



# ICSA CHARTERED SECRETARIES QUALIFYING SCHEME (CSQS) PART TIME

## TIMETABLE FOR NOVEMBER 2018 EXAMINATIONS

Module	Evening	Evening Class Time	Class Start Date	Class End Date	Total No. of Classes	Extra Weekend Class Dates 10:00-17:00	Weekend Revision Dates 10:00-17:00	Module Lecturer
<b>LEVEL 1</b>								
Applied Business Law*	Monday	18:15-20:15	03 Sep	05 Nov	10 Eve & 1 Sat	06 Oct	03 & 04 Nov	Paul Whiteside MA, LLM
Corporate Governance	Tuesday	18:15-20:45	04 Sep	06 Nov	10 Eve	N/A	17 & 18 Nov	Trina Hill FCIS, LLB(Hons)
Financial Reporting & Analysis**	Wednesday	18:15-20:45	02 Sep	31 Oct	8 Eve & 4 Sun	02 Sep, 16 Sep, 30 Sep & 14 Oct	26, 27 & 28 Oct	K Sivanandan ACMA, MBA, BSc(Hons)
Introduction to Accounting**	N/A	10:00-17:00	01 Sep	01 Sep	1 Sat	01 Sep	N/A	Ghnanand JaySingh Beeharree BA(Hons), MSc
Corporate Law	Thursday	18:15-20:45	06 Sep	08 Nov	10 Eve	N/A	10 & 11 Nov	Dr Mimi Ajibade LLB(Hons), MA, PHD, FCIS
<b>LEVEL 2</b>								
Corporate Secretarial Practice	Tuesday	18:15-20:45	04 Sep	13 Nov	9 Eve & 1 Sat	13 Oct (10am-12.30pm)	17 & 18 Nov	Mark Thomas MSc, BSc(Hons), FCIS, ACIB, MCMI
Strategy in Practice	Wednesday	18:15-20:45	05 Sep	07 Nov	10 Eve	N/A	10 & 11 Nov	Jas Naidoo FCCA, ACIS, CC(TS)
Financial Decision Making**	Thursday	18:15-20:45	06 Sep	01 Nov	8 Eve & 3 Sun	09 Sep, 23 Sep & 07 Oct	02, 03 & 04 Nov	K Sivanandan ACMA, MBA, BSc(Hons)
Chartered Secretaries Case Study	TBC	TBC	TBC	TBC	TBC	TBC	N/A	TBC

### Note:

- **Modules will only be offered subject to a minimum of 8 registrations.**
- \* The **Applied Business Law** evening class time is 18:15-20:15.
- \*\* **Financial Reporting and Analysis** students are required to attend the "Introduction to Accounting" class on 1<sup>st</sup> Sept. **Financial Decision Making** students are also welcome to attend. The FRA class on 2<sup>nd</sup> Sept will be an introduction taken by the module lecturer K Sivanandan. Attendance is compulsory for FRA students.
- There won't be a **Financial Reporting & Analysis** class on 17<sup>th</sup> October 2018.
- There won't be a **Financial Decision Making** class on 18<sup>th</sup> October 2018.
- There won't be a **Corporate Secretarial Practice** class on 25<sup>th</sup> September nor 16<sup>th</sup> October 2018.
- The evening classes for CSQS are a "Stand-Alone" course, the weekend revision classes are charged separately. It will be beneficial for you to attend weekend revision classes in preparation for the examinations. Revision classes are also available to students who haven't attended the evening classes.
- Extra weekend class dates are included in the evening class fee. It is essential that you attend these extra weekend classes.
- The course application deadline is 31<sup>st</sup> August 2018.
- You will find the course fees and terms & conditions on the second page of the KCB-ICSA course application form.

### Students are reminded that it is their own responsibility to ensure that:

- All fees are paid before lectures start at the beginning of the term.
- Class registers are signed.
- Registration with ICSA for membership, examinations and exemptions are completed before the given deadlines. The ICSA registration and examination entry closing date is 1<sup>st</sup> October 2018 - <https://www.icsa.org.uk/>
- Course books are purchased before the start of classes.