



THE KENYA NATIONAL EXAMINATIONS COUNCIL

KNEC/GEN/TD/PSE/BUS/TT/30/2023

2023 MARCH BUSINESS EXAMINATIONS TIMETABLE

BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE (S & G SUBJECTS) BUSINESS TECHNICAL EDUCATION PROGRAMME (BTEP) TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET)

1.0 GENERAL INSTRUCTIONS

- 1.1 The time allowed for each paper is indicated against the name of the paper and ***NO EXTRA TIME IS TO BE ALLOWED.*** In case of any discrepancy, the time stated on the question paper should be taken as correct.
- 1.2 Visually handicapped candidates will NOT be given extra time other than what is stated on their respective papers. They are allowed 30 minutes over and above the times indicated on this timetable for all subjects.
- 1.3 Any time allocated to reading through questions is included in the total time shown, except when special paper instructions indicate otherwise.
- 1.4 **IMPORTANT NOTICE:**
 - 1.4.1 Your attention is drawn to the regulations governing the conduct of candidates on page 20.
 - 1.4.2 Supervisors ***MUST*** ensure that candidates have written their names and index numbers on their answer scripts before they take the scripts from candidates.

2.0 EXAMINATION PERIOD AND DATES

2.1 ORAL PAPERS/ PROJECTS

| DAY & DATE | EXAMINATION | | SUBJECT CODE & NAME | | DURATION |
|---|-------------|-----|------------------------|--------------------------------------|--|
| WEDNESDAY 22 ND TO FRIDAY 24 TH MARCH 2023 | S & G | 1. | 1056 | Foundations of French (Oral) | 30 min |
| | BTEP/TVET | 2. | 1918/103/2, 1919/103/2 | French I(Oral) | 45 min |
| | | 3. | 1918/106/2, 1919/106/2 | German I(Oral) | 30 min |
| | | 4. | 1918/204/2, 1919/204/2 | French II (Oral) | 45 min |
| | | 5. | 1918/208/2, 1919/208/2 | German II (Oral) | 30 min |
| | | 6. | 2812/308/2 | French Paper 2 (Oral) | 30 min |
| | | 7. | 2912/107/2, 2918/107/2 | French I (Oral) | 30 min |
| | | 8. | 2912/109/2, 2918/109/2 | German I (Oral) | 30 min |
| | | 9. | 2912/206/2, 2918/206/2 | French II (Oral) | 45 min |
| | | 10. | 2912/208/2, 2918/208/2 | German II (Oral) | 30 min |
| | | 11. | 2912/305/2, 2918/305/2 | French III (Oral) | 30 min |
| | | 12. | 2912/307/2, 2918/307/2 | German III (Oral) | 30 min |
| Last Date of Submission: FRIDAY 10 TH MARCH 2023 | BTEP/TVET | 13. | 207, 306 & 307 | BTEP Craft, Diploma & Higher Diploma | Upload of Projects & Course Work Assessment Marks |
| | | 14. | 107 & 207 | TVET Craft | |
| | | 15. | 107/108 & 307/308 | TVET Diploma | |
| FRIDAY 10 TH MARCH 2023 | ALL | 16. | REHEARSAL | | |

2.2 WRITTEN & PRACTICAL PAPERS

| DAY, DATE & TIME | EXAMINATION | SUBJECT CODE & NAME | | | DURATION |
|--|-------------|---------------------|---|--|----------|
| DAY 1 MONDAY 13 TH MARCH 2023 8.00 AM | BTEP | 17. | 0801/201 | Typewriting (30 wpm) | 2½ Hours |
| | | 18. | 0802/201 | Salesmanship | 2½ Hours |
| | | 19. | 0803/201 | Storekeeping | 2½ Hours |
| | | 20. | 2802/301 | Marketing Management | 3 Hours |
| | | 21. | 2803/301 | Purchasing Principles and Techniques | 3 Hours |
| | | 22. | 2805/301 | The Monetary & Financial Systems | 3 Hours |
| | | 23. | 2807/301 | Co-operative Accounting | 3 Hours |
| | | 24. | 2812/306 | Principles and Practice of Management | 3 Hours |
| | | 25. | 3813/201 | Management of User Services | 3 Hours |
| | | 26. | 3817/201 | Archives Management | 3 Hours |
| | S&G | 27. | 1292 | Storekeeping I | 2½ Hours |
| | | 28. | 2102 | Cost Accounting | 3 Hours |
| | | 29. | 2292 | Storekeeping II | 2½ Hours |
| | | 30. | 2341A | Information Communication Technology II (Theory) | 1 Hour |
| | S&G / TVET | 31. | 3182, 2902/303, 2903/303, 2906/303, 2907/303, 2908/303, 2909/303, 2912/303, 2913/303, 2918/303, 2920/303, 2922/303, 2924/303, 2925/303, 2926/303, 2927/303 | Principles and Practice of Management | 3 Hours |
| | TVET | 32. | 1901/104A | Information Communication Technology I - Paper 1 (Theory) | 2 Hours |
| | | 33. | 1901/204A | Information Communication Technology II - Paper 1 (Theory) | 1 Hour |
| | | 34. | 1902/102 | Principles and Practice of Marketing | 3 Hours |
| | | 35. | 1907/101 | Nature of Cooperative Movement | 3 Hours |
| | | 36. | 1908/101 | Elements of Human Resource Management | 3 Hours |
| | | 37. | 1918/101, 1919/101 | Fundamentals of Tourism | 3 Hours |
| | | 38. | 1918/203, 1919/203 | Touristic History | 3 Hours |
| | | 39. | 1920/102A | Computer Applications I - Paper 1 (Theory) | 1 Hour |
| | | 40. | 1920/202A | Computer Applications II-Paper 1 (Theory) | 1 Hour |
| | | 41. | 1926/106 | Fundamentals of Human Resource Management | 3 Hours |
| | | 42. | 1926/206 | Human Resource Records Management | 3 hours |
| | | 43. | 2901/205A | Information Communication Technology II - Paper 1 (Theory) | 1 Hour |
| | | 44. | 2912/205 | Public Relations | 3 Hours |
| | | 45. | 2918/201 | Cultural Tourism | 3 Hours |
| | | 46. | 2921/202 | Petroleum Transportation and Legal Regulatory Framework | 3 Hours |
| | | 47. | 2921/302 | Aviation | 3 Hours |
| | | 48. | 2914/203 2922/203 | Project Monitoring and Evaluation | 3 Hours |
| | | 49. | 2927/202 | Crisis and Emergency Management | 3 Hours |
| DAY 2 TUESDAY | BTEP | 50. | 1801/301, 1802/305, 1805/305, | Communication and Report Writing | 3 Hours |

