

Draft Time Table
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
DEPARTMENT OF BUSINESS AND HUMANITIES
DIPLOMA 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.	STA1202/DBA1203	Business Statistics	3 Hours
		HIC1203	Principles of Hygiene	3 Hours
		DCOS1205	Discrete Mathematics	3 Hours
		DFOA1202	Business Mathematics	3 Hours
		DHRM1202	Organizational Behaviour	3 Hours
		RIM1202	Records Organization and Processing	3 Hours
		DCEN1204	Engineering Mathematics II	3 Hours
		DREM1201	Principles of Records Classification	3 Hours
		DPAM122	Organizational principles	3 Hours
		LSC1203	Art, Culture and Development Project	3 Hours
		SIM1205/NDSA121	Keyboard Skills II	3 Hours
		NUT1201	Principles of Nutrition and Meal Planning	3 Hours
	AFTERNOON 02:00 p.m.	DBA1201	Business Communication Skills	3 Hours
		SWK124	Communication Skills	3 Hours
		NDBM121	Production Management	3 Hours
		DLIS1201	Documentation and Work Services	3 Hours
		CYD120	Child Protection	3 Hours
		DGC1203	Introduction to Child and Adolescent Counselling	3 Hours
		DTM1203	French Language I	3 Hours
DCFS1204	Import and Export Management	3 Hours		
LAG1201	Hospitality French	3 Hours		

		DDS120	Political Economy	3 Hours
		DPM1205	Introduction to Environmental Management and Sustainability	3 Hours
TUESDAY 2nd Aug, 2022	MORNING 09:00 a.m.	DCFS1201	Principles of Customs Declaration	3 Hours
		DCIS1205	Electronic Commerce	3 Hours
		DICT2203	Introduction to Electronic Commerce	3 Hours
		GAD123/DDS123/SWK123	Community Based Health Care	3 Hours
		BHD1201	Principles of Accounting	3 Hours
		DPAM124	Principles of Accounting	3 Hours
		SIM1203/NDSA126	Secretarial Duties	3 Hours
		DLIS1204	Conservation and Preservation of Library Resources	3 Hours
		DCEN1205	Introduction to Electronic Principles	3 Hours
		NDA121	Financial Accounting II	3 Hours
		BST1205/DFOA1203	Intermediate Accounting	3 Hours
		BST1207/NDM121	Marketing Environment	3 Hours
		BST1210	Introduction to Clearing and Forwarding	3 Hours
	AFTERNOON 02:00 p.m.	HIC1202	Front Office Operation	3 Hours
		DREM1204	Paper Making and Printing	3 Hours
DCIS1204		Introduction to Web Design	3 Hours	
CYD124		Youth Identity and Participation	3 Hours	
DTM1201		Air Transport Management	3 Hours	
FPD1202		Snacks and Fast Foods Preparation (Theory)	3 Hours	
WEDNESDAY 3rd Aug, 2022	MORNING 09:00 a.m.	BLW1201/DBA1202/DEB M1204/SBDM122	Business Law	3 Hours
		DPAM1204	Administrative Law	3 Hours
		DTM1202	Travel Law	3 Hours
		NDJ005/1	Computer Application in Journalism (Theory)	3 Hours
		DREM1202	Legal Framework of Records and Information Management	3 Hours
		RIM1204	Library Cataloguing;	3 Hours
		NDM122	Legal Aspect of Marketing	3 Hours
		BHD1203	Professional Ethics and Conduct	3 Hours
		DCOS1201	Operating System Technologies	3 Hours
		DLIS1203	Cataloging and Classification	3 Hours

