

ICSA CCSP STUDENT CALENDAR FEBRUARY 2019 – FEBRUARY 2020

Week	Date	Subject Matter	Student Activity
1	20/02/19	Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	6.00pm - 8.00pm Webex
	20/02/19	Module 1 Assignment question released to students	
	18/02/19 – 24/02/19	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	25/02/19 – 03/03/19	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	01/03/19	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	04/03/19 – 10/03/19	Module 1: Chapter 3: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
4	11/03/19 – 17/03/19	Module 1: Chapter 4: The Stakeholders	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	15/03/19	KCB: Student feedback questionnaire on Module 1 to be issued	Complete feedback questionnaire on Module 1
5	20/03/19	Module 1 Assignment Discussion & Introduction to Module 2	6.00pm - 8.00pm Webex
	18/03/19 – 24/03/19	Module 1: Chapters 1 - 4	Assignment preparation

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6	25/03/19 – 31/03/19	Module 1: Chapters 1 - 4	Assignment preparation
7	01/04/19	Submission of Module 1 Assignment	Submission of Module 1 Assignment
	01/04/19 – 07/04/19	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
8	08/04/19 – 14/04/19	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
	12/04/19	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	15/04/19 – 21/04/19	HOLIDAY	HOLIDAY
10	22/04/19 – 28/04/19	HOLIDAY	HOLIDAY
11	29/04/19 – 05/05/19	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
12	06/05/19 – 12/05/19	Module 2: Chapter 4: UK Corporate Governance Code	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
13	13/05/19 – 19/05/19	Module 2: Chapter 5: Annual Report and Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter

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14	22/05/19	Revision Session – Module 2: Part 1	6.00pm - 8.00pm Webex
	20/05/19 – 26/05/19	Module 2: Chapters 1 - 5	Revision (self-study)
15	27/05/19 – 02/06/19	Module 2: Chapters 1 - 5	Revision (self-study)
16	05/06/19	Revision Session – Module 2: Part 2	6.00pm - 8.00pm Webex
	03/06/19 – 09/06/19	Module 2: Chapters 1 - 5	Revision (self-study)
	07/06/19	KCB: Student feedback questionnaire on Module 2 to be issued	Complete feedback questionnaire on Module 2
17	10/06/19 – 16/06/19	Module 2: Chapters 1 - 5	Revision (self-study)
18	19/06/19	Module 2: Examination	Examination to be held at the college 10am – 11.45am
END OF SEMESTER 1 - SUMMER BREAK			

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19	02/10/19	Introduction to Module 3 & Assignment discussion	6.00pm - 8.00pm Webex
	02/10/19	Module 3 Assignment question released to students	
	30/09/19 - 06/10/19	Module 3: Chapter 1: General Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
20	07/10/19 - 13/10/19	Module 3: Chapter 2: Conduct of General Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	11/10/19	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.
21	14/10/19 - 20/10/19	Module 3: Chapter 3: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
22	21/10/19 - 27/10/19	Module 3: Chapter 4: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	25/10/19	KCB: Student feedback questionnaire on Module 3 to be issued	Complete feedback questionnaire on Module 3
23	30/10/19	Module 3 Assignment Discussion & Introduction to Module 4	6.00pm - 8.00pm Webex
	28/10/19 - 03/11/19	Module 3: Chapters 1 - 4	Assignment preparation
24	04/11/19 - 10/11/19	Module 3: Chapters 1 - 4	Assignment preparation

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25	11/11/19	Submission of Module 3 Assignment	Submission of Module 3 Assignment
	11/11/19 - 17/11/19	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	18/11/19 - 24/11/19	Module 4: Chapter 2: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	22/11/19	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.
27	25/11/19 – 01/12/19	Module 4: Chapter 3: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
28	02/12/19 – 08/12/19	Module 4: Chapter 4: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
29	09/12/19 - 15/12/19	Module 4: Chapter 5: Employee Share Schemes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
30	16/12/19 - 22/12/19	HOLIDAY	HOLIDAY
31	23/12/19 – 29/12/19	HOLIDAY	HOLIDAY
32	30/12/19 – 05/01/20	HOLIDAY	HOLIDAY

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33	08/01/20	Revision Session – Module 4: Part 1	6.00pm - 8.00pm Webex
	06/01/20 – 12/01/20	Module 4: Chapters 1 - 5	Revision (self-study)
34	13/01/20 – 19/01/20	Module 4: Chapters 1 - 5	Revision (self-study)
35	22/01/20	Revision Session – Module 4: Part 2	6.00pm - 8.00pm Webex
	20/01/20 – 16/01/20	Module 4: Chapters 1 – 5	Revision (self-study)
	24/01/20	KCB: Student feedback questionnaire on Module 4 to be issued	Complete feedback questionnaire on Module 4
36	27/01/20 – 02/02/20	Module 4: Chapters 1 – 5	Revision (self-study)
37	05/02/20	Module 4: Examination	Examination to be held at the college 10am – 11.45am
END OF SEMESTER 2			