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| 14 TH MARCH 2023 8.00 AM | | | 1806/305, 1808/301 | | |
| | | 51. | 2801/304, 2810/304 | Business English | 3 Hours |
| | | 52. | 2805/306 | Finance of International Trade: Payments & Services | 3 Hours |
| | | 53. | 2809/306 | Logistics & Physical Distribution | 3 Hours |
| | | 54. | 2814/102 | Entrepreneurial Opportunities & Business Environment | 3 Hours |
| | | 55. | 2814/202 | Managing Small Business Enterprises | 3 Hours |
| | | 56. | 2814/302 | Production Management & Quantitative Methods | 3 Hours |
| | S&G/TVET | 57. | 2262, 1901/106 | Secretarial Duties | 3 Hours |
| | TVET | 58. | 1902/105, 1903/105, 1906/105, 1907/105, 1908/105, 1909/105, 1913/105, 1916/105, 1918/105, 1919/105, 1920/105, 1922/105, 1923/105, 1924/105, 1925/105, 1926/105 | Communication | 3 Hours |
| | | 59. | 2901/107 | Secretarial Duties | 3 Hours |
| | | 60. | 2901/206 | Commercial and Administrative Law | 3 Hours |
| | | 61. | 2901/303 | Office Administration and Management | 3 Hours |
| | | 62. | 2908/205 | Public Relations | 3 Hours |
| | | 63. | 2907/201 | Co-operative Law | 3 Hours |
| | | 64. | 2909/301 | Road Transport Policy and Planning | 3 Hours |
| | | 65. | 2912/206/1, 2918/206/1 | French II (Written) | 3 Hours |
| | | 66. | 2912/208/1, 2918/208/1 | German II (Written) | 3 Hours |
| | | 67. | 2912/305/1, 2918/305/1 | French III (Written) | 3 Hours |
| | | 68. | 2912/307/1, 2918/307/1 | German III (Written) | 3 Hours |
| | | 69. | 2913/202 | System Analyses and Design | 3 Hours |
| | | 70. | 2913/302 | Marketing of Information Services | 3 Hours |
| | | 71. | 2914/202 | Commercial Practices | 3 Hours |
| | | 72. | 2920/202A | Computer Applications II - Paper 1 (Theory) | 2 Hours |
| | | 73. | 2920/304 | Internet Based Programming | 3 Hours |
| | | 74. | 2921/207 | Inventory Management | 3 Hours |
| | | 75. | 2921/306 | Petroleum Projects Management | 3 Hours |
| | | 76. | 2924/305 | Financial Reporting and Analysis | 3 Hours |
| | | 77. | 2925/201 | Cargo and Terminal Operations | 3 Hours |
| | | 78. | 2925/302 | Clearing and Forwarding | 3 Hours |
| | | 79. | 2927/205 | Resource Mobilization and Financing of Disaster Management | 3 Hours |
| | TVET | 80. | 2927/305 | Risk Management for Disaster Mitigation | 3 Hours |
| DAY 3 WEDNESDAY | BTEP | 81. | 2802/306 | Commercial Law | 3 Hours |
| | | 82. | 2803/306 | Purchasing and Supplies: Planning Policy and Organization | 3 Hours |
| | | 83. | 2804/306 | Company Law | 3 Hours |

