



Final Timetable

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD DEPARTMENT OF BUSINESS AND HUMANITIES DIPLOMA EXAMINATIONS NOV-DEC 2024

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/Heads of Centres on the conduct of the examinations will be done on **Friday 29th November, 2024**. 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 and DATE	SESSION	PAPER CODE(S)	PAPER NAME	DURATION
FRIDAY 29TH NOV, 2024	MORNING 09:00 A.M.		Briefing of Candidates on Directions and Caution about examinations	3 Hours
MONDAY 2ND DEC, 2024	MORNING 09:00 A.M.	NDJM122-1/NDJ008-1	Photo Journalism (Theory)	3 Hours
		NDJM113/1	Radio Journalism Production (Theory)	3 Hours
		DHIC111-1	Basics of Cooking and Preparation of Food Dishes (Theory)	3 Hours
		HIC1202	Front Office Operation	3 Hours
		DTHM113	Front Office Management	3 Hours
		NDCB121	Chemical Hair Reformation (Prac)	4 Hours
		DTM1204	Hotel Reception Operations	3 Hours
		DATD121	Financial Accounting	3 Hours
		DLIS1201	Documentation and Work Services	3 Hours
		DLIS2105	Community Information Services	3 Hours
		DLIS234	Community Information Services	3 Hours
		HIC2201	French II	3 Hours
		NDSA221	Keyboard Skills IV	3 Hours
		BST2206	Import and Export Marketing	3 Hours
		BST1205/DFOA1203/DBA2106	Intermediate Accounting	3 Hours
		DBSA121	Intermediate Accounting	3 Hours
		NDA121	Financial Accounting II	3 Hours
		NDA007	Financial Accounting II	3 Hours
		UDBS1205	Financial Accounting II	3 Hours
		DBSA112/ACC1101/DBA1103/ GBDM111	Financial Accounting	3 Hours
UDBS1101	Financial Accounting I	3 Hours		
DFOA1102/DTM1105/ GMFA111	Fundamentals of Accounting	3 Hours		
DFAC121	Fundamentals of Accounting	3 Hours		

	BHD1201	Principles of Accounting	3 Hours
	DPAM124	Principles of Accounting	3 Hours
	DATD111	Principles of Accounting	3 Hours
	DCIS2103	Management Information Systems	3 Hours
	BHD2103	Principles of Store Keeping	3 Hours
	DPM1104	Introduction to Development Concepts and Processes	3 Hours
	DCEN1102	Engineering Mathematics I	3 Hours
	DCEN1204	Engineering Mathematics II	3 Hours
	DCIS1103	Computational Mathematics	3 Hours
	DCOS1103	Calculus/Numerical Analysis	3 Hours
	DHIC241-1	Front Office Operations and Management (Theory)	3 Hours
	DCOS1205	Discrete Mathematics	3 Hours
	DGC1102	Life skills	3 Hours
	DREM1201	Principles of Records Classification	3 Hours
	DREM1201.	Theory and Practice of Records Classification	3 Hours
	GAD211	Gender and Human Rights	3 Hours
	SIM2201/OMT2207/NDSA213	Office Management	3 Hours
	SWK111/DDS113/DPAM211	Community Development	3 Hours
	GAD224	Gender and Conflict Management	3 Hours
AFTERNOON 02:00 P.M.	NDJM112-1/NDJ001-1	News Writing and Reporting (Theory)	3 Hours
	FPD1101-1	Fundamentals of Food Preparation (Theory)	3 Hours
	FPD1202-1	Snacks and Fast Food Preparation (Theory)	3 Hours
	HIC1105-1	Food and Beverage Production I (Theory)	3 Hours
	DPAM113/DPAM1204	Administrative Law	3 Hours
	DBLW211/BLW1201/ DEBM1204/SBDM122/ GMBL122/DBA1202/ UDBS1201	Business Law	3 Hours
	DATD113	Principles of Business and Company Law	3 Hours
	DTM1202	Travel Law	3 Hours
	DHRM2104	Introduction to Labour Laws	3 Hours
	DCFS2105	Customs Law	3 Hours
	GAD212	Gender and Law	3 Hours
	BST2109	Law of Carriage	3 Hours
	NDM122	Legal Aspects of Marketing	3 Hours
	NDPSM004	Legal Aspects of Purchasing and Supplies	3 Hours
	DTM2102	Eco Tourism	3 Hours
	DCFS1202	Economics of Shipping Management	3 Hours
	DREM2203	Preservation and Conservation of Records	3 Hours
	DRIM122	Preservation and Conservation of Records	3 Hours
	DCIS1202	Database Systems Design I	3 Hours

