

CGIUKI CCSP STUDENT CALENDAR FEBRUARY 2022 – FEBRUARY 2023

| WEEK | DATE | SUBJECT MATTER | STUDENT ACTIVITY |
|------|---------------------|--|---|
| 1 | 09/02/22 | Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion. | 4.00pm - 6.00pm Webex |
| | 09/02/22 | Module 1 Assignment question released to students | Assignment will be visible on Moodle |
| | 07/02/22 – 13/02/22 | Module 1: Chapter 1: The Company Secretary | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 2 | 14/02/22 – 20/02/22 | Module 1: Chapter 2: The Company | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| | 18/02/22 | 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 | 21/02/22 – 27/02/22 | 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 | 28/02/22 – 06/03/22 | Module 1: Chapter 4: The Board | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 5 | 09/03/22 | Module 1 Assignment Discussion & Introduction to Module 2 | 4.00pm - 6.00pm Webex |
| | 07/03/22 – 13/03/22 | Module 1: Chapters 1 - 4 | Assignment preparation |
| 6 | 14/03/22 – 20/03/22 | Module 1: Chapters 1 - 4 | Assignment preparation |

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| 7 | 21/03/22 | Submission of Module 1 Assignment | Submission of Module 1 Assignment to Moodle |
| | 21/03/22 | KCB: Student feedback questionnaire on Module 1 to be issued | Complete feedback questionnaire on Module 1 |
| | 21/03/22 – 27/03/22 | 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 | 28/03/22 – 03/04/22 | Module 2: Chapter 6: Corporate Governance | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| | 01/04/22 | 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. |
| 9 | 04/04/22 – 10/04/22 | 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 | 11/04/22 – 17/04/22 | HOLIDAY | HOLIDAY |
| 11 | 18/04/22 – 24/04/22 | HOLIDAY | HOLIDAY |
| 12 | 27/04/22 | Guest Lecture | 6.15pm - 7.15pm Webex |
| | 25/04/22 – 01/05/22 | 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 | 02/05/22 – 08/05/22 | 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 | 11/05/22 | Revision Session – Module 2: Part 1 | 4.00pm - 6.00pm Webex |
| | 09/05/22 – 15/05/22 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 15 | 18/05/22 | Module 2: Mock Exam | 10.00am – 11.00am <u>OR</u> 4.00pm – 5.00pm |
| | 16/05/22 – 22/05/22 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 16 | 25/05/22 | Revision Session – Module 2: Part 2 | 4.00pm - 6.00pm Webex |
| | 23/05/22 – 29/05/22 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 17 | 30/05/22 – 05/06/22 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 18 | 08/06/22 | Module 2: Examination | Examination 10am – 11.45am |
| | 08/06/22 | 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 AUGUST 2022. | | | |

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| WEEK | DATE | SUBJECT MATTER | STUDENT ACTIVITY |
|------|---------------------|--|---|
| 19 | 28/09/22 | Introduction to Module 3 & Assignment discussion | 4.00pm - 6.00pm Webex |
| | 28/09/22 | Module 3 Assignment question released to students | Assignment will be visible on Moodle |
| | 26/09/22 – 02/10/22 | Module 3: Chapter 10: Members' Meetings | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 20 | 03/10/22 – 09/10/22 | 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 |
| | 07/10/22 | 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. |
| 21 | 10/10/22 – 16/10/22 | Module 3: Chapter 12: Resolutions and Minutes | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 22 | 17/10/22 – 23/10/22 | Module 3: Chapter 13: Board Meetings | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 23 | 26/10/22 | Module 3 Assignment Discussion & Introduction to Module 4 | 4.00pm - 6.00pm Webex |
| | 24/10/22 – 30/10/22 | Module 3: Chapters 10 - 13 | Assignment preparation |
| 24 | 31/10/22 – 06/11/22 | Module 3: Chapters 10 - 13 | Assignment preparation |

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| 25 | 07/11/22 | Submission of Module 3 Assignment | Submission of Module 3 Assignment to Moodle |
| | 07/11/22 | KCB: Student feedback questionnaire on Module 3 to be issued | Complete feedback questionnaire on Module 3 |
| | 07/11/22 – 13/11/22 | 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 |
| 26 | 14/11/22 – 20/11/22 | Module 4: Chapter 15: Share Registration | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| | 18/11/22 | 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. |
| 27 | 21/11/22 – 27/11/22 | Module 4: Chapter 16: Share Transfers | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 28 | 30/11/22 | Guest Lecture | 6.15pm - 7.15pm Webex |
| | 28/11/22 – 04/12/22 | Module 4: Chapter 17: Dividends | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 29 | 05/12/22 – 11/12/22 | Module 4: Chapter 18: Employee Share Schemes | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 30 | 12/12/22 – 18/12/22 | Module 4: Chapters 14 - 18 | Revision (self-study) |
| 31 | 19/12/22 – 25/12/22 | HOLIDAY | HOLIDAY |

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| 32 | 26/12/22 – 01/01/23 | HOLIDAY | HOLIDAY |
| 33 | 04/01/23 | Revision Session – Module 4: Part 1 | 4.00pm - 6.00pm Webex |
| | 02/01/23 – 08/01/23 | Module 4: Chapters 14 - 18 | Revision (self-study) |
| 34 | 11/01/23 | Module 4 Mock Exam Released | Complete at a time convenient to you before the 18/01/23 revision session |
| | 09/01/23 – 15/01/23 | Module 4: Chapters 14 – 18 | Revision (self-study) |
| 35 | 18/01/23 | Revision Session – Module 4: Part 2 | 4.00pm - 6.00pm Webex |
| | 16/01/23 – 22/01/23 | Module 4: Chapters 14 – 18 | Revision (self-study) |
| 36 | 23/01/23 – 29/01/23 | Module 4: Chapters 14 – 18 | Revision (self-study) |
| 37 | 01/02/23 | Module 4: Examination | Examination 10am – 11.45am |
| | 01/02/23 | 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 2023. | | | |