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| 15 TH MARCH 2023 8.00 AM | | 84. | 2806/305 | Human Resource Management and Industrial Relations | 3 Hours |
| | | 85. | 2814/204 | Computer Applications (Practical) | 2½ Hours |
| | | 86. | 2815/101 | Cargo Storage and Warehousing | 3 Hours |
| | | 87. | 2815/301 | Shipping Principles & Practice | 3 Hours |
| | | 88. | 3813/104B, 3817/104B | Automation in Information Systems Paper 2 (Practical) | 2 Hours |
| | S & G | 89. | 1341A | Information Communication Technology I (Theory) | 2 Hours |
| | | 90. | 2032 | Business Calculations II | 2½ Hours |
| | | 91. | 3341A | Information Communication Technology III (Theory) | 1 Hour |
| | | 92. | 3372 | Shorthand III (110 wpm) | - |
| | S & G/TVET | 93. | 2273, 1801/304, 1901/202, 2901/202 | Shorthand II (80 wpm) | - |
| | | 94. | 3072, 2906/301, 2926/301 | Organization Theory and Behaviour | 3 Hours |
| | TVET | 95. | 1902/104A, 1903/104A, 1906/104A, 1907/104A, 1908/104A, 1909/104A, 1916/104A, 1918/104A, 1919/104A, 1922/104A, 1923/104A, 1924/104A, 1925/104A, 1926/104A | Information Communication Technology (Theory) | 1 Hour |
| | | 96. | 1909/201 | Clearing and Forwarding | 3 Hours |
| | | 97. | 1913/101 | Library and Information Centre Operations | 3 Hours |
| | | 98. | 1907/202, 1916/202, 1923/202, 1924/202, 1925/202, 1926/202 | Financial Accounting | 3 Hours |
| | | 99. | 1920/102B | Computer Applications I - Paper 2 (Practical) | 2 Hours |
| | | 100. | 1922/201 | Principles of Accounting | 3 Hours |
| | | 101. | 2901/109A | Information Communication Technology I - Paper 1 (Theory) | 2 Hours |
| | | 102. | 2901/304A | Information Communication Technology III - Paper 1 (Theory) | 2 Hours |
| | | 103. | 2906/201, 2926/201, 2927/201 | Office Administration and Management | 3 Hours |
| | | 104. | 2907/202 | Co-operative Accounting | 3 Hours |
| | 105. | 2908/301 | Organization Theory and Behaviour | 3 Hours | |
| | 106. | 2912/201 | Tourism Economics | 3 Hours | |
| | 107. | 2912/301, 2918/301 | Tourism Marketing | 3 Hours | |
| | 108. | 2913/201 | Archives Management | 3 Hours | |
| | 109. | 2913/301 | Information Retrieval and Dissemination | 3 Hours | |
| | 110. | 2920/106 | Computational Mathematics | 3 Hours | |
| | 111. | 2921/201 | Petroleum Marketing and Regional Petroleum Supply Chain | 3 Hours | |
| | 112. | 2921/301 | Liquefied Petroleum Gas | 3 Hours | |

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| | | 113. | 2924/301 | Investment Policy and Regulatory Framework | 3 Hours |
| | | 114. | 2925/301 | Shipping and Chartering Practice | 3 Hours |
| | | 115. | 2927/301 | Disaster Emergency Information Management | 3 Hours |
| DAY 4 THURSDAY 16 TH MARCH 2023 8:00 AM | BTEP | 116. | 1801/302, 1803/304, 1808/303 | Commerce | 3 Hours |
| | S & G | 117. | 1052 | Foundations of French(Written) | 2½ Hours |
| | | 118. | 3373 | Shorthand III (120 wpm) | - |
| | | 119. | 3374 | Shorthand III (130 wpm) | - |
| | | 120. | 3375 | Shorthand III (140 wpm) | - |
| | | 121. | 3376 | Shorthand III (150 wpm) | - |
| | S & G/TVET | 122. | 1273, 1901/102, 2901/102 | Shorthand I (60 wpm) | - |
| | | 123. | 3178 2902/302 | Marketing Planning and Control | 3 Hours |
| | | 124. | 3307, 2903/301 | Purchasing and Supply Strategy | 3 Hours |
| | | 125. | 3371, 2801/302, 2901/302 | Shorthand III (100 wpm) | - |
| | TVET | 126. | 1902/202 | Marketing Communication | 3 Hours |
| | | 127. | 1907/102 | Co-operative Banking | 3 Hours |
| | | 128. | 1907/201 | Co-operative Law | 3 Hours |
| | | 129. | 1916/201 | Fundamentals of Containerization & Transport Logistics | 3 Hours |
| | | 130. | 1920/202B | Computer Applications II - Paper 2 (Practical) | 2 Hours |
| | | 131. | 1922/103 | Fundamentals of Project Management | 3 Hours |
| | | 132. | 1922/203 | Project Financing | 3 Hours |
| | | 133. | 1924/101 | Fundamentals of Investment | 3 Hours |
| | | 134. | 1925/103 | Shipping Documentation | 3 Hours |
| | | 135. | 2901/203 | Accounting | 3 Hours |
| | | 136. | 2906/306, 2924/306, 2926/306 | Financial Management | 3 Hours |
| 137. | | 2907/101 | Nature of Cooperative Movement | 3 Hours | |
| 138. | | 2912/304, 2918/304 | Ecotourism | 3 Hours | |
| 139. | | 2913/102 | Records Management | 3 Hours | |
| 140. | | 2914/105 | Business Environment | 3 Hours | |
| 141. | | 2921/102 | Fundamentals of Energy Sources and Production | 3 Hours | |
| 142. | 2925/107 | Shipping Documentation | 3 Hours | | |
| | | 143. | 2927/101 | Introduction to Disaster Management | 3 Hours |
| | | 144. | 2927/203 | Psychological Interventions in Disaster Management | 3 Hours |
| | | 145. | 2927/302 | Sustainable Community Development Strategies for Disaster Areas | 3 Hours |
| | | 146. | 2928/102, 2929/102, 2930/102 | Logic and Critical Thinking | 3 Hours |
| | | 147. | 2928/202, 2929/202, 2930/202 | Research Methods | 3 Hours |
| | | 148. | 2928/302, 2929/302, 2930/302 | Fundamentals of Digital Journalism | 3 Hours |
| DAY 5 FRIDAY | BTEP | 149. | 1803/301, 1804/301, 1805/301, | Financial Accounting | 3 Hours |

