

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

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.	ICT2103/UDBS/2102 /DPLM2103/DICT1205/ GBDM113/2	Information Communication Technology II (Prac)	2 Hours
		DICT1102/2, DMF1102/2	Introduction to Information and Communication Technology (Practical)	2 Hours
		DBA1105	Information and Communication Technology (Prac.)	2 Hours
		DPRC1106/DPLO1107	Applications in Information Technology (Practical)	2 Hours
		HIC1105/2	Food and Beverage Production I (Prac)	4 Hours
		HIC1106/2	Food and Beverage Service I (Prac.)	1½Hours
		UDHIC 1103/2	Food Preparation & Service I (Prac.)	4 Hours
		DCFS1104	Shipping Practice	3 Hours
		DSWS1202	Introduction to Social Administration	3 Hours
		DCIS1204	Introduction to Web Design	3 Hours
		DICT1101	Introd. to Website Dev't & Technology	3 Hours
		DPM1105	Development Policy Analysis, Planning and Management	3 Hours
		BST1210/UDBS1210	Introduction to Clearing & Forwarding	3 Hours
		SIM1104/UDSS1104	Shorthand I	3 Hours
		NDSOA116	Shorthand I	3 Hours

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		NDSS010/NDBS021	Shorthand II (80 – 90 W.P.M)	3 Hours
		UDHIC2105	French II	3 Hours
		DCFS1203	Marine Insurance	3 Hours
	AFTERNOON 02:00 p.m.	NDSS007/NDBS020	Secretarial Duties	3 Hours
		DRIM1102	Stores and Office Management	3 Hours
		DREM1203	Office Management & Practice	3 Hours
		DREM2101	Electronic Documents and Records Management System	3 Hours
		NDJ001/2	Newswriting and Reporting (Prac.)	1½ Hours
		RIM1106	Library Classification: Theory & Practice	3 Hours
		DLIS1102	Intro. to Knowledge Classification	3 Hours
		DPLO1105	Intro. to Petroleum Logistics Mgt	3 Hours
		PLM2105/DPLM2105	Logistics Management	3 Hours
		DPAM1202	Local Government & Service Delivery	3 Hours
		DCEN2107	Digital Electronics	3 Hours
		DCEN1205	Introduction to Electronic Principles	3 Hours
DTM1101	Introd.to Hospitality & Uganda Tourism	3 Hours		
TUESDAY 4th Dec, 2018	MORNING 09:00 a.m.	ICT2103/UDBS 2102 /DPLM 2103/DICT1205	Information Communication Technology II (Prac)	2 Hours
		DCIS2104	Dynamic Websites (PHP, MYSQL, DW)	2 Hours
		DCFS1201	Principles of Customs Declaration	3 Hours
		UDBS2109	Customs Declaration I	3 Hours
		UDBS2211	Customs Declaration II	3 Hours
		BST2108	Customs Operations and Management	3 Hours
		DEBM2103	Introd. to Operations Management	3 Hours
		DCFS1103	Customs Clearing, Forwarding & shipping Management	3 Hours
		DCOS1205	Discrete Mathematics	3 Hours
		DCEN1102	Engineering Mathematics I	3 Hours
		DCEN1204	Engineering Mathematics II	3 Hours
		DCOS1103	Calculus	3 Hours
		DCIS1103	Computational Mathematics	3 Hours
		NDA/NDBM/NDPSM/NDM(003)/NDBS010	Computer Fundamentals & Data Processing (Prac)	2 Hours
		UDHIC2103/2	Food Preparation & Service II (Prac)	4 Hours
SIM2103/UDSS2104	Shorthand III	3 Hours		

