

Final Timetable  
**UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD**  
**BUSINESS AND MANAGEMENT EXAMINATIONS**

**MAY/JUNE 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. 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 01<sup>st</sup> June, 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
<b>FRIDAY 1<sup>st</sup> June, 2018</b>	<b>MORNING 09:00 a.m.</b>	Briefing of Candidates on Directions and Caution about examinations		3 Hours
<b>MONDAY 4<sup>th</sup> June, 2018</b>	<b>MORNING 09:00 a.m.</b>	NCBT006	Depilation (Practical)	4 Hours
		NCH006	Basic Hair Coloring (Practical)	4 Hours
		NDC006	Advanced Beauty Therapy (Practical)	4 Hours
		CICT1104	Introduction to ICT(Theory & Practical)	2½ Hours
		CST1104	Microsoft Office	2 Hours
		UDBS2204	Elements of Accounting Software (Prac)-A	3 Hours
		NDA222	Computerized Accounting	3 Hours
		CIT1102	Computer Fundamentals	2½ Hours
		CCIS1101	Computer Literacy	2½ Hours
		CHIC1202/2	Fund of Food Preparation & Service (Prac.)	4 Hours
		NDJ001/2	News writing and Reporting (Practical)	1½ Hours
		SBDM125	Principles of Management	3 Hours
		POM1202	Principles of Management	3 Hours
		UDBS2103/UDSS1202	Principles of Management	3 Hours
		DEOM1106	Essentials of Management	3 Hours
		UDHIC2201	Accommodation II	3 Hours
		DRIM2202	Reference and Information Service	3 Hours
DSWS1103	Intro. to Contemporary Social Problems	3 Hours		
DSWS1205	Elements of Social Work intervention	3 Hours		



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	<b>AFTERNOON 02:00 p.m.</b>	UDBS2107	Understanding Customers	3 Hours
		NDJ008/1	Photo Journalism (Theory)	3 Hours
		DREM1201	Principles of Records Classification	3 Hours
		DPLM2219	Procurement Ethics	3 Hours
		UDBS2211	Customs Declaration II	3 Hours
		UDBS2109	Customs Declaration I	3 Hours
		DCFS1201	Principles of Customs Declaration	3 Hours
		CCFS1201	Customs Operations	2½ Hours
<b>TUESDAY 5<sup>th</sup> June, 2018</b>	<b>MORNING 09:00 a.m.</b>	NCA006/NCPSM009/NCBM009 /NCM009/NCBS012	Elements of Cost Accounting	2½ Hours
		NDPSM011/NDBM011/NDM 011/NDBS013	Cost and Management Accounting	3 Hours
		NDBS012	Cost Accounting	3 Hours
		UDBS2104	Cost Accounting	3 Hours
		CITA1205	Introduction to Cost Accounting	2½ Hours
		UDBS2204	Elements of Accounting Software (Prac)-B	3 Hours
		NDSS006/2	Computer Fund. & Data Processing-(Prac)	2 Hours
		DCIS1101	Computer Literacy(Prac)	2 Hours
		CCEN1204	Intro. to Computer Systems Architecture and Logic	2½ Hours
		NCH003	Braiding (Practical)	4 Hours
		NDC005	Advanced Hair Dressing (Prac)	4 Hours
		DPLM2223	Procurement Law	3 Hours
		NDJ008/2	Photo Journalism (Practical)	3 Hours
		DRIM1204	Intro. to Library & Information Science	3 Hours
		CLS1105	Introduction to Library Classification	2½ Hours
		CREM1203	Intro. to Preservation and Conservation	2½ Hours
		UDBS 2210	Modes and Practices of Transport	3 Hours
		CRIM1106	Basic Library Management	2½ Hours
		CSWS1202	Social Welfare Management	2½ Hours
		CHRM1201	Employee Relations and Welfare	2½ Hours
DCFS1202	Economics of Sea transport	3 Hours		

