

Draft Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
BUSINESS 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 01st 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	
FRIDAY 01 st June, 2018	MORNING 09:00 a.m.	Briefing of Candidates on Directions and Caution about examinations		3 Hours	
		NCBT 006	Depilation (Practical)	4 Hours	
MONDAY 4 th June, 2018	MORNING 09:00 a.m.	UDBS 2204	Elements of Accounting Software (Prac)-A	3 Hours	
		NDA 222	Computerized Accounting	3 Hours	
		NDJ 001/2	News writing and Reporting (Practical)	1½ Hours	
		NCH 006	Basic Hair Coloring (Practical)	4 Hours	
		CHIC 1202/2	Fund of Food Preparation & Service (Prac.)	4 Hours	
		NDC 006	Advanced Beauty Therapy (Practical)	4 Hours	
		CICT 1104	Introduction to I.C.T	2½ Hours	
		CCA 1102	Computer Fundamentals	2½ Hours	
		SBDM 125	Principles of Management	3 Hours	
		POM 1202	Principles of Management	3 Hours	
		UDBS 2103/UDSS 1202	Principles of Management	3 Hours	
		UDHIC 2201	Accommodation II	3 Hours	
		CCIS 1101	Computer Literacy	2½ Hours	
		DRIM 2202	Reference and Information Service	3 Hours	
		DSWS1103	Introduction to Contemporary Social Problems	3 Hours	
		DSWS 1205	Elements of Social Work intervention	3 Hours	
		AFTERNOON 02:00 p.m.	UDBS 2107	Understanding Customers	3 Hours
			NDJ 008/1	Photo Journalism (Theory)	3 Hours
	DREM 1201		Principles of Records Classification	3 Hours	
	UDBS 2211		Customs Declaration II	3 Hours	
UDBS 2109	Customs Declaration I		3 Hours		
DCFS 1201	Principles of Customs Declaration		3 Hours		
CCFS 1201	Customs Operations		2½ Hours		
DCIS 1101	Computer Literacy(Theory)	3 Hours			
TUESDAY 5 th June, 2018	MORNING 09:00 a.m.	NCA006/NCPSM009/NCBM 009/NCM009/NCBS012	Elements of Cost Accounting	2½ Hours	
		NDPSM 011/NDBM 011/NDM 011/NDBS 013	Cost and Management Accounting	3 Hours	
		NDBS 012	Cost Accounting	3 Hours	
		UDBS 2104	Cost Accounting	3 Hours	

		CITA 1205	Introduction to Cost Accounting	2½ Hours
		UDBS 2204	Elements of Accounting Software (Prac)-B	3 Hours
		NDSS 006	Computer Fund. & Data Processing-(Prac)	2 Hours
		DCIS 1101	Computer Literacy(Prac)	2 Hours
		NCH 003	Braiding (Practical)	4 Hours
		NDC 005	Advanced Hair Dressing (Prac)	4 Hours
		DPLM 2223	Procurement Law	3 Hours
		CSWS 1202	Social Welfare Management	2½ Hours
		CHRM 1201	Employee Relations and Welfare	2½ Hours
		CCEN 1204	Introduction to Computer Systems Architecture and Logic	2½ Hours
		NDJ 008/2	Photo Journalism (Practical)	3 Hours
		CREM 1203	Introduction to Preservation and Conservation	2½ Hours
		UDBS 2210	Modes and Practices of Transport	3 Hours
		CRIM 1106	Basic Library Management	2½ Hours
		DRIM 1204	Introduction to Library & Information Science	3 Hours
		DCFS 1202	Economics of Sea transport	3 Hours
		CLS 1105	Introduction to Library Classification	2½ Hours
		AFTERNOON 02:00 PM	CRIM 1202	Management of Registry
	CBS 1204		Financial Accounting	2½ Hours
	DSWS 1201		Introduction to Social Administration	3 Hours
	CSWS 1102		Introduction to Social Administration	2½ Hours
	DCFS1101		Customs Clearing & Forwarding and Shipping Management	3 Hours
