

ICSA CCSP STUDENT CALENDAR OCTOBER 2018 - JUNE 2019

Week	Date	Subject Matter	Student Activity
1	03/10/18	Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	03/10/18	Module 1 Assignment question released to students	
	01/10/18 – 07/10/18	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	08/10/18 – 14/10/18	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	12/10/18	KCB to run report of student progress and email all students who have not commenced studies	Receive email from KCB on progress if you haven't yet commenced your studies.
3	15/10/18 – 21/10/18	Module 1: Chapter 3: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
4	22/10/18 – 28/10/18	Module 1: Chapter 4: The Stakeholders	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	26/10/18	Student feedback questionnaire on Module 1 to be issued	Complete feedback questionnaire on Module 1
5	31/10/18	Module 1 Assignment Discussion & Introduction to Module 2	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	29/10/18 - 04/11/18	Module 1: Chapters 1 - 4	Assignment preparation

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Week	Date	Subject Matter	Student Activity
6	05/11/18 – 11/11/18	Module 1: Chapters 1 - 4	Assignment preparation
7	12/11/18	Submission of Module 1 Assignment	Submission of Module 1 Assignment
	12/11/18 – 18/11/18	Module 2: Chapter 1: Introduction to Governance and Compliance	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
8	19/11/18 – 25/11/18	Module 2: Chapter 2: Statutory Registers, Records and Returns	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	23/11/18	KCB to run report of student progress and email all students who are not following the weekly schedule.	Receive email from KCB if not following weekly schedule.
9	28/11/18	Guest Lecture (Diligent)	6.15pm - 7.15pm Face-to-face (Recording to be made available to those unable to attend).
	26/11/18 – 02/12/18	Module 2: Chapter 3: The Regulation of listed companies	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
10	03/12/18 – 09/12/18	Module 2: Chapter 4: UK Corporate Governance Code	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
11	10/12/18 - 16/12/18	Module 2: Chapter 5: Annual Report and Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter

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Week	Date	Subject Matter	Student Activity
12	19/12/18	Revision Session – Module 2: Part 1	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	17/12/18 - 23/12/18	Module 2: Chapters 1 - 5	Revision (self-study)
13	24/12/18 - 30/12/18	HOLIDAY	HOLIDAY
14	31/12/18 - 06/01/19	HOLIDAY	HOLIDAY
15	07/01/19 - 13/01/19	Module 2: Chapters 1 - 5	Revision (self-study)
16	16/01/19	Revision Session – Module 2: Part 2	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	14/01/19 - 20/01/19	Module 2: Chapters 1 - 5	Revision (self-study)
	18/01/19	Student feedback questionnaire on Module 2 to be issued	Complete feedback questionnaire on Module 2
17	21/01/19 – 27/01/19	Module 2: Chapters 1 - 5	Revision (self-study)
18	29/01/19	Module 2: Examination	Examination to be held at the college
END OF SEMESTER 1			

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Week	Date	Subject Matter	Student Activity
19	06/02/19	Introduction to Module 3 & Assignment discussion	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	06/02/19	Module 3 Assignment question released to students	
	04/02/19 - 10/02/19	Module 3: Chapter 1: General Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
20	11/02/19 - 17/02/19	Module 3: Chapter 2: Conduct of General Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	15/02/19	KCB to run report of student progress and email all students who are not following the weekly schedule.	Receive email from KCB if not following weekly schedule.
21	18/02/19 - 24/02/19	Module 3: Chapter 3: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
22	25/02/19 - 03/03/19	Module 3: Chapter 4: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	01/03/19	Student feedback questionnaire on Module 3 to be issued	Complete feedback questionnaire on Module 3
23	06/03/19	Module 3 Assignment Discussion & Introduction to Module 4	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	04/03/19 - 10/03/19	Module 3: Chapters 1 - 4	Assignment preparation
24	11/03/19 - 17/03/19	Module 3: Chapters 1 - 4	Assignment preparation

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Week	Date	Subject Matter	Student Activity
25	18/03/19	Submission of Module 3 Assignment	Submission of Module 3 Assignment
	18/03/19 - 24/03/19	Module 4: Chapter 1: Introduction to Shares, the shareholder	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
26	25/03/19 – 31/03/19	Module 4: Chapter 2: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	29/03/19	KCB to run report of student progress and email all students who are not following the weekly schedule.	Receive email from KCB if not following weekly schedule.
27	01/04/19 – 07/04/19	Module 4: Chapter 3: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
28	10/04/19	Guest Lecture	6.15pm - 7.15pm Face-to-face (Recording to be made available to those unable to attend).
	08/04/19 - 14/04/19	Module 4: Chapter 4: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
29	15/04/19 – 21/04/19	HOLIDAY	HOLIDAY
30	22/04/19 – 28/04/19	HOLIDAY	HOLIDAY

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Week	Date	Subject Matter	Student Activity
31	29/04/19 - 05/05/19	Module 4: Chapter 5: Employee Share Schemes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	03/05/19	Student feedback questionnaire on Module 4 to be issued	Complete feedback questionnaire on Module 4
32	08/05/19	Revision Session – Module 4: Part 1	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	06/05/19 – 12/05/19	Module 4: Chapters 1 - 5	Revision (self-study)
33	13/05/19 – 19/05/19	Module 4: Chapters 1 – 5	Revision (self-study)
34	22/05/19	Revision Session – Module 4: Part 2	4.00pm - 6.00pm Webex or 6.15pm - 8.15pm Face-to-face
	20/05/19 – 26/05/19	Module 4: Chapters 1 – 5	Revision (self-study)
35	27/05/19 – 02/06/19	Module 4: Chapters 1 – 5	Revision (self-study)
36	04/06/19	Module 4: Examination	Examination to be held at the college
END OF SEMESTER 2			