17TH MARCH
2023
8:00 AM

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| | | 1806/301, 1807/301/2, | | |
| | 150. | 2808/302, 2809/302, 2811/302 | Labour & Industrial Relations | 3 Hours |
| | 151. | 2810/302 | Legal Shorthand (100 wpm) | - |
| | 152. | 3817/202 | Administrative History | 3 Hours |
| S & G | 153. | 1274 | Shorthand I (70 wpm) | - |
| | 154. | 2274 | Shorthand II (90 w.p.m.) | - |
| | 155. | 2352 | Labour and Industrial Law | 2½ Hours |
| | 156. | 3102 | Advanced Cost Accounting | 3 Hours |
| | 157. | 3303 | Principles of Procurement and Distribution | 3 Hours |
| TVET | 158. | 1901/105 | Communication Skills I | 3 Hours |
| | 159. | 1901/203 | Communication Skills II | 3 Hours |
| | 160. | 1902/104B, 1903/104B, 1906/104B, 1907/104B, 1908/104B, 1909/104B, 1916/104B, 1918/104B, 1919/104B, 1922/104B, 1923/104B, 1924/104B, 1925/104B, 1926/104B | Information Communication Technology (Practical) | 2 Hours |
| | 161. | 1907/203 | Co-operative Accounting | 3 Hours |
| | 162. | 1916/206 | Sales & Marketing | 3 Hours |
| | 163. | 1924/201 | Investment Environment | 3 Hours |
| | 164. | 2901/104, 2902/105, 2903/105, 2906/105, 2907/105, 2908/305, 2909/105, 2924/105, 2926/105 | Economics | 3 Hours |
| | 165. | 2906/202 | Marketing Management | 3 Hours |
| | 166. | 2907/203 | Cooperative Banking | 3 Hours |
| | 167. | 2913/105 | Preservation and Conservation of Information | 3 Hours |
| | 168. | 2913/205 | Publishing and Book Trade | 3 Hours |
| | 169. | 2913/305 | Digital Library | 3 Hours |
| TVET | 170. | 2914/101 | Entrepreneurial Behaviour | 3 Hours |
| | 171. | 2914/201 | Management of Business Enterprises | 3 Hours |
| | 172. | 2920/103 | Structured Programming | 3 Hours |
| | 173. | 2920/206 | Database Management Systems | 3 Hours |
| | 174. | 2921/106 | Petroleum Refineries and Processing | 3 Hours |
| | 175. | 2921/203 | Petroleum Distribution Depots | 3 Hours |
| | 176. | 2921/303 | Lubricants | 3 Hours |
| | 177. | 2922/105 | Resource Mobilization | 3 Hours |
| | 178. | 2925/105 | Ports and Terminals | 3 Hours |
| | 179. | 2928/105, 2929/105, 2930/105 | News Writing and Reporting | 3 Hours |
| | 180. | 2928/205, 2929/205, | Socio-economic Development | 3 Hours |