	DRIM 2203		Museology	3 Hours
	NDJ 004		Sociology	3 Hours
	CJO 1104		Social concepts in media	2½ Hours
	DSWS1102		Introduction to Sociology	3 Hours
	CCFS 1204		Practice of International Trade	2½ Hours
	CREM 1201		Introduction to Archives Management	2½ Hours
	UDBS 2207		International Marketing	3 Hours
	DCIS 1202		Database Systems Design	3 Hours
	CCIS 1205		Database Systems Design	1½ Hours
	NDM 010/NDM 223/ DCFS 1205		International Marketing	3 Hours
	UDBS 2209		Production Management	3 Hours
	NDBM 121		Production Management	3 Hours
	NDA 012		Production Management	3 Hours
	NCBT 002	Beauty Therapy (Theory)	3 Hours	
NDC 004	Advanced Beauty Therapy (Theory)	3 Hours		
UDSS 2203	Customer Service	3 Hours		
WEDNESDAY 6th June, 2018	MORNING 09:00 a.m.	NCA001/NCPSM003/NCSS006/NCBM002/NCM003/NCBS003	Fundamentals of Accounting	2½ Hours
		CITA 1102	Introduction to Accounting	2½ Hours
		CAF 1101	Fundamentals of Accounting	2½ Hours
		CBS 1101/CHIC 1101/CSIM 1101/ CPPM 1101/CRIM 1101	Principles of Accounts	2½ Hours

		ACC 1101/UDBS 1101	Financial Accounting	3 Hours
		DFOA 1102	Financial Accounting	3 Hours
		NDA 010/NDBS 007	Business Finance	3 Hours
		DCEN 1203	Data Communication and Networking I	3 Hours
		CCEN 1203	Introduction to Data Communication and Networking	2½ Hours
		CCT 1105	Fundamentals of Computer Networks	2½ Hours
		BST 1210/UDBS 1210	Introduction to Clearing & Forwarding	3 Hours
		NDPSM 010	Customs, Clearing and Forwarding	3 Hours
		CCF 1105/CCFS 1101	Introduction to Clearing and Forwarding	2½ Hours
		DPLM 2222	Specification and Supply Management	3 Hours
		UDBS 2204	Elements of Accounting Software (Prac)-C	3 Hours
		CSIM 1204	Elements of Info. Management II (Practical)	2 Hours
		NCBT 003	Manicure and Pedicure (Practical)	4 Hours
		NDJ 005/2	Computer Application in Journalism (Practical)	
		NDC 003	Advanced Hairdressing (Theory)	3 Hours
		CSWS 1201	Cultural Diversity	2½ Hours
	AFTERNOON 02:00 p.m.	UDHIC 1205	Nutrition I	3 Hours
		CHIC 1204	Foods and Nutrition	2½ Hours
		CITM 1101	Introduction to Management	2½ Hours
		CPPM 1204	Introduction to Business Management	2½ Hours
		NCPSM 005, NCM 005, NCBS 002, NCA 010,NCBM 001	Fundamentals of Management	2½ Hours
		DREM 1101	Principles of Records Management	3 Hours
		CRIM 1105	Introduction to Records Management	2½ Hours
		CRM 1104	Introduction to Records Management	2½ Hours
		CREM 1101	Introduction to Records and Management	2½ Hours
		DRIM 1202	Records Management II	3 Hours
		DHRM 1202	Organizational Behaviour	3 Hours
		NDBM 125	Business Organization & Management	3 Hours
		NDA 006	Business Organization & Management	3 Hours
		CPA 1104	Management of Organizations	2½ Hours
		CBA 1105	Fundamentals of Business Administration	2½ Hours
		RIM 1202	Records organization and Processing	3 Hours
UDBS 1105/BST 1105	Business Administration	3 Hours		
CBS 1105	Fundamentals of Business Administration	2½ Hours		
THURSDAY 07th June, 2018	MORNING 09:00 a.m.	NCA 004/NCPSM 008/NCBM 008/ NCM 008/NCBS 006	Business Calculations	2½ Hours
		UDHIC 2202	Nutrition II	3 Hours
