



Business & Computing Examinations (BCE)

3rd Floor, 207 Regent Street

LONDON W1B 3HH

Website: www.bcexam.com email: info@bcexam.com

Tel: 44 207 993 4469

Business Courses 2012 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.*

2012Examinations Deadline Dates

Exam Month	Exam Deadline	Late Entry Dates ** Add £25 on top of exam fees (late entry charges)
April	Friday 23 rd March	24 th -30 th March
August	Friday 29 th June	30 th June – 6 th July
December	Friday 26 th October	27 th October – 2 nd November

1. Diploma in Accounting & Finance (519)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Financial Accounting	Mon	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Corporate Finance	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Auditing & Assurance	Wed	25 th	8 th	12 th	9am	2½ hrs
Paper 4	Management Accounting	Thurs	26 th	9 th	13 th	9am	2½ hrs
Paper 5	Taxation	Fri	27 th	10 th	14 th	9am	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	23 rd	6 th	10 th	9am	3 hrs
Paper 2	Advanced Management Accounting	Tues	24 th	7 th	11 th	9am	3 hrs
Paper 3	Quantitative Methods for Business	Wed	25 th	8 th	12 th	9am	3 hrs
Paper 4	Financial Accounting Theory	Thurs	26 th	9 th	13 th	9am	3 hrs
Paper 5	Project Risk Management	Fri	27 th	10 th	14 th	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	25 th	8 th	12 th	9am	2½ hrs
Paper 2	Accounting Information Systems	Wed	25 th	8 th	12 th	2pm	2½ hrs
Paper 3	Excel Accounting	Thurs	26 th	9 th	13 th	2pm	2½ hrs
Paper 4	Quickbooks Accounting	Fri	27 th	10 th	14 th	9am	2½ hrs
Paper 5	Sage Accounting	Fri	27 th	10 th	14 th	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	25 th	8 th	12 th	9am	2 hrs
Paper 2	Accounting Principles	Wed	25 th	8 th	12 th	2pm	2 hrs
Paper 3	Business Communication	Thurs	26 th	9 th	13 th	9am	2 hrs
Paper 4	Business Organisation	Thurs	26 th	9 th	13 th	2pm	2 hrs
Paper 5	Business Maths	Fri	27 th	10 th	14 th	9am	2 hrs



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April	Friday 23 rd March	24 th -30 th March
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December	Friday 26 th October	27 th October – 2 nd November

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

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Business Computer Systems	Mon	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Accounting	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Business Administration	Wed	25 th	8 th	12 th	2pm	2½ hrs
Paper 4	Economics	Thurs	26 th	9 th	13 th	9am	2½ hrs
Paper 5	Business Ethics	Fri	27 th	10 th	14 th	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	23 rd	6 th	10 th	9am	3 hrs
Paper 2	Human Resource Management	Mon	23 rd	6 th	10 th	2pm	3 hrs
Paper 3	Marketing Management	Wed	25 th	8 th	12 th	2pm	3 hrs
Paper 4	Management Accounting	Thurs	26 th	9 th	13 th	9am	3 hrs
Paper 5	Financial Management	Fri	27 th	10 th	14 th	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	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Project Management Information System	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Business Analysis	Wed	25 th	8 th	12 th	9am	2½ hrs
Paper 4	Project Quality Management	Thurs	26 th	9 th	13 th	9am	2½ hrs
Paper 5	Project Risk Management	Fri	27 th	10 th	14 th	9am	2½ hrs