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| | | | 2930/205 | | |
| | | 181. | 2928/305 | Editorial Writing | 3 Hours |
| | | 182. | 2929/305 | Audio and Video Production | 3 Hours |
| | | 183. | 2930/305 | Mobile Journalism | 3 Hours |
| DAY 6 MONDAY 20 TH MARCH 2023 8.00 AM | BTEP | 184. | 0801/202, 0802/202, 0803/202 | Business Organization | 2½ Hours |
| | | 185. | 1802/301 | Principles and Practice of Marketing | 3 Hours |
| | | 186. | 1807/301/1 | Co-operative Accounting | 3 Hours |
| | | 187. | 1813/301 | Information Technology | 3 Hours |
| | | 188. | 2801/308, 2810/308 | Word Processing | 2½ Hours |
| | | 189. | 2807/305 | Co-operative Law | 3 Hours |
| | | 190. | 2815/204 | Principles of Accounting | 3 Hours |
| | | 191. | 3806/101 | Business Environment & Strategic Management | 3 Hours |
| | | 192. | 3806/201 | Human Resource Management & Organizational Development | 3 Hours |
| | | 193. | 3813/203, 3817/203 | Strategic and Financial Management | 3 Hours |
| | 194. | 3814/201 | Entrepreneurial Behaviour | 3 Hours | |
| | S & G | 195. | 1341B | Information Communication Technology I (Practical) | 1 Hour |
| | | 196. | 2012 | Computerized Audio Document Processing II | 2½ Hours |
| | | 197. | 3172 | Marketing Management | 3 Hours |
| | S & G/TVET | 198. | 2381, 1906/101, 1922/101, 1926/101 | Fundamentals of Management and Environment | 3 Hours |
| | | 199. | 3304, 2903/302, 2922/302 | Operations Management | 3 Hours |
| | TVET | 200. | 1902/101 | Principles and Practice of Selling | 3 Hours |
| | | 201. | 1903/101 | Warehousing Operations and Stock Control | 3 Hours |
| | | 202. | 1913/103A | Computer Applications in Information - Paper 1 (Theory) | 1 Hour |
| | | 203. | 1916/101 | Sea Port Operations | 3 Hours |
| | | 204. | 1916/203 | Commerce | 3 Hours |
| | | 205. | 1920/101 | Introduction to Information Communication Technology | 3 Hours |
| | | 206. | 1920/201 | Computer Maintenance & Support | 3 Hours |
| | | 207. | 1922/202 | Purchasing and Supplies Management | 3 Hours |
| | | 208. | 1925/203 | Health, Safety and Security in Transport Logistics | 3 Hours |
| | | 209. | 2902/202 | Marketing Management | 3 Hours |
| | | 210. | 2912/203 | Tour Operations | 3 Hours |
| | | 211. | 2912/302 | Tourism Policy and Planning | 3 Hours |
| | | 212. | 2913/304 | Management of Information systems and Services | 3 Hours |
| | | 213. | 2920/102B | Computer Applications I - Paper 2 (Practical) | 1 Hour |
| | | 214. | 2920/203 | Object Oriented Programming | 3 Hours |
| | | 215. | 2921/105 | Global Petroleum, Gas and Oil Markets & Global Environmental and Emerging Issues | 3 Hours |
| | | 216. | 2924/304 | Taxation Theory and Practice | 3 Hours |
| | 217. | 2925/305 | Shipping Finance | 3 Hours | |
| | 218. | 2927/106 | First Aid in Disaster Management | 3 Hours | |
| | 219. | 2928/104, 2929/104, 2930/104 | Communication Skills | 3 Hours | |
| | 220. | 2928/207, 2929/207, 2930/207 | Media and Society | 3 Hours | |

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| | | 221. | 2928/307 | Advanced Editing | 3 Hours | |
| | | 222. | 2929/307 | Broadcast Presentation Skills | 3 Hours | |
| | | 223. | 2930/307 | Editing for Online Journalism | 3 Hours | |
| DAY 7 TUESDAY 21 ST MARCH 2023 8:00 AM | BTEP | 224. | 1801/303 | Typewriting (40 wpm) | 2¾ Hours | |
| | | 225. | 1802/302 | Marketing Communication | 3 Hours | |
| | | 226. | 1803/302 | Principles of Procurement and Distribution | 3 Hours | |
| | | 227. | 1804/302, 1805/302, 1806/302 | Business Finance | 3 Hours | |
| | | 228. | 3806/102 | Management Consultancy & Research Methodology | 3 Hours | |
| | | 229. | 3806/202 | Operations Research | 3 Hours | |
| | | 230. | 3813/204, 3817/204 | Consultancy and Legal Aspects of Information | 3 Hours | |
| | | 231. | 3814/202 | Production Management | 3 Hours | |
| | | S & G | 232. | 2341B | Information Communication Technology II (Practical) | 2 Hours |
| | | | 233. | 3012 | Computerized Audio Document Processing III | 3 Hours |
| | | 234. | 3341B | Information Communication Technology III (Practical) | 2 Hours | |
| | S & G/TVET | 235. | 3176, 2902/305 | Strategic Planning in Sales and Marketing | 3 Hours | |
| | | 236. | 3352, 2906/302 | Labour and Industrial Relations | 3 Hours | |
| | TVET | 237. | 1902/203, 1908/203 | Book-keeping and Accounts | 3 Hours | |
| | | 238. | 1903/204, 1906/204, 1909/204, 1922/204, 1923/204, 1924/204, 1926/204 | Business Law | 3 Hours | |
| | | 239. | 1913/202 | Archives Operations | 3 Hours | |
| | | 240. | 1920/104 | Mathematics | 3 Hours | |
| | | 241. | 1920/203 | Structured Programming | 3 Hours | |
| | | 242. | 1925/106 | Commercial Shipping Geography | 3 Hours | |
| | | 243. | 1925/204 | Law of Carriage | 3 Hours | |
| | | 244. | 2902/103B, 2903/103B, 2906/103B, 2907/103B, 2908/103B, 2909/103B, 2912/103B, 2913/103B, 2914/103B, 2918/103B, 2921/103B, 2922/103B, 2924/103B, 2925/103B, 2926/103B, 2927/103B, 2928/103B, 2929/103B, 2930/103B | Information Communication Technology (Practical) | 1 Hour | |
| | | 245. | 2902/204, 2908/204, 2909/204, 2920/204 | Quantitative Methods | 3 Hours | |
| | | 246. | 3312, 2906/203 | Supply and Transport Management | 3 Hours | |

