



# ICM

## INSTITUTE OF COMMERCIAL MANAGEMENT 2020 EXAMINATION TIMETABLE

### IMPORTANT INFORMATION:

Should a Public Holiday in your country coincide with any date included in this timetable you must apply to undertake that examination at an alternative sitting.

All Examination Timetables show a Closing Date for receipt, by the Institute, of Examination Entries, together with the appropriate fees. If applications are received AFTER the Closing Date the entries will AUTOMATICALLY be carried forward to the NEXT Series.

### CLOSING DATES FOR EXAMINATION ENTRIES

**MARCH 2020 SERIES - 11 DECEMBER 2019**

**JUNE 2020 SERIES - 18 MARCH 2020**

**SEPTEMBER 2020 SERIES - 24 JUNE 2020**

**DECEMBER 2020 SERIES - 23 SEPTEMBER 2020**

SUBJECT	TIME	MARCH	JUNE	SEPT	DEC
Accident & Emergency Procedures	pm	Mon 2	Mon 1	Tue 1	Tue 1
Accounting	am	Wed 4	Wed 3	Thur 3	Thur 3
Accounting II	am	Tue 3	Tue 2	Wed 2	Wed 2
Accounting III	am	Mon 9	Mon 8	Tue 8	Tue 8
Accounting, Purchasing & Cost Control	pm	Mon 2	Mon 1	Tue 1	Tue 1
Advertising	pm	Tue 3	Tue 2	Wed 2	Wed 2
Applications	am	Thur 5	Thur 4	Fri 4	Fri 4
Auditing & Taxation	pm	Mon 9	Mon 8	Tue 8	Tue 8
Bookkeeping	am	Wed 4	Wed 3	Thur 3	Thur 3
Broadcast Journalism	am	Mon 2	Mon 1	Tue 1	Tue 1
Business Finance & Bookkeeping	am	Mon 2	Mon 1	Tue 1	Tue 1
Business Law	pm	Fri 6	Fri 5	Mon 7	Mon 7
Business Management & Administration	am	Mon 2	Mon 1	Tue 1	Tue 1
Business Organisation	am	Tue 3	Tue 2	Wed 2	Wed 2
Buyer Behaviour & Consumerism	pm	Wed 4	Wed 3	Thur 3	Thur 3
Campaign Planning & Control	am	Wed 11	Wed 10	Thur 10	Thur 10
Capital & Investment	pm	N/A	Thur 4	N/A	Fri 4
Characteristics of World Destinations	am	Tue 10	Tue 9	Wed 9	Wed 9
Computer Appreciation & Applications	pm	Tue 3	Tue 2	Wed 2	Wed 2
Computers & Project Management	pm	Mon 2	Mon 1	Tue 1	Tue 1
Contemporary Leadership Issues	am	Wed 4	Wed 3	Thur 3	Thur 3
Contemporary Strategic Management	am	Mon 2	Mon 1	Tue 1	Tue 1
Contract Negotiations	am	Mon 9	Mon 8	Tue 8	Tue 8
Convergent Journalism	pm	Thur 5	Thur 4	Fri 4	Fri 4
Corporate Governance & Ethics	pm	N/A	Tue 9	N/A	Wed 9
Cost Accounting	pm	Mon 2	Mon 1	Tue 1	Tue 1
Culinary Theory	pm	Mon 2	Mon 1	Tue 1	Tue 1
Customer Service	pm	Mon 9	Mon 8	Tue 8	Tue 8
Customer Service Management in Sport	am	Thur 5	Thur 4	Fri 4	Fri 4
Digital TV & Radio Journalism	pm	Wed 11	Wed 10	Thur 10	Thur 10
Economics & Hospitality	am	Mon 2	Mon 1	Tue 1	Tue 1
Economics for Business	pm	Wed 4	Wed 3	Thur 3	Thur 3
Effective Leadership of Health & Safety	pm	Tue 3	Tue 2	Wed 2	Wed 2
Electronic Media Management	am	Fri 6	Fri 5	Mon 7	Mon 7
Employee Relations	pm	Thur 5	Thur 4	Fri 4	Fri 4
English for Journalists & Writers	am	Mon 2	Mon 1	Tue 1	Tue 1
Environmental Management in the Hospitality Industry	pm	Wed 4	Wed 3	Thur 3	Thur 3
Essentials of Health & Safety Management	am	Tue 3	Tue 2	Wed 2	Wed 2
Finance of International Trade	pm	Thur 5	Thur 4	Fri 4	Fri 4
Financial Aspects of Retail	am	Wed 4	Wed 3	Thur 3	Thur 3

