

Draft Time Table
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
DEPARTMENT OF BUSINESS AND HUMANITIES
CERTIFICATES EXAMINATIONS
JULY-AUGUST 2022

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 July, 2022.** 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 July, 2022	MORNING 09:00 a.m.	Briefing of Candidates on Directions and Caution about examinations		3 Hours
MONDAY 1st Aug, 2022	MORNING 09:00 a.m.	NCBF122	Elements of Business Finance	2½ Hours
		NCPA122	Elements of Public Finance	2½ Hours
		CST1202	Mathematics Paper II	2½ Hours
		NCCM122	Applied Technician Mathematics	2½ Hours
		NCIT123	Computational Mathematics	3 Hours
		NCRM121	Registry Management	2½ Hours
		NGGC123	Ethics and Integrity	2½ Hours
		PCIM121	Introduction to Multimedia and its Applications	2½ Hours
		NCJM121/2	Public speaking (Theory)	2½ Hours
		PCSE123/2	Fundamentals of Programming in JAVA (Theory)	2½ Hours
		SMD1203	Contemporary Social Problems	2½ Hours
		NCSM122	Typewriting II	2½ Hours
	AFTERNOON 02:00 p.m.	NCFH122/1	Basic French (Theory)	2½ Hours
		NCJM122	Principles of Public Relations	2½ Hours
		NCSW126	Social Welfare Administration and Management	2½ Hours
		SMD1202	Community Dialogue	2½ Hours
		NCPM122	Stores Operations and Documentation	2½ Hours
		NCCF121	Customs Tariffs	2½ Hours
	TUESDAY 2nd Aug, 2022	MORNING	NCLS121	Library Administration and Routines
CST1201/1			Physics Paper II (Theory)	2½ Hours

	09:00 a.m.	PCIM124	Introduction to Web Design (Theory)	2½ Hours
		NCAF121	Introduction to Financial Accounting	2½ Hours
	AFTERNOON 02:00 p.m.	NCED125	Elements of Entrepreneurship Development	3 Hours
		PCSE122	Principles of Entrepreneurship skills	2½ Hours
		CCP1204/SMD1204	Creativity and Innovative Skills	2½ Hours
		CST1201/2	Physics Paper II (Practical)	2½ Hours
WEDNESD AY 3rd Aug, 2022	MORNING 09:00 a.m.	NCSH122	Safety, Health and Environment	2½ Hours
		NCIT122	Computer Graphics and Photo Editing (Practical)	3 Hours
		CST1205	Soft Skills Part I	2½ Hours
		PCIM122	Print Design (Practical)	3 Hours
		PCSE123/1	Fundamentals of Programming in JAVA (Practical)	3 Hours
		SMD1201/CCP1203	Communication and Facilitation	2½ Hours
	AFTERNOON 02:00 p.m.	NCPE123/CPE1203	Principles of Economics	2½ Hours
		NCDP121	Development Psychology	2½ Hours
		CCP1202	Introduction to Psychology	2½ Hours
		NCHC123	Basic Food Nutrition	2½ Hours
THURSDAY 4th Aug, 2022	MORNING 09:00 a.m.	NCCA124	Computer Applications	2½ Hours
		CST1203	Computer Hardware Analysis and Design	2½ Hours
		PCIM123	Media Publishing (Practical)	3 Hours
		PCSE121	Introduction to computer hardware (Prac)	3 Hours
		CCP2204/SMD2204	Basic computer application	2½ Hours
	AFTERNOON 02:00 p.m.	NCCM121	Operating System Software	2½ Hours
		NCIT121	Basic HTML Web Programming	3 Hours
FRIDAY 5th Aug, 2022	MORNING 09:00 a.m.	NCBS123	Basic Sociology	2½ Hours
		NCPS121	Elements of Purchasing and Supplies Management	2½ Hours
		NCSM121	Shorthand II	2½ Hours
		NCFR122	Fundamentals of Reprography	2½ Hours
		PCSE124	Fundamentals of Programming in C#	2½ Hours
		PCIM124	Introduction to Web Design (Practical)	3 Hours
		CST1204	Web Designing (Practical)	2½ Hours
		NCJM121/1	Public Speaking (Practical)	30 Minutes
		NCFH122/2	Basic French (Practical)	15 Minutes
		NCCF122	Fundamentals of Shipping Practice	2½ Hours