		DICT1207	Fundamentals of Database Management Systems	3 Hours		
		DCEN2102	Computer Systems Architecture and Logic	3 Hours		
		GAD226/DDS226	Disaster management and Preparedness	3 Hours		
TUESDAY 3RD DEC, 2024	MORNING 09:00 A.M.	DFP2202-1	Pastry and Bakery (Theory)	3 Hours		
		NDJM114-2	Advertising (Prac)	3 Hours		
		DHRM2201	Human Resource Information Systems	3 Hours		
		DSWS2201	Disaster management	3 Hours		
		DTM1201	Air Transport Management	3 Hours		
		HIC2202	Food Costing and Control	3 Hours		
		DFCO111	Food Costing	3 Hours		
		SWK123/DDS123/GAD123	Community Based Health Care	3 Hours		
		DSWS2103	Basic Statistics	3 Hours		
		DBSM112	Sales Management	3 Hours		
		BST2106	Management of Sales	3 Hours		
		SIM2202	Interpersonal Skills	3 Hours		
		DIPS211	Interpersonal Skills	3 Hours		
		DHIC242-1	Housekeeping and Laundry Operations (Theory)	3 Hours		
		DFOA2202/UDBS2203	Income Tax	3 Hours		
		DHRM1101	Introduction to Human Resource Management	3 Hours		
		POT2203	Principles of Taxation	3 Hours		
		SBDM223/ETN2203/DBA2104	Elements of Taxation	3 Hours		
		NUT1201	Principles of Nutrition and Meal Planning	3 Hours		
		STA1202/DBA1203/GBDM211/ DBST211/UDBS1202	Business Statistics	3 Hours		
		DPAM1202	Local Government and Service Delivery	3 Hours		
		NDCB225	Hand and Foot Care (Prac)	4 Hours		
		NDCB213	Make-up Artistry (Prac)	4 Hours		
		CYD123	Children and Disability	3 Hours		
		DCOS1201	Operating Systems Technologies	3 Hours		
		DLIS125	Principles of Management of Information Resources	3 Hours		
		DPM2107	Project Monitoring and Evaluation	3 Hours		
			AFTERNOON 02:00 P.M.	HIC2203	Event Management	3 Hours
				DHIC131-1	Event Management (Theory)	3 Hours
				NDCB111	Hair Care and Design Theory	3 Hours
				FPD2101-1	Food Preparation II (Theory)	3 Hours
				LSC1203	Art, Culture and Development Project	3 Hours
	DCOS2103	Multimedia and Signal Coding		3 Hours		
	DFOA1202	Business Mathematics		3 Hours		
	DBA1101/DHRM2101	Fundamentals of Human Resource Management		3 Hours		

		SBDM222/SWK226/DPAM112 /DDS228	Human Resource Management	3 Hours
		DCOS2202	Software Engineering	3 Hours
		NDJM211	Digital Journalism	3 Hours
		BST2207	Marketing Research	3 Hours
		DREM1202	Legal Framework of Records and Information Management	3 Hours
		RIM1201	Legislation, Policy and Ethics in Information Science Works	3 Hours
		DRIM112	Legislation, Policy and Ethics in Records Management	3 Hours
		DLIS211	Library Legislation	3 Hours
		PLM2202	Procurement Ethics	3 Hours
		DPLM123	Procurement Ethics	3 Hours
		BST2105/DFOA2103/NDA221/ UDBS2105	Public Sector Accounting	3 Hours
		DBSA232	Public Sector Accounting and Management	3 Hours
		SIM1203/NDSA126	Secretarial Duties	3 Hours
		DSIM231	Secretarial Duties	3 Hours
		DPAM221	Ethical Issues in Public Administration	3 Hours
		CYD221	Juvenile Justice	3 Hours
		DTM1103	Wildlife Ecology	3 Hours
		DGC2202	Introduction to Career and Occupational Counselling	3 Hours
WEDNESDAY 4TH DEC, 2024	MORNING 09:00 A.M.	DFP2202-2	Pastry and Baking (Prac)	4 Hours
		DTHM123-2	Basic Food and Beverage Preparation (Prac)	4 Hours
		SIM2204	Information Comm. Technology III (Prac)	2 Hours
		NDJM122-2/NDJ008-2	Photo Journalism (Prac)	3 Hours
		DPAM125	Public Finance Management	3 Hours
		DPAM2104	Introduction to Public Finance	3 Hours
		NDCB216	Anatomy and Physiology	3 Hours
		SWK212	Human Growth Behaviour and Development	3 Hours
		DLIS1102	Introduction to Knowledge Classification	3 Hours
		RIM1204	Library Cataloguing: Theory and Practice	3 Hours
		DLIS113	Library Cataloguing	3 Hours
		DTM2202	Fares and Ticketing II	3 Hours
		DTHM234	Fares and Ticketing Reservations	3 Hours
		NDBM121	Production Management	3 Hours
		PLM2204/DPLM231	Production and Operations Management	3 Hours
DEBM2103	Introduction to Operations Management	3 Hours		