		CBS 1202/PPM 1202	Elements of Statistics	2½ Hours
		NDC 007	Facial Make up and Artificial Nail Techniques (Practical)	4 Hours
		UDBS 2102/DICT 1205	ICT II	2 Hours
		NCBT 005	Facial Make up (Practical)	4 Hours
		CREM 1202	Introduction to Electronic Records Management	2½ Hours

		DRIM 2204	Management of Electronic Records	3 Hours	
		CHC 1104	House Keeping Operations	2½ Hours	
		CHIC 1106	Reception and House Keeping	2½ Hours	
		NCH 004	Hair Cutting and Barbering (Practical)	4 Hours	
		DFOA 1202	Business Mathematics	3 Hours	
		CACF 1103	Business Mathematics	2½ Hours	
		DCOS 1205	Discrete Mathematics	3 Hours	
		CCEN 1205	Introduction to Discrete Mathematics	2½ Hours	
		CCEN 1102/ CBM 1101	Basic Mathematics	2½ Hours	
		DCIS 1103	Computational Mathematics	3 Hours	
		CCIS 1103	Introduction to Computational Mathematics	2½ Hours	
		CCOS 1103	Introduction to Calculus	2½ Hours	
		DCEN 1205	Engineering Mathematics II	3 Hours	
		DCEN 1102	Engineering Mathematics I	3 Hours	
		NDJ 007/2	News Paper & Magazine Production (Prac)	3 Hours	
		NDA 005/NDPSM 005/NDBM 005/NDM 005/NDBS 022	Statistics	3 Hours	
		NDSS 011/NDBS 025	Word Processing (Practical)	3 Hours	
		STA 1202/UDBS 1202/DPLM 1202	Business Statistics	3 Hours	
		AFTERNOON 02:00 p.m.	RIM 1203/DRIM 1203	Marketing of Information	3 Hours
			NDPSM 006/NDM 006	Financial Management & Accounting	3 Hours
	GBDM 124/FMG1204/UDBS 1204,UDHIC 1203,DPLM 1204		Financial Management	3 Hours	
	CPOE 1201/NCA 002/NCPSM 002/ NCBM 003/NCM 002/NCBS 005		Principles of Economics	2½ Hours	
	CBS 1102/CHIC 1102/CSIM 1102/CPPM 1102/CRIM 1102		Principles of Economics	2½ Hours	
	DEBM 1201		Business Economics	3 Hours	
	ECO 1102/ UDBS 1102		Business Economics	3 Hours	
	NDJ 006/1		Economics and Entrepreneurship	3 Hours	
	NCSS 008		Shorthand II (70-80 w.p.m)	45 Mins	
	FRIDAY 08th June, 2018	MORNING 09:00 a.m.	CBS 1104/CHIC 1104/CPPM 1104/ CRIM 1104	Introduction to I.C.T (Theory &Practical)	2½ Hours
DCIS 1101			Computer Literacy(Theory)	3 Hours	
ICT 1104/UDBS 1104/DICT 1104			I.C.T I	3 Hours	
NDA 121			Financial Accounting II	3 Hours	
UDBS 1205			Financial Accounting II	3 Hours	
NCA008/NCPSM006/NCSS0 09/NCBM006/NCM006/NC BS008			Computer Fundamentals	2½ Hours	
CCFS 1105			Occupational Health and Safety	2½ Hours	
NDSS 006/1			Computer Fund. & Data Processing (Theory)	2 Hours	
NDJ005/1			Computer Application in Journalism (Theory)	3 Hours	

		NCBT 004	Facial Treatment & Theory of Body Massage (Practical)	4 Hours
		BST 1205/DFOA 1203	Intermediate Accounting	3 Hours
		CSIM 1205	Shorthand II	2½ Hours
		UDSS 2204	Shorthand IV	3 Hours
		NDSS 005	Shorthand I (60-70 w.p.m)	45 Minutes
	AFTERNOON 02:00 p.m.	SIM 1204/UDSS 1204	Shorthand II	3 Hours
		CSIM 1105	Shorthand I	2½ Hours
		NCSS 005/NCBS 018	Shorthand I (60-70 w.p.m)	45 Minutes
		RIM 1204	Library Cataloguing: Theory and Practice	3 Hours
		NDJ 011	Political Science	3 Hours
		UDBS 2206	Marketing Research	3 Hours
		CREM 1103	Classification: Theory & practice	2½ Hours
		NCH 002	Hairdressing (Theory)	3 Hours
		DRIM 1205	Introduction to Classification: theory & practice	3 Hours
