

Final Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
BUSINESS AND MANAGEMENT EXAMINATIONS (CERTIFICATE)

NOVEMBER/DECEMBER 2018

GENERAL INSTRUCTIONS:

1. The time allowed for each paper is shown against the name of the paper. **NO EXTRA TIME IS TO BE ALLOWED.** In case of any discrepancy, the time shown on the question paper must be taken as correct.
2. The Time-Table only shows the duration of papers but it must be observed that the morning session begins at 9:00 a.m. and afternoon at 2.00 p.m.
3. Briefing the candidates by the Principals and Heads of Centres on the conduct of the examinations will be done on **Friday 30th November, 2018.** All candidates **MUST** attend this briefing at their respective centres of registration.
4. No candidate is allowed to take more than one paper in each time block per day

DAY & DATE	SESSION	PAPER CODE(S)	PAPER NAME	DURATION
FRIDAY 30th Nov, 2018	MORNING 09:00 a.m.	Briefing of Candidates on Directions and Caution about Examinations		3 Hours
MONDAY 3rd Dec, 2018	MORNING 09:00 a.m.	CHIC1206/CFR1206	Basic French	2½ Hours
		VCHC102	Basic French	2½ Hours
		CCF1205	Principles of Shipping Practice	2½ Hours
		CCFS1102	Introduction to Shipping	2½ Hours
		CSW1201	Basics of social administration	2½ Hours
		CSWS1102	Introduction to Social Administration	2½ Hours
		CST1204	Web Designing(practical)	3 Hours
		CIT1104	Introduction to Information Systems	2½ Hours
		NCA006/NCBS012/NCBM/ NCPSPM/NCM(009)	Elements of Cost Accounting	2½ Hours
		CCFS1101	Introduction to Clearing & Forwarding	2½ Hours
		NCCF113	Clearing & Forwarding	2½ Hours
		CSIM1105	Shorthand I	2½ Hours
		NCSS008	Shorthand II (70 – 80 W.P.M)	45 minutes
		NCSS005/NCBS018	Shorthand I (60 – 70 W.P.M)	45 minutes
		NCSM114/VCSM101	Shorthand I	2½ Hours
		VCCB103	Chemical Hair Reformation(Practical)	4 Hours
		CIF1205	Insurance Fundamentals	2½ Hours
CPS112	Introduction to Probability & Statistics I	2½ Hours		

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	AFTERNOON 02:00 p.m.	NCSS002/NCBM005 /NCA009/NCBS017	Office Practice	2½ Hours
		NCOF113	Office Practice	2½ Hours
		CSIM1202	Office Practice	2½ Hours
		VCRM101	Office Management	2½ Hours
		CRIM1204	Office Management & Administration	2½ Hours
		CCFS1103	Office Management & Practice	2½ Hours
		NCJM114/2	Princ. of Newswriting & Reporting (Prac)	1½ Hours
		CREM1103	Classifications Theory & Practice	2½ Hours
		CPA1205	Local government and Service delivery	2½ Hours
		CCE1205	Basic Electronic Principles	2½ Hours
		CCEN1103	Introduction to Electronic Principles	2½ Hours
		CPLM1105	Introduction to Petroleum Logistics Mgt	2½ Hours
		CHIC1205	Fundamentals of Food Costing	2½ Hours
TUESDAY 4th Dec, 2018	MORNING 09:00 a.m.	VCHC104/NCHC113	Food Production(Practical)	4 Hours
		VCCB102	Hair Care & Design	4 Hours
		CCOS1103	Introduction to Calculus	2½ Hours
		CCIS1103	Intro. to Computational Mathematics	2½ Hours
		CIT1201	Intro. to Computational Mathematics	2½ Hours
		NCSW114	Culture and Diversity Management	2½ hours
		NCIT113/CST1104	Microsoft Office Applications	2 Hours
		CCF1204	Introduction to Customs	2½ hours
		NCTH115	Tourism Planning and Development	2½ Hours
		CSIM1205	Shorthand II	2½ Hours
		CSM1204	Shorthand II	2½ Hours
	AFTERNOON 02:00 p.m.	VCHC101	Food and Beverage Service	2 Hours
		NCHC114	Food Service	2 Hours
		CHR1205	Organizational Behavior	2½ Hours
		CPPM1105	Project Planning and Management I	2½ Hours
		CREM1202	Introduction to Electronic Records Mgt	2½ Hours
		NCBS009/NCSS/NCM(010)	Elementary Business French	2½ Hours
		CMF1106	Introduction to Kiswahili	2½ Hours
		CLS116	Kiswahili	2½ Hours
NCBS010/NCM/NCSS(011)	Elementary Business Kiswahili	2½ Hours		