	AFTERNOON 02:00 p.m.	NCPA121	Public Office Management	2½ Hours
		CCP1201	Community Development and Child Protection	2½ Hours
		NCHO121	House Keeping Operations	2½ Hours
MONDAY 8th Aug, 2022	MORNING 09:00 a.m.	NCTH224	Elements of Eco-tourism	2½ Hours
		NCPM221	Outsourcing	2½ Hours
		CST2201/1	Physics Paper IV (Theory)	2½ Hours
		PCIM223	3D Animation using Cinema 4D (Practical)	3 Hours
		PCSE224/1	Querying with Postgresol (Practical)	3 Hours
		CCP2201	Prevention and Responsive Strategies in Child Protection	2½ Hours
		NCSW221	Basic Climate and Disaster Management	2½ Hours
		NCPS224	Fundamentals of Political Science	2½ Hours
		NCHR224	Organizational Behaviour	2½ Hours
		NCSM222	Typewriting IV	2½ Hours
	AFTERNOON 02:00 p.m.	NCCM221	Programming Fundamentals C++	2½ Hours
		CST2201/2	Physics Paper IV (Practical)	2½ Hours
		CST2104	Computer Programming	2½ Hours
		CCP2101	Child Protection Systems	2½ Hours
		SMD2102	Child Protection issues in Community	2½ Hours
		NCHC222	Introduction to Food Sales & Marketing	2½ Hours
		NCJM221/2	Principles of Television Production (Theory)	2 Hours
		NCFR224/NCFR121	Fundamentals of Reprography	2½ Hours
		NCGD224	Gender and Social Development	2½ Hours
TUESDAY 9th Aug, 2022	MORNING 09:00 a.m.	CCP2104	Early Childhood Development and Care	2½ Hours
		CST2204	Computer Networks	2½ Hours
		NCEA224	Elements of Auditing	2½ Hours
		NCGC221	Introduction to Industrial Relations	2½ Hours
		PCIM222	3D Modeling and Texturing (Practical)	3 Hours
		NCJM221/1	Principles of Television Production (Practical)	2 Hours
		NCIT222/1	Basic Computer Maintenance (Practical)	3 Hours
		NCCM223/1	PC Maintenance and Repair (Practical)	3 Hours
		CST2103	Computer Repairing (Practical)	2½ Hours
	AFTERNOON 02:00 p.m.	NCET222	Elements of Taxation	2½ Hours
		NCJM222/2	Video Editing and Production (Theory)	2 Hours
		NCHC224	Fundamentals of Food Costing	2½ Hours
		NCTH222	Touristic Geography & Map Interpretation	2½ Hours
		CCP2202	Programme Planning, Monitoring & Evaluation of Child Protection Intervention	2½ Hours
		SMD2103	Environmental Education	2½ Hours
NCIM221	Introduction to Museology	2½ Hours		

WEDNESDAY AY 10th Aug, 2022	MORNING 09:00 a.m.	NCIT221/1	Intro. to Visual Basic programming (Prac)	3 Hours
		NCCM223/2	PC Maintenance and Repair (Theory)	2 Hours
		PCSE223	Programing in Python (Practical)	3 Hours
		PCIM221	Introduction to 3D	2½ Hours
		CST2105	Introduction to Illustrator (Practical)	2½ Hours
		NCJM222/1	Video Editing and Production (Practical)	2 Hours
		NCHR221	Elements of Human Resource Management	2½ Hours
		NCLS221	Reference Services	2½ Hours
		NCHC225/NCEM225	Introduction to Events Management	2½ Hours
		NCCF224	Principles of Insurance	2½ Hours
		CCP2103	Alternative Care	2½ Hours
	AFTERNOON 02:00 p.m.	NCPC224	Elements of Preservation & Conservation of Records	2½ Hours
		CST2205	Soft Skills Part II	2½ Hours
		NCPA222	Local Government Financing	2½ Hours
		CCP2102	The Legal Framework in Child Protection	2½ Hours
		PCIM224	Digital Marketing	2½ Hours
		NCPM225	Logistics Operations	2½ Hours
SMD2101		Income Generating Skills	2½ Hours	
THURSDAY 11th Aug, 2022	MORNING 09:00 a.m.	NCAF221	Fundamentals of Public Sector Accounting	2½ Hours
		NCSW225	Food Security and Agricultural Innovations	2½ Hours
		CST2203	Introduction to InDesign (Practical)	2½ Hours
		NCCM222	Digital Electronics	2½ Hours
		NCIT222/2	Basic Computer Maintenance (Theory)	2½ Hours
		CST2101/1	Physics Paper III (Theory)	2½ Hours
		PCSE224/2	Querying with Postgresol (Theory)	2½ Hours
		SMD2202	Poverty Eradication Strategies	2½ Hours
		NCRM222/CEM2203	Introduction to Electronic Records Management	2½ Hours
		NCCF221	Warehousing and Ports Organization	2½ Hours
		NCSM221/CSM2203	Shorthand IV	2½ Hours
		NCHC221	Pastry and Baking (Practical)	4 Hours
		AFTERNOON 02:00 p.m.	CST2101/2	Physics Paper III (Practical)
	PCSE221		Introduction to Linux	2½ Hours
	NCKS223/1		Basic Kiswahili (Theory)	2½ Hours
	CCP2203		Principles and Ethical Issues in Child Protection	2½ Hours
	SMD2104		Introduction to Community Disability	2½ Hours
	MORNING 09:00 a.m.		CST2102	Mathematics III
		PCSE222	Basic Mathematics	2½ Hours

FRIDAY 12th Aug, 2022		SMD2203	Elements of Human Rights	2½ Hours	
		NCKS223/2	Basic Kiswahili (Practical)	15 Minutes	
	AFTERNOON 02:00 p.m.		NCHG222	Human Rights and Gerontology	2½ Hours
			NCIT221/2	Intro. to Visual Basic programming (Theory)	3 Hours
			SMD2201	Gender and Social Mobilization	2½ Hours
			NCLS222	Community and Information Services	2½ Hours
			CST2202	Mathematics IV	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 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 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.

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EXECUTIVE SECRETARY