	NDCB261	Manicure and Pedicure Theory	3 Hours
	DLIS1203	Cataloging and Classification	3 Hours
	DCFS2106	Marine Insurance	3 Hours
	DREM2201	Paleography and Oral History	3 Hours
	DCEN1203	Data Communication and Networking I	3 Hours
	NDJM212	Public Relations Practices	3 Hours
	DCEN2105	Data Communication and Networking II	3 Hours
	HIC1203	Principles of Hygiene	3 Hours
	DLIS122	Data Base Management Systems	3 Hours
	HIC1101	Hygiene and Safety	3 Hours
	DHAS111	Hygiene and Safety	3 Hours
	GCD1101	Hygiene and Safety	3 Hours
	HIC2106	French I	3 Hours
	DPAM2201	Management of Social Services	3 Hours
	CYD210	Social protection for Children	3 Hours
AFTERNOON 02:00 P.M.	SIM2103/NDSA212/UDSS2104	Shorthand III	3 Hours
	BST2108	Customs Operations and Management	3 Hours
	NDJM121-1	Television Production (Theory)	3 Hours
	DTM2105	Fares and Ticketing I	3 Hours
	DCEN2201	Wireless Communication	3 Hours
	NDJ009	Public Relations	3 Hours
	NDM224	Business Kiswahili	3 Hours
	KSW2205/GBDM224	Business Kiswahili	3 Hours
	DLIS1204	Conservation and Preservation of Library Resources	3 Hours
	RIM2104	Preservation and Conservation of Records	3 Hours
	GAD113/CYD112	Research Methods and PRA	3 Hours
	SWK112/DDS112/DPAM114	Social Research Methods	3 Hours
	SBDM115	Business Ethics	3 Hours
	DBBE211	Business Ethics	3 Hours
	DSIM232	Work Ethics	3 Hours
	DDS120	Political Economy	3 Hours
	DHRM1203	Career Planning and Guidance	3 Hours
	DHRM2103	Human Resource Planning	3 Hours
	DCIS2104	Dynamic Websites (PHP, MYSQL, DW)	3 Hours
	DSWS2102	Theory and Management of Organizations	3 Hours
	DPM2203	Project Operations and Management	3 Hours
	DLIS2102	Publishing and Book Trade	3 Hours

		DLIS231	Publishing and Book Trade	3 Hours
		NDJ011	Political Science	3 Hours
THURSDAY 5TH DEC, 2024	MORNING 09:00 A.M.	HIC1106-1	Food and Beverage Service I (Theory)	3 Hours
		FPD1201-1	Food Preparation I (Theory)	3 Hours
		BST2209	Modes and Practices of Transport	3 Hours
		NDCB222	Hair Colouring (Prac)	4 Hours
		DHIC243/DTHM232/ DTM2204-2	Computerized Reservations System (Prac)	3 Hours
		SIM2104/NDSA211	Keyboard Skills III	3 Hours
		DREM1203	Office Management and Practice	3 Hours
		DRIM123	Office Practice	3 Hours
		SWK215	Children, Youth and Development	3 Hours
		DCIS2203	Data Warehousing and Data Mining	3 Hours
		DGC1202	Introduction to Counselling Theories	3 Hours
		DSWS2202	Community and Rural Development	3 Hours
		NDCB262	Manicure and Pedicure Practice	6 Hours
		NDJM213	Human Rights	3 Hours
		DPAM223	Human Rights in Public Administration and Management	3 Hours
		DCEN2107	Digital Electronics	3 Hours
		PLM2103	Essentials of Negotiation	3 Hours
		DPLM112	Essentials of Negotiation	3 Hours
		RIM1106	Library Classification: Theory and Practice	3 Hours
		DLIS112	Library Classification	3 Hours
		BST2208/NDM223/DCFS1205	International Marketing	3 Hours
		NDCF214	International Marketing	3 Hours
		HIC1204	Nutrition	3 Hours
		DBNU111	Basic Nutrition	3 Hours
		NDSA222	Shorthand IV	3 Hours
		DHRM2202	Reward Management	3 Hours
		NDM221	Fundamentals of Selling	3 Hours
		DEOM1106	Essentials of Management	3 Hours
		NDJM125	Sociology	3 Hours
		NDJ004	Sociology	3 Hours
		DSWS1102/GAD112/CYD113/ SWK121	Introduction to Sociology	3 Hours
			AFTERNOON 02:00 P.M.	DCOS2104
	DCEN2104	Sustainable Energy Systems		3 Hours
	DDS111/GAD120/SWK213/	Project Planning and Management		3 Hours