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WEDNESDAY 5 th Dec, 2018	MORNING 09:00 a.m.	CHIC1202/2, CHC1204/2	Fund of Food Preparation & Service (Prac)	4 Hours
		CBS/CPPM(1202)/CES1204	Elements of Statistics	2½ Hours
		NCAF115	Elements of Statistics	2½ Hours
		CACF1103	Business Mathematics	2½ Hours
		CBS1204	Business Mathematics	2½ Hours
		CIM111	Integrated Mathematics I	2 ½ Hours
		NCA004/NCBS006/NCM/ NCPSM/NCM(008)	Business Calculations	2 ½ Hours
		NCSS004/NCBS020	Typewriting I (30 W.P.M)	2½ Hours
		CBMS113	Basic Business Calculations	2 ½ Hours
		CCEN1102	Basic Mathematics I	2½ Hours
		NCIT114/CBM1101	Basic Mathematics	2½ Hours
		CST1102	Mathematics I	2½ Hours
		CST1202	Mathematics II	2½ Hours
		NCRM114	Fundamentals of Records Management	2½ Hours
		VCRM103	Introduction to Records & Archival Mgt	2½ Hours
		CRIM1105	Introduction to Records Management	2½ Hours
		CREM1101	Introduction to Records and Mgt	2½ Hours
		CSIM1204	Elements of Info. Management II (Prac)	2½ Hours
AFTERNOON 02:00 p.m.	CJS1203/2	Principles of Television Production (Prac.)	4 Hours	
	NCJM112/2	Principles of Radio Production (Prac.)	4 Hours	
	NCBM001/NCBS002/ NCA010 /NCPSM/NCM(005)	Fundamentals of Management	2½ Hours	
	NCFM 113	Fundamentals of Management	2½ Hours	
	CREM1201	Introduction to Archives Management	2½ Hours	
	CPPM1205	Project Planning & Management II	2½ Hours	
THURSDAY 6 th Dec, 2018	MORNING 09:00 a.m.	NCA001/NCBM002/NCSS00 6/NCPSM/NCM/NCBS(003)	Fundamentals of Accounting	2½ Hours
		CITA1102	Introduction to Accounting	2½ Hours
		CBS/CHIC/CPPM/CSIM/ CRIM(1101)	Principles of Accounts	2½ Hours
		NCBK111	Bookkeeping	2½ Hours
		CFSN1101/CPLM1103	Fundamentals of Accounting	2½ Hours
		CMF1102	Financial Accounting in Microfinance	2½ Hours
		CHIC1202/2,CHC1204/2	Fund. of Food Prep & Service (Prac)	4 Hours
		CST1105	Introduction to Photoshop	2 Hours
		CIT1205	Intro. to Graphic Design & Digital Communication (Photoshop)	2 Hours
		CGC1205	Principles of Life skills	2½ Hours