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	AFTERNOON 02:00 p.m.	DCFS2101	Customs Tariffs & Cargo Nomenclature	3 Hours
		DHRM1202	Organisational Behaviour	3 Hours
		DCOS2104	Human Computer Interaction	3 Hours
		NDA009/NDBS012	Cost Accounting	3 Hours
		GBDM212	Cost & Management Accounting	3 Hours
		UDBS2104/DPLM2102	Cost Accounting	3 Hours
		CAC2104/DFOA2101	Cost Accounting	3 Hours
WEDNESDAY 5th Dec, 2018	MORNING 09:00 a.m.	STA1202/GBDM211/ UDBS 1202	Business Statistics	3 Hours
		DFOA1202	Business Mathematics	3 Hours
		DSWS2103	Basic Statistics	3 Hours
		UDHIC2104	Computer Software for Hotel & Institutional Catering (Prac)	3 Hours
		DCIS1101/2	Computer Literacy (Prac)	2 Hours
		DCOS1201	Operating Systems Technologies	3 Hours
		NDCB115	Hair Care and Design	4 Hours
		NDBS022	Statistics	3 Hours
		RIM1105	Principles of Records Management	3 Hours
		DREM1101	Principles of Records Management	3 Hours
		DRIM 1105	Records Management I	3 Hours
		DPLM 2104	Negotiation	3 Hours
		PLM2103	Essentials of Negotiation	3 Hours
		DREM1201	Principles of Records Classification	3 Hours
	NDJ002/2	Radio and Television Production (Prac.)	4 Hours	
	AFTERNOON 02:00 p.m.	DCEN2102	Computer Systems Architecture & Logic	3 Hours
		DPM1103	Project Planning: Formulation & Design	3 Hours
		DPPM1203	Project Planning & Management	3 Hours
		DHRM1203	Career Planning and Guidance	3 Hours
		RMS1206/UDBS1206/ DORM2105/DCFS2104	Research Methods	3 Hours

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THURSDAY 6 th Dec, 2018	MORNING 09:00 a.m.	ACC/UDBS/UDSS/UDHIC/DPLM/DRIM(1101)	Financial Accounting I	3 Hours
		DFOA1102/DTM1105	Fundamentals of Accounting	3 Hours
		DPLO1103	Fundamentals of Accounting	3 Hours
		DBA1103/DMF1101	Financial Accounting I	3 Hours
		NDA/NDBS(001)/GBDM111	Financial Accounting I	3 Hours
		NDA007	Financial Accounting II	3 Hours
		NDSS003	Fundamentals of Accounting	3 Hours
		UDBS2204	Elements of Accounting Software (Practical)	2 Hours
		DCIS2102	Database Systems Design II	2 Hours
		DCEN2101	Embedded Systems	3 Hours
	DRIM2102	Database Management System (Theory & Practical)	3 Hours	
	AFTERNOON 02:00 p.m.	NDA/NDBM/NDPSM/NDM(003)/NDBS010	Computer Fundamentals & Data Processing (Theory)	3 Hours
		ICT1104/UDBS1104/UDHIC1104/DPLM1104/DRIM1104/UDSS2101/DICT1104/GBDM113/1	Information Communication Technology I	3 Hours
		DICT1102/1, DMF1102/1	Introduction to Information and Communication Technology	3 Hours
		UDBS1205	Financial Accounting II	3 Hours
		BST1205/DFOA1203	Intermediate Accounting	3 Hours
		DCIS1101	Computer Literacy (Theory)	3 Hours
		UDBS2209	Production Management	3 Hours
	FRIDAY 7 th Dec, 2018	MORNING 09:00 a.m.	NDBM009/NDBS018	Production Management
DCFS2103			Cargo Storage & Warehousing	3 Hours
DPLO1104			Oil, Lubricants & additives Business Mgt	3 Hours
DCIS2103			Management Information Systems	3 Hours
DTM1106			Computer Application	2 Hours
DREM2102			Fundamentals of Archives Mgt	3 Hours
UDSS2103			Software for Document Production(Prac	3 Hours
NDJ002/1			Radio & Television Production (Theory)	3 Hours