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| | | 247. | 2908/304 | Accounting and Control | 3 Hours | | |
| | | 248. | 2912/306 | Tourism Product Development | 3 Hours | | |
| | | 249. | 2918/205 | Human Relations | 3 Hours | | |
| | | 250. | 2920/105 | Operating Systems | 3 Hours | | |
| | | 251. | 2922/205B | Project Management Information Systems - Paper 2 (Practical) | 1 Hour | | |
| DAY 8 WEDNESDAY 22 ND MARCH 2023 8:00 AM | BTEP | 252. | 1802/303 | Sales Organization and Practice | 3 Hours | | |
| | | 253. | 1803/303, 1804/303, 1806/303 | Cost Accounting | 3 Hours | | |
| | | 254. | 1805/303 | Elements of Banking | 3 Hours | | |
| | | 255. | 1807/303 | Co-operative Banking | 3 Hours | | |
| | | 256. | 1813/303 | Readers Services | 3 Hours | | |
| | | 257. | 2810/301 | Legal Typewriting (50 wpm) | 3/4 Hours | | |
| | | 258. | 2802/303 | Marketing Information Systems & Marketing Research | 3 Hours | | |
| | | 259. | 2804/303 | Business Finance | 3 Hours | | |
| | | 260. | 2805/303 | Investment | 3 Hours | | |
| | | 261. | 2807/303 | Principles and Practice of Marketing | 3 Hours | | |
| | | 262. | 2808/304 | Labour and Industrial Law | 3 Hours | | |
| | | 263. | 2809/303 | Modes of Transport | 3 Hours | | |
| | | | | 264. | 3801/201B | Computer Applications (Practical) | 2 Hours |
| | | S & G | | 265. | 1163 | Introduction to Law | 2½ Hours |
| | | | 266. | 3093 | Commercial and Administrative Law | 3 Hours | |
| | S & G/TVET | | 267. | 3331, 2901/301 | Computerized Document Processing III | 3 Hours | |
| | TVET | | 268. | 1901/104B | Information Communication Technology I - Paper 2 (Practical) | 1 Hour | |
| | | | 269. | 1908/102 | Office Administration and Management | 3 Hours | |
| | | | 270. | 1920/103 | Basic Electronics | 3 Hours | |
| | | | 271. | 1924/102, 1925/102 | Business Calculations | 3 Hours | |
| | | | 272. | 2901/109B | Information Communication Technology I - Paper 2 (Practical) | 1 Hour | |
| | | | 273. | 2902/205 | Public Relations | 3 Hours | |
| | | | 274. | 2906/205 | Commercial and Administrative Law | 3 Hours | |
| | | | 275. | 2908/202 | Labour and Industrial Law | 3 Hours | |
| | | | 276. | 2913/203 | Library Management | 3 Hours | |
| | | | 277. | 2920/102A | Computer Applications I - Paper 1 (Theory) | 2 Hours | |
| | | | 278. | 2920/205 | Visual Programming | 3 Hours | |
| | | | 279. | 2924/302 | Portfolio Management | 3 Hours | |
| | | 280. | 2925/106 | Law of Carriage | 3 Hours | | |
| | | 281. | 2926/101 | Fundamentals of Human Resource Management | 3 Hours | | |
| DAY 9 THURSDAY 23 RD MARCH 2023 8:00 AM | BTEP | 282. | 0801/205, 0802/205, 0803/205 | Support Subjects | 2½ Hours | | |
| | | 283. | 1813/304 | Library Operations | 3 Hours | | |
| | | 284. | 2806/304 | Theory & Practice of Management | 3 Hours | | |
| | | 285. | 2809/304 | Transport Policy & Planning | 3 Hours | | |
| | | 286. | 2813/304 | Management of Libraries, Archives & Other Information Centres | 3 Hours | | |
| | | 287. | 3806/204 | Management Accounting | 3 Hours | | |
| | | 288. | 3814/204 | Human Resource Management | 3 Hours | | |

