Due (5%)	Chapter 4 My Accounting Lab
9		28	MODULE 5 – Unit 1 – Internal Control and Cash	KPI survey week - no tests or guest speakers Assignment #5 – Module 5 - Due (5%)	Chapter 8 My Accounting Lab
10	Nov	4	MODULE 6 – Unit 1 - Legal Accounting – Applying the Accounting Cycle to the Legal Practice		LSUC Bookkeeping Guide
11		11	MODULE 7 – Unit 1 – PCLaw -	Test 2 Chpts 3,4,8 (20%)	PCLaw Student Download
12		18	MODULE 7 – Unit 1 – PCLaw	Bookkeeping Guide Assignment Due (5%)	PCLaw Student Download
13		25	MODULE 8 – Unit 1 – EXCEL	PCLaw Assignment Due (15%)	Lynda.com, Blackboard Resources, Class Recordings
14	Dec	2	MODULE 8 – Unit 1 – EXCEL		
15		9	Exam Week	Excel Capstone Due (15%)	

Note: This instructional plan is provided as a guide for the course delivery and the Professor may vary from this and make adjustments depending on circumstances.