

ICSA CCSP STUDENT CALENDAR FEBRUARY 2021 – FEBRUARY 2022

WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
1	10/02/21	Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	4.00pm - 6.00pm Webex
	10/02/21	Module 1 Assignment question released to students	Assignment question will be visible on Moodle
	08/02/21 – 13/02/21	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	14/02/21 – 21/02/21	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	19/02/21	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	22/02/21 – 28/02/21	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	01/03/21 – 07/03/21	Module 1: Chapter 4: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
5	10/03/21	Module 1 Assignment Discussion & Introduction to Module 2	4.00pm - 6.00pm Webex
	08/03/21 – 14/03/21	Module 1: Chapters 1 - 4	Assignment preparation
6	15/03/21 – 21/03/21	Module 1: Chapters 1 - 4	Assignment preparation

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7	22/03/21	Submission of Module 1 Assignment	Submission of Module 1 Assignment to Moodle
	22/03/21	KCB: Student feedback questionnaire on Module 1 to be issued	Complete feedback questionnaire on Module 1
	22/03/21 – 28/03/21	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	29/03/21 – 04/04/21	HOLIDAY	HOLIDAY
9	05/04/21 – 11/04/21	HOLIDAY	HOLIDAY
10	12/04/21 – 18/04/21	Module 2: Chapter 6: Corporate Governance	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	16/04/21	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.
11	21/04/21	Guest Lecture	6.15pm - 7.15pm Webex
	19/04/21 – 25/04/21	Module 2: Chapter 7: Statutory Registers, Records & Returns	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
12	26/04/21 – 02/05/21	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
13	03/05/21 – 09/05/21	Module 2: Chapter 9: Annual Report & Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter

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14	12/05/21	Revision Session – Module 2: Part 1	4.00pm - 6.00pm Webex
	10/05/21 – 16/05/21	Module 2: Chapters 5 - 9	Revision (self-study)
15	17/05/21 – 23/05/21	Module 2: Chapters 5 - 9	Revision (self-study)
16	26/05/21	Revision Session – Module 2: Part 2	4.00pm - 6.00pm Webex
	24/05/21 – 30/05/21	Module 2: Chapters 5 - 9	Revision (self-study)
17	31/05/21 – 06/06/21	Module 2: Chapters 5 - 9	Revision (self-study)
18	09/06/21	Module 2: Examination	Examination 10am – 11.45am
	11/06/21	KCB: Student feedback questionnaire on Module 2 to be issued	Complete feedback questionnaire on Module 2
END OF SEMESTER 1. RESULTS PUBLISHED BY END OF AUGUST 2021.			

ICSA CCSP STUDENT CALENDAR FEBRUARY 2021 – FEBRUARY 2022

WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
19	29/09/21	Introduction to Module 3 & Assignment discussion	4.00pm - 6.00pm Webex
	29/09/21	Module 3 Assignment question released to students	Assignment question will be visible on Moodle
	27/09/21 – 03/10/21	Module 3: Chapter 10: Members' Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
20	04/10/21 – 10/10/21	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
	08/10/21	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.
21	11/10/21 – 17/10/21	Module 3: Chapter 12: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
22	18/10/21 – 24/10/21	Module 3: Chapter 13: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
23	27/10/21	Module 3 Assignment Discussion & Introduction to Module 4	4.00pm - 6.00pm Webex
	25/10/21 – 31/10/21	Module 3: Chapters 10 - 13	Assignment preparation
24	01/11/21 – 06/11/21	Module 3: Chapters 10 - 13	Assignment preparation

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25	08/11/21	Submission of Module 3 Assignment	Submission of Module 3 Assignment to Moodle
	08/11/21	KCB: Student feedback questionnaire on Module 3 to be issued	Complete feedback questionnaire on Module 3
	08/11/21 – 14/11/21	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
26	15/11/21 – 21/11/21	Module 4: Chapter 15: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	19/11/21	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.
27	22/11/21 – 28/11/21	Module 4: Chapter 16: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
28	01/12/21	Guest Lecture	6.15pm - 7.15pm Webex
	29/11/21 – 05/12/21	Module 4: Chapter 17: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
29	06/12/21 – 12/12/21	Module 4: Chapter 18: Employee Share Schemes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
30	13/12/21 – 19/12/21	Module 4: Chapters 14 - 18	Revision (self-study)

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31	20/12/21 – 26/12/21	HOLIDAY	HOLIDAY
32	27/12/21 – 02/01/22	HOLIDAY	HOLIDAY
33	05/01/22	Revision Session – Module 4: Part 1	4.00pm - 6.00pm Webex
	03/01/22 – 09/01/22	Module 4: Chapters 14 - 18	Revision (self-study)
34	10/01/22 – 16/01/22	Module 4: Chapters 14 - 18	Revision (self-study)
35	19/01/22	Revision Session – Module 4: Part 2	4.00pm - 6.00pm Webex
	17/01/22 – 23/01/22	Module 4: Chapters 14 – 18	Revision (self-study)
36	24/01/22 – 30/01/22	Module 4: Chapters 14 – 18	Revision (self-study)
37	02/02/22	Module 4: Examination	Examination 10am – 11.45am
	04/02/22	KCB: Student feedback questionnaire on Module 4 to be issued	Complete feedback questionnaire on Module 4
END OF SEMESTER 2. RESULTS PUBLISHED BY END OF APRIL 2022.			