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	<b>AFTERNOON 02:00 PM</b>	UDBS2209	Production Management	3 Hours
		NDBM121	Production Management	3 Hours
		NDA012	Production Management	3 Hours
		UDBS2207	International Marketing	3 Hours
		NDM010/NDM223/DCFS 1205	International Marketing	3 Hours
		CCFS1204	Practice of International Trade	2½ Hours
		CBS1204	Financial Accounting	2½ Hours
		DSWS1102	Introduction to Sociology	3 Hours
		DSWS1202	Introduction to Social Administration	3 Hours
		CSWS1102	Introduction to Social Administration	2½ Hours
		DRIM2203	Museology	3 Hours
		CRIM1202	Management of Registry	2½ Hours
		CREM1201	Introduction to Archives Management	2½ Hours
		NDJ004	Sociology	3 Hours
		CJS1104	Social concepts in media	2½ Hours
		DCIS1202	Database Systems Design I	3 Hours
		CCIS1205	Database Systems Design	2½ Hours
		NCBT002	Beauty Therapy (Theory)	3 Hours
		NDC004	Advanced Beauty Therapy (Theory)	3 Hours
		UDSS2203	Customer Service	3 Hours
<b>WEDNESDAY 6<sup>th</sup> June, 2018</b>	<b>MORNING 09:00 a.m.</b>	NCA001/NCPSM003/NCSS006/ NCBM002/NCM003/NCBS003	Fundamentals of Accounting	2½ Hours
		CITA1102	Introduction to Accounting	2½ Hours
		CAF1101	Fundamentals of Accounting	2½ Hours
		CBS1101/CHIC1101/CSIM 1101/CPPM 1101/CRIM1101	Principles of Accounts	2½ Hours
		ACC1101/UDBS1101	Financial Accounting	3 Hours
		DFOA1102	Fundamentals of Accounting	3 Hours
		NDA010/NDBS007	Business Finance	3 Hours
		DCEN1203	Data Communication and Networking I	3 Hours
		CCEN1203	Intro. to Data Comm. & Networking	2½ Hours
		CIT1105	Fundamentals of Computer Networks	2½ Hours
		CST1105	Introduction to Photoshop	2 Hours
		CSIM1204	Elements of Info. Management II (Prac)	2 Hours
		NDJ005/2	Computer Application in Journalism (Prac)	2 Hours
		UDBS2204	Elements of Accounting Software (Prac)-C	3 Hours
		DPLM2222	Specification and Supply Management	3 Hours
		NCBT003	Manicure and Pedicure (Practical)	4 Hours
		NCH005	Chemical Hair Reformation Services(Prac)	4 Hours
		NDC003	Advanced Hairdressing (Theory)	3 Hours
		CSWS1201	Cultural Diversity	2½ Hours

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	<b>AFTERNOON 02:00 p.m.</b>	UDHIC1205	Nutrition I	3 Hours
		CHIC1204	Foods and Nutrition	2½ Hours
		CITM1101	Introduction to Management	2½ Hours
		CPPM1204	Introduction to Business Management	2½ Hours
		NCPSM005/NCM005/NCBS002 /NCA010/NCBM001	Fundamentals of Management	2½ Hours
		BST1210/UDBS1210	Introduction to Clearing & Forwarding	3 Hours
		NDPSM 010	Customs, Clearing and Forwarding	3 Hours
		CCF1105/CCFS1101	Introduction to Clearing and Forwarding	2½ Hours
		DCFS1101	Customs Clearing & Forwarding and Shipping Management	3 Hours
		DREM1101	Principles of Records Management	3 Hours
		CRIM1105	Introduction to Records Management	2½ Hours
		CRM1104	Introduction to Records Management	2½ Hours
		CREM1101	Intro. to Records and Management	2½ Hours
		DRIM1202	Records Management II	3 Hours
		RIM1202	Records organization and Processing	3 Hours
		DHRM1202	Organizational Behaviour	3 Hours
		NDBM125	Business Organization & Management	3 Hours
		NDA006	Business Organization & Management	3 Hours
		CPA1104	Management of Organizations	2½ Hours
		CBA1105	Fundamentals of Business Administration	2½ Hours
UDBS1105/BST1105	Business Administration	3 Hours		
CBS1105	Fundamentals of Business Administration	2½ Hours		
<b>THURSDAY 7<sup>th</sup> June, 2018</b>	<b>MORNING 09:00 a.m.</b>	NDC007	Facial Makeup & Artificial Nail Techniques(Prac)	4 Hours
		NCBT005	Facial Make up (Practical)	4 Hours
		NCH004	Hair Cutting and Barbering (Practical)	4 Hours
		UDHIC2202	Nutrition II	3 Hours
		NDJ007/2	News Paper & Magazine Production (Prac)	3 Hours
		NDSS011/NDBS025	Word Processing (Prac)	3 Hours
		CBS1104/CHIC1104/CPPM 1104/CRIM1104	Intro. to Information Communication Technology (Theory & Prac)	2½ Hours
		CREM1202	Intro. to Electronic Records Mgt	2½ Hours
		DRIM 2204	Management of Electronic Records	3 Hours
		NCA004/NCPSM008/NCBM008 /NCM008/NCBS006	Business Calculations	2½ Hours
		CBS1202/CPPM1202	Elements of Statistics	2½ Hours
		DFOA1202	Business Mathematics	3 Hours
		CACF1103	Business Mathematics	2½ Hours
		DCOS1205	Discrete Mathematics	3 Hours
		CCEN1205	Introduction to Discrete Mathematics	2½ Hours
		CCEN1102/CBM1101	Basic Mathematics	2½ Hours
		DCIS1103	Computational Mathematics	3 Hours
		CCIS1103	Intro. to Computational Mathematics	2½ Hours
		CST1102	Mathematics I	2½ Hours
		DCOS1103	Calculus	3 Hours
CCOS1103	Introduction to Calculus	2½ Hours		

