

## CGIUKI CCSP STUDENT CALENDAR OCTOBER 2022 – JUNE 2023

WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
1	05/10/22	Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	4.00pm - 6.00pm Webex
	05/10/22	<b>Module 1 Assignment question released to students</b>	Assignment will be visible on Moodle
	03/10/22 – 09/10/22	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	10/10/22 – 16/10/22	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	14/10/22	<b>KCB: Run report of student progress and email all students who have not commenced studies</b>	Receive email from KCB if not following weekly schedule.
3	17/10/22 – 23/10/22	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	24/10/22 – 30/10/22	Module 1: Chapter 4: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
5	02/11/22	Module 1 Assignment Discussion & Introduction to Module 2	4.00pm - 6.00pm Webex
	31/10/22 – 06/11/22	Module 1: Chapters 1 - 4	Assignment preparation
6	07/11/22 – 13/11/22	Module 1: Chapters 1 - 4	Assignment preparation

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7	14/11/22	<b>Submission of Module 1 Assignment</b>	Submission of Module 1 Assignment to Moodle
	14/11/22	<b>Student feedback questionnaire on Module 1 to be completed</b>	Complete feedback questionnaire on Module 1
	14/11/22 – 20/11/22	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	21/11/22 – 27/11/22	Module 2: Chapter 6: Corporate Governance	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	25/11/22	<b>KCB: Run report of student progress and email all students who are not following the weekly schedule</b>	Receive email from KCB if not following weekly schedule.
9	28/11/22 – 04/12/22	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	07/12/22	Guest Lecture	6.15pm - 7.15pm Webex
	05/12/22 – 11/12/22	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
11	12/12/22 – 18/12/22	Module 2: Chapter 9: Annual Report & Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
12	19/12/22 – 25/12/22	HOLIDAY	HOLIDAY
13	26/12/22 – 01/01/23	HOLIDAY	HOLIDAY

## CGIUKI CCSP STUDENT CALENDAR OCTOBER 2022 – JUNE 2023

14	02/01/23 – 08/01/23	HOLIDAY	HOLIDAY
15	11/01/23	Revision Session – Module 2: Part 1	4.00pm - 6.00pm Webex
	09/01/23 – 15/01/23	Module 2: Chapters 5 - 9	Revision (self-study)
16	18/01/23	Module 2: Mock Exam	10.00am – 11.00am <u>OR</u> 4.00pm – 5.00pm
	16/01/23 – 22/01/23	Module 2: Chapters 5 - 9	Revision (self-study)
17	25/01/23	Revision Session – Module 2: Part 2	4.00pm - 6.00pm Webex
	23/01/23 – 29/01/23	Module 2: Chapters 5 - 9	Revision (self-study)
18	30/01/23 – 05/02/23	Module 2: Chapters 5 - 9	Revision (self-study)
19	08/02/23	<b>Module 2: Examination</b>	Examination 10am – 11.45am
	08/02/23	<b>Student feedback questionnaire on Module 2 to be completed</b>	Complete feedback questionnaire on Module 2
<b>END OF SEMESTER 1. RESULTS PUBLISHED BY END OF APRIL 2023.</b>			

## CGIUKI CCSP STUDENT CALENDAR OCTOBER 2022 – JUNE 2023

WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
20	15/02/23	Introduction to Module 3 & Assignment discussion	4.00pm - 6.00pm Webex
	15/02/23	<b>Module 3 Assignment question released to students</b>	Assignment will be visible on Moodle
	13/02/23 – 19/02/23	Module 3: Chapter 10: Members' Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
21	20/02/23 – 26/02/23	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
	24/02/23	<b>KCB: Run report of student progress and email all students who are not following the weekly schedule.</b>	Receive email from KCB if not following weekly schedule.
22	27/02/23 – 05/03/23	Module 3: Chapter 12: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
23	06/03/23 – 12/03/23	Module 3: Chapter 13: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
24	15/03/23	Module 3 Assignment Discussion & Introduction to Module 4	4.00pm - 6.00pm Webex
	13/03/23 – 19/03/23	Module 3: Chapters 10 - 13	Assignment preparation
25	20/03/23 – 26/03/23	Module 3: Chapters 10 - 13	Assignment preparation

## CGIUKI CCSP STUDENT CALENDAR OCTOBER 2022 – JUNE 2023

26	29/03/23	<b>Submission of Module 3 Assignment</b>	Submission of Module 3 Assignment to Moodle
	29/03/23	<b>Student feedback questionnaire on Module 3 to be completed</b>	Complete feedback questionnaire on Module 3
	27/03/23 – 02/04/23	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	03/04/23 – 09/04/23	HOLIDAY	HOLIDAY
28	10/04/23 – 16/04/23	HOLIDAY	HOLIDAY
29	17/04/23 – 23/04/23	Module 4: Chapter 15: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	21/04/23	<b>KCB: Run report of student progress and email all students who are not following the weekly schedule.</b>	Receive email from KCB if not following weekly schedule.
30	24/04/23 – 30/04/23	Module 4: Chapter 16: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
31	03/05/23	Guest Lecture	6.15pm - 7.15pm Webex
	01/05/23 – 07/05/23	Module 4: Chapter 17: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
32	08/05/23 – 14/05/23	Module 4: Chapter 18: Employee Share Schemes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter

## CGIUKI CCSP STUDENT CALENDAR OCTOBER 2022 – JUNE 2023

33	17/05/23	Revision Session – Module 4: Part 1	4.00pm - 6.00pm Webex
	15/05/23 – 21/05/23	Module 4: Chapters 14 - 18	Revision (self-study)
34	24/05/23	Module 4 Mock Exam Released	Complete at a time convenient to you before the 31/05/23 revision session
	22/05/23 – 28/06/23	Module 4: Chapters 14 – 18	Revision (self-study)
35	31/05/23	Revision Session – Module 4: Part 2	4.00pm - 6.00pm Webex
	29/05/23 – 04/06/23	Module 4: Chapters 14 – 18	Revision (self-study)
36	05/06/23 – 11/06/23	Module 4: Chapters 14 – 18	Revision (self-study)
37	14/06/23	<b>Module 4: Examination</b>	Examination 10am – 11.45am
	14/06/23	<b>Student feedback questionnaire on Module 4 to be completed</b>	Complete feedback questionnaire on Module 4
<b>END OF SEMESTER 2. RESULTS PUBLISHED BY END OF AUGUST 2023.</b>			