		CYD213/DPAM115/DPPM1203		
		DPM1106	Project Planning: Formulation and Design	3 Hours
		DGC1103	Issues in Counselling	3 Hours
		GAD213	Public Policy	3 Hours
		DPAM2103	Fundamentals of Public Policy	3 Hours
		RIM1105/DREM1101/DLIS2201 /DRIM111	Principles of Records Management	3 Hours
		DEBM2104/DBA2204	Business Planning	3 Hours
		DREM1101.	Introduction to Records Management	3 Hours
		BST2202/SBDM213/UDBS2202	Principles of Auditing	3 Hours
		DFOA2104	Auditing and Business Ethics	3 Hours
		NDA008	Auditing And Business Ethics	3 Hours
		DFOA2201	Elements of Financial Reporting	3 Hours
		DLIS2101	Introduction to Information Storage and Retrieval	3 Hours
		RIM1202	Records Organisation and Processing	3 Hours
		DTHM112	Tourism Demand and Supply Analysis	3 Hours
		BST2107	Customer Relationship Management	3 Hours
		DBSM121	Customer Relationship Management	3 Hours
		DTHM122	Customer Care Relationships	3 Hours
		DCFS1204	Import and Export Management	3 Hours
		NDCF211	Import and export management	3 Hours
		DFSM121/HIC2204	Food Sales and Marketing	3 Hours
		DPLM111/PLM1105	Principles of Purchasing and Supplies Management	3 Hours
		DBA1205	Purchasing and Supplies Management	3 Hours
		DGC2203	Introduction to HIV/AIDS Counselling and Management	3 Hours
FRIDAY 6TH DEC, 2024	MORNING 09:00 A.M.	NDCB131	Chemical Straightening and Perming Theory	3 Hours
		DPM2204-1	ICT for project management (Theory)	3 Hours
		DHIC111-2	Basics of Cooking and Preparation of Food Dishes (Prac)	4 Hours
		DREM1205/DREM2103/ DPLM2103.	Store Keeping and Inventory Management	3 Hours
		DTM1203	French Language I	3 Hours
		DTM2103	French Language II	3 Hours
		LAG1201	Hospitality French	3 Hours
		NDCB251	Skin Care and Body Massage Theory	3 Hours
		DHIC241-2	Front Office Operations and Management (Prac)	1 Hour
		SWK225/DDS227/GAD221	Entrepreneurship Development	3 Hours

	/DEN2203			
	CYD220	Youth Entrepreneurship Development	3 Hours	
	GCD2101	Entrepreneurship Skills	3 Hours	
	DEBM2204	Entrepreneurship Development Skills	3 Hours	
	GBDM123	Entrepreneurship Development	3 Hours	
	EDT2101/DBA2201/UDBS2101	Entrepreneurship Development and Training	3 Hours	
	DATD123	Economics and Entrepreneurship	3 Hours	
	NDJ006-2	Economics and Entrepreneurship (Entrep.)	3 Hours	
	DCEN1103	Introduction to Electronics Principles	3 Hours	
	DCOS1102	Programming Language Fundamentals	3 Hours	
AFTERNOON 02:00 P.M.	DGC1106	Introduction to Professional and Ethical Issues in Counselling	3 Hours	
	DGC1201	Introduction to Grief Counselling	3 Hours	
	DPAM123	Strategic Public Procurement	3 Hours	
	DPM2106	Decentralization and Development Projects/Programmes	3 Hours	
	GAD214	Decentralization and Local Government	3 Hours	
	DPAM212	Local Government Administration and Decentralization	3 Hours	
	DDS211	Local Government and Decentralization	3 Hours	
	DHIC112-2	Food Service (Prac)	2 Hours	
	DLIS2203	Desk Top Publishing (Prac)	3 Hours	
	DHIC132-1	Flower Arrangements, Decoration and Organization (Theory)	3 Hours	
	CYD211	Rights Based Programming	3 Hours	
	DDS214	Leadership and Good Governance	3 Hours	
	SWK216	Community Based Rehabilitation	3 Hours	
	DECO111/ECO1102/GBDM112/ DTM1102/DBA1104/GMBE112 /NDCB112/DEBM1201/ UDSS1102 UDBS1102	Business Economics	3 Hours	
	NDJ006-1	Economics and Entrepreneurship (Econ.)	3 Hours	
	SWK122/DDS122/GAD121	Development Economics	3 Hours	
	RIM1102	Library and Information Science	3 Hours	
	DPM2205	Project Resource Mobilization and Budgeting	3 Hours	
	MONDAY 9TH DEC, 2024	FPD2104	Cake Making and Decoration (Prac)	4 Hours
		NDCB211	Hair Depilation (Prac)	4 Hours
NDCB252		Skin Care and Body Massage Practice	6 Hours	
NDJM214		Video Editing	4 Hours	
DHIC131-2		Events Management (Prac)	4 Hours	



