



Draft Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
DEPARTMENT OF BUSINESS AND HUMANITIES
COOPERATIVES EXAMINATIONS
November-December 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 and 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 & 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.	CCBA115	Business Communication Skills	2½ Hours
		DPFC111	Principles and Practices of Co-operatives	3 Hours
		CCBA221	Cooperative Marketing	3 Hours
	AFTERNOON 02:00 p.m.	CCBA112	Economics I	2½ Hours
		CCBA122	Economics II	2½ Hours
		DGPL116	General Principles of Law	3 Hours
		DJMC112	Personal Financial Management	3 Hours
		DBCL217	Business and Corporate Law	3 Hours
DCBA212	Co-operative Law	3 Hours		
TUESDAY 3rd DEC, 2024	MORNING 09:00 a.m.	CCBA111	Practices of Book-keeping	2½ Hours
		CCBA121	Principles of Accounting	2½ Hours
		DJAP114	Fundamental Accounting Principles	3 Hours
	AFTERNOON 02:00PM	CCBA214	Aspects of Uganda Economy	2½ Hours
		DRMS117	Research Methods	3 Hours
		CCBA222	Basics of Cooperative Extension	2½ Hours
WEDNESDAY 4th DEC, 2024	MORNING 09:00 a.m.	CCBA116	Fundamentals of ICT	2½ Hours
		CCBA126	Computer Application Practical	2½ Hours
		DMES112	Micro Economics	3 Hours
		DCBA2107	Stores and Supply Chain Management	3 Hours
	AFTERNOON 02:00 p.m.	CCBA125	Principles of Law	2½ Hours
		CCBA215	Cooperative Law	2½ Hours
		DCBA2101	Financial Accounting	3 Hours
THURSDAY 5th DEC, 2024	MORNING 09:00 a.m.	CCBA211	Co-operative Accounting	2½ Hours
		CCBA224	Customer Care and Retention	2½ Hours
		DCBA2103	Information Communication Technology II	3 Hours
	AFTERNOON 02:00 p.m.	CCBA114	Cooperative History and Principle	2½ Hours
		CCBA223	Cooperative Ethics	2½ Hours
FRIDAY 6th DEC, 2024	MORNING 09:00 a.m.	CCBA123	Business Calculations II	2½ Hours
		CCBA213	Fundamentals of Business Statistics	2½ Hours
		DEBP211	Entrepreneurship and Business Planning	3 Hours

	AFTERNOON 02:00 p.m.	DCBA2105	Entrepreneurship Development	3 Hours
		CCBA212	Fundamentals of Entrepreneurship	2½ Hours
		DICT115	Information Communication Technology I	3 Hours
		CCBA225	Office Management	2½ Hours
		DCAA115	Computer Applications for Agri-business	3 Hours
		DCBA2106	Human Resource Management	3 Hours
MONDAY 9TH DEC, 2024	MORNING 09:00 a.m.	CCBA113	Business Calculations I	2½ Hours
		CCBA124	Co-operation in Uganda	2½ Hours
		DCBA1203/ D'BCS111	Business Communication Skills	3 Hours
	AFTERNOON 02:00 p.m.	DCAF112	Sustainable Agriculture in Developing Economies	3 Hours
		DBDS215	Business Development Skills	3 Hours
		DPLM211	Public Procurement II	3 Hours
Tuesday 10TH DEC, 2024	MORNING 09:00 a.m.	DTAX214/ DCBA2104	Taxation	3 Hours
		DCAF214	Agri-business Records Management	3 Hours
		DRIM215	Medical Records Management	3 Hours
	AFTERNOON 02:00 p.m.	DFMC113	Mindset change and positive thinking	3 Hours
		DRMI213	Risk Management and Insurance	3 Hours
		DPLM116	Purchasing and Supplies Management	3 Hours
		DPED212	Innovation and Sustainable Business Management	3 Hours
		DPAM116	Fundamentals of Public Administration	3 Hours
		DRIM115	Principles of Records Management	3 Hours
		DSMF116	Governance and Management	3 Hours
Wednesday 11TH DEC, 2024	MORNING 09:00 a.m.	DCOE213	Co-operative Extension	3 Hours
		DCAF212	Agricultural Extension Education and Rural Development	3 Hours
		DLCBM116	Leadership Skills	3 Hours
	AFTERNOON 02:00 p.m.	DCOM213	E-commerce	3 Hours
		DLCD211	General Psychology	3 Hours
		DPAM218	Industrial welfare and relations	3 Hours
		DPLM212	Logistics Management	3 Hours
		DCSC214	Community Savings and Credit Systems	3 Hours
DRIM214	Preservation and Conservation of Records	3 Hours		
Thursday 12TH DEC, 2024	MORNING 09:00 a.m.	DPSA212	Public Sector Accounting	3 Hours
		DES212	Economics of SACCOs and Micro Finance	3 Hours
		DPED116	Fundamentals of Project Planning and Management	3 Hours
		DRIM213	Legislation, Policy and Ethics in Information works	3 Hours
	AFTERNOON 02:00 p.m.	DHRM216	Human Resource Management	3 Hours
		DLCB214	Strategic Management	3 Hours
		DRIM114	Library Classification: Theory and Practice	3 Hours
Friday 13TH DEC, 2024	MORNING 09:00 a.m.	DMSM215	Marketing and sales management	3 Hours
		DCAF211	Agricultural Marketing	3 Hours
		DRIM212	Marketing of Information	3 Hours
		DPAM219	Public Sector Monitoring and Evaluation	3 Hours
	AFTERNOON 02:00 p.m.	DSMF112	SACCOs and Micro Finance Operations and Management	3 Hours
		DLCB212	Leadership Ethics and code of conduct	3 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 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