	AFTERNOON 02:00 p.m.	CYD123	Children and Disability	3 Hours
		NDJ006-1	Economics and Entrepreneurship (Econ)	3 Hours
		DEBM1201	Business Economics	3 Hours
		SWK122/GAD121/DDS122	Development Economics	3 Hours
		DCFS1202	Economics of Sea Transport	3 Hours
		DGC1202	Introduction to Counseling Theories	3 Hours
		RIM1201	Legislation, Policy and Ethics in Information works	3 Hours
		DLIS1205	Reference Sources and services	3 Hours
		DPAM121	Public Policy and Administration	3 Hours
		FPD1201	Food Preparation (Theory)	3 Hours
		DPM1206	Project Appraisal and pre-Investment	3 Hours
THURSDAY 4th Aug, 2022	MORNING 09:00 a.m.	MKF1203	Marketing Fundamentals	3 Hours
		DBA1205	Purchasing and Supplies Management	3 Hours
		RIM1203	Marketing of Information	3 Hours
		SIM1204/NDSA125	Shorthand II	3 Hours
		DGC1205	Computer Skills and Applications	3 Hours
		NDJ005/2	Computer Application in Journalism (Prac)	2 Hours
		DICT1207	Fundamentals of Database Management Systems	3 Hours
		DICT1205	Information Communication Technology II	3 Hours
		NDCB122	Hair Plaiting (Prac)	4 Hours
		DPP1203	Procurement Principles	3 Hours
		DCEN1203	Data communication and Networking I	3 Hours
		DTM1205	World Travel Geography	3 Hours
			AFTERNOON 02:00 p.m.	CYD121
GAD122	Gender and Psychology			3 Hours
DDS121	Environment and Sustainable Development			3 Hours
DPAM125	Public Finance Management			3 Hours
HIC1204	Nutrition			3 Hours
DSWS1202	Introduction to Social Administration			3 Hours
DPM1204	Introduction to Gender and Minority Interests			3 Hours
NDBM125	Business Organization and Management			3 Hours
FRIDAY	MORNING	SWK121	Introduction to Sociology	3 Hours

5th Aug, 2022	09:00 a.m.	DHRM1203	Career Planning and Guidance	3 Hours
		NDJ004	Sociology	3 Hours
		DTM1204	Hotel Reception Operations	3 Hours
		DICT1206	Fundamentals of Systems Analysis and Design	3 Hours
		DCIS1202	Database Systems Design	3 Hours
		DPAM1202	Local Government and Service Delivery	3 Hours
		FMG1204/GBDM124	Financial Management	3 Hours
		DGC1201	Introduction to Grief Counselling	3 Hours
		NDCB121	Chemical Hair Reformation (Prac)	4 Hours
		FPD1201	Food Preparation I (Practical)	4 Hours
		DSWS1205	Elements of Social Work Intervention	3 Hours
	AFTERNOON 02:00 p.m.	POM1202/SBDM125/DBA 1204	Principles of Management	3 Hours
		PSM1205	Principles of Stores Management	3 Hours
		DPAM123	Strategic Public Procurement	3 Hours
		BHD1204	Customer Care	3 Hours
		DCFS1203	Marine Insurance	3 Hours
		HIC1205	Housekeeping Operations	3 Hours
		DREM1203	Office Management and Practice	3 Hours
	MONDAY 8th Aug, 2022		GAD214	Decentralization and Local Government
DDS211			Local Government and Decentralization	3 Hours
SWK215			Children, Youth and Development	3 Hours
CYD222			Children and Youth Practice	3 Hours
CYD210			Social Protection for Children	3 Hours
FPD2201			Traditional Cuisine (Uganda Dishes)	4 Hours
DDS213			Human Rights and Conflict Management	3 Hours
DBA2202			Management and Cost Accounting	3 Hours
DCIS2201			Computer System Security	3 Hours
SIM2204			Information Comm. Technology III (Prac)	2 Hours
SWK227/DDS224			Computer Application	2 Hours
NDCB223			Thermal Styling and Moulding (Prac)	4 Hours
NDJ008/2			Photo Journalism (Practical)	3 Hours
DREM2203			Preservation & conservation of Records	3 Hours
NDJ006/1			Economics	3 Hours
BST2209		Modes and Practices of Transport	3 Hours	
DPLM.2202		Transport and Distribution Mgt	3 Hours	
AFTERNOON 02:00 p.m.		NDSA222	Shorthand IV	3 Hours
		NDJ011	Political Science	3 Hours
	BST2207	Marketing Research	3 Hours	
	GAD213	Public Policy	3 Hours	

