



## Business & Computing Examinations (BCE)

3<sup>rd</sup> Floor, 207 Regent Street

LONDON W1B 3HH

Website: [www.bcexam.com](http://www.bcexam.com) email: [info@bcexam.com](mailto:info@bcexam.com)

Tel: 44 207 993 4469

### Business Courses 2013 Examination Time-Table

*All Certificate examinations are 40 multiple choice questions in Section A and 3 essay questions in Section B. Candidates are required to answer all questions.*

*All Diploma examinations are 5 essay questions. Candidates are required to answer all questions.*

*All Adv. Diploma examinations are 5 essay questions. Candidates are required to answer all questions.*

### 2013 Examinations Deadline Dates

Exam Month	Exam Deadline	Late Entry Dates ** Add £25 on top of exam fees (late entry charges)
April	Friday 22 <sup>nd</sup> February	23 <sup>rd</sup> February – 9 <sup>th</sup> March
August	Friday 12 <sup>th</sup> July	13 <sup>th</sup> July – 26 <sup>th</sup> July
December	Friday 25 <sup>th</sup> October	26 <sup>th</sup> October – 8 <sup>th</sup> November

#### 1. Diploma in Accounting & Finance (519)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Financial Accounting	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Corporate Finance	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Auditing & Assurance	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 4	Management Accounting	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2½ hrs
Paper 5	Taxation	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2½ hrs
Paper 6	Forensic Accounting	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	2½ hrs

#### 2. Advanced Diploma in Corporate Financial Reporting (520)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Advanced Financial Reporting	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	3 hrs
Paper 2	Advanced Management Accounting	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	3 hrs
Paper 3	Quantitative Methods for Business	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	3 hrs
Paper 4	Financial Accounting Theory	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	3 hrs
Paper 5	Project Risk Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	3 hrs

#### 3. Diploma in Computerised Accounting (333)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Windows Operating System	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 2	Accounting Information Systems	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2½ hrs
Paper 3	Excel Accounting	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	2½ hrs
Paper 4	Quickbooks Accounting	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2½ hrs
Paper 5	Sage Accounting	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	2½ hrs

#### 4. Certificate in Business Studies & Internet Technology

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	HTML Internet Technology	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2 hrs
Paper 2	Accounting Principles	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2 hrs
Paper 3	Business Communication	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2 hrs
Paper 4	Business Organisation	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	2 hrs
Paper 5	Business Maths	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2 hrs



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#### **5. Diploma in Business Administration & Computer Systems (501)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Business Computer Systems	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Accounting	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Business Administration	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2½ hrs
Paper 4	Economics	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2½ hrs
Paper 5	Business Ethics	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	2½ hrs

#### **6. Advanced Diploma in Business Administration & Database Technology (900)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Management Information Systems	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	3 hrs
Paper 2	Human Resource Management	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	2pm	3 hrs
Paper 3	Marketing Management	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	3 hrs
Paper 4	Management Accounting	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	3 hrs
Paper 5	Financial Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	3 hrs

#### **7. Diploma in Project Management (888)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Project Management Skills	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Project Management Information System	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Business Analysis	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 4	Project Quality Management	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2½ hrs
Paper 5	Project Risk Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2½ hrs

#### **8. Diploma in Business Economics (870)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Business Finance	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Managerial Economics	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	International Trade & Policies	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2½ hrs
Paper 4	Economics	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2½ hrs
Paper 5	Real Estate Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	2½ hrs



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#### **9. Diploma in Management (890)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Operations Management	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 2	Business Strategy	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 3	Organisational Management	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2½ hrs
Paper 4	International Business Management	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	2½ hrs
Paper 5	Business Law	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	2½ hrs

#### **10. Advanced Diploma in Management (891)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Project Management Skills	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	3 hrs
Paper 2	Entrepreneurship	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	2pm	3 hrs
Paper 3	Strategic Management	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	3 hrs
Paper 4	Business Statistics	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	3 hrs
Paper 5	International Politics	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	3 hrs

#### **11. Diploma in Human Resources Management (630)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Human Resource Management	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	2pm	2½ hrs
Paper 2	Organisational Behaviour	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Managing the Labour Market	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	2pm	2½ hrs
Paper 4	Labour Law	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2½ hrs
Paper 5	Training & Development	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	2½ hrs

#### **12. Advanced Diploma in Human Resources Management (631)**

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Project Management Skills	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	3 hrs
Paper 2	Organisational Development	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	2pm	3 hrs
Paper 3	Industrial Organisation	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	3 hrs
Paper 4	Business Research Methods	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	3 hrs
Paper 5	Ethics in Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	3 hrs



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#### 13. Diploma in Marketing (880)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Services Marketing & Management	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Sales Management	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Purchasing & Supply Management	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 4	Marketing Management	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2½ hrs
Paper 5	Retail Management	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2½ hrs

#### 14. Advanced Diploma in Marketing (881)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Consumer Behaviour	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	3 hrs
Paper 2	International Marketing	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	2pm	3 hrs
Paper 3	Strategic Marketing	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	3 hrs
Paper 4	Marketing Research	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	3 hrs
Paper 5	Advertising Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	3 hrs

#### 15. Diploma in Finance (530)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Public Finance	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Financial Markets & Investments	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Financial & Managerial Accounting	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 4	Financial Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2½ hrs
Paper 5	Corporate Governance	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	2½ hrs

#### 16. Advanced Diploma in Finance (531)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Behavioural Corporate Finance	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	3 hrs
Paper 2	Financial Risk Management	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	3 hrs
Paper 3	Quantitative Methods for Business	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	3 hrs
Paper 4	Finance Theory	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	3 hrs
Paper 5	Economics of Social Issues	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	3 hrs



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#### 17. Diploma in Administrative Assistant (677)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Help Desk & Problem Solving Skills	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Accounting	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Business Management	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2½ hrs
Paper 4	Business Legal & Regulatory Environment	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	2½ hrs
Paper 5	Personal Finance	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2½ hrs

#### 18. Diploma in Secretarial Studies (777)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Computer Keyboard, Typing & Word Processing Skills	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	2pm	2½ hrs
Paper 2	Accounting	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Business Office Skills	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 4	Business Legal Documents	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	2½ hrs
Paper 5	Managerial Communication & Interpersonal Skills	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2½ hrs

#### 19. Diploma in Hotel Management (610)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Front Office Management	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	9am	2½ hrs
Paper 2	Food & Beverage Management	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	2pm	2½ hrs
Paper 3	Hospitality Management	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	9am	2½ hrs
Paper 4	Hospitality Managerial Accounting	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	9am	2½ hrs
Paper 5	Hospitality Strategic Management	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	9am	2½ hrs

#### 20. Diploma in Travel & Tourism (620)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Tourism Management	Mon	8 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup>	2pm	2½ hrs
Paper 2	Travel & Tourism Marketing	Tues	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9am	2½ hrs
Paper 3	Tourism Law	Wed	10 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	2pm	2½ hrs
Paper 4	World Geography	Thurs	11 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	2pm	2½ hrs
Paper 5	GDS Fares & Ticketing	Fri	12 <sup>th</sup>	23 <sup>rd</sup>	13 <sup>th</sup>	2pm	2½ hrs