		CCIS 1102	Introduction to Electronic Commerce	2½ Hours
		DCIS 1102	Electronic Commerce	3 Hours
		CACF 1202	Introduction to Business Finance	2½ Hours
		CSWS 1203	Social work Ethics, Skills and Techniques	2½ Hours
		DHRM 1203	Career Planning and Guidance	3 Hours
		CHRM 1103	Guidance and counseling	2½ Hours
MONDAY 11th June, 2018	MORNING 09:00 a.m.	NCA 009/NCSS 002/NCBM 005/NCBS 017	Office Practice	2½ Hours
		CSIM 1202	Office Practice	2½ Hours
		CRIM 1204	Office Management & Administration	2½ Hours
		DREM 1203	Office Management and Practice	3 Hours
		CCFS 1103	Office Management and Practice	2½ Hours
		NDSS 012/NDBS 017	Office Management	3 Hours
		UDSS 2201	Office Management	3 Hours
		CTH 1105	Fundamentals of Tourism	2½ Hours
		DCOS 120	Programming Language Fundamentals	3 Hours
		CCOS 1202/CCOS 1102	Programming Language Fundamentals	2½ Hours
		CPA 1105	Fundamentals of Public Administration and Management	2½ Hours
		CPAM 1102	Introduction to Public Administration	2½ Hours
		DPAM 1101	Fundamentals of Public Administration	3 Hours
		NDJ 002/2	Radio and Television Production (Prac)	4 Hours
		CHIC 1202/1	Fund of Food Prep & Service (Theory)	2½ Hours
		NDC 002	Introduction to Cosmetology (Theory)	3 Hours
		DPAM 1203	Project Planning and Management I	3 Hours
		CPPM 1206	Project Planning and Management II	2½ Hours
	AFTERNOON 02:00 p.m.	NCPSPM 001/NCBS 015/ CPSM 1104	Fund. of Purchasing & Supplies I	2½ Hours
		CPS 1105	Fund. of Purchasing & Supplies	2½ Hours

		CPSM 1104	Fundamentals of Purchasing and Supplies Management I	2½ Hours
		NCPSM 010	Fund of Purchasing & Supplies II	2½ Hours
		CPSM 1201	Fund of Purchasing & Supplies Management II	2½ Hours
		CPPM 1105	Project Planning and Management I	2½ Hours
		NDC 001	Fundamentals of Hairdressing (Theory)	3 Hours
		NCSS 004/NCBS 020	Typewriting I (30 w.p.m)	2½ Hours
		CSIM 1206	Typewriting II	2½ Hours
		NDSS 004	Typewriting I (30 w.p.m)	3 Hours
		CSS 1105/CSIM 1106	Typewriting I	2½ Hours
		UDSS 2205	Keyboard Skills IV	3 Hours
		CHIC 1105	Introduction to Hygiene	2½ Hours
		UDHIC 1204	Principles of Hygiene	3 Hours
		CHC 1105	Principles of Hygiene and Safety	2½ Hours
		CBS 1209	Sales Force Management	2½ Hours
		CCE 1105	Electricity and Magnetism	2½ Hours
		UDBS 2205	Export and Import Marketing	3 Hours
		DCFS 1204	Import and Export Management	3 Hours
		UDBS 2208	International Purchasing Cycle	3 Hours
DPLM 2221	Value Chain Management	3 Hours		
TUESDAY 12 th June, 2018	MORNING 09:00 a.m.	CHRM 1203	Employee Rewards	2½ Hours
		CCEN 1103	Introduction to Electronic Principles	2½ Hours
		DCEN 1103	Introduction to Electronic Principles	3 Hours
		NDBS 004	Auditing and Business Ethics	3 Hours
		UDBS 2202	Principles of Auditing	3 Hours
		CACF 1201	Fundamentals of Auditing	2½ Hours
		NCA 007/NCBS 011	Elements of Auditing	2½ Hours
		NCSS 007	Typewriting II (40 w.p.m)	2½ Hours
		SIM 1205/UDSS 1205	Keyboard Skills II	3 Hours
		CBS 1201,CHIC 1201, CSIM 1201,CPPM 1201,CRIM 1201	Elements of Entrepreneurship Devt	2½ Hours
		GBDM 123	Entrepreneurship Development	3 Hours
		UDBS 2101	Entrepreneurship Devt & Training	3 Hours