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	AFTERNOON 02:00 p.m.	UDBS2206	Marketing Research	3 Hours	
		DEOM1106	Essentials of Management	3 Hours	
		UDBS2103/UDHIC2102 /DRIM2103	Principles of Management	3 Hours	
		POM2103	Principles of Management	3 Hours	
		DCEN1104	Computer Systems Maintenance	3 Hours	
MONDAY 10th Dec,2018	MORNING 09:00 a.m.	BLW1201/UDBS1201	Business Law	3 Hours	
		DEBM1204	Business Law	3 Hours	
		DEBM2104	Business Planning	3 Hours	
		NDSS008	General Principles of Law	3 Hours	
		DPAM1204	Administrative Law	3 Hours	
		DHRM2104	Introduction to Labour Laws	3 Hours	
		BST2109/UDBS2110	Law of Carriage	3 Hours	
		DREM1202	Legal Framework of Records and Information Management	3 Hours	
		DCIS1202	Database Systems Design	3 Hours	
		DCOS2105	Multimedia and Signal Coding	3 Hours	
		DMF1103	Introduction to Microfinance	3 Hours	
		DSWS2104	Social policy and planning	3 Hours	
		SBDM115	Business Ethics	3 Hours	
		DGC1106	Introduction to Professional and Ethical Issues in Counselling	3 Hours	
		DBCS2105	International Business Communication	3 Hours	
	LSC1106	General Ethics in Professionalism	3 Hours		
	DPLO1101	Introduction to Ethics	3 Hours		
		AFTERNOON 02:00 p.m.	NDBM 001/NDBS 003 /NDPSM 008/NDM008	Business Organization and Management	3 hours
			BCS1103/UDBS1103/U DSS1103/UDHIC1105/ DPLM 1103/DRIM1103 /GBDM114/DBCS1105/ DPM1107/DTM1104/ LSC1105/DMF1105	Business Communication Skills	3 Hours
			DPLO1106/DPRC1105 /DGC1105	English Grammar & Communication Skills	3 Hours
	NDSS001		Business Communication	3 Hours	
	NDJ003		Communication in Journalism	3 Hours	

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TUESDAY 11th Dec,2018	MORNING 09:00 a.m.	NDBM007/NDA008/ NDPSM009	Auditing and Business Ethics	3 Hours
		SBDM213/UDBS2202	Principles of Auditing	3 Hours
		DFOA2104	Auditing and Business Ethics	3 Hours
		DLIS1101	Introduction to Library Operation	3 Hours
		RIM1102	Library & Information Science	3 Hours
		DRIM2104	Mgt of Library & Information Centres	3 Hours
		DCIS1205	Electronic Commerce	3 Hours
		DPLO1102	Introduction to the Oil & Gas Industry	3 Hours
		UDBS2205	Export and Import Marketing	3 Hours
		DCFS1204	Import and export Management	3 Hours
		UDBS2210	Modes and Practices of Transport	3 Hours
		DCFS2102	Economics of transport Management	3 Hours
		DSWS1104	Introduction to Social Work	3 Hours
		DSWS1205	Elements of Social work intervention	3 Hours
		DREM2104	Technical writing and documentation	3 Hours
	AFTERNOON 02:00 p.m.	UDBS2208	International Purchasing Cycle	3 Hours
		DPLM2106	Elements of International Purchasing	3 Hours
		PLM2106	International Purchasing	3 Hours
		DRIM2105	Conservation & Preservation Materials	3 Hours
		RIM2104	Preservation & Conservation of Records	3 Hours
		DPAM2103	Fundamentals of Public Policy	3 Hours
		BST1105/NDA214/ UDBS1105	Business Administration	3 Hours
		DBA1102	Fund of Business Administration	3 Hours
		SBDM 214	Strategic Management	3 Hours
		DSWS2102	Theory & Mgt of organizations	3 Hours
		NDCB115	Fundamentals of hairdressing	3 Hours
		DPM1108	General Management Theory, Functions and Principles	3 Hours
		UDBS2207	International Marketing	3 Hours
DCFS1205	International Marketing	3 Hours		
NDM007	The Practice of Marketing	3 Hours		
UDHIC1106	Accommodation I	3 Hours		
DCEN2105	Data Communication and Networking II	3 Hours		
DCEN1203	Data Communication and Networking I	3 Hours		

