



Business & Computing Examinations (BCE)
3rd Floor, 207 Regent Street, LONDON W1B 3HH
Website: www.bcxam.com email: info@bcexam.com
Tel: 44 207 993 4469

Business Qualifications 2020 Examination Time-Table

*All Level 3 and 4 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 Level 5 Diploma examinations are 5 essay questions. Candidates are required to answer **all** questions.*
*All Level 6 Advanced Diploma examinations are 5 essay questions. Candidates are required to answer **all** questions.*

2020 Examinations Fee Deadline Dates

Exam Month	Exam Fee Deadline	Late Entry Deadline ** ** Add £35 or \$70 on top of exam fees (late entry charges)
April	Friday 31 st Jan	Friday 28 th February
August	Friday 5 th June	Friday 26 th June
December	Friday 25 th Sept	Friday 23 rd October

1. Level 5 Diploma in Accounting & Finance (519)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Financial Accounting	Mon	20	3	7	9am	2½ hrs
Paper 2	Corporate Finance	Tues	21	4	8	9am	2½ hrs
Paper 3	Auditing & Assurance	Wed	22	5	9	9am	2½ hrs
Paper 4	Management Accounting	Thurs	23	6	10	9am	2½ hrs
Paper 5	Taxation *	Fri	24	7	11	9am	2½ hrs
Paper 6	Forensic Accounting	Fri	24	7	11	2pm	2½ hrs

* **Taxation:** Exam questions will be based on country taxation system.

2. Level 6 Advanced Diploma in Corporate Financial Reporting (520)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Advanced Financial Reporting	Mon	20	3	7	9am	3 hrs
Paper 2	Advanced Management Accounting	Tues	21	4	8	9am	3 hrs
Paper 3	Quantitative Methods for Business	Wed	22	5	9	9am	3 hrs
Paper 4	Financial Accounting Theory	Thurs	23	6	10	9am	3 hrs
Paper 5	Project Risk Management	Fri	24	7	11	9am	3 hrs

3. Level 5 Diploma in Computerised Accounting (333)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Windows Operating System	Wed	22	5	9	9am	2½ hrs
Paper 2	Accounting for Computerised Accounting	Wed	22	5	9	2pm	2½ hrs
Paper 3	Accounting Information Systems	Thurs	23	6	10	9am	2½ hrs
Paper 4	Excel Accounting	Thurs	23	6	10	2pm	2½ hrs
Paper 5	Quickbooks Accounting	Fri	24	7	11	9am	2½ hrs
Paper 6	Sage/Pastel/Tally/Myob Accounting †	Fri	24	7	11	2pm	2½ hrs

† Sage/Pastel/Tally/Myob **Computerised Accounting Packages** - To choose only one package from the list; else examination fee of £35 or \$70 per each extra package applies.



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4. Level 4 Certificate in Business Studies & Internet Technology (301)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	HTML Internet Technology	Wed	22	5	9	9am	2 hrs
Paper 2	Accounting Principles	Wed	22	5	9	2pm	2 hrs
Paper 3	Business Communication	Thurs	23	6	10	9am	2 hrs
Paper 4	Business Organisation	Thurs	23	6	10	2pm	2 hrs
Paper 5	Business Maths	Fri	24	7	11	9am	2 hrs

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

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Business Computer Systems	Mon	20	3	7	9am	2½ hrs
Paper 2	Accounting	Wed	22	5	9	2pm	2½ hrs
Paper 3	Business Administration	Thurs	23	6	10	9am	2½ hrs
Paper 4	Economics	Thurs	23	6	10	2pm	2½ hrs
Paper 5	Business Ethics	Fri	24	7	11	2pm	2½ hrs

6. Level 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	20	3	7	9am	3 hrs
Paper 2	Human Resource Management	Mon	20	3	7	2pm	3 hrs
Paper 3	Marketing Management	Wed	22	5	9	2pm	3 hrs
Paper 4	Management Accounting	Thurs	23	6	10	9am	3 hrs
Paper 5	Financial Management	Fri	24	7	11	9am	3 hrs

7. Level 5 Diploma in Project Management (888) [Exam fee is £200/\$400 or £40/\$80 per subject; Resit is £40/\$80 per subject]

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Project Management Skills	Mon	20	3	7	9am	2½ hrs
Paper 2	Project Management Information System	Tues	21	4	8	9am	2½ hrs
Paper 3	Business Analysis	Wed	22	5	9	9am	2½ hrs
Paper 4	Project Quality Management	Thurs	23	6	10	9am	2½ hrs
Paper 5	Project Risk Management	Fri	24	7	11	9am	2½ hrs



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8. Level 5 Diploma in Business Economics (870)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Business Finance	Mon	20	3	7	9am	2½ hrs
Paper 2	Managerial Economics	Tues	21	4	8	9am	2½ hrs
Paper 3	International Trade & Policies	Wed	22	5	9	2pm	2½ hrs
Paper 4	Economics	Thurs	23	6	10	9am	2½ hrs
Paper 5	Real Estate Management	Fri	24	7	11	2pm	2½ hrs

9. Level 5 Diploma in Management (890)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Operations Management	Tues	21	4	8	9am	2½ hrs
Paper 2	Business Strategy	Wed	22	5	9	9am	2½ hrs
Paper 3	Organisational Management	Thurs	23	6	10	9am	2½ hrs
Paper 4	International Business Management	Thurs	23	6	10	2pm	2½ hrs
Paper 5	Business Law	Fri	24	7	11	2pm	2½ hrs

