

CGIUKI CCSP STUDENT CALENDAR OCTOBER 2021 – JUNE 2022

WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
1	06/10/21	Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	4.00pm - 6.00pm Webex
	06/10/21	Module 1 Assignment question released to students	Assignment will be visible on Moodle
	04/10/21 – 10/10/21	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	11/10/21 – 17/10/21	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	15/10/21	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	18/10/21 – 24/10/21	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	25/10/21 – 31/10/21	Module 1: Chapter 4: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
5	03/11/21	Module 1 Assignment Discussion & Introduction to Module 2	4.00pm - 6.00pm Webex
	01/11/21 – 07/11/21	Module 1: Chapters 1 - 4	Assignment preparation
6	08/11/21 – 14/11/21	Module 1: Chapters 1 - 4	Assignment preparation

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7	15/11/21	Submission of Module 1 Assignment	Submission of Module 1 Assignment to Moodle
	15/11/21	KCB: Student feedback questionnaire on Module 1 to be issued	Complete feedback questionnaire on Module 1
	15/11/21 – 21/11/21	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	22/11/21 – 28/11/21	Module 2: Chapter 6: Corporate Governance	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	26/11/21	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.
9	29/11/21 – 05/12/21	Module 2: Chapter 7: Statutory Registers, Records & Returns	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
10	08/12/21	Guest Lecture	6.15pm - 7.15pm Webex
	06/12/21 – 12/12/21	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
11	13/12/21 – 19/12/21	Module 2: Chapter 9: Annual Report & Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
12	20/12/21 – 26/12/21	HOLIDAY	HOLIDAY
13	27/12/21 – 02/01/22	HOLIDAY	HOLIDAY

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14	03/01/22 – 09/01/22	HOLIDAY	HOLIDAY
15	12/01/22	Revision Session – Module 2: Part 1	4.00pm - 6.00pm Webex
	10/01/22 – 16/01/22	Module 2: Chapters 5 - 9	Revision (self-study)
16	17/01/22 – 23/01/22	Module 2: Chapters 5 - 9	Revision (self-study)
17	26/01/22	Revision Session – Module 2: Part 2	4.00pm - 6.00pm Webex
	24/01/22 – 30/01/22	Module 2: Chapters 5 - 9	Revision (self-study)
18	31/01/22 – 06/02/22	Module 2: Chapters 5 - 9	Revision (self-study)
19	09/02/22	Module 2: Examination	Examination 10am – 11.45am
	11/02/22	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 APRIL 2022.			

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WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
20	16/02/22	Introduction to Module 3 & Assignment discussion	4.00pm - 6.00pm Webex
	16/02/22	Module 3 Assignment question released to students	Assignment will be visible on Moodle
	14/02/22 – 20/02/22	Module 3: Chapter 10: Members' Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
21	21/02/22 – 27/02/22	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
	25/02/22	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	28/02/22 – 06/03/22	Module 3: Chapter 12: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
23	07/03/22 – 13/03/22	Module 3: Chapter 13: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
24	16/03/22	Module 3 Assignment Discussion & Introduction to Module 4	4.00pm - 6.00pm Webex
	14/03/22 – 20/03/22	Module 3: Chapters 10 - 13	Assignment preparation
25	21/03/22 – 27/03/22	Module 3: Chapters 10 - 13	Assignment preparation

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26	28/03/22	Submission of Module 3 Assignment	Submission of Module 3 Assignment to Moodle
	28/03/22	KCB: Student feedback questionnaire on Module 3 to be issued	Complete feedback questionnaire on Module 3
	28/03/22 – 03/04/22	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
27	04/04/22 – 10/04/22	Module 4: Chapter 15: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	08/04/22	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.
28	11/04/22 – 17/04/22	HOLIDAY	HOLIDAY
29	18/04/22 – 24/04/22	HOLIDAY	HOLIDAY
30	25/04/22 – 01/05/22	Module 4: Chapter 16: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
31	04/05/22	Guest Lecture	6.15pm - 7.15pm Webex
	02/05/22 – 08/05/22	Module 4: Chapter 17: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
32	09/05/22 – 15/05/22	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	18/05/22	Revision Session – Module 4: Part 1	4.00pm - 6.00pm Webex
	16/05/22 – 22/05/22	Module 4: Chapters 14 - 18	Revision (self-study)
34	23/05/22 – 29/05/22	Module 4: Chapters 14 - 18	Revision (self-study)
35	01/06/22	Revision Session – Module 4: Part 2	4.00pm - 6.00pm Webex
	30/05/22 – 05/06/22	Module 4: Chapters 14 – 18	Revision (self-study)
36	06/06/22 – 12/06/22	Module 4: Chapters 14 – 18	Revision (self-study)
37	15/06/22	Module 4: Examination	Examination 10am – 11.45am
	17/06/22	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 AUGUST 2022.