MORNING 09:00 A.M.	DHIC242-2	Housekeeping and Laundry Operations (Prac)	3 Hours
	BST2204/DFOA2203DBA2203 /NDA222/DBCA122	Computerized Accounting (Prac)	3 Hours (Day 1)
	UDBS2204	Elements of Accounting Software	3 Hours
	HIC2104-1	Food and Beverage Production (Theory)	3 Hours
	DTHM123-1	Basic Food and Beverage Preparation (Theory)	3 Hours
	NDJM124/1	Art of Public Speaking (Theory)	3 Hours
	DLIS233	Marketing of Library Services	3 Hours
	DSWS2203	Introduction to Guidance and Counselling	3 Hours
	DPLM234	Stores Management	3 Hours
	NDPSM012	Stores Management	3 Hours
	PSM1205	Principles of Stores Management	3 Hours
	DPSM211	Principles of Stores Management	3 Hours
	SWK221/GAD223/CYD224/ DDS215	Counselling and Guidance	3 Hours
	DGC1101	Introduction to Psychology of Human Development	3 Hours
	DFP2204	Menu Planning and Engineering	3 Hours
	DCIS2206	Geographical Information Systems	3 Hours
	NDCB132	Chemical Straightening and Perming Practice	6 Hours
	DCOS2206	Intelligent Systems	3 Hours
	DCOS2107	Computer Programming Methodology II	3 Hours
	DGC1203	Introduction to Child and Adolescent Counselling	3 Hours
	DPM2102	Project Implementation and Network Analysis	3 Hours
	DSWS1103	Introduction to Contemporary Social Problems	3 Hours
	AFTERNOON 02:00 P.M.	DTM2204-1	Computerized Reservation Systems (Theory)
NDJ007-1		Newspaper and Magazine Production (Theory)	3 Hours
RIM2202		Management of Library and Information Centers	3 Hours
RIM2105		Medical Records Management	3 Hours
DRIM231		Principles of Medical Records Management	3 Hours
DSWS1202		Introduction to Social Administration	3 Hours
DTHM233		Touristic Zones and Map Reading	3 Hours
BST1207/NDM121		Marketing Environment	3 Hours
DBSM122		Marketing Environment	3 Hours
BST2210		Customs Declaration	3 Hours
NDCF121/DCFS1201		Principles of Customs Declaration	3 Hours

		NDCF111	Clearing and Forwarding management	3 Hours
		FPD2103	Kitchen Supervision and Management	3 Hours
		DHRM2203	Human Resource Administration	3 Hours
		NDM213	Analysing Customers	3 Hours
		DDS223	Introduction to Ethics	3 Hours
		DLIS123/DLIS2204	Introduction to Multimedia Librarianship	3 Hours
		DEBM1101	Entrepreneurship Development and Opportunity Identification	3 Hours
		DLIS111	Introduction to Library Operation and Management	3 Hours
		PLM2206	Public Procurement II	3 Hours
		DPLM122	Public Procurement and Disposal Management	3 Hours
		DPLM2104.	Disposal Management	3 Hours
		DLIS1101	Introduction to Library Operation	3 Hours
TUESDAY 10TH DEC, 2024	MORNING 09:00 A.M.	FPD1202-2	Snacks and Fast Food Preparation (Prac)	4 Hours
		FPD2102	Specialty Cuisine-Indian Cuisine (Prac)	4 Hours
		DHIC132-2	Flower Arrangements, Decoration and Organization (Prac)	4 Hours
		BST2204/DFOA2203/DBA2203 /NDA222/DBCA122	Computerized Accounting (Prac)	3 Hours (Day 2)
		NDJM124/2	Art of Public Speaking (Prac)	1 Hour
		DHRM1202	Organisational Behaviour	3 Hours
		DTHM121	Tourism Product Marketing	3 Hours
		DTM2104	Principles of hospitality Management	3 Hours
		DLIS1205	Reference Sources and Services	3 Hours
		DLIS232	Referencing and Bibliographic Control	3 Hours
		DPAM215	Public Administration and Elections Management	3 Hours
		RIM2204/DREM2202	Museology	3 Hours
		SIM1205/NDSA121	Keyboard Skills II	3 Hours
		DSIM121-1	Keyboard Skills II (Theory)	3 Hours
		DBCS111/BCS1103/GBDM114/ DBCS1105/DTM1104/GCD1102 DBA1201	Business Communication Skills	3 Hours
		DATD112	Business Communication	3 Hours
		DGC1105/SWK124/DPM1107/ LSC1105	Communication Skills	3 Hours
		DPAM224	Communication Skills in Public Administration and Management	3 Hours
		DBCS2105	International Business Communication	3 Hours
		DDS110	Introduction to Development Studies	3 Hours
BHD2201	Hospitality Marketing	3 Hours		

