

CGIUKI CCSP STUDENT CALENDAR FEBRUARY 2023 – FEBRUARY 2024

WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
1	08/02/23	Introduction from CGIUKI. Introduction to the Course & the LMS. Introduction to Module 1 & Assignment discussion.	3.30pm - 6.00pm Webex
	08/02/23	Module 1 Assignment question released to students	Assignment will be visible on Moodle
	06/02/23-12/02/23	Module 1: Chapter 1: The Company Secretary	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
2	13/02/23-19/02/23	Module 1: Chapter 2: The Company	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	17/02/23	KCB: Run report of student progress and email all students who have not commenced studies	Receive email from KCB if not following weekly schedule.
3	20/02/23-26/02/23	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	27/02/23-05/03/23	Module 1: Chapter 4: The Board	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
5	08/03/23	Module 1 Assignment Discussion & Introduction to Module 2	4.00pm - 6.00pm Webex
	06/03/23-12/03/23	Module 1: Chapters 1 - 4	Assignment preparation
6	13/03/23-19/03/23	Module 1: Chapters 1 - 4	Assignment preparation

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7	20/03/23	Submission of Module 1 Assignment	Submission of Module 1 Assignment to Moodle
	20/03/23	Student feedback questionnaire on Module 1 to be completed	Complete feedback questionnaire on Module 1
	20/03/23-26/03/23	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	27/03/23-02/04/23	Module 2: Chapter 6: Corporate Governance	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	31/03/23	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	03/04/23-09/04/23	HOLIDAY	HOLIDAY
10	10/04/23-16/04/23	HOLIDAY	HOLIDAY
11	17/04/23-23/04/23	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	26/04/23	Guest Lecture	6.15pm - 7.15pm Webex
	24/04/23-30/04/23	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

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13	01/05/23-07/05/23	Module 2: Chapter 9: Annual Report & Accounts	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
14	10/05/23	Revision Session – Module 2: Part 1	4.00pm - 6.00pm Webex
	08/05/23-14/05/23	Module 2: Chapters 5 - 9	Revision (self-study)
15	17/05/23	Module 2: Mock Exam	10.00am – 11.00am <u>OR</u> 4.00pm – 5.00pm
	15/05/23-21/05/23	Module 2: Chapters 5 - 9	Revision (self-study)
16	24/05/23	Revision Session – Module 2: Part 2	4.00pm - 6.00pm Webex
	22/05/23-28/05/23	Module 2: Chapters 5 - 9	Revision (self-study)
17	29/05/23-04/06/23	Module 2: Chapters 5 - 9	Revision (self-study)
18	07/06/23	Module 2: Examination	Examination 10am – 11.45am
	07/06/23	Student feedback questionnaire on Module 2 to be completed	Complete feedback questionnaire on Module 2
END OF SEMESTER 1 SUMMER BREAK RESULTS PUBLISHED BY END OF AUGUST 2023			

CGIUKI CCSP STUDENT CALENDAR FEBRUARY 2023 – FEBRUARY 2024

WEEK	DATE	SUBJECT MATTER	STUDENT ACTIVITY
19	27/09/23	Introduction to Module 3 & Assignment discussion	4.00pm - 6.00pm Webex
	27/09/23	Module 3 Assignment question released to students	Assignment will be visible on Moodle
	25/09/23-01/10/23	Module 3: Chapter 10: Members' Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
20	02/10/23-08/10/23	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
	06/10/23	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	09/10/23-15/10/23	Module 3: Chapter 12: Resolutions and Minutes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
22	16/10/23-22/10/23	Module 3: Chapter 13: Board Meetings	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
23	25/10/23	Module 3 Assignment Discussion & Introduction to Module 4	4.00pm - 6.00pm Webex
	23/10/23-29/10/23	Module 3: Chapters 10 - 13	Assignment preparation
24	30/10/23-05/11/23	Module 3: Chapters 10 - 13	Assignment preparation

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25	06/11/23	Submission of Module 3 Assignment	Submission of Module 3 Assignment to Moodle
	06/11/23	Student feedback questionnaire on Module 3 to be completed	Complete feedback questionnaire on Module 3
	06/11/23-12/11/23	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
26	13/11/23 – 19/11/23	Module 4: Chapter 15: Share Registration	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
	17/11/23	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	20/11/23-26/11/23	Module 4: Chapter 16: Share Transfers	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
28	29/11/23	Guest Lecture	6.15pm - 7.15pm Webex
	27/11/23-03/12/23	Module 4: Chapter 17: Dividends	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
29	04/12/23-10/12/23	Module 4: Chapter 18: Employee Share Schemes	Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter
30	11/12/23-17/12/23	Module 4: Chapters 14 – 18	Revision (self-study)

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31	18/12/23-24/12/23	HOLIDAY	HOLIDAY
32	25/12/23-31/12/23	HOLIDAY	HOLIDAY
33	03/01/24	Revision Session – Module 4: Part 1	4.00pm - 6.00pm Webex
	01/01/24-07/01/24	Module 4: Chapters 14 - 18	Revision (self-study)
34	10/01/24	Module 4 Mock Exam Released	Complete at a time convenient to you before the 17/01/24 revision session
	08/01/24-14/01/24	Module 4: Chapters 14 – 18	Revision (self-study)
35	17/01/24	Revision Session – Module 4: Part 2	4.00pm - 6.00pm Webex
	15/01/24-21/01/24	Module 4: Chapters 14 – 18	Revision (self-study)
36	22/01/24-28/01/24	Module 4: Chapters 14 – 18	Revision (self-study)
37	31/01/24	Module 4: Examination	Examination 10am – 11.45am
	31/01/24	Student feedback questionnaire on Module 4 to be completed	Complete feedback questionnaire on Module 4

**END OF SEMESTER 2
RESULTS PUBLISHED BY END OF APRIL 2024**