

ICSA CCSP STUDENT CALENDAR FEBRUARY 2020 – FEBRUARY 2021

| Week | Date | Subject Matter | Student Activity |
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| 1 | 12/02/20 | Introduction to the Course & the Moodle. Introduction to Module 1 & Assignment discussion. | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 12/02/20 | Module 1 Assignment question released to students | |
| | 10/02/20 – 16/02/20 | Module 1: Chapter 1: The Company Secretary | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 2 | 17/02/20 – 23/02/20 | Module 1: Chapter 2: The Company | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| | 21/02/20 | <i>KCB: Run report of student progress and email all students who have not commenced studies</i> | Receive email from KCB on progress if you haven't yet commenced your studies. |
| 3 | 24/02/20 – 01/03/20 | 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 | 02/03/20 – 08/03/20 | Module 1: Chapter 4: The Board | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 5 | 11/03/20 | Module 1 Assignment Discussion & Introduction to Module 2 | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 09/03/20 – 15/03/20 | Module 1: Chapters 1 - 4 | Assignment preparation |
| 6 | 16/03/20 – 22/03/20 | Module 1: Chapters 1 - 4 | Assignment preparation |

ICSA CCSP STUDENT CALENDAR FEBRUARY 2020 – FEBRUARY 2021

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| 7 | 23/03/20 | Submission of Module 1 Assignment | Submission of Module 1 Assignment |
| | 23/03/20 | KCB: Student feedback questionnaire on Module 1 to be issued | Complete feedback questionnaire on Module 1 |
| | 23/03/20 – 29/03/20 | 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 | 30/03/20 – 05/04/20 | Module 2: Chapter 6: Corporate Governance | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| | 03/04/20 | <i>KCB: Run report of student progress and email all students who are not following the weekly schedule</i> | Receive email from KCB if not following weekly schedule. |
| 9 | 06/04/20 – 12/04/20 | HOLIDAY | HOLIDAY |
| 10 | 13/04/20 – 19/04/20 | HOLIDAY | HOLIDAY |
| 11 | 22/04/20 | Guest Lecture | 6.15pm - 7.15pm Face-to-face (Recording to be made available to those unable to attend). |
| | 20/04/20 – 26/04/20 | 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 | 27/04/20 – 03/05/20 | 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 | 04/05/20 – 10/05/20 | Module 2: Chapter 9: Annual Report & Accounts | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |

ICSA CCSP STUDENT CALENDAR FEBRUARY 2020 – FEBRUARY 2021

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| 14 | 13/05/20 | Revision Session – Module 2: Part 1 | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 11/05/20 – 17/05/20 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 15 | 18/05/20 – 24/05/20 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 16 | 27/05/20 | Revision Session – Module 2: Part 2 | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 25/05/20 – 31/05/20 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 17 | 01/06/20 – 07/06/20 | Module 2: Chapters 5 - 9 | Revision (self-study) |
| 18 | 10/06/20 | Module 2: Examination | Examination to be held at the college 10am – 11.45am |
| | 12/06/20 | KCB: Student feedback questionnaire on Module 2 to be issued | Complete feedback questionnaire on Module 2 |
| END OF SEMESTER 1 – SUMMER BREAK | | | |

ICSA CCSP STUDENT CALENDAR FEBRUARY 2020 – FEBRUARY 2021

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| 19 | 07/10/20 | Introduction to Module 3 & Assignment discussion | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 07/10/20 | Module 3 Assignment question released to students | |
| | 05/10/20 - 11/10/20 | Module 3: Chapter 10: Members' Meetings | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 20 | 12/10/20 - 18/10/20 | 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 |
| | 16/10/20 | <i>KCB: Run report of student progress and email all students who are not following the weekly schedule.</i> | Receive email from KCB if not following weekly schedule. |
| 21 | 19/10/20 - 25/10/20 | Module 3: Chapter 12: Resolutions and Minutes | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 22 | 26/10/20 - 01/11/20 | Module 3: Chapter 13: Board Meetings | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 23 | 04/11/20 | Module 3 Assignment Discussion & Introduction to Module 4 | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 02/11/20 - 08/11/20 | Module 3: Chapters 10 - 13 | Assignment preparation |
| 24 | 09/11/20 - 15/11/20 | Module 3: Chapters 10 - 13 | Assignment preparation |

ICSA CCSP STUDENT CALENDAR FEBRUARY 2020 – FEBRUARY 2021

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| 25 | 16/11/20 | Submission of Module 3 Assignment | Submission of Module 3 Assignment |
| | 16/11/20 | KCB: Student feedback questionnaire on Module 3 to be issued | Complete feedback questionnaire on Module 3 |
| | 16/11/20 - 22/11/20 | 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 | 23/11/20 - 29/11/20 | Module 4: Chapter 15: Share Registration | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| | 27/11/20 | <i>KCB: Run report of student progress and email all students who are not following the weekly schedule.</i> | Receive email from KCB if not following weekly schedule. |
| 27 | 02/12/20 | Guest Lecture | 6.15pm - 7.15pm Face-to-face (Recording to be made available to those unable to attend). |
| | 30/11/20 – 06/12/20 | Module 4: Chapter 16: Share Transfers | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 28 | 07/12/20 – 13/12/20 | Module 4: Chapter 17: Dividends | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 29 | 14/12/20 - 20/12/20 | Module 4: Chapter 18: Employee Share Schemes | Read textbook chapter Listen to online lecture Read further recommended reading Answer exercise within the chapter |
| 30 | 21/12/20 – 27/12/20 | HOLIDAY | HOLIDAY |
| 31 | 28/12/20 – 03/01/21 | HOLIDAY | HOLIDAY |

ICSA CCSP STUDENT CALENDAR FEBRUARY 2020 – FEBRUARY 2021

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| 32 | 04/01/21 – 10/01/21 | HOLIDAY | HOLIDAY |
| 33 | 13/01/21 | Revision Session – Module 4: Part 1 | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 11/01/21 – 17/01/21 | Module 4: Chapters 14 - 18 | Revision (self-study) |
| 34 | 18/01/21 – 24/01/21 | Module 4: Chapters 14 - 18 | Revision (self-study) |
| 35 | 27/01/21 | Revision Session – Module 4: Part 2 | 4.00pm - 6.00pm Webex 6.15pm – 8.15pm Face-to-face |
| | 25/01/21 – 31/01/21 | Module 4: Chapters 14 – 18 | Revision (self-study) |
| 36 | 01/02/21 – 07/02/21 | Module 4: Chapters 14 – 18 | Revision (self-study) |
| 37 | 10/02/21 | Module 4: Examination | Examination to be held at the college 10am – 11.45am |
| | 12/02/21 | KCB: Student feedback questionnaire on Module 4 to be issued | Complete feedback questionnaire on Module 4 |
| END OF SEMESTER 2 | | | |