		CYD110	Introduction to Children, Youth and Development	3 Hours
		NDCB142	Hair Cutting, Barbering and Colouring Practice	6 Hours
		NDCB221	Hair Cutting and Barbering (Prac)	4 Hours
		DTM2205	Hospitality Sales and Marketing	3 Hours
		CYD120	Child Protection	3 Hours
	AFTERNOON 02:00 P.M.	DHIC121-1	Beverage Preparation and Service (Theory)	3 Hours
		NDJM114-1	Advertising (Theory)	3 Hours
		DHIC112-1	Food Service (Theory)	3 Hours
		DCEN2103	Introduction to Microprocessor Technology	3 Hours
		SIM2203	Customer Service	3 Hours
		BHD1204	Customer Care	3 Hours
		DLIS124/DLIS2104	Automation of Library and Information Systems	3 Hours
		DRIM113/RIM2205	Management of Electronic Records	3 Hours
		DDS213	Human Rights and Conflict Management	3 Hours
		SWK224/GAD222/DDS121	Environment and Sustainable Development	3 Hours
		DPM1205	Introduction to Environmental Management and Sustainability	3 Hours
		DSWS1104/SWK110	Introduction to Social Work	3 Hours
		DIOM2202	Industrial Organization and Management	3 Hours
		SIM1106/NDSA115	Keyboard Skills I	3 Hours
		DSIM111-1	Keyboard Skills I (Theory)	3 Hours
		DBSM111	Goods and Service Marketing	3 Hours
		DFOM1103	Fundamentals of Marketing	3 Hours
		NDM115	Fundamentals of Marketing	3 Hours
		MKF1203/DBA2102/ UDBS1203	Marketing Fundamentals	3 Hours
		DMKF121	Marketing Fundamentals	3 Hours
		DPM1105	Development Policy Analysis, Planning and Management	3 Hours
		DTM2106	Hospitality Customer Care	3 Hours
		CYD222	Children and Youth Practice	3 Hours
WEDNESDAY 11TH DEC, 2024	MORNING 09:00 A.M.	HIC1105-2	Food and Beverage Production I (Prac)	4 Hours
		FPD1101-2	Fundamentals of Food Preparation (Prac)	4 Hours
		FPD1201-2	Food Preparation I (Prac)	4 Hours
		DTM2201	Tour Guiding Techniques	3 Hours
		DTHM231	Tour Guiding Skills and Techniques	3 Hours
		NDCB116	Hair Care and Design (Prac)	4 Hours
		NDCB113	Hair Care and Design Practice	6 Hours

	NDCB141	Hair Cutting, Barbering and Colouring Theory	3 Hours
	NDJM215	Graphics and Image Editing	4 Hours
	DBFR211-1	Business French (Theory)	3 Hours
	DPAM1101	Fundamentals of Public Administration	3 Hours
	DPAM111	Introduction to Public Administration and Management	3 Hours
	DPFM211	Principles of Financial Management	3 Hours
	DPAM121/DDS212	Public Policy and Administration	3 Hours
	NDBM221	Public Sector Management	3 Hours
	GAD122	Gender and Psychology	3 Hours
	FMG1204/GBDM124/ GMFM124/DFOA2102/ UDB1204	Financial Management	3 Hours
	DBSA231	Financial Management	3 Hours
	SBDM214	Strategic Management	3 Hours
	DBA2103	Elements of Business Finance	3 Hours
	DPAM225	Introduction to Development	3 Hours
	DPM1206	Project Appraisal and Pre-Investment	3 Hours
	DPM2105	Elements of Project Financial Management	3 Hours
	DICT2203	Introduction to E-commerce	3 Hours
	DCIS1205	Electronic Commerce	3 Hours
	DLIS2103	Marketing of Information Services	3 Hours
	DRIM232/RIM1203	Marketing of Information	3 Hours
	DCIS2102	Database Systems Design II	3 Hours
	DGC2103	Introduction to family and Group Therapy	3 Hours
	SWK214	Sociology of Crime and Deviance	3 hours
AFTERNOON 02:00 P.M.	HIC1106-2	Food and Beverage Service I (Prac)	2 Hours
	SWK113	Gender and Social Welfare	3 Hours
	RIM2206	Reprography and Paper Making	3 Hours
	DRIM121	Reprography and Paper Making	3 Hours
	DREM1204	Paper Making and Printing	3 Hours
	DREM1206	Basic of Paper Making, Printing and Publishing	3 Hours
	DPAM2202	Management of Organizations	3 Hours
	DPM1204	Introduction to Gender and Minority Interests	3 Hours
	NDJM111	Introduction to Journalism and Media Studies	3 Hours
	NDJ003	Communication in Journalism	3 Hours
	GAD110	Introduction to Gender and Development	3 Hours
	DDS221/DPAM216	Gender and Development	3 Hours