am = 9:00 - 12:00 pm = 14:00 - 17:00

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SUBJECT	TIME	MARCH	JUNE	SEPT	DEC
Financial Decision Making	pm	Tue 3	Tue 2	Wed 2	Wed 2
Financial Management	am	Fri 6	Fri 5	Mon 7	Mon 7
Food & Beverage Management	am	Wed 11	Wed 10	Thur 10	Thur 10
Foundations of Leadership	pm	Thur 5	Thur 4	Fri 4	Fri 4
Framework for Successful Health & Safety Management	am	Wed 4	Wed 3	Thur 3	Thur 3
Freelance & Feature Writing	am	Tue 3	Tue 2	Wed 2	Wed 2
Front Office Operations & Administration	am	Wed 4	Wed 3	Thur 3	Thur 3
Fundamentals of the Hotel & Catering Industry	pm	Tue 10	Tue 9	Wed 9	Wed 9
General Purpose Software	am	Mon 2	Mon 1	Tue 1	Tue 1
Hardware & Operating Systems	am	Tue 10	Tue 9	Wed 9	Wed 9
Hospitality Management	pm	Tue 3	Tue 2	Wed 2	Wed 2
Hotel & Catering Law	am	Tue 10	Tue 9	Wed 9	Wed 9
Housekeeping & Accommodation Studies	am	Thur 5	Thur 4	Fri 4	Fri 4
Human Resource Development I	am	Wed 4	Wed 3	Thur 3	Thur 3
Human Resource Development II	am	Mon 9	Mon 8	Tue 8	Tue 8
Human Resources Management	am	Tue 3	Tue 2	Wed 2	Wed 2
Information Processing	pm	Mon 2	Mon 1	Tue 1	Tue 1
International Business Communications	pm	Mon 2	Mon 1	Tue 1	Tue 1
International Marketing	am	Mon 9	Mon 8	Tue 8	Tue 8
International Marketing Strategy	am	Thur 5	Thur 4	Fri 4	Fri 4
International Purchasing & Supply	pm	Thur 5	Thur 4	Fri 4	Fri 4
International Retailing	am	Fri 6	Fri 5	Mon 7	Mon 7
International Trade & Payments II	pm	Mon 9	Mon 8	Tue 8	Tue 8
International Trade & Transport - Maritime	am	Tue 3	Tue 2	Wed 2	Wed 2
Introduction to Journalism	pm	Mon 2	Mon 1	Tue 1	Tue 1
Introduction to Leadership	pm	Fri 6	Fri 5	Mon 7	Mon 7
Introduction to Sports Management	am	Tue 3	Tue 2	Wed 2	Wed 2
Investigative Reporting	pm	Mon 9	Mon 8	Tue 8	Tue 8
IT for Marketing Management	pm	Tue 10	Tue 9	Wed 9	Wed 9
Leadership & Teams	am	Tue 3	Tue 2	Wed 2	Wed 2
Leadership Studies	pm	Wed 11	Wed 10	Thur 10	Thur 10
Leadership: Challenges & Practice	am	Mon 9	Mon 8	Tue 8	Tue 8
Logistics	pm	Fri 6	Fri 5	Mon 7	Mon 7
Logistics & Supply Chain Management	pm	Tue 3	Tue 2	Wed 2	Wed 2
Logistics & Supply Chain Management - Maritime	pm	Tue 3	Tue 2	Wed 2	Wed 2
Magazine Journalism	pm	Tue 10	Tue 9	Wed 9	Wed 9
Management of Change	pm	Fri 6	Fri 5	Mon 7	Mon 7
Management of Travel & Tourism Operations	am	Mon 9	Mon 8	Tue 8	Tue 8
Management Theory & Practice	am	Thur 5	Thur 4	Fri 4	Fri 4
Managing Computer Systems	pm	Tue 10	Tue 9	Wed 9	Wed 9
Managing in the Media	am	Tue 10	Tue 9	Wed 9	Wed 9
Managing People in Sport Organisations	pm	Wed 4	Wed 3	Thur 3	Thur 3
Managing Work & Costs	pm	Thur 5	Thur 4	Fri 4	Fri 4
Marine Insurance	am	Thur 5	Thur 4	Fri 4	Fri 4
Maritime Economics	am	Mon 9	Mon 8	Tue 8	Tue 8
Maritime Law	am	Wed 4	Wed 3	Thur 3	Thur 3
Maritime Operations	am	Fri 6	Fri 5	Mon 7	Mon 7
Maritime Security & Safety Management	pm	Mon 9	Mon 8	Tue 8	Tue 8
Marketing	pm	Thur 5	Thur 4	Fri 4	Fri 4
Marketing for Hospitality & Tourism	pm	Thur 5	Thur 4	Fri 4	Fri 4
Marketing Management	am	Tue 10	Tue 9	Wed 9	Wed 9
Marketing Planning & Decision Making - Maritime	am	Tue 10	Tue 9	Wed 9	Wed 9
Marketing Policy & Strategy	am	Tue 3	Tue 2	Wed 2	Wed 2
Marketing Research	am	Thur 12	Thur 11	Fri 11	Fri 11
Media & Society	am	Tue 3	Tue 2	Wed 2	Wed 2
Media Ethics & Regulation	am	Thur 5	Thur 4	Fri 4	Fri 4
Media Law & Ethics	pm	Wed 4	Wed 3	Thur 3	Thur 3
Nature & Organisation of Project Management	am	Tue 10	Tue 9	Wed 9	Wed 9