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| | S & G/TVET | 289. | 2332, 1901/201, 2901/201 | Computerized Document Processing II | 2½ Hours |
| | TVET | 290. | 1901/103, 1903/103, 1906/103, 1907/103, 1908/103, 1909/103, 1923/103, 1926/103 | Commerce | 3 Hours |
| | | 291. | 1907/204 | Business Administration and Environment | 3 Hours |
| | | 292. | 1913/103B | Computer Applications in Information - Paper 2 (Practical) | 2 Hours |
| | | 293. | 1916/204, 1923/201, 1925/201 | Fundamentals of Management & Environment | 3 Hours |
| | | 294. | 2901/304B | Information Communication Technology III - Paper 2 (Practical) | 1 Hour |
| | | 295. | 2909/102 | Clearing & Forwarding | 3 Hours |
| | | 296. | 2914/107 | Business Start-Up Procedures | 3 hours |
| | | 297. | 2920/202B | Computer Applications II - Paper 2 (Practical) | 1 Hour |
| | | 298. | 2920/302 | Management Information Systems | 3 Hours |
| | | 299. | 2921/204 | Petroleum Environment, Health and Safety Management Systems | 3 Hours |
| | | 300. | 2921/305 | Petroleum Site Best Practices and Brand Management | 3 Hours |
| | | 301. | 2925/101 | Introduction to Shipping | 3 Hours |
| | | 302. | 2925/306 | Multi-Modal Transport Logistics | 3 Hours |
| DAY 10 FRIDAY 24 TH MARCH 2023 8:00 AM | BTEP | 303. | 0801/204, 0802/204, 0803/204 | Clerical Duties | 2½ Hours |
| | | 304. | 1813/305 | Archival Operations | 3 Hours |
| | | 305. | 2802/305 | Marketing of Services & Agricultural Products | 3 Hours |
| | BTEP | 306. | 2803/305 | Public Procurement | 3 Hours |
| | | 307. | 2804/305 | Taxation | 3 Hours |
| | | 308. | 2805/305 | Branch Banking: Law and Practice | 3 Hours |
| | | 309. | 2807/306 | Nature of Co-operative Movement | 3 Hours |
| | | 310. | 2801/306, 2806/306, 2810/306 | Commercial and Administrative Law | 3 Hours |
| | | 311. | 2809/305 | Transport Economics | 3 Hours |
| | | 312. | 3806/104 | Legal Aspects of Business Management | 3 Hours |
| | S & G/TVET | 313. | 1331, 1901/101, 1923/101, 2901/106 | Computerized Document Processing I | 2 Hours |
| | | 314. | 3177, 2902/306 | Marketing Research | 3 Hours |
| | | 315. | 3306, 2903/306 | Project and Contract Management | 3 Hours |
| | S & G | 316. | 1252 | Principles and Practice of Selling | 2½ Hours |
| | | 317. | 2092 | Commercial Law I | 2½ Hours |
| | | 318. | 2062 | Business Kiswahili II | 3 Hours |
| | TVET | 319. | 1901/204B | Information Communication Technology II - Paper 2 (Practical) | 2 Hours |

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| | 320. | 1902/204 | Introduction to Law | 3 Hours |
| | 321. | 1903/106, 1906/106 | Financial Accounting | 3 Hours |
| | 322. | 1903/202 1907/206 | Supply Chain Management and Purchasing Principles | 3 Hours |
| | 323. | 1906/206 | Sales and Marketing | 3 Hours |
| | 324. | 1909/106 | Financial Accounting | 3 Hours |
| | 325. | 1909/203 | Elements of Costing | 3 Hours |
| | 326. | 1913/104 | Information and Communication Technology | 3 Hours |
| | 327. | 1913/205 | Professional Ethics | 3 Hours |
| | 328. | 1916/103 | Commercial Shipping | 3 Hours |
| | 329. | 1920/106 | Operating Systems | 3 Hours |
| | 330. | 1924/103 | Financial Markets and Institutions | 3 Hours |
| | 331. | 1924/203 | Valuation and Analysis of Investment | 3 Hours |
| | 332. | 1925/206 | Shipping Business | 3 Hours |
| | 333. | 2901/205B | Information Communication Technology II - Paper 2 (Practical) | 2 Hours |
| | 334. | 2901/305 | Statistics | 3 Hours |
| | 335. | 2902/102 | Principles and Practice of Marketing | 3 Hours |
| | 336. | 2903/106, 2906/106, 2907/106, 2914/106, 2924/106, 2926/106 | Business Law | 3 Hours |
| | 337. | 2903/206, 2906/206, 2907/206, 2922/206 | Cost Accounting | 3 Hours |
| | 338. | 2909/106 | Motor Vehicle Care & Servicing | 3 Hours |
| TVET | 339. | 2909/206 | Human and Public Relations | 3 Hours |
| | 340. | 2909/305 | Fleet Management | 3 Hours |
| | 341. | 2912/107/1, 2918/107/1 | French I (Written) | 3 Hours |
| | 342. | 2912/109/1, 2918/109/1 | German I (Written) | 3 Hours |
| | 343. | 2913/106 | Professional Ethics | 3 Hours |
| | 344. | 2913/206 | Information in Society | 3 Hours |
| | 345. | 2913/306 | Legal Aspects of Information | 3 Hours |
| | 346. | 2914/206 | Resource Mobilization and Evaluation | 3 Hours |
| | 347. | 2914/306 | Risk Management | 3 Hours |
| | 348. | 2921/107 | Accounting and Costing in Petroleum Business | 3 Hours |
| | 349. | 2922/301 | Risk Management in Projects | 3 Hours |
| | 350. | 2925/203 | Containerization | 3 Hours |
| | 351. | 2925/307 | Marine Insurance | 3 Hours |
| | 352. | 2926/206 | Human and Public Relations | 3 Hours |
| | 353. | 2926/304 | Employee Relations | 3 Hours |
| | 354. | 2928/106, 2929/106, 2930/106 | Media Law and Ethics | 3 Hours |
| | 355. | 2928/206, 2929/206, 2930/206 | Editing for Print Media | 3 Hours |
| | 356. | 2928/306 | Print Production | 3 Hours |
| | 357. | 2929/306 | Broadcast News Production | 3 Hours |
| | 358. | 2930/306 | Computer Assisted Reporting | 3 Hours |