		DDS212	Public Policy and Administration	3 Hours
		CYD211	Rights Based Programing	3 Hours
		DGC2202	Introduction to Career and Occupational Counselling	3 Hours
		DCIS2206	Geographical Information Systems	3 Hours
		DSWS2203	Intro. to guidance and counseling	3 Hours
		PLM2204	Production and Operations Mgt	3 Hours
		BST2208/NDM223/NDM 010/ DCFS1205	International Marketing	3 Hours
		RIM2204/DREM2202	Museology	3 Hours
		DLIS2202	Introduction to Archives Management	3 Hours
		DCOS2206	Intelligent Systems	3 Hours
TUESDAY 9th Aug, 2022	MORNING 09:00 a.m.	SIM2201/OMT2207	Office Management	3 Hours
		SWK214	Sociology of Crime & Deviance	3 Hours
		SWK221/DDS215/CYD224/GAD223	Counseling and Guidance	3 Hours
		DDS223	Introduction to Ethics	3 Hours
		CYD212	Adolescent Sexual Reproductive Health and Rights	3 Hours
		NDSA221	Keyboard Skills IV	3 Hours
		DCOS2202	Software Engineering	3 Hours
		DBA2204	Business Planning	3 Hours
		DLIS2203	Desk Top Publishing (Prac)	3 Hours
		DSWS2202	Community & Rural Development	3 Hours
		SWK222	Social policy	3 Hours
		PLM2205	Specification and Supply Management	3 Hours
		FPD1202	Snacks and Fast Foods preparation (Prac)	4 Hours
		NDCB225	Hand and Foot care (Prac)	4 Hours
	DHRM2201	Human Resource Information Systems	3 Hours	
	AFTERNOON 02:00 p.m.	DCIS2202	Project Planning & Management for IS	3 Hours
		SWK213/CYD213/DPPM 1203/GAD120	Project Planning and Management	3 Hours
		DPM2203	Project Operations and Mgt	3 Hours
		DGC2203	Introduction to HIV/AIDS Counselling and Management	3 Hours
		DFOA2201	Elements of Financial Reporting	3 Hours
		GAD224	Gender and Conflict Management	3 Hours
		DDS221	Gender and Development	3 Hours
		GAD212	Gender and Law	3 Hours
		DTM2204/1	Computerized Reservation Systems (Theory)	3 Hours
		DLIS2201	Principles of Records Management	3 Hours
		DIOM2202	Industrial Organization & Management	3 Hours
BST2206		Export and Import Marketing	3 Hours	
DFP2202-T	Pastry and Baking (Theory)	3 Hours		
DPLM2201.	Logistics and Supply Chain Mgt	3 Hours		
DPLM2221	Value Chain Management	3 Hours		