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	AFTERNOON 02:00 p.m.	NCBM/NCPSM/NCM(006)/ NCA/NCBS(008)/NCSS009	Computer Fundamentals	2½ Hours
		CIT1102	Computer Fundamentals	2½ Hours
		CICT115	Computer Basics I	3 Hours
		CPLM1107/1	Applications in Info. Technology (Theory)	2½ Hours
		CFSN1102	Computer Fundamentals	2½ Hours
		NCIT111	Fundamentals of Information Technology	2½ Hours
		CREM1203	Introd. to Preservation & Conservation	
		CST1103	Introduction to I.C.T and Internet	2½ Hours
		CFA1205	Introduction to Financial Accounting	2½ Hours
		CBS1204	Financial Accounting	2½ Hours
FRIDAY 7th Dec, 2018	MORNING 09:00 a.m.	CPLM1104	Oil, Lubricants & additives Business Mgt	2½ Hours
		CICT/CBS/CHIC/CPPM/ CRIM(1104)	Intro. to Information & Communication Technology (Theory & Practical)	2½ Hours
		CMF1104	Information Technology I (Theory & Prac)	2½ Hours
		CPLM1107/2	Applications in Info. Technology (Prac)	2 Hours
		TCCA101/CIT1202/CLS113	Computer Application (Practical)	2 Hours
		CCIS1101	Computer Literacy	2 Hours
		CSIM1104	Elements of Information Management I	2½ Hours
		CJS1203/1	Principles of Television Production(Theory)	2½ Hours
		NCJM112/1	Principles of Radio Production (Theory)	2½ Hours
		CST1201/2	Physics II(Practical)	
	AFTERNOON 02:00 p.m.	CHIC1106	Reception & House Keeping	2½ Hours
		CRM1204	Information Storage and Retrieval	2½ Hours
		CLIS114	Elements of Information Literacy	2½ Hours
		CIT1105	Fundamentals of Computer Networks	2½ Hours
		CLS1204	Community Information services	2½ Hours
		CCEN1104	Computer Systems Maintenance	2½ Hours
		CREM1204	Introduction to the Legal & Policy Framework in Records	2½ Hours
		CRIM1205	Document Work & Information Services	2½ Hours
MONDAY 10th Dec, 2018	MORNING 09:00 a.m.	CAL1201	Elements of Administrative Law	2½ Hours
		NCA003/NCBS004/NCM /NCPSM/NCM(007)	General Principles of Law	2½ Hours
		CBL1201/CBS/CHC/CSIM /CPPM/CRIM(1203)	Introduction to Business Law	2½ Hours

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		CLS111	Intro. to Employment and Labour Issues	2½ Hours
		CMF1101	Introduction to Microfinance Mgt	2½ Hours
		NCPM113	PPDA Laws and Regulations	2½ Hours
		CJS1201	Ethics in Journalism	2½ Hours
		CST1203	PC Hardware Analysis & Design	2½ Hours
		NCBE114	Introduction to Business Ethics	2½ Hours
		CPLM1101	Intro. to Ethics in Petroleum Business	2½ Hours
	AFTERNOON 02:00 p.m.	NCCS112/CPLM1106/CBCS 1105/CFSN/CBS/CHIC/CSI M/CPPM/CRIM/CCS(1103)	Basic Communication Skills	2½ Hours
		NCA005/NCSS/NCBS(001) /NCBM/NCM(004)	Basic Communication Skills	2½ Hours
		CLS113	Communication Skills	2½ Hours
		CMF1103	English Language Communication Skills	2½ Hours
		CBMS112	Elementary Business English	2½ Hours
		CBMS114	Communication Skills	2½ Hours
		CST1205	Soft Skills I	2½ Hours
		TCCS101	Life Skills	2½ Hours
		CJS1205	Public Speaking	2½ Hours
		NCJM111	Fundamentals of mass communication	2½ Hours
		CITM1101	Introduction to Management	2½ Hours
		CPPM1204	Introduction to Business Management	2½ Hours
TUESDAY 11th Dec, 2018	MORNING 09:00 a.m.	NCLS115	Introduction to Library Science	2½ Hours
		NCA007/NCBS011	Elements of Auditing	2½ Hours
		CHIC1204	Foods and Nutrition	2½ Hours
		CLS1201	Introduction to Library Cataloguing	2½ Hours
		CRIM1106/VCRM104	Basic Library Management	2½ Hours
		CRM1205	Library Operations	2½ Hours
		NCRM115	Basic Library Operations and Mgt	2½ Hours
		CCIS1102	Introduction to electronic Commerce	2½ Hours
		CSWS1101	Nature of Social Work	2½ Hours
		NCSW111	Fundamentals of Social Work	2½ Hours
		CST1102/2	Physics I(Practical)	2 Hours
		CPLM1102	Introduction to the Oil and Gas Industry	2½ Hours
		CTH1204	Principles of Hospitality Operations	2½ Hours
		CPA1204	Comparative Public Administration	2½ Hours
		CWS1203	Methods of social work intervention	2½ Hours
	AFTERNOON 02:00 p.m.	CLS1205	Library Administration and Routines	2½ Hours
		CREM1102	Records Center Administration Routines	2½ Hours
		CCE1104	Electricity and Magnetism	2½ Hours
		CSW1104	Introduction to Social Work	2½ Hours