		DEBM 1101	Entrepreneurship and Opportunity Identification	3 Hours
	CEBM 1103	Introduction to Entrepreneurship	2½ Hours	
	NDJ 006/2	Economics and Entrepreneurship	3 Hours	
	AFTERNOON 02:00 p.m.	NCSS 010/NCM 010/NCBS 009	Elementary Business French	2½ Hours
		CHIC 1206	Basic French	2½ Hours
		NDBS 008/NDSS 013	Business French	3 Hours
		UDHIC 1206	French I	3 Hours
		CSWS 1101	Nature of Social Work	2½ Hours
CSW 1101		Introduction to Social Work	2½ Hours	
DSWS 1101		Introduction to Social Work	3 Hours	
NDJ 002/1		Radio and Television Production (Theory)	3 Hours	
CJO 1103	Principles of Radio Production	2½ Hours		

		DREM 1204	Paper Making and Printing	3 Hours	
		CEBM 1204	Business Ethics	2½ Hours	
		SIM 1203/UDSS 1203	Secretarial Duties	3 Hours	
		GBDM 224	Business Kiswahili	3 Hours	
		NDBS 009/NDSS 014	Business Kiswahili	3 Hours	
		NCSS 011/NCM 011/NCBS 010	Elementary Business Kiswahili	2½ Hours	
		CBS 1207	Elements of Public Procurement	2½ Hours	
		UDBS 1209	Public Procurement I	3 Hours	
WEDNESDAY 13 th June, 2018	MORNING 09:00 a.m.	NCBM 010/NCBS 013	Elements of Taxation	2½ Hours	
		CBS 1205	Elements of Taxation	2½ Hours	
		SBDM 223/UDBS 2212/DPLM 2220	Elements of Taxation	3 Hours	
		NDA 011	Elements of Taxation	3 Hours	
		UDBS 2203	Income Tax	3 Hours	
		NDBM 006/NDBS 014	Fin. Accounting & Elements of Taxation	3 Hours	
		CPAM 1201	Local Government and Service Delivery	2½ Hours	
		DPAM 1202	Local Government and Service Delivery	3 Hours	
		CCFS 1202	Cargo Insurance	2½ Hours	
		DCFS 1203	Marine Insurance	3 Hours	
		DCIS 1204	Introduction to Web Design	3 Hours	
		CCIS 1204	Introduction to Web Design	2½ Hours	
		UDHIC 2204	French III	3 Hours	
		CHRM 1202	Human Resource Policies and Practices	2½ Hours	
		CHIC 1205	Fundamentals of Food Costing	2½ Hours	
		UDHIC 2203	Food Costing	3 Hours	
		NDJ 007/1	News Paper & Magazine Production (Theory)	3 Hours	
	UDBS 2106/NDM 221	Fundamentals of Selling	3 Hours		
		AFTERNOON 02:00 p.m.	NCM 001/NCBS 014	Fundamentals of Marketing	2½ Hours
			CFOM 1205	Introduction to Marketing	2½ Hours
	CIM 1104		Introduction to Marketing	2½ Hours	
	CBS 1208		Elements of Marketing	2½ Hours	
	DFOM 1103		Fundamentals of Marketing	3 Hours	
	DEOM 1106		Essentials of Management	3 Hours	
	CRIM 1205		Document Work & Information Services	2½ Hours	
	CRM 1105		Documentation and Information Services	2½ Hours	
	CHRM 1102		Introduction to Human Resource Management	2½ Hours	
	CHR 1105		Elements of Human Resource Management	2½ Hours	
	NDBM 010/NDBS 016		Human Resource Management	3 Hours	
	SBDM 222		Human Resource Management	3 Hours	
	CSWS 1103		Human Behaviour and Social Environment	2½ Hours	

		NDJ009	Public Relations	3 Hours	
		MKF 1203/ UDBS 1203/UDHIC 1202/DPLM 1203	Marketing Fundamentals	3 Hours	
THURSDAY 14 th June, 2018	MORNING 09:00 a.m.	NDJ 001/1	News writing and Reporting(Theory)	3 Hours	
		CJO 1105	Principles of news writing and Reporting	2½ Hours	
		NDA 221/UDBS 2105	Public Sector Accounting	3 Hours	
		NDBM 221	Public Sector Management	3 Hours	
		DCOS 1201	Operating Systems Technologies	3 Hours	