10. Level 6 Advanced Diploma in Management (891)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Project Management Skills	Mon	20	3	7	9am	3 hrs
Paper 2	Entrepreneurship	Mon	20	3	7	2pm	3 hrs
Paper 3	Strategic Management	Wed	22	5	9	9am	3 hrs
Paper 4	Business Statistics	Thurs	23	6	10	9am	3 hrs
Paper 5	International Politics	Thurs	23	6	10	2pm	3 hrs

11. Level 5 Diploma in Human Resources Mgt (630)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Human Resource Management	Mon	20	3	7	2pm	2½ hrs
Paper 2	Organisational Behaviour	Tues	21	4	8	9am	2½ hrs
Paper 3	Managing the Labour Market	Tues	21	4	8	2pm	2½ hrs
Paper 4	Labour Law	Thurs	23	6	10	9am	2½ hrs
Paper 5	Training & Development	Thurs	23	6	10	2pm	2½ hrs

12. Level 6 Advanced Diploma in Human Resources Mgt (631)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Project Management Skills	Mon	20	3	7	9am	3 hrs
Paper 2	Organisational Development	Mon	20	3	7	2pm	3 hrs
Paper 3	Industrial Organisation	Wed	22	5	9	9am	3 hrs
Paper 4	Business Research Methods	Thurs	23	6	10	9am	3 hrs
Paper 5	Ethics in Management	Fri	24	7	11	2pm	3 hrs



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13. Level 5 Diploma in Marketing (880)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Services Marketing & Management	Mon	20	3	7	9am	2½ hrs
Paper 2	Sales Management	Mon	20	3	7	2pm	2½ hrs
Paper 3	Purchasing & Supply Management	Tues	21	4	8	9am	2½ hrs
Paper 4	Marketing Management	Wed	22	4	9	2pm	2½ hrs
Paper 5	Retail Management	Thurs	23	5	10	9am	2½ hrs

14. Level 6 Advanced Diploma in Marketing (881)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Consumer Behaviour	Mon	20	3	7	9am	3 hrs
Paper 2	International Marketing	Mon	20	3	7	2pm	3 hrs
Paper 3	Strategic Marketing	Wed	22	5	9	9am	3 hrs
Paper 4	Marketing Research	Thurs	23	6	10	9am	3 hrs
Paper 5	Advertising Management	Fri	24	7	11	9am	3 hrs

15. Level 5 Diploma in Finance (530)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Public Finance	Mon	20	3	7	9am	2½ hrs
Paper 2	Financial Markets & Investments	Tues	21	4	8	9am	2½ hrs
Paper 3	Financial & Managerial Accounting	Wed	22	5	9	9am	2½ hrs
Paper 4	Financial Management	Fri	24	7	11	9am	2½ hrs
Paper 5	Corporate Governance	Fri	24	7	11	2pm	2½ hrs

16. Level 6 Advanced Diploma in Finance (531)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Corporate Financial Management	Mon	20	3	7	9am	3 hrs
Paper 2	Financial Risk Management	Tues	21	4	8	9am	3 hrs
Paper 3	Quantitative Methods for Business	Wed	22	5	9	9am	3 hrs
Paper 4	Finance Theory	Thurs	23	6	10	9am	3 hrs
Paper 5	Economics of Social Issues	Fri	24	7	11	9am	3 hrs



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17. Level 5 Diploma in Administrative Assistant (677)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Help Desk & Problem Solving Skills	Mon	20	3	7	9am	2½ hrs
Paper 2	Accounting	Wed	22	5	9	2pm	2½ hrs
Paper 3	Business Management	Thurs	23	6	10	9am	2½ hrs
Paper 4	Business Legal & Regulatory Environment	Thurs	23	6	10	2pm	2½ hrs
Paper 5	Personal Finance	Fri	24	7	11	9am	2½ hrs

18. Level 5 Diploma in Secretarial Studies (777)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Computer Keyboard, Typing & Word Processing Skills	Mon	20	3	7	2pm	2½ hrs
Paper 2	Accounting	Wed	22	5	9	2pm	2½ hrs
Paper 3	Business Office Skills	Thurs	23	6	10	9am	2½ hrs
Paper 4	Business Legal Documents	Thurs	23	6	10	2pm	2½ hrs
Paper 5	Managerial Communication & Interpersonal Skills	Fri	24	7	11	9am	2½ hrs

19. Level 5 Diploma in Hotel Management (610)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Front Office Management	Mon	20	3	7	9am	2½ hrs
Paper 2	Food & Beverage Management	Tues	21	4	8	2pm	2½ hrs
Paper 3	Hospitality Management	Wed	22	5	9	9am	2½ hrs
Paper 4	Hospitality Managerial Accounting	Thurs	23	6	10	9am	2½ hrs
Paper 5	Hospitality Strategic Management	Fri	24	7	11	9am	2½ hrs

20. Level 5 Diploma in Travel & Tourism Mgt (620)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Tourism Management	Mon	20	3	7	2pm	2½ hrs
Paper 2	Travel & Tourism Marketing	Tues	21	4	8	9am	2½ hrs
Paper 3	Tourism Law	Wed	22	5	9	2pm	2½ hrs
Paper 4	World Geography	Thurs	23	6	10	2pm	2½ hrs
Paper 5	GDS Fares & Ticketing	Fri	24	7	11	2pm	2½ hrs