

ICSA CCSP STUDENT CALENDAR OCTOBER 2019 – JUNE 2020

Week	Date	Subject Matter	Student Activity
1	09/10/19	Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	07/10/19	Module 1 Assignment question released to students	
	07/10/19 – 13/10/19	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	14/10/19 – 20/10/19	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	18/10/19	KCB: 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	21/10/19 – 27/10/19	Module 1: Chapter 3: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
4	28/10/19 – 03/11/19	Module 1: Chapter 4: The Stakeholders	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
5	06/11/19	Module 1 Assignment Discussion & Introduction to Module 2	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	04/11/19 – 10/11/19	Module 1: Chapters 1 - 4	Assignment preparation
6	11/11/19 – 17/11/19	Module 1: Chapters 1 - 4	Assignment preparation

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7	18/11/19	Submission of Module 1 Assignment	Submission of Module 1 Assignment
	18/11/19 – 24/11/19	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
	22/11/19	KCB: Student feedback questionnaire on Module 1 to be issued	Complete feedback questionnaire on Module 1
8	25/11/19 – 01/12/19	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
	29/11/19	KCB: 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	04/12/19	Guest Lecture	6.15pm - 7.15pm Face-to-face (Recording to be made available to those unable to attend).
	02/12/19 – 08/12/19	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	09/12/19 – 15/12/19	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	16/12/19 – 22/12/19	Module 2: Chapter 5: Annual Report and Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
12	23/12/19 – 29/12/19	HOLIDAY	HOLIDAY
13	30/12/19 – 05/01/19	HOLIDAY	HOLIDAY

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14	06/01/20 – 12/01/20	HOLIDAY	HOLIDAY
15	15/01/20	Revision Session – Module 2: Part 1	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	13/01/20 – 19/01/20	Module 2: Chapters 1 - 5	Revision (self-study)
16	20/01/20 – 26/01/20	Module 2: Chapters 1 - 5	Revision (self-study)
17	29/01/20	Revision Session – Module 2: Part 2	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	27/01/20 – 02/02/20	Module 2: Chapters 1 - 5	Revision (self-study)
18	03/02/20 – 09/02/20	Module 2: Chapters 1 - 5	Revision (self-study)
19	12/02/20	Module 2: Examination	Examination to be held at the college 10am – 11.45am
	14/02/20	KCB: Student feedback questionnaire on Module 2 to be issued	Complete feedback questionnaire on Module 2
END OF SEMESTER 1			

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20	19/02/20	Introduction to Module 3 & Assignment discussion	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	17/02/20	Module 3 Assignment question released to students	
	17/02/20 - 23/02/20	Module 3: Chapter 1: General Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
21	24/02/20 - 01/03/20	Module 3: Chapter 2: Conduct of General Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	28/02/20	KCB: 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.
22	02/03/20 - 08/03/20	Module 3: Chapter 3: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
23	09/03/20 - 15/03/20	Module 3: Chapter 4: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
24	18/03/20	Module 3 Assignment Discussion & Introduction to Module 4	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	16/03/20 - 22/03/20	Module 3: Chapters 1 - 4	Assignment preparation
25	23/03/20 - 29/03/20	Module 3: Chapters 1 - 4	Assignment preparation

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26	30/03/20	Submission of Module 3 Assignment	Submission of Module 3 Assignment
	30/03/20 - 05/04/20	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
	03/04/20	KCB: Student feedback questionnaire on Module 3 to be issued	Complete feedback questionnaire on Module 3
27	06/04/20 - 12/04/20	HOLIDAY	HOLIDAY
28	13/04/20 – 19/04/20	HOLIDAY	HOLIDAY
29	20/04/20 - 26/04/20	Module 4: Chapter 2: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	24/04/20	KCB: 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.
30	27/04/20 – 03/05/20	Module 4: Chapter 3: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
31	06/05/20	Guest Lecture	6.15pm - 7.15pm Face-to-face (Recording to be made available to those unable to attend).
	04/05/20 – 10/05/20	Module 4: Chapter 4: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
32	11/05/20 - 17/05/20	Module 4: Chapter 5: Employee Share Schemes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter

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33	20/05/20	Revision Session – Module 4: Part 1	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	18/05/20 – 24/05/20	Module 4: Chapters 1 - 5	Revision (self-study)
34	25/05/20 – 31/05/20	Module 4: Chapters 1 - 5	Revision (self-study)
35	03/06/20	Revision Session – Module 4: Part 2	4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face
	01/06/20 – 07/06/20	Module 4: Chapters 1 – 5	Revision (self-study)
36	08/06/20 – 14/06/20	Module 4: Chapters 1 – 5	Revision (self-study)
37	17/06/20	Module 4: Examination	Examination to be held at the college 10am – 11.45am
	19/06/20	KCB: Student feedback questionnaire on Module 4 to be issued	Complete feedback questionnaire on Module 4
END OF SEMESTER 2			