		CCEN 1201	Introduction to Operating systems	2½ Hours	
		CPAM 1202	Introduction to Public Policy	2½ Hours	
		CBS 1206	Principles of Purchasing, Supplies & Stores Management	2½ Hours	
		UDBS 2108	Principles of Storekeeping	3 Hours	
		NCPSM 004/NCBS 019/ CPSM 1105	Storekeeping	2½ Hours	
		PLM 1205	Principles of Stores Management	3 Hours	
		DPLM 1205	Principles of Stores Management	3 Hours	
		NDPSM 012/NDBS 023	Stores Management	3 Hours	
		CCFS 1203	Warehousing operations	2½ Hours	
		UDBS 1208	Principles of Purchasing, Supplies & Stores Management	3 Hours	
		NCH001/NCBT001	Introduction to Business Studies (Theory)	3 Hours	
		BST 1207/UDBS 1207	Marketing Environment	3 Hours	
		NDM 121	Marketing Environment	3 Hours	
		AFTERNOON 02:00 p.m.	RMS 1206/UDBS 1206/DPLM 1206/DRIM 1206	Research Methods	3 Hours
			DCFS 1104	Shipping Practice	3 Hours
			CCT 1104	Introduction to information systems	2½ Hours
			CCFS 1102	Introduction to Shipping	2½ Hours
			CSIM 1104	Elements of Information Management I	2½ Hours
			CREM 1102	Records Centre Administration and Routine	2½ Hours
			NCSS 003/NCBS 007	Commerce	2½ Hours
			NDJ 012/1	Research Methods	3 Hours
	NDM 225		Marketing Research and Proposal Writing	3 Hours	
	SBDM 225		Research Methods and Proposal writing	3 Hours	
	NDC 008/NDM 012/NDBS 019		Research Methodology	3 Hours	
FRIDAY 15 th June, 2018	MORNING 09:00 a.m.	DCEN 1104	Computer System Maintenance	2½ Hours	
		CCEN 1104	Computer System Maintenance	2½ Hours	
		CBS, CHIC, CRIM, CSIM, CPPM (1103)/CBCS1105/ CCS 1103	Basic Communication Skills	2½ Hours	
		NCA 005, NCSS 001, NCBM 004, NCM 004, NCBS 001	Basic Communication Skills	2½ Hours	
		NDBS005	Business Communication	3 Hours	
		BCS1103/UDBS1103/ DBCS 1105	Business Communication Skills	3 Hours	
		NDJ003	Communication in Journalism	3 Hours	
		NDBM 012	Information Systems Management	3 Hours	

AFTERNOON 02:00 p.m.	UDHIC 2205	Food Sales and Marketing	3 Hours
	UDSS 2202	Interpersonal Skills	3 Hours
	CJO 1101	Fundamentals of mass communication	2½ Hours
	CEBM 1202	Business Law	2½ Hours
	BLW 1201/UDBS 1201/UDSS 1201/ UDHIC 1201 /DPLM 1201	Business Law	3 Hours
	DEBM 1204	Business Law	3 Hours
	SBDM 122	Business Law	3 Hours
	NDA 004/NDBM 004/NDBS 006	Business Law	3 Hours
	CBS1203/CHIC1203/CSIM1 203/ CPPM1203/CRIM1203	Introduction to Business Law	2½ Hours
	NCA003/NCPSM007/NCBM 007/ NCM007/NCBS004	General Principles of Law	2½ Hours
	UDBS 2110	Law of Carriage	3 Hours
	CREM 1204	Introduction to the Legal and Policy Framework in Records	2½ Hours
	DREM 1202	Legal Framework of Records and Information Management	3 Hours
	NDJ 010	Media Ethics, Law and Human Rights	3 Hours
	NDPSM 004	Legal Aspects of Purchasing & Supplies Management	3 Hours
	NDM 122/ NDM 004	Legal Aspects of Marketing	3 Hours
	DPAM 1204	Administrative Law	3 Hours
RIM 1201/DRIM 1201	Legislation, Policy & Ethics in Information Science Works	3 Hours	
CSWS 1105	Social Psychology	2½ Hours	
CSW 1105	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
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 Onesmus (CPA)

EXECUTIVE SECRETARY