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SUBJECT	TIME	MARCH	JUNE	SEPT	DEC
Negotiation	pm	Wed 4	Wed 3	Thur 3	Thur 3
Networks	pm	Thur 5	Thur 4	Fri 4	Fri 4
Newspaper Reporting	pm	Fri 6	Fri 5	Mon 7	Mon 7
Number & Logic	am	Fri 6	Fri 5	Mon 7	Mon 7
Numeracy & Statistics	am	Wed 11	Wed 10	Thur 10	Thur 10
Office Procedures & Administration	pm	Tue 10	Tue 9	Wed 9	Wed 9
Operations Chain Management	am	Fri 6	Fri 5	Mon 7	Mon 7
Operations Management	am	Mon 9	Mon 8	Tue 8	Tue 8
Organisational Behaviour	pm	Tue 3	Tue 2	Wed 2	Wed 2
Organisational Behaviour & Hospitality Management	pm	Wed 11	Wed 10	Thur 10	Thur 10
People in Business	pm	Tue 3	Tue 2	Wed 2	Wed 2
People in Organisations	pm	Tue 10	Tue 9	Wed 9	Wed 9
People in Retail: A Customer Focus	am	Mon 2	Mon 1	Tue 1	Tue 1
People in Retail: Personal Selling in the Electronic Age	pm	Fri 6	Fri 5	Mon 7	Mon 7
People in Retail: Staff & Staffing Issues	pm	Wed 4	Wed 3	Thur 3	Thur 3
Planning & Scheduling	pm	Tue 3	Tue 2	Wed 2	Wed 2
Port Operations & Management	pm	Tue 10	Tue 9	Wed 9	Wed 9
Practical Issues in Retail Management	am	Mon 9	Mon 8	Tue 8	Tue 8
Principles & Practice of Selling	am	Tue 3	Tue 2	Wed 2	Wed 2
Principles of Control	pm	Thur 5	Thur 4	Fri 4	Fri 4
Programming	pm	Wed 4	Wed 3	Thur 3	Thur 3
Programming for TV, Radio & the Internet	am	Wed 11	Wed 10	Thur 10	Thur 10
Project Management	pm	Wed 11	Wed 10	Thur 10	Thur 10
Promoting a Positive Health & Safety Culture	pm	Mon 9	Mon 8	Tue 8	Tue 8
Public Relations	am	Wed 4	Wed 3	Thur 3	Thur 3
Purchasing & Materials Management	pm	Tue 10	Tue 9	Wed 9	Wed 9
Purchasing & Supply Law	pm	Mon 2	Mon 1	Tue 1	Tue 1
Purchasing Management	am	Tue 10	Tue 9	Wed 9	Wed 9
Purchasing Strategies	am	Thur 5	Thur 4	Fri 4	Fri 4
Quantitative Methods for Managers	pm	Wed 11	Wed 10	Thur 10	Thur 10
Regulatory Framework	pm	N/A	Wed 10	N/A	Thur 10
Restaurant Services	am	Fri 6	Fri 5	Mon 7	Mon 7
Retail Branding	am	Thur 5	Thur 4	Fri 4	Fri 4
Retail Law & Legal Issues	pm	Mon 9	Mon 8	Tue 8	Tue 8
Retail Marketing Principles	pm	Mon 2	Mon 1	Tue 1	Tue 1
Retail Operations & Operations Management	am	Tue 3	Tue 2	Wed 2	Wed 2
Retail Travel Operations	pm	Mon 2	Mon 1	Tue 1	Tue 1
Risk Management	pm	Wed 4	Wed 3	Thur 3	Thur 3
Safety in Sports Management	pm	Tue 3	Tue 2	Wed 2	Wed 2
Sales & Sales Management	am	Wed 11	Wed 10	Thur 10	Thur 10
Shipbroking & Chartering Practices	am	Mon 2	Mon 1	Tue 1	Tue 1
Sport & Recreation Operations Management	am	Fri 6	Fri 5	Mon 7	Mon 7
Sport & the Media	pm	Fri 6	Fri 5	Mon 7	Mon 7
Sports Journalism	pm	Wed 4	Wed 3	Thur 3	Thur 3
Sports Marketing Management	pm	Mon 2	Mon 1	Tue 1	Tue 1
Sports Mega Events Management	am	Mon 9	Mon 8	Tue 8	Tue 8
Stores Management & Stock Control	am	Wed 11	Wed 10	Thur 10	Thur 10
Strategic Management	am	Thur 5	Thur 4	Fri 4	Fri 4
Strategic Management in Hospitality	am	Mon 9	Mon 8	Tue 8	Tue 8
Strategic Management in Sport	pm	Mon 9	Mon 8	Tue 8	Tue 8
Strategic Marketing Management	pm	Fri 6	Fri 5	Mon 7	Mon 7
Strategic Retail Operations & Operations Management	pm	Thur 5	Thur 4	Fri 4	Fri 4
Structure of Travel & Tourism	am	Fri 6	Fri 5	Mon 7	Mon 7
Sub-editing	am	Thur 5	Thur 4	Fri 4	Fri 4
Sub-editing & Design	am	Mon 9	Mon 8	Tue 8	Tue 8
Supply Chain Management	am	Tue 10	Tue 9	Wed 9	Wed 9
Systems Analysis	am	Mon 9	Mon 8	Tue 8	Tue 8
The Business Environment	am	Thur 5	Thur 4	Fri 4	Fri 4

