



**Final Timetable**  
**UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD**  
**DEPARTMENT OF BUSINESS AND HUMANITIES**  
**COOPERATIVES EXAMINATIONS**  
**May - June, 2024**

**GENERAL INSTRUCTIONS:**

- 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.
- It must be observed that the morning session begins at 9:00 a.m. and afternoon at 2:00 p.m.
- Briefing the candidates by the Principals and Heads of Centres on the conduct of the examinations will be done on Wednesday 08<sup>th</sup> May, 2024. All candidates **MUST** attend this briefing at their respective centres of registration.
- 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
WEDNESDAY 08 <sup>TH</sup> MAY, 2024	MORNING 09:00 a.m.		Briefing of Candidates on Directions and Caution about examinations	3 Hours
		CCBA115	Business Communication Skills	2 ½ Hours
	MORNING 09:00 a.m.	DPED121	Project Identification, Design and Analysis	3 Hours
		DSMF122	SACCOs and MFIs Operations Environment	3 Hours
		DSTM126	Stores Management	3 Hours
MONDAY 13 <sup>TH</sup> MAY, 2024	MORNING 09:00 a.m.	DCAF123	Agri-Business Lending	3 Hours
		DCBA2107	Stores and Supply Chain Management	3 Hours
	AFTERNOON 02:00 p.m.	CCBA112	Economics I	2 ½ Hours
		CCBA122	Economics II	2 ½ Hours
		DMES123	Macro-Economics	3 Hours
TUESDAY 14 <sup>TH</sup> MAY, 2024	MORNING 09:00 a.m.	CCBA111	Practices of Book-keeping	2 ½ Hours
		CCBA121	Principles of Accounting	2 ½ Hours
		DPED123	Business Funding and Resource Mobilization	3 Hours
	AFTERNOON 02:00PM	DRIM125	Library and Information Science	3 Hours
		CCBA214	Aspects of Uganda Economy	2 ½ Hours
WEDNESDAY 15 <sup>TH</sup> MAY, 2024	MORNING 09:00 a.m.	DLCB121	Personal Growth and Development	3 Hours
		DPLM125	Public Procurement I	3 Hours
		DCBA2102	Taxation	3 Hours
		CCBA116	Fundamentals of ICT	2 ½ Hours
		CCBA126	Computer Application Practical	2 ½ Hours
		DRIM124	Library Cataloguing: Theory and Practice	3 Hours
		DFAT121	Financial Accounting	3 Hours
		DSFM121	Financial Accounting for SACCOs and MFIs	3 Hours

DAY & DATE	SESSION	PAPER CODE(S)	PAPER NAME	DURATION
THURSDAY 16 <sup>TH</sup> MAY, 2024	AFTERNOON 02:00 p.m.	DPAM128	Public Finance	3 Hours
		CCBA125	Principles of Law	2 ½ Hours
		CCBA215	Cooperative Law	2 ½ Hours
		DCAF121	Agri-Business Finance	3 Hours
		DRIM126	Records Organisation and Processing	3 Hours
MORNING 09:00 a.m.	AFTERNOON 02:00 p.m.	DCBA2104	Commercial Law	3 Hours
		DPAM127	Administrative Law	3 Hours
		CCBA211	Co-operative Accounting	2 ½ Hours
		DICT125/DCBA2103	Information Communication Technology II	3 Hours
		CCBA114	Cooperative History and Principle	2 ½ Hours
FRIDAY 17 <sup>TH</sup> MAY, 2024	MORNING 09:00 a.m.	DCRM123	Customer Relationship Management	3 Hours
		CCBA113	Business Calculations I	2 ½ Hours
		CCBA123	Business Calculations II	2 ½ Hours
		CCBA213	Fundamentals of Business Statistics	2 ½ Hours
		DCBA2105	Entrepreneurship Development	3 Hours
AFTERNOON 02:00 p.m.	AFTERNOON 02:00 p.m.	DPOM124	Principles of Management	3 Hours
		CCBA124	Co-operation in Uganda	2 ½ Hours
		CCBA212	Fundamentals of Entrepreneurship	2 ½ Hours
		DCAF122	Agri-Business Statistical Methods	3 Hours
		DPED122	Business Calculations	3 Hours
		DSTA122	Business Statistics	3 Hours
		DCBA2106	Human Resource Management	3 Hours

**INSTRUCTIONS TO CANDIDATES**

- 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.
- 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.
- Do not smuggle unauthorized materials e.g. notes, text-books, etc. in the examination room. Do not engage in any form of examination malpractice.
- Programmable calculators and Mobile Phones are not allowed in and around examination rooms.
- 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.
- 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
- 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.
- 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.

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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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EXECUTIVE SECRETARY