



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

Business Programmes 2022 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.*

2022 Examinations Fee Deadline Dates

| Exam Month | Exam Fee Deadline | Late Entry Deadline ** ** Add £50 or US\$100 on top of exam fees (late entry charges) |
|------------|------------------------------|--|
| April | Friday 28 th Jan | Friday 25 th February |
| August | Friday 3 rd June | Friday 24 th June |
| December | Friday 23 rd Sept | Friday 21 st October |

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

| Paper No. | Subject | Day | Apr | Aug | Dec | Starting Time | Duration |
|-----------|-----------------------|-------|-----|-----|-----|---------------|----------|
| Paper 1 | Financial Accounting | Mon | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Corporate Finance | Tues | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 3 | Auditing & Assurance | Wed | 6 | 3 | 7 | 9am | 2½ hrs |
| Paper 4 | Management Accounting | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 5 | Taxation * | Fri | 8 | 5 | 9 | 9am | 2½ hrs |
| Paper 6 | Forensic Accounting | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 3 hrs |
| Paper 2 | Advanced Management Accounting | Tues | 5 | 2 | 6 | 9am | 3 hrs |
| Paper 3 | Quantitative Methods for Business | Wed | 6 | 3 | 7 | 9am | 3 hrs |
| Paper 4 | Financial Accounting Theory | Thurs | 7 | 4 | 8 | 9am | 3 hrs |
| Paper 5 | Project Risk Management | Fri | 8 | 5 | 9 | 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 | 6 | 3 | 7 | 9am | 2½ hrs |
| Paper 2 | Accounting for Computerised Accounting | Wed | 6 | 3 | 7 | 2pm | 2½ hrs |
| Paper 3 | Accounting Information Systems | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 4 | Excel Accounting | Thurs | 7 | 4 | 8 | 2pm | 2½ hrs |
| Paper 5 | Quickbooks Accounting | Fri | 8 | 5 | 9 | 9am | 2½ hrs |
| Paper 6 | Sage/Pastel/Tally/Myob Accounting † | Fri | 8 | 5 | 9 | 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 | 6 | 3 | 7 | 9am | 2 hrs |
| Paper 2 | Accounting Principles | Wed | 6 | 3 | 7 | 2pm | 2 hrs |
| Paper 3 | Business Communication | Thurs | 7 | 4 | 8 | 9am | 2 hrs |
| Paper 4 | Business Organisation | Thurs | 7 | 4 | 8 | 2pm | 2 hrs |
| Paper 5 | Business Maths | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Accounting | Wed | 6 | 3 | 7 | 2pm | 2½ hrs |
| Paper 3 | Business Administration | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 4 | Economics | Thurs | 7 | 4 | 8 | 2pm | 2½ hrs |
| Paper 5 | Business Ethics | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 3 hrs |
| Paper 2 | Human Resource Management | Mon | 4 | 1 | 5 | 2pm | 3 hrs |
| Paper 3 | Marketing Management | Wed | 6 | 3 | 7 | 2pm | 3 hrs |
| Paper 4 | Management Accounting | Thurs | 7 | 4 | 8 | 9am | 3 hrs |
| Paper 5 | Financial Management | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Project Management Information System | Tues | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 3 | Business Analysis | Wed | 6 | 3 | 7 | 9am | 2½ hrs |
| Paper 4 | Project Quality Management | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 5 | Project Risk Management | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Managerial Economics | Tues | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 3 | International Trade & Policies | Wed | 6 | 3 | 7 | 2pm | 2½ hrs |
| Paper 4 | Economics | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 5 | Real Estate Management | Fri | 8 | 5 | 9 | 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 | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 2 | Business Strategy | Wed | 6 | 3 | 7 | 9am | 2½ hrs |
| Paper 3 | Organisational Management | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 4 | International Business Management | Thurs | 7 | 4 | 8 | 2pm | 2½ hrs |