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		CRIM1202	Management of Registry	2½ Hours
		CRM1201	Basic Registry Management	2½ Hours
		CBS1105	Fundamentals of Business Admin	2½ Hours
		NCBA113	Fundamentals of Business Admin	2½ Hours
		VCCB101	Fundamentals of hairdressing	2½ Hours
WEDNESDAY 12th Dec, 2018	MORNING 09:00 a.m.	CBS1206	Princ of Purchasing,Supplies & Stores Mgt	2½ Hours
		CIT1204	Fundamentals of Operating systems	2½ Hours
		NCPSM001/NCBS015	Fund. of Purchasing and Supplies I	2½ Hours
		CPSM1104	Fund. of Purchasing & Supplies Mgt I	2½ Hours
		NCPSM 010	Fund. of Purchasing and Supplies II	2½ Hours
		CBS1208	Elements of Marketing	2½ Hours
		CFSN1104	Introduction to Marketing	2½ Hours
		NCM001/NCBS014	Fundamentals of Marketing	2½ Hours
		CGC1201	Counseling Theories	2½ Hours
		CBS1205	Elements of Taxation	2½ Hours
		NCBM010/NCBS013	Elements of Taxation	2½ Hours
		CHIC1202/1,CHC1204/1	Fund. of Food Prep & Service (Theory)	2½ Hours
		NCHC113	Food Production (Theory)	2½ Hours
		VCHC103	Fund. of Food Prodn, Service & Hygiene	2½ Hours
		CSIM1106	Typewriting I	2½ Hours
		VCSM102	Keyboard Skills I	2½ Hours
		NCSM115	Typewriting I (30 W.P.M)	2½ Hours
	AFTERNOON 02:00 p.m.	CBS1207	Elements of Public Procurement	2½ Hours
		NCPM114	Procurement process	2½ Hours
		CSW1205	Social problems in Uganda	2½ Hours
		NCJM113	Social concepts in media	2½ Hours
		NCPSM004/NCBS019/ CPSM1105	Storekeeping	2½ Hours
		VCRM102	Storekeeping	2½ Hours
		CPS1205	Introduction to store keeping	2½ Hours
		CBS1209	Sales Force Management	2½ Hours
		VCSM103	Customer Care	2½ Hours
		CJS1204	Principles of Public Relations	2½ Hours
CHRM1103		Guidance and Counselling	2½ Hours	
CGC1101		Intro. to Guidance and Counselling	2½ Hours	
CTH1205/NCTH114		Tour Guiding Techniques	2½ Hours	
NCHC114/1	Food Service(Theory)	2½ Hours		