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<b>FRIDAY</b> 8 <sup>th</sup> June, 2018		DCEN1204	Engineering Mathematics II	3 Hours
		DCEN1102	Engineering Mathematics I	3 Hours
		NDA005/NDPSM005/NDBM005/NDM005/NDBS022	Statistics	3 Hours
		STA1202/UDBS1202/DPLM 1202	Business Statistics	3 Hours
	<b>AFTERNOON</b> 02:00 p.m.	RIM1203/DRIM1203	Marketing of Information	3 Hours
		NDPSM006/NDM006	Financial Management & Accounting	3 Hours
		GBDM124/FMG1204/UDBS 1204/UDHIC1203/DPLM1204	Financial Management	3 Hours
		CHC1104	House Keeping Operations	2½ Hours
		CHIC1106	Reception and House Keeping	2½ Hours
		DEBM1201	Business Economics	3 Hours
		ECO1102/UDBS1102	Business Economics	3 Hours
		NDJ006/1	Economics and Entrepreneurship	3 Hours
		CPOE1203/NCA002/NCPSM002/NCBM003/NCM002/NCBS005	Principles of Economics	2½ Hours
		NCSS008	Shorthand II (70-80 w.p.m)	45 Mins
	<b>MORNING</b> 09:00 a.m.	CBS1102/CHIC1102/CSIM 1102/CPPM1102/CRIM1102	Principles of Economics	2½ Hours
		DCIS1101	Computer Literacy(Theory)	3 Hours
		ICT1104/UDBS1104/DICT 1104	Information Communication Technology I	3 Hours
		NCA008/NCPSM006/NCSS009/NCBM006/NCM006/NCBS008	Computer Fundamentals	2½ Hours
		NDJ005/1	Computer Application in Journalism (Theory)	3 Hours
UDBS2102/DICT1205		Information Communication Tech. II	2 Hours	
CST1103		Introduction to ICT	2½ Hours	
CCFS1105		Occupational Health and Safety	2½ Hours	
NCBT004		Facial Treatment & Theory of Body Massage (Prac)	4 Hours	
CSIM1205		Shorthand II	2½ Hours	
UDSS2204		Shorthand IV	3 Hours	
NDSS005		Shorthand I (60-70 w.p.m)	45 Mins	
<b>AFTERNOON</b> 02:00 p.m.		SIM1204/UDSS1204	Shorthand II	3 Hours
	CSIM1105/CSM1104	Shorthand I	2½ Hours	
	NCSS005/NCBS018	Shorthand I (60-70 w.p.m)	45 Mins	
	NDSS006/1	Computer Fund. & Data Processing (Theory)	2 Hours	
	RIM1204	Library Cataloguing: Theory and Practice	3 Hours	
	CREM1103	Classification: Theory & practice	2½ Hours	