WEDNESDAY 10th Aug, 2022	MORNING 09:00 a.m.	BST2202	Principles of Auditing	3 Hours
		HIC2201	French II	3 Hours
		DFP2202-P	Pastry and Baking (Prac)	4 Hours
		DGC2204	Introduction to Marital Counselling	3 Hours
		GBDM123	Entrepreneurship Skills Development	3 Hours
		NDJ006-2	Economics and Entrepreneurship (Entrep.)	3 Hours
		SWK225/DDS227/GAD221/CYD220/DEN2203	Entrepreneurship Development	3 Hours
		GCD2101	Entrepreneurship Skills	3 Hours
		DBA2201	Entrepreneurship Development Training	3 Hours
		DEBM2204	Entrepreneurship Development Skills	3 Hours
		DTM2204/2	Computerized Reservation Systems (Prac)	3 Hours
		DPM2204/2	Information and Communication Technology for project management (Prac)	2 Hours
		DREM2201	Paleography and Oral History	3 Hours
		RIM2205	Management of Electronic Records	3 Hours
		DSWS2207	Human growth and Development	3 Hours
	SWK217/DDS229/CYD214	Foundations of sign language	3 Hours	
	AFTERNOON 02:00 p.m.	CYD221	Juvenile Justice	3 Hours
		RIM2206	Reprography and Paper Making	3 Hours
		DDS214	Leadership and Good Governance	3 Hours
		DFP2204	Menu Planning and Engineering	3 Hours
KSW2205/GBDM224		Business Kiswahili	3 Hours	
GAD225		Gender and Social Service Delivery	3 Hours	
PLM2206		Public Procurement II	3 Hours	
SWK212		Human Growth Behaviour & Development	3 Hours	
DPLM2206.		Public Procurement Management	3 Hours	
THURSDAY 11th Aug, 2022	MORNING 09:00 a.m.	SBDM223/ETN2203	Elements of Taxation	3 Hours
		DCFS2203	Principles of Taxation Management	3 Hours
		DFOA2202	Income Tax	3 Hours
		POT2203	Principles of Taxation	3 Hours
		NDCB221	Hair Cutting and Barbering (Prac)	4 Hours
		DDS216	NGO Role in Development	3 Hours
		SWK216	Community Based Rehabilitation	3 Hours
		DFP2203	Food and Beverage Costing and Control	3 Hours
		HIC2202	Food Costing and Control	3 Hours
		DSWS2206/SWK120	Introduction to Psychology	3 Hours
		CYD223	Children and Youth in Emergencies in Humanitarian Situations	3 Hours
		NDM221	Fundamentals of Selling	3 Hours
		NDA221	Public Sector Accounting	3 Hours
		NDBM221	Public Sector Management	3 Hours
		DPM2204/1	Information and Communication Technology for project management (Theory)	3 Hours
		DTM2205	Hospitality Sales and Marketing	3 Hours
		BHD2205	Hospitality Marketing	3 Hours
DHRM2202	Reward Management	3 Hours		

	AFTERNOON 02:00 p.m.	DEBM2201	Marketing Management	3 Hours
		DPAM2201	Management of Social Services	3 Hours
		SBDM222	Human Resource Management	3 Hours
		NDSA223	Principles and Practices of Admin.	3 Hours
		RMS1206/DPM1207/ NDJ012-1	Research Methods	3 Hours
		DGC1204	Introduction to Research Methodology and Program Development	3 Hours
		SBDM225	Research Methods & Proposal Writing	3 Hours
		NDM225	Marketing Research & Proposal Writing	3 Hours
		DCEN2201	Wireless Communication	3 Hours
		FRIDAY 12th Aug, 2022	MORNING 09:00 a.m.	NDCB222
BST2204/NDA222/DFOA 2203/DBA2203	Computerized Accounting (Prac)- A			3 Hours
SWK223/DDS222	Organization Principles			3 Hours
DEBM2202	Business Management			3 Hours
DPAM2202	Management of Organizations			3 Hours
DTM2201	Tour Guiding Techniques			3 Hours
DCIS2203	Data Warehousing & Data Mining			3 Hours
DCFS2202	Customs software (Asycuda World)			3 Hours
DRIM2202	Reference and Information Services			3 Hours
DHRM2203	Human Resource Administration			3 Hours
SWK211	Elements of Social Work intervention			3 Hours
DTM2202	Fares and Ticketing II			3 Hours
HIC2204	Food Sales and Marketing			3 Hours
DPM2205	Project Resource Mobilization & Budgeting			3 Hours
SIM2202	Interpersonal Skills			3 Hours
AFTERNOON 02:00 p.m.	SIM2203		Customer Service	3 Hours
	DLIS2205		Customer Care Management	3 Hours
	HIC2203		Events Management	3 Hours
	PLM2202		Procurement Ethics	3 Hours
	DPLM2203.		E-procurement	3 Hours
	BST2210		Customs Declaration	3 Hours
	GAD226/DDS226		Disaster management and Preparedness	3 Hours
	DSWS2201		Disaster management	3 Hours
	DCFS2206	International Maritime Law	3 Hours	
	NDJ010	Media Ethics, Law and Human Rights	3 Hours	
DLIS2204	Intro. to Multimedia Librarianship	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 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)