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THURSDAY 13 th Dec, 2018	MORNING 09:00 a.m.	CHRM1102	Introduction to Human Resource Mgt	2½ Hours
		NCHR113	Elements of Human Resource Mgt	2½ Hours
		NCJM114/1	Princ.of Newswriting & Reporting(Theory)	2½ Hours
		CSIM1206	Typewriting II	2½ Hours
		CSM1204	Typewriting II	2½ Hours
		NCSS007	Typewriting II	2½ Hours
		CST1101/1	Physics	2½ Hours
		CST1201/1	Physics	2½ Hours
		CAP113	Introduction to Advanced Level Physics I	2½ Hours
		NCSW113	Developmental Psychology	2½ Hours
		CSWS1105	Social Psychology	2½ Hours
	AFTERNOON 02:00 p.m.	CGC1203	Introduction to Sociology	2½ Hours
		CPAM1102	Introduction to Public Administration	2½ Hours
		NCPA115	Basic Public Administration and Mgt	2½ Hours
		CSWS1103	Human Behavior & Social Environment	2½ Hours
		CSW1204	Human growth, Behavior and Devt	2½ Hours
		CHIC1105	Introduction to Hygiene	2½ Hours
		NCHC115	Introduction to Hygiene and Safety	2½ Hours
		CFSN1105	Hygiene and Safety	2½ Hours
		NCLS113	Safety, Health and Environment	2½ Hours
CCFS1105	Occupational Health and Safety	2½ Hours		
FRIDAY 14 th Dec, 2018	MORNING 09:00 a.m.	CBS/CHIC/CPPM/CSIM/ CRIM(1201)	Elements of Entrepreneurship Dev't	2½ Hours
		CEBM1103	Introduction to Entrepreneurship Devt	2½ Hours
		CIT1203	Fundamentals of Programming I	2½ Hours
		NCSS003/NCBS007	Commerce	2½ Hours
		CBMS111	Commerce	2½ Hours
		CSW1105	General Psychology	2½ Hours
		NCTH113	Fundamentals of Tourism	2½ Hours
		CBS/CHIC/CPPM/CSIM/ CRIM(1102)/CPE1203	Principles of Economics	2½ Hours
	AFTERNOON 02:00 p.m.	NCA/NCPSM/NCM(002)/ NCBM003/NCBS005	Principles of Economics	2½ Hours
		CMF1105	Introduction to Micro-Economics	2½ Hours
		CLS114	Introduction to Labour Economics	2½ Hours
		CCOS1102	Programming Language Fundamentals	2½ Hours

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INSTRUCTIONS TO CANDIDATES

1. Candidates should ease themselves before entering the examination room. No candidate shall be allowed to leave the examination room before the end of the examination.
2. Candidates should be seated in the examination hall/room at least 15 minutes before the start of the examination. **Any candidate who comes fifteen (15) or more minutes after the official start of the examination will not be allowed to sit the examination paper.**
3. Do not smuggle unauthorized materials e.g. notes, text-books, etc. in the examination room. Do not engage in any form of examination malpractice.
4. Programmable calculators and Mobile Phones are not allowed in and around examination rooms.
5. Candidates are instructed to present themselves at the entrance to the examination rooms/halls for checking by the examination supervisors and then should be checked their pockets, shoes or any other part where smuggled information could be hidden.
6. At the start of each examination, a candidates' representative should examine the question paper envelope(s) to find out whether (it is), they are intact or already opened. In case the envelopes are already opened, report this matter to the Executive Secretary UBTEB, P.O. Box 1499 Kampala Line +256-414-692222 or +256-414-289785: Email: info@ubteb.go.ug
7. Attend carefully to the instructions given on the question paper rubric. **Do not answer more questions than asked for. The examiner will not mark the extra questions answered.**
8. Write your correct names, registration number and paper number on each page of your answer booklets and any separate sheet(s) used. Poor handwriting may lead to loss of marks and results.
9. Sit only the examination paper you registered for. No results may be issued for papers sat but not registered for. Register your attendance for each paper with the examination supervisor.
10. Sit the examination only at the Centre where you have registered to take it.
11. At the end of the examination, stop writing when instructed to do so, arrange your scripts in order, make sure that they all have your registration number written on them and fasten together at the left hand corner.
12. Do not go out immediately at the end of each examination. Witness the checking, sealing of the scripts in the return envelope.
13. Leave all the used and unused booklets and other official stationery inside the examination room.
14. Sharing of Calculators, Mathematical/Reference tables, charts is NOT allowed during examination period. Borrowing of pens shall be done after consulting examination supervisor.
15. Do NOT write anything on the Question paper. All rough work should be done in the official answer booklet provided. Afterwards rough work should be cancelled.



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