

**Final Time Table**  
**UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD**  
**BUSINESS EDUCATION EXAMINATIONS**

**NOVEMBER/DECEMBER 2017 TIME-TABLE**

**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 1<sup>st</sup> December, 2017**. 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</b> <b>1<sup>ST</sup> Dec, 2017</b>	<b>MORNING</b> <b>09:00 a.m.</b>	Briefing of Candidates on Directions and Caution about Examinations			3 hours
<b>MONDAY</b> <b>4<sup>th</sup> Dec, 2017</b>	<b>MORNING</b> <b>09:00 a.m.</b>	DSWS1102	Introduction to sociology		3 hours
		DCEN1103	Introduction to Electronics Principles		3 hours
		CCEN1103	Introduction to Electronic Principles		2½ hours
		CICT1104	Introduction to ICT(Theory & Practical)- A		2½ hours
	<b>AFTERNOON</b> <b>02:00 p.m.</b>	DPAM1101	Fundamentals of Public Administration		3 hours
		CCFS1101	Introduction to Clearing & forwarding		2½ hours
DCFS1101		Clearing & Forwarding Management		3 hours	
<b>TUESDAY</b> <b>5<sup>th</sup> Dec, 2017</b>	<b>MORNING</b> <b>09:00 a.m.</b>	CCIS1101	Computer Literacy (Theory & Practical)		2½ hours
		CICT1104	Introduction to ICT(Theory & Practical)-B		2½ hours
		DSWS1103	Introduction to contemporary social Problems		3 hours
	<b>AFTERNOON</b> <b>02:00 p.m.</b>	DBCS1105	Business Communication Skills		3 hours
		CBCS1105	Basic Communication Skills		2½ hours
<b>WEDNESDAY</b> <b>6<sup>th</sup> Dec, 2017</b>	<b>MORNING</b> <b>09:00 a.m.</b>	DCOS1103	Calculus		3 hours
		CACF1103	Business Mathematics		2½ hours
		DCIS1103	Computational Mathematics		3 hours
		DCEN1102	Engineering Mathematics I		3 hours
		CCIS1103	Introduction to Computational Mathematics		2½ hours
		CCEN1102	Basic Mathematics		2½ hours
		CREM 1101	Introduction to Records & Management		2½ hours
		DREM 1101	Principles of Records Management		3 hours
	<b>AFTERNOON</b> <b>02:00 p.m.</b>	CCFS1103	Office Practice		2½ hours
		CSWS 1105	Social Psychology		2½ hours
CREM1103		Classification: Theory& Practice		2½ hours	

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<b>THURSDAY</b> 7 <sup>th</sup> Dec, 2017	<b>MORNING</b> 09:00 a.m.	DFOA1102	Fundamentals of Accounting	3 hours
		CITA1102	Introduction to Accounting	2½ hours
	<b>AFTERNOON</b> 02:00 p.m.	DICT1104	Information Communication Technology I (Theory)	3 hours
		DCIS1101	Computer Literacy(Theory)	3 hours
<b>FRIDAY</b> 8 <sup>th</sup> Dec, 2017	<b>MORNING</b> 09:00 a.m.	DSWS1101	Introduction to Social Work	3 hours
		CSWS 1101	Nature of social work	2½ hours
		DCIS1101	Computer Literacy(Practical)	2 hours
		CCFS1105	Occupational Health & Safety	2½ hours
	<b>AFTERNOON</b> 02:00 p.m.	CREM1102	Record Centres' Administration Routines	2½ hours
<b>MONDAY</b> 11 <sup>th</sup> Dec, 2017	<b>MORNING</b> 09:00 a.m.	CCEN1104	Introduction to Computer Systems Maintenance	2½ hours
		DCEN1104	Computer Systems Maintenance	3 hours
		CSWS 1103	Human Behaviour and Social Environment	2½ hours
	<b>AFTERNOON</b> 02:00 p.m.	DEOM1106	Essential of Management	3 hours
		CITM1101	Introduction to Management	2½ hours
<b>TUESDAY</b> 12 <sup>th</sup> Dec, 2017	<b>MORNING</b> 09:00 a.m.	DCOS1102	Programing Language Fundamentals	3 hours
		CPAM1102	Introduction to Public Administration	2½ hours
		CSWS 1102	Introduction to Social Administration	2½ hours
		CHRM1103	Guidance and counseling	2½ hours
		DCFS1103	Import and Export Management	3 hours
	<b>AFTERNOON</b> 02:00 p.m.	CHRM1102	Introduction to Human Resource Management	2½ hours
DHRM1101		Fundamentals of Human Resources	3 hours	
<b>WEDNESDAY</b> 13 <sup>th</sup> Dec 2017	<b>MORNING</b> 09:00 a.m.	DCFS1104	Shipping Practice	3 hours
		CCFS1102	Introduction to shipping	2½ hours
		CPSM1104	Fundamentals of Purchasing & supplies mgt I	2½ hours
		DFOM1103	Fundamentals of Marketing	3 hours
	<b>AFTERNOON</b> 02:00 p.m.	DCIS1102	Electronic Commerce	3 hours
		CCIS1102	Introduction to Electronic Commerce	2½ hours
		CPSM 1105	Store keeping	2½ hours
<b>THURSDAY</b> 14 <sup>th</sup> Dec, 2017	<b>MORNING</b> 09:00 a.m.	CEBM1103	Introduction to Entrepreneurship Development	2½ hours
		DEBM1101	Entrepreneurship and Opportunity Identification	3 hours
	<b>AFTERNOON</b> 02:00 p.m.			

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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](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 Onesmus (CPA)**