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		DRIM1205	Introduction to Classification: theory & practice	3 Hours
		NDJ011	Political Science	3 Hours
		UDBS2206	Marketing Research	3 Hours
		NCH002	Hairdressing (Theory)	3 Hours
		CCIS1102	Introduction to Electronic Commerce	2½ Hours
		DCIS1205	Electronic Commerce	3 Hours
		CACF1202	Introduction to Business Finance	2½ Hours
		CSWS1203	Social work Ethics, Skills and Techniques	2½ Hours
		DHRM1203	Career Planning and Guidance	3 Hours
		CHRM1103	Guidance and counseling	2½ Hours
<b>MONDAY</b> 11 <sup>th</sup> June, 2018	<b>MORNING</b> 09:00 a.m.	NDA121	Financial Accounting II	3 Hours
		UDBS1205	Financial Accounting II	3 Hours
		BST1205/DFOA1203	Intermediate Accounting	3 Hours
		CST1101/2	Physics I (Practical)	1hr 20mins
		NCA009/NCSS002/NCBM005/ NCBS017	Office Practice	2½ Hours
		CSIM1202	Office Practice	2½ Hours
		CRIM1204	Office Management & Administration	2½ Hours
		DREM1203	Office Management and Practice	3 Hours
		CCFS1103	Office Management and Practice	2½ Hours
		NDSS012/NDBS017	Office Management	3 Hours
		UDSS2201	Office Management	3 Hours
		CTH1104	Fundamentals of Tourism	2½ Hours
		NCPSM010	Fund of Purchasing & Supplies II	2½ Hours
		CPSM1201	Fund of Purchasing & Supplies Management II	2½ Hours
		DCOS1102	Programming Language Fundamentals	3 Hours
		CCOS1202/CCOS1102	Programming Language Fundamentals	2½ Hours
		CPA1105	Fund. of Public Administration and Mgt	2½ Hours
		CPAM1102	Introduction to Public Administration	2½ Hours
		DPAM1101	Fundamentals of Public Administration	3 Hours
		NDJ002/2	Radio and Television Production (Prac)	4 Hours
		CHIC1202/1	Fund of Food Prep & Service (Theory)	2½ Hours
		NDC002	Introduction to Cosmetology (Theory)	3 Hours
		NDSS004	Typewriting I (30 w.p.m)	3 Hours

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<b>AFTERNOON</b> <b>02:00 p.m.</b>	CPPM1205	Project Planning and Management II	2½ Hours	
	NCPSM001/NCBS015	Fund. of Purchasing & Supplies I	2½ Hours	
	CPS1105	Fund. of Purchasing & Supplies	2½ Hours	
	CPSM1104	Fund. of Purchasing & Supplies Mgt I	2½ Hours	
	CPPM1105	Project Planning and Management I	2½ Hours	
	DPPM1203	Project Planning and Management	3 Hours	
	CPAM1204	Project Planning and Management	2½ Hours	
	NDC001	Fundamentals of Hairdressing (Theory)	3 Hours	
	NCSS004/NCBS020	Typewriting I (30 w.p.m)	2½ Hours	
	CSIM1206	Typewriting II	2½ Hours	
	CSM1105/CSIM1106	Typewriting I	2½ Hours	
	UDSS2205	Keyboard Skills IV	3 Hours	
	CHIC1105	Introduction to Hygiene	2½ Hours	
	UDHIC1204	Principles of Hygiene	3 Hours	
	CHC1105	Principles of Hygiene and Safety	2½ Hours	
	CBS1209	Sales Force Management	2½ Hours	
	CCE1104	Electricity and Magnetism	2½ Hours	
	UDBS2205	Export and Import Marketing	3 Hours	
	DCFS1103	Import and Export Management	3 Hours	
	UDBS2208	International Purchasing Cycle	3 Hours	
DPLM2221	Value Chain Management	3 Hours		
<b>TUESDAY</b> <b>12<sup>th</sup> June,</b> <b>2018</b>	<b>MORNING</b> <b>09:00 a.m.</b>	CHRM1204	Employee Rewards	2½ Hours
		CCEN1103	Introduction to Electronic Principles	2½ Hours
		DCEN1205	Introduction to Electronic Principles	3 Hours
		CST1101/1	Physics I (Theory)	2½ Hours
		NDBS004	Auditing and Business Ethics	3 Hours
		UDBS2202	Principles of Auditing	3 Hours
		CACF1201	Fundamentals of Auditing	2½ Hours
		NCA007/NCBS011	Elements of Auditing	2½ Hours
		NCSS007	Typewriting II (40 w.p.m)	2½ Hours
		SIM1205/UDSS1205	Keyboard Skills II	3 Hours
		UDHIC2204	French III	3 Hours
		CBS1201/CHIC1201/CSIM 1201/CPM1201/CRIM1201	Elements of Entrepreneurship Devt	2½ Hours
		GBDM123	Entrepreneurship Development	3 Hours
		UDBS2101	Entrepreneurship Devt & Training	3 Hours
		DEBM1101	Entrepreneurship & Opportunity Identification	3 Hours
		CEBM1103	Introduction to Entrepreneurship	2½ Hours