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WEDNESDAY 12th Dec,2018	MORNING 09:00 a.m.	UDBS1208	Purchasing, Supplies & Stores Mgt	3 Hours
		DPLM1105	Principles of Purchasing & Supplies Mgt	3 Hours
		PLM1105	Principles of Purchasing and Supplies Mgt	3 Hours
		DHRM2102	Industrial Welfare & Relations	3 Hours
		NDPSM001	Purchasing and Supplies I	3 Hours
		NDPSM007	Purchasing and Supplies II	3 Hours
		BST1207/UDBS1207	Marketing Environment	3 Hours
		BST2106	Management of Sales	3 Hours
		UDBS2106	Fundamentals of Selling	3 Hours
		NDM001/NDBS015/ NDM115	Fundamentals of Marketing	3 Hours
		DGC1103	Issues in Counselling	3 Hours
		UDBS2203	Income Tax	3 Hours
		UDBS2212	Elements of Taxation	3 Hours
		UDHIC1103/1	Food Preparation & Service I (Theory)	3 Hours
		UDHIC2103/1	Food Preparation & Service II (Theory)	3 Hours
		HIC1105/1	Food & Beverage Production I (Theory)	3 Hours
		RIM2105	Medical Records Management	3 Hours
	SIM1106/UDSS1105	Keyboard Skills I	3 Hours	
	AFTERNOON 02:00 p.m.	PLM1106/DPLM1106/ UDBS1209	Public Procurement	3 Hours
		DPPP1203	Procurement Principles	3 Hours
		DSWS1103	Introd. to Contemporary Social Problems	3 Hours
		UDBS2108	Principles of Stores Keeping	3 Hours
		DREM2103	Storekeeping and Inventory Mgt	3 Hours
		BST2107	Customer Relationship Management	3 Hours
		UDBS2107	Understanding Customers	3 Hours
		NDM213	Analyzing Customers	3 Hours
		NDM009	Customer Behavior and Care	3 Hours
DPRC1101		Principles of Public Relations and Customer Care	3 Hours	
DCIS2101		Fund. of Systems Analysis and Design	3 Hours	
DMF1104		Credit Administration in Micro Finance	3 Hours	
HIC1106/1	Food and Beverage service I (Theory)	3 Hours		

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THURSDAY 13th Dec, 2018	MORNING 09:00 a.m.	DHRM2101/DBA1101	Fund. of Human resource Management	3 Hours
		DHRM1101	Introduction to Human Resource Mgt	3 Hours
		DREM1204	Paper Making and Printing	3 Hours
		DCFS1202	Economics of sea transport	3 Hours
		DCEN2103	Introd. to Microprocessor Technology	3 Hours
		BST2105/DFOA2103/ UDBS2105	Public Sector Accounting	3 Hours
		NDJ001/1	Newswriting and Reporting (Theory)	3 Hours
		NDSS009/NDBS024	Typewriting II (40 W.P.M)	3 Hours
		DTM1103	Wild life Ecology	3 Hours
		DPRC1101	Individual Differences and Personality Psychology	3 Hours
		DGC1104	Introduction to Psychology of Personality	3 Hours
	DPM1104	Introduction to Development Concepts and Processes	3 Hours	
	AFTERNOON 02:00 p.m.	DSWS1101	Introduction to Sociology	3 Hours
		DPAM1101	Fundamentals of Public Administration	3 Hours
		DGC1101	Introd. to Psychology of Human Dev't	3 Hours
		FMG1204/UDBS1204/ DFOA2102	Financial Management	3 Hours
		SIM2104/UDSS 2105	Keyboard Skills III	3 Hours
		NDSA115	Keyboard Skills I	3 Hours
	FRIDAY 14th Dec, 2018	MORNING 09:00 a.m.	EDT/UDBS/UDHIC/ UDSS/DPLM/DRIM (2101)	Entrepreneurship Development & Training
DGC1102			Life Skills	3 Hours
DCOS2107			Computer Programming Methodology II (OOP)	2 Hours
DEBM1101			Entrepreneurship Development and Opportunity Identification	3 Hours
NDBM008			Business Finance	3 Hours
DPAM2104			Introduction to Public Finance	3 Hours
DHRM2103			Human Resource Planning	3 Hours

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AFTERNOON 02:00 p.m.	GBDM112/ECO/DTM/ UDBS/UDSS/UDHIC/ DPLM(1102)	Business Economics	3 Hours
	NDA/NDBM/NDPSM/ NDM/NDBS/NDSS(002)	Economics	3 Hours
	DEBM1201	Business Economics	3 Hours
	DBA1104	Business Economics	3 Hours
	DPRC1102	Principles of Economics	3 Hours
	DFOM1103	Fundamentals of Marketing	3 Hours
	DCOS1102	Programming Language Fundamentals	3 Hours
	MKF1203/UDBS1203	Marketing Fundamentals	3 Hours

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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