| Paper 5 | Business Law | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 3 hrs |
| Paper 2 | Entrepreneurship | Mon | 4 | 1 | 5 | 2pm | 3 hrs |
| Paper 3 | Strategic Management | Wed | 6 | 3 | 7 | 9am | 3 hrs |
| Paper 4 | Business Statistics | Thurs | 7 | 4 | 8 | 9am | 3 hrs |
| Paper 5 | International Politics | Thurs | 7 | 4 | 8 | 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 | 4 | 1 | 5 | 2pm | 2½ hrs |
| Paper 2 | Organisational Behaviour | Tues | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 3 | Managing the Labour Market | Tues | 5 | 2 | 6 | 2pm | 2½ hrs |
| Paper 4 | Labour Law | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 5 | Training & Development | Thurs | 7 | 4 | 8 | 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 | 4 | 1 | 5 | 9am | 3 hrs |
| Paper 2 | Organisational Development | Mon | 4 | 1 | 5 | 2pm | 3 hrs |
| Paper 3 | Industrial Organisation | Wed | 6 | 3 | 7 | 9am | 3 hrs |
| Paper 4 | Business Research Methods | Thurs | 7 | 4 | 8 | 9am | 3 hrs |
| Paper 5 | Ethics in Management | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Sales Management | Mon | 4 | 1 | 5 | 2pm | 2½ hrs |
| Paper 3 | Purchasing & Supply Management | Tues | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 4 | Marketing Management | Wed | 6 | 3 | 7 | 2pm | 2½ hrs |
| Paper 5 | Retail Management | Thurs | 7 | 4 | 8 | 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 | 4 | 1 | 5 | 9am | 3 hrs |
| Paper 2 | International Marketing | Mon | 4 | 1 | 5 | 2pm | 3 hrs |
| Paper 3 | Strategic Marketing | Wed | 6 | 3 | 7 | 9am | 3 hrs |
| Paper 4 | Marketing Research | Thurs | 7 | 4 | 8 | 9am | 3 hrs |
| Paper 5 | Advertising Management | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Financial Markets & Investments | Tues | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 3 | Financial & Managerial Accounting | Wed | 6 | 3 | 7 | 9am | 2½ hrs |
| Paper 4 | Financial Management | Fri | 8 | 5 | 9 | 9am | 2½ hrs |
| Paper 5 | Corporate Governance | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 3 hrs |
| Paper 2 | Financial Risk Management | Tues | 5 | 2 | 6 | 9am | 3 hrs |
| Paper 3 | Quantitative Methods for Business | Wed | 6 | 3 | 7 | 9am | 3 hrs |
| Paper 4 | Finance Theory | Thurs | 7 | 4 | 8 | 9am | 3 hrs |
| Paper 5 | Economics of Social Issues | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Accounting | Wed | 6 | 3 | 7 | 2pm | 2½ hrs |
| Paper 3 | Business Management | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 4 | Business Legal & Regulatory Environment | Thurs | 7 | 4 | 8 | 2pm | 2½ hrs |
| Paper 5 | Personal Finance | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 2pm | 2½ hrs |
| Paper 2 | Accounting | Wed | 6 | 3 | 7 | 2pm | 2½ hrs |
| Paper 3 | Business Office Skills | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 4 | Business Legal Documents | Thurs | 7 | 4 | 8 | 2pm | 2½ hrs |
| Paper 5 | Managerial Communication & Interpersonal Skills | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 9am | 2½ hrs |
| Paper 2 | Food & Beverage Management | Tues | 5 | 2 | 6 | 2pm | 2½ hrs |
| Paper 3 | Hospitality Management | Wed | 6 | 3 | 7 | 9am | 2½ hrs |
| Paper 4 | Hospitality Managerial Accounting | Thurs | 7 | 4 | 8 | 9am | 2½ hrs |
| Paper 5 | Hospitality Strategic Management | Fri | 8 | 5 | 9 | 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 | 4 | 1 | 5 | 2pm | 2½ hrs |
| Paper 2 | Travel & Tourism Marketing | Tues | 5 | 2 | 6 | 9am | 2½ hrs |
| Paper 3 | Tourism Law | Wed | 6 | 3 | 7 | 2pm | 2½ hrs |
| Paper 4 | World Geography | Thurs | 7 | 4 | 8 | 2pm | 2½ hrs |
| Paper 5 | GDS Fares & Ticketing | Fri | 8 | 5 | 9 | 2pm | 2½ hrs |