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		NDJ006/2	Economics and Entrepreneurship	3 Hours
	<b>AFTERNOON 02:00 p.m.</b>	NCSS010/NCM010/NCBS009	Elementary Business French	2½ Hours
		CHIC1206	Basic French	2½ Hours
		NDBS008/NDSS 013	Business French	3 Hours
		UDHIC1206	French I	3 Hours
		CSWS1101	Nature of Social Work	2½ Hours
		CSW1104	Introduction to Social Work	2½ Hours
		DSWS1101	Introduction to Social Work	3 Hours
		NDJ002/1	Radio and Television Production (Theory)	3 Hours
		CJS1103	Principles of Radio Production	2½ Hours
		DREM1204	Paper Making and Printing	3 Hours
		CEBM1204	Business Ethics	2½ Hours
		SIM1203/UDSS1203	Secretarial Duties	3 Hours
		GBDM224	Business Kiswahili	3 Hours
		NDBS009/NDSS014	Business Kiswahili	3 Hours
		NCSS011/NCM011/NCBS010	Elementary Business Kiswahili	2½ Hours
		CBS1207	Elements of Public Procurement	2½ Hours
		UDBS1209	Public Procurement I	3 Hours
<b>WED 13<sup>th</sup> June, 2018</b>	<b>MORNING 09:00 a.m.</b>	NCBM010/NCBS013	Elements of Taxation	2½ Hours
		CBS1205	Elements of Taxation	2½ Hours
		SBDM223/UDBS2212/DPLM 2220	Elements of Taxation	3 Hours
		NDA011	Elements of Taxation	3 Hours
		UDBS2203	Income Tax	3 Hours
		NDBM006/NDBS014	Fin. Accounting & Elements of Taxation	3 Hours
		CPAM1201	Local Government and Service Delivery	2½ Hours
		DPAM1202	Local Government and Service Delivery	3 Hours
		CCFS1202	Cargo Insurance	2½ Hours
		DCFS1203	Marine Insurance	3 Hours
		DCIS1204	Introduction to Web Design	3 Hours
		CCIS1204	Introduction to Web Design	2½ Hours
		CHRM1202	Human Resource Policies and Practices	2½ Hours
		CHIC1205	Fundamentals of Food Costing	2½ Hours
		UDHIC2203	Food Costing	3 Hours
	NDJ007/1	News Paper & Magazine Production (Theory)	3 Hours	

