

## ICSA CCSP STUDENT CALENDAR OCTOBER 2018 - JUNE 2019

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

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| 6    | 05/11/18 – 11/11/18 | Module 1: Chapters 1 - 4   | Assignment preparation  |
| 7    | 12/11/18            | <b>Submission of Module 1 Assignment</b>   | Submission of Module 1 Assignment   |
|      | 12/11/18 – 18/11/18 | Module 2: Chapter 1:<br>Introduction to Governance and Compliance  | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
| 8    | 19/11/18 – 25/11/18 | Module 2: Chapter 2:<br>Statutory Registers, Records and Returns   | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
|      | 23/11/18            | <b>KCB to run report of student progress and email all students who are not following the weekly schedule.</b> | 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:<br>The Regulation of listed companies   | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
| 10   | 03/12/18 – 09/12/18 | Module 2: Chapter 4:<br>UK Corporate Governance Code   | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
| 11   | 10/12/18 - 16/12/18 | Module 2: Chapter 5:<br>Annual Report and Accounts   | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |

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| 12                       | 19/12/18            | Revision Session – Module 2: Part 1                            | 4.00pm - 6.00pm Webex or<br>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<br>6.15pm - 8.15pm Face-to-face |
|                          | 14/01/19 - 20/01/19 | Module 2: Chapters 1 - 5                                       | Revision (self-study)                                    |
|                          | 18/01/19            | <b>Student feedback questionnaire on Module 2 to be issued</b> | 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            | <b>Module 2: Examination</b>                                   | Examination to be held at the college                    |
| <b>END OF SEMESTER 1</b> |                     |  |  |

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|------|---------------------|--|---|
| 19   | 06/02/19            | Introduction to Module 3 & Assignment discussion   | 4.00pm - 6.00pm Webex or<br>6.15pm - 8.15pm Face-to-face  |
|      | 06/02/19            | <b>Module 3 Assignment question released to students</b>   |   |
|      | 04/02/19 - 10/02/19 | Module 3: Chapter 1:<br>General Meetings   | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
| 20   | 11/02/19 - 17/02/19 | Module 3: Chapter 2:<br>Conduct of General Meetings  | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
|      | 15/02/19            | <b>KCB to run report of student progress and email all students who are not following the weekly schedule.</b> | Receive email from KCB if not following weekly schedule.  |
| 21   | 18/02/19 - 24/02/19 | Module 3: Chapter 3:<br>Resolutions and Minutes  | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
| 22   | 25/02/19 - 03/03/19 | Module 3: Chapter 4:<br>Board Meetings   | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
|      | 01/03/19            | <b>Student feedback questionnaire on Module 3 to be issued</b>   | Complete feedback questionnaire on Module 3   |
| 23   | 06/03/19            | Module 3 Assignment Discussion & Introduction to Module 4  | 4.00pm - 6.00pm Webex or<br>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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| 25   | 18/03/19            | <b>Submission of Module 3 Assignment</b>   | Submission of Module 3 Assignment   |
|      | 18/03/19 - 24/03/19 | Module 4: Chapter 1:<br>Introduction to Shares, the shareholder  | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
| 26   | 25/03/19 – 31/03/19 | Module 4: Chapter 2:<br>Share Registration   | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
|      | 29/03/19            | <b>KCB to run report of student progress and email all students who are not following the weekly schedule.</b> | Receive email from KCB if not following weekly schedule.  |
| 27   | 01/04/19 – 07/04/19 | Module 4: Chapter 3:<br>Share Transfers  | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>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:<br>Dividends  | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>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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|--------------------------|---------------------|--|---|
| 31                       | 29/04/19 - 05/05/19 | Module 4: Chapter 5:<br>Employee Share Schemes                 | Read textbook chapter<br>Listen to online lecture<br>Read further recommended reading<br>Answer exercise within the chapter |
|                          | 03/05/19            | <b>Student feedback questionnaire on Module 4 to be issued</b> | Complete feedback questionnaire on Module 4   |
| 32                       | 08/05/19            | Revision Session – Module 4: Part 1                            | 4.00pm - 6.00pm Webex or<br>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<br>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            | <b>Module 4: Examination</b>                                   | Examination to be held at the college   |
| <b>END OF SEMESTER 2</b> |                     |  |   |