am = 9:00 - 12:00 pm = 14:00 - 17:00

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SUBJECT	TIME	MARCH	JUNE	SEPT	DEC
The Business of Shipping	pm	Wed 4	Wed 3	Thur 3	Thur 3
The Financial & Commercial Framework	pm	Mon 9	Mon 8	Tue 8	Tue 8
The Human Resource in Hospitality	pm	Fri 6	Fri 5	Mon 7	Mon 7
The International Business Environment	pm	Tue 10	Tue 9	Wed 9	Wed 9
The Retail Environment	pm	Tue 3	Tue 2	Wed 2	Wed 2
The Structure of Business	pm	Thur 5	Thur 4	Fri 4	Fri 4
Tour Operations	pm	Thur 5	Thur 4	Fri 4	Fri 4
Tourism & the Environment	pm	Fri 6	Fri 5	Mon 7	Mon 7
Tourism Marketing & Promotion	am	Tue 3	Tue 2	Wed 2	Wed 2
Training & Development	am	Fri 6	Fri 5	Mon 7	Mon 7
Travel & Tourism Development	pm	Mon 9	Mon 8	Tue 8	Tue 8
Working Environment & Occupational Health	am	Mon 9	Mon 8	Tue 8	Tue 8
Working Practices, Hazards & Controls	am	Fri 6	Fri 5	Mon 7	Mon 7

am = 9:00 - 12:00 pm = 14:00 - 17:00