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		UDBS2106/NDM221	Fundamentals of Selling	3 Hours
	<b>AFTERNOON 02:00 p.m.</b>	NCM001/NCBS014	Fundamentals of Marketing	2½ Hours
		CFOM1205	Introduction to Marketing	2½ Hours
		CIM1104	Introduction to Marketing	2½ Hours
		CBS1208	Elements of Marketing	2½ Hours
		DFOM1103	Fundamentals of Marketing	3 Hours
		MKF1203/UDBS1203/UDHIC 1202/DPLM1203	Marketing Fundamentals	3 Hours
		CRIM1205	Document Work & Information Services	2½ Hours
		CRM1105	Documentation & Information Services	2½ Hours
		DHRM1101	Fundamental of Human Resources	3 Hours
		CHRM1102	Introduction to Human Resource Mgt	2½ Hours
		CHR1105	Elements of Human Resource Mgt	2½ Hours
		NDBM010/NDBS016	Human Resource Management	3 Hours
		SBDM222	Human Resource Management	3 Hours
		CSWS1103	Human Behaviour and Social Environment	2½ Hours
		NDJ009	Public Relations	3 Hours
<b>THURSDAY 14<sup>th</sup> June, 2018</b>	<b>MORNING 09:00 a.m.</b>	NDJ001/1	News writing and Reporting(Theory)	3 Hours
		CJS1105	Principles of news writing and Reporting	2½ Hours
		NDA221/UDBS2105	Public Sector Accounting	3 Hours
		NDBM221	Public Sector Management	3 Hours
		DCOS1201	Operating Systems Technologies	3 Hours
		CCEN1201	Introduction to Operating systems	2½ Hours
		CPAM1202	Introduction to Public Policy	2½ Hours
		CBS1206	Principles of Purchasing, Supplies & Stores Mgt	2½ Hours
		UDBS1208	Principles of Purchasing, Supplies & Stores Mgt	3 Hours
		UDBS 2108	Principles of Storekeeping	3 Hours
		NCPSM004/NCBS019/CPSM1105	Storekeeping	2½ Hours
		PLM1205/PSM1205	Principles of Stores Management	3 Hours
		DPLM1205	Principles of Stores Management	3 Hours
		NDPSM012/NDBS023	Stores Management	3 Hours
		CCFS1203	Warehousing operations	2½ Hours
		NCH001/NCBT001	Introduction to Business Studies (Theory)	3 Hours
		BST1207/UDBS1207	Marketing Environment	3 Hours
		NDM121	Marketing Environment	3 Hours
		<b>AFTERNOON 02:00 p.m.</b>	RMS1206/UDBS1206/DPLM 1206/DRIM1206	Research Methods
	NDJ 012/1		Research Methods	3 Hours
NDC008/NDM012/NDBS 019	Research Methodology		3 Hours	
SBDM225	Research Methods and Proposal writing		3 Hours	
NDM225	Marketing Research and Proposal Writing		3 Hours	
DCFS1104	Shipping Practice		3 Hours	
CCFS1102	Introduction to Shipping		2½ Hours	
CIT1104	Introduction to information systems		2½ Hours	
CSIM1104	Elements of Information Management I		2½ Hours	

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		CREM1102	Records Centre Administration & Routine	2½ Hours
		NCSS003/NCBS007	Commerce	2½ Hours
<b>FRIDAY</b> <b>15<sup>th</sup> June,</b> <b>2018</b>	<b>MORNING</b> <b>09:00 a.m.</b>	CBS1103/CHIC1103/CRIM1103/ CSIM1103/CPM1103//CCS1103 BCS1105	Basic Communication Skills	2½ Hours
		NCA005/NCSS001/NCBM004/ NCM004/NCBS001	Basic Business Communication	2½ Hours
		NDBS005	Business Communication	3 Hours
		BCS1103/UDBS1103/DBCS 1105	Business Communication Skills	3 Hours
		NDJ003	Communication in Journalism	3 Hours
		CJS 1101	Fundamentals of mass communication	2½ Hours
		NDBM 012	Information Systems Management	3 Hours
		UDHIC 2205	Food Sales and Marketing	3 Hours
		UDSS 2202	Interpersonal Skills	3 Hours
	<b>AFTERNOON</b> <b>02:00 p.m.</b>	CEBM 1202	Business Law	2½ Hours
		BLW1201	Business Law	3 Hours
		UDSS1201/UDHIC1201/DPLM 1201	Business Law	3 Hours
		DEBM1204	Business Law	3 Hours
		SBDM122	Business Law	3 Hours
		NDA004/NDBM004/NDBS 006	Business Law	3 Hours
		CBS1203/CHIC1203/CSIM1203/ CPM1203/CRIM1203	Introduction to Business Law	2½ Hours
		NCA003/NCPSM007/NCBM007 /NCM007/NCBS004	General Principles of Law	2½ Hours
		UDBS2110	Law of Carriage	3 Hours
		CREM1204	Intro. to the Legal & Policy Framework in Records	2½ Hours
		DREM1202	Legal Framework of Records & Info. Mgt	3 Hours
		NDJ010	Media Ethics, Law and Human Rights	3 Hours
		NDPSM004	Legal Aspects of Purchasing & Supplies Mgt	3 Hours
		NDM122/NDM004	Legal Aspects of Marketing	3 Hours
		DPAM1204	Administrative Law	3 Hours
		CPAM1203	Administrative Law	2½ Hours
		RIM1201/DRIM1201	Legislation, Policy & Ethics in Information Science Works	3 Hours
DCEN1104	Computer System Maintenance	2½ Hours		
CCEN1104	Computer System Maintenance	2½ Hours		

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	CSWS1105	Social Psychology	2½ Hours
	CSW1105	General Psychology	2½ 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 thirty (30) 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](mailto: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.



**Oyesigye Onemus (CPA)**

**EXECUTIVE SECRETARY**



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