		DBSM231 DEBM2201 PLM1106 DPLM121 DPLM2101. NDCF213 CYD214/SWK217/DPAM214 /DDS229 DHRM2102 DICT1206/DCIS2101	E-Marketing Marketing Management Public Procurement I Procurement Principles International Procurement Management Customs software (Asycuda world) Foundations of Sign Language Industrial Welfare and Relations Fund. of Systems Analysis and Design	3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours
	AFTERNOON 02:00 P.M.	HIC2105-2 DSIM111-2 RMS1206/DPM1207/ DORM2105/DCFS2104/ DBA2105/RMS2102/UDBS1206 NDJ012-1 SBDM225/NDM225/ GMRM226/GDBM213 DGC1204 PLM2106 DPLM124 DTM2101 NDCB122 DCEN2101	Food and Beverage service II (Prac) Keyboard Skills I (Prac) Research Methods Research Methods Research Methods and Proposal Writing Introduction to Research methodology and Program Development International Purchasing International Procurement Tour Operations Management Braiding and Weaving Theory Embedded Systems	2 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours
MONDAY 16TH DEC, 2024	MORNING 09:00 A.M.	DPAM226 DSIM122-2 ICT1104/UDBS1104/ DBA1105-1/GBDM113-1 DICT1104/DICT1102 DICT111-1 NDJ005-1 DCIS1101-1 DATD122-1	Environment and Sustainable Development Shorthand II (Prac) Information and Communication Technology I (Theory) Introduction to Information and Communication Technology (Theory) Information and Communication Technology (Theory) Computer Applications in Journalism (Theory) Computer Literacy (Theory) Information and Communication Technology (Theory)	3 Hours 45 Mins 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours
	AFTERNOON 02:00 P.M.	DBFR211-2 NDJM123 NDJ010 DTM1101 DTHM111 BHD1101 DSIM112-2	Business French (Prac) Media Ethics and Law Media Ethics, Law and Human Rights Introduction to Hospitality and Uganda Tourism Introduction to Tourism and Hospitality Introduction to Hospitality and Tourism Shorthand I (Prac)	15 Mins 3 Hours 3 Hours 3 Hours 3 Hours 3 Hours 45 Mins

		DCAC211	Cost Accounting	3 Hours
		CAC2104/DFOA2101/ UDBS2104/DPLM2104	Cost Accounting	3 Hours
		NDA009	Cost Accounting	3 Hours
		GBDM212	Cost and Management Accounting	3 Hours
		DBSA122	Cost and Management Accounting	3 Hours
		DBS212	Cost and Management Accounting	3 Hours
		DBA2202	Management and Cost Accounting	3 Hours
		NDCB212	Skin Care and Beauty (Prac)	4 Hours
		DCFS2103/DCFS2106	Cargo Storage and Warehousing	3 Hours
		NDCF212	Cargo Warehousing and Storage	3 Hours
TUESDAY 17TH DEC, 2024	MORNING 09:00 A.M.	DBA1105-2/GBDM113-2	Information Communication Technology I (Prac)	2 Hours
		DATD122-2	Information and Communication Technology (Prac)	1½ Hours
		DICT1205/ICT1207/ICT2102	Information and Communication Technology II (Prac)	2 Hours
		DICT1102	Introduction to Information and Communication Technology (Prac)	2 Hours
		DPM2204/2	ICT for Project Management (Prac)	3 Hours
		DICT111-2	Information and Communication Technology (Prac)	2 Hours (Day 1)
		NDJ005-2	Computer Applications in Journalism (Prac)	2 Hours
		DCIS1101-2	Computer Literacy (Prac)	2 Hours
		DTM1106/GCD1103	Computer Application (Prac)	2 Hours
		SWK227/DDS224	Computer Application	2 Hours
		DGC1205	Computer Skills and Applications	3 Hours
		DPAM222	IT for Public Administrators and Managers	3 Hours
	AFTERNOON 02:00 P.M.			
WEDNESDAY 18TH DEC, 2024	MORNING 09:00 A.M.	DICT111-2	Information and Communication Technology (Prac)	2 Hours (Day 2)
	AFTERNOON 02:00 P.M.			

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.

