

ICSA CCSP STUDENT CALENDAR SEPTEMBER 2020 – JUNE 2021

Week	Date	Subject Matter	Student Activity
1	30/09/20	Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	4.00pm - 6.00pm Webex
	30/09/20	Module 1 Assignment question released to students	
	28/09/20 – 04/10/20	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	05/10/20 – 11/10/20	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	09/10/20	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	12/10/20 – 18/10/20	Module 1: Chapter 3: The Stakeholders of a Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
4	19/10/20 – 25/10/20	Module 1: Chapter 4: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
5	28/10/20	Module 1 Assignment Discussion & Introduction to Module 2	4.00pm - 6.00pm Webex
	26/10/20 – 01/11/20	Module 1: Chapters 1 - 4	Assignment preparation
6	02/11/20 – 08/11/20	Module 1: Chapters 1 - 4	Assignment preparation

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7	09/11/20	Submission of Module 1 Assignment	Submission of Module 1 Assignment
	09/11/20	KCB: Student feedback questionnaire on Module 1 to be issued	Complete feedback questionnaire on Module 1
	09/11/20 – 15/11/20	Module 2: Chapter 5: The Law & Regulation that affect Companies	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
8	16/11/20 – 22/11/20	Module 2: Chapter 6: Corporate Governance	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	20/11/20	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.
9	25/11/20	Guest Lecture	6.15pm - 7.15pm Webex
	23/11/20 – 29/11/20	Module 2: Chapter 7: Statutory Registers, Records & Returns	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
10	30/11/20 – 06/12/20	Module 2: Chapter 8: The Regulation of listed companies	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
11	07/12/20 – 13/12/20	Module 2: Chapter 9: Annual Report & Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
12	14/12/20 – 20/12/20	HOLIDAY	HOLIDAY
13	21/12/20 – 27/12/20	HOLIDAY	HOLIDAY

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14	28/12/20 – 03/01/21	HOLIDAY	HOLIDAY
15	06/01/21	Revision Session – Module 2: Part 1	4.00pm - 6.00pm Webex
	04/01/21 – 10/01/21	Module 2: Chapters 5 - 9	Revision (self-study)
16	11/01/21 – 17/01/21	Module 2: Chapters 5 - 9	Revision (self-study)
17	20/01/21	Revision Session – Module 2: Part 2	4.00pm - 6.00pm Webex
	18/01/21 – 24/01/21	Module 2: Chapters 5 - 9	Revision (self-study)
18	25/01/21 – 31/01/21	Module 2: Chapters 5 - 9	Revision (self-study)
19	03/02/21	Module 2: Examination	Examination 10am – 11.45am
	05/02/21	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	17/02/21	Introduction to Module 3 & Assignment discussion	4.00pm - 6.00pm Webex
	17/02/21	Module 3 Assignment question released to students	
	15/02/21 - 21/02/21	Module 3: Chapter 10: Members' Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
21	22/02/21 - 28/02/21	Module 3: Chapter 11: The Conduct of members' meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	26/02/21	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	01/03/21 - 07/03/21	Module 3: Chapter 12: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
23	08/03/21 - 14/03/21	Module 3: Chapter 13: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
24	17/03/21	Module 3 Assignment Discussion & Introduction to Module 4	4.00pm - 6.00pm Webex
	15/03/21 - 21/03/21	Module 3: Chapters 10 - 13	Assignment preparation
25	22/03/21 - 28/03/21	Module 3: Chapters 10 - 13	Assignment preparation

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26	29/03/21 - 04/04/21	HOLIDAY	HOLIDAY
27	05/04/21 – 11/04/21	HOLIDAY	HOLIDAY
28	12/04/21	Submission of Module 3 Assignment	Submission of Module 3 Assignment
	12/04/21	KCB: Student feedback questionnaire on Module 3 to be issued	Complete feedback questionnaire on Module 3
	12/04/21 - 18/04/21	Module 4: Chapter 14: The capital structure of a company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
29	19/04/21 - 25/04/21	Module 4: Chapter 15: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	23/04/21	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	26/04/21 – 02/05/21	Module 4: Chapter 16: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
31	05/05/21	Guest Lecture	6.15pm - 7.15pm Webex
	03/05/21 – 09/05/21	Module 4: Chapter 17: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
32	10/05/21 - 16/05/21	Module 4: Chapter 18: Employee Share Schemes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter

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33	19/05/21	Revision Session – Module 4: Part 1	4.00pm - 6.00pm Webex
	17/05/21 – 23/05/21	Module 4: Chapters 14 - 18	Revision (self-study)
34	24/05/21 – 30/05/21	Module 4: Chapters 14 - 18	Revision (self-study)
35	02/06/21	Revision Session – Module 4: Part 2	4.00pm - 6.00pm Webex
	31/05/21 – 06/06/21	Module 4: Chapters 14 – 18	Revision (self-study)
36	07/06/21 – 13/06/21	Module 4: Chapters 14 – 18	Revision (self-study)
37	16/06/21	Module 4: Examination	Examination 10am – 11.45am
	18/06/21	KCB: Student feedback questionnaire on Module 4 to be issued	Complete feedback questionnaire on Module 4
END OF SEMESTER 2			