8. Diploma in Business Economics (870)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Business Finance	Mon	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Managerial Economics	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	International Trade & Policies	Wed	25 th	8 th	12 th	2pm	2½ hrs
Paper 4	Economics	Thurs	26 th	9 th	13 th	9am	2½ hrs
Paper 5	Real Estate Management	Fri	27 th	10 th	14 th	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	24 th	7 th	11 th	9am	2½ hrs
Paper 2	Business Strategy	Wed	25 th	8 th	12 th	9am	2½ hrs
Paper 3	Organisational Management	Wed	25 th	8 th	12 th	2pm	2½ hrs
Paper 4	International Business Management	Thurs	26 th	9 th	13 th	2pm	2½ hrs
Paper 5	Business Law	Fri	27 th	10 th	14 th	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	23 rd	6 th	10 th	9am	3 hrs
Paper 2	Entrepreneurship	Mon	23 rd	6 th	10 th	2pm	3 hrs
Paper 3	Strategic Management	Wed	25 th	8 th	12 th	9am	3 hrs
Paper 4	Business Statistics	Thurs	26 th	9 th	13 th	9am	3 hrs
Paper 5	International Politics	Thurs	26 th	9 th	13 th	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	23 rd	6 th	10 th	2pm	2½ hrs
Paper 2	Organisational Behaviour	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Managing the Labour Market	Tues	24 th	7 th	11 th	2pm	2½ hrs
Paper 4	Labour Law	Thurs	26 th	9 th	13 th	9am	2½ hrs
Paper 5	Training & Development	Thurs	26 th	9 th	13 th	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	23 rd	6 th	10 th	9am	3 hrs
Paper 2	Organisational Development	Mon	23 rd	6 th	10 th	2pm	3 hrs
Paper 3	Industrial Organisation	Wed	25 th	8 th	12 th	9am	3 hrs
Paper 4	Business Research Methods	Thurs	26 th	9 th	13 th	9am	3 hrs
Paper 5	Ethics in Management	Fri	27 th	10 th	14 th	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	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Sales Management	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Purchasing & Supply Management	Wed	25 th	8 th	12 th	9am	2½ hrs
Paper 4	Marketing Management	Wed	25 th	8 th	12 th	2pm	2½ hrs
Paper 5	Retail Management	Thurs	26 th	9 th	13 th	9am	2½ hrs

14. Advanced Diploma in Marketing (881)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Consumer Behaviour	Mon	23 rd	6 th	10 th	9am	3 hrs
Paper 2	International Marketing	Mon	23 rd	6 th	10 th	2pm	3 hrs
Paper 3	Strategic Marketing	Wed	25 th	8 th	12 th	9am	3 hrs
Paper 4	Marketing Research	Thurs	26 th	9 th	13 th	9am	3 hrs
Paper 5	Advertising Management	Fri	27 th	10 th	14 th	9am	3 hrs

15. Diploma in Finance (530)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Public Finance	Mon	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Financial Markets & Investments	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Financial & Managerial Accounting	Wed	25 th	8 th	12 th	9am	2½ hrs
Paper 4	Financial Management	Fri	27 th	10 th	14 th	9am	2½ hrs
Paper 5	Corporate Governance	Fri	27 th	10 th	14 th	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	23 rd	6 th	10 th	9am	3 hrs
Paper 2	Financial Risk Management	Tues	24 th	7 th	11 th	9am	3 hrs
Paper 3	Quantitative Methods for Business	Wed	25 th	8 th	12 th	9am	3 hrs
Paper 4	Finance Theory	Thurs	26 th	9 th	13 th	9am	3 hrs
Paper 5	Economics of Social Issues	Fri	27 th	10 th	14 th	9am	3 hrs



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December	Friday 26 th October	27 th October – 2 nd November

17. Diploma in Administrative Assistant (677)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Help Desk & Problem Solving Skills	Mon	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Accounting	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Business Management	Wed	25 th	8 th	12 th	2pm	2½ hrs
Paper 4	Business Legal & Regulatory Environment	Thurs	26 th	9 th	13 th	2pm	2½ hrs
Paper 5	Personal Finance	Fri	27 th	10 th	14 th	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	23 rd	6 th	10 th	2pm	2½ hrs
Paper 2	Accounting	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Business Office Skills	Wed	25 th	8 th	12 th	9am	2½ hrs
Paper 4	Business Legal Documents	Thurs	26 th	9 th	13 th	2pm	2½ hrs
Paper 5	Managerial Communication & Interpersonal Skills	Fri	27 th	10 th	14 th	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	23 rd	6 th	10 th	9am	2½ hrs
Paper 2	Food & Beverage Management	Tues	24 th	7 th	11 th	2pm	2½ hrs
Paper 3	Hospitality Management	Wed	25 th	8 th	12 th	9am	2½ hrs
Paper 4	Hospitality Managerial Accounting	Thurs	26 th	9 th	13 th	9am	2½ hrs
Paper 5	Hospitality Strategic Management	Fri	27 th	10 th	14 th	9am	2½ hrs

20. Diploma in Travel & Tourism (620)

Paper No.	Subject	Day	Apr	Aug	Dec	Starting Time	Duration
Paper 1	Tourism Management	Mon	23 rd	6 th	10 th	2pm	2½ hrs
Paper 2	Travel & Tourism Marketing	Tues	24 th	7 th	11 th	9am	2½ hrs
Paper 3	Tourism Law	Wed	25 th	8 th	12 th	2pm	2½ hrs
Paper 4	World Geography	Thurs	26 th	9 th	13 th	2pm	2½ hrs
Paper 5	GDS Fares & Ticketing	Fri	27 th	10 th	14 th	2pm	2½ hrs