		DREM2104	Technical Writing and Documentation	3 Hours
		DSWS2207	Human growth and Development	3 Hours
		DREM2104.	Technical Writing and Documentation in Records and Information Management	3 Hours
		NDCF112	Shipping Practice	3 Hours
		DCFS2101	Customs Tariffs and Cargo Nomenclature	3 Hours
		NDCF122	Customs Tariffs and Cargo Management	3 Hours
		CYD121	Education and Skills Development	3 Hours
		DCIS2202	Project Planning and Management for IS	3 Hours
		DGC1104	Introduction to Psychology of Personality	3 Hours
		SWK120/CYD114/DSWS2206	Introduction to Psychology	3 Hours
		PLM2105	Logistics Management	3 Hours
		GAD225	Gender and Social Service Delivery	3 Hours
		DFP2203	Food and Beverage Costing and Control	3 Hours
		DGC2204	Introduction to Marital Counselling	3 Hours
THURSDAY 12TH DEC, 2024	MORNING 09:00 A.M.	NDCB115	Fundamentals of Hairdressing (Prac)	4 Hours
		NDCB223	Thermal Styling and Moulding (Prac)	4 Hours
		NDCB214	Hair Plaiting (Prac)	4 Hours
		NDJM121-2	Television Production (Prac)	3 Hours
		NDJ002-1	Radio and Television Production (Theory)	3 Hours
		HIC2105-1	Food and Beverage Service II (Theory)	3 Hours
		SIM1204/NDSA125	Shorthand II	3 Hours
		DSIM122-1	Shorthand II (Theory)	2 Hours
		DSWS2104	Social Policy and Planning	3 Hours
		SWK222	Social Policy	3 Hours
		PLM2205	Specification and Supply Management	3 Hours
		DPLM113	Specification and Supply Management	3 Hours
		NDSA214	Customer Care	3 Hours
		DLIS2205	Customer Care Management	3 Hours
		DSIM113-2	Customer Care and Service (Prac)	30 Mins
		NDBM125	Business Organisation and Management	3 Hours
		DBSA111/BST1105/NDA214/ UDBS1105	Business Administration	3 Hours
		DBA1102	Fundamentals of Business Administration	3 Hours
		DEBM2202	Business Management	3 Hours
		DCEN1104	Computer Systems Maintenance	3 Hours
		CYD111	Early Childhood Care and Development	3 Hours
		DREM2101	Electronic Documents and Records Management System	3 Hours
		DICT1101	Introduction to Website Development and Technology	3 Hours

		DLIS121	Website Development and Design	3 Hours
		BST1210	Introduction to clearing and forwarding	3 Hours
		DCIS1204	Introduction to Web Design	3 Hours
		CYD223	Children and Youth in Emergencies and Humanitarian Situations	3 Hours
		SWK114/DDS114	Introduction to Adult Education	3 Hours
	AFTERNOON 02:00 P.M.	NDJ007-2	Newspaper and Magazine Production (Prac)	3 Hours
		NDJM112-2/NDJ001-2	News Writing and Reporting (Prac)	3 hours
		DPM1108	General Management Theory, Functions and Principles	3 Hours
		SIM1105/NDSA116	Shorthand I	3 Hours
		DSIM112-1	Shorthand I (Theory)	2 Hours
		DCIS2201	Computer Security	3 Hours
		SWK211/DSWS1205	Elements of Social Work Intervention	3 Hours
		DPAM122/DDS222/SWK223	Organisational Principles	3 Hours
		GAD111	Introduction to Development	3 Hours
		POM1202/DBA1204/SBDM125/ GMPM125/POM2103/BHD2101 /DPOM121	Principles of Management	3 Hours
		CYD124	Youth Identity and Participation	3 Hours
		CYD212	Adolescent Sexual Reproductive Health and Rights	3 Hours
		HIC1205	House Keeping Operations	3 Hours
		DTM1205	World Travel Geography	3 Hours
		DDS216/DPAM213	NGO Role in Development	3 Hours
		DTHM124	Tourism Professional Ethics	3 Hours
		BHD1203	Professional Ethics and Conduct	3 Hours
		LSC1106	General Ethics in Professionalism	3 Hours
		DGC2102	Introduction to Community and Social Psychology	3 Hours
FRIDAY 13TH DEC, 2024		MORNING 09:00 A.M.	HIC2104-2	Food and Beverage Production II (Prac)
	FPD2201		Traditional Cuisine (Uganda Dishes)-Prac	4 Hours
	FPD2101-2		Food Preparation II (Prac)	4 Hours
	NDCB215		Hair Weaving (Prac)	4 Hours
	NDCB123		Braiding and Weaving Practice	6 Hours
	NDJM113-2		Radio Journalism Production (Prac)	3 Hours
	NDJ002-2		Radio and Television Production (Prac)	4 Hours
	DSIM121-2		Keyboard Skills II (Prac)	3 Hours
	DHIC121-2		Beverage Preparation and Service (Prac)	3 Hours
	DSIM113-1		Customer Care and Service (Theory)	3 Hours
	NDSA223		Principles and Practices of Administration	3 Hours
	NDSA215		Computer Graphics and Photo Editing	3 Hours
	DREM2102		Fundamentals of Archives Management	3 Hours
	DLIS2202		Introduction to Archives Management	3 Hours

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 0393255225 or 0393193194: 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 DEC lead to loss of marks and results.
9. Sit only the examination paper you registered for. No results DEC 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