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| DAY 11 MONDAY 27 TH MARCH 2023 8.00 AM | BTEP | 359. | 2806/302, 2808/306 | Organization Theory & Behaviour | 3 Hours |
| | | 360. | 2812/308/1 | French Paper 1 (Written) | 3 Hours |
| | | 361. | 2813/306 | Archival Studies | 3 Hours |
| | | 362. | 3801/205 | Company Secretarial Practice | 3 Hours |
| | | 363. | 3813/104A, 3817/104A | Automation in Information Systems Paper 1 (Theory) | 1 Hour |
| | S & G | 364. | 1062 | Business Kiswahili I | 2½ Hours |
| | TVET | 365. | 1925/101 | Introduction to Shipping | 3 Hours |
| | | 366. | 2902/101 | Principles and Practice of Selling | 3 Hours |
| | | 367. | 2903/102, 2906/102, 2907/102, 2909/203, 2914/102, 2922/102, 2924/102, 2925/102, 2926/102, 2927/102 | Financial Accounting | 3 Hours |
| | | 368. | 2908/101 | Foundations of Human Resource Management | 3 Hours |
| | 369. | 2909/101 | Road Transport Management | 3 Hours | |
| | 370. | 2912/101, 2918/101 | Fundamentals of Tourism | 3 Hours | |
| | 371. | 2913/101 | Collection Management | 3 Hours | |
| | 372. | 2913/207 | Organization and Retrieval of Information | 3 Hours | |
| | 373. | 2914/301 | Production and Operations Management | 3 Hours | |
| | 374. | 2921/101 | Applied Science and Mathematics | 3 Hours | |
| | 375. | 2926/207 | Labour Economics | 3 Hours | |
| | 376. | 2928/101, 2929/101, 2930/101 | Introduction to Mass Communication | 3 Hours | |
| | 377. | 2928/201, 2929/201, 2930/201 | Investigative Journalism | 3 Hours | |
| | 378. | 2928/301, 2929/301, 2930/301 | Freelance Journalism | 3 Hours | |
| DAY 12 TUESDAY 28 TH MARCH 2023 8.00 AM | BTEP | 379. | 2812/305 | Tourism Management | 3 Hours |
| | | 380. | 2813/305 | Dissemination of Information | 3 Hours |
| | | 381. | 2815/202 | Freight Clearing, Forwarding and Insurance | 3 Hours |
| | | 382. | 2815/302 | Shipping Economics & International Trade | 3 Hours |
| | | 383. | 3801/206 | Human Resource Management | 3 Hours |
| | | 384. | 3808/206 | Personnel Administration | 3 Hours |
| | | 385. | 3814/206 | Project Implementation and Evaluation | 3 Hours |
| | S&G | 386. | 1032 | Business Calculations I | 2 Hours |
| | | 387. | 2093 | Commercial Law | 2½ Hours |
| | | 388. | 2252 | Principles and Practice of Marketing | 3 Hours |
| | S&G/TVET | 389. | 3174, 2902/203 | Legal Aspects in Sales and Marketing | 3 Hours |
| | TVET | 390. | 1918/204/1, 1919/204/1 | French II (Written) | 3 Hours |
| | | 391. | 1918/208/1, 1919/208/1 | German II (Written) | 3 Hours |
| | | 392. | 2901/110 | Communication I | 3 Hours |
| | | 393. | 2901/204 | Communication II | 3 Hours |

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| | | 394. | 2902/104, 2908/104, 2912/104, 2918/104, 2920/104, 2921/104 | Communication | 3 Hours |
| | | 395. | 2903/104, 2906/104, 2907/104, 2909/104, 2913/104, 2914/104, 2922/104, 2924/104, 2925/104, 2926/104, 2927/104 | Communication Skills | 3 Hours |
| | | 396. | 2914/302 | Consultancy in Medium and Small Enterprises | 3 Hours |
| | | 397. | 2922/201 | Project Quality Management | 3 Hours |
| | | 398. | 2922/304 | Legal Issues in Project Management | 3 Hours |
| | | 399. | 2926/202 | Human Resource Development | 3 Hours |
| | | 400. | 2928/204, 2929/204, 2930/204 | Advanced News Writing and Reporting | 3 Hours |
| | | 401. | 2928/304 | Typographic Design | 3 Hours |
| | | 402. | 2929/304 | Broadcast Equipment and Studio Operations | 3 Hours |
| | | 403. | 2930/304 | Digital Content Production | 3 Hours |
| DAY 13 WEDNESDAY 29 TH MARCH 2023 8.00 AM | BTEP | 404. | 1803/305 | Principles of Warehousing and Stock Control | 3 Hours |
| | | 405. | 1804/305 | Taxation | 3 Hours |
| | BTEP | 406. | 1806/304, 1807/305, 1808/305 | Business Administration and Environment | 3 Hours |
| | | 407. | 2801/301 | Typewriting (50 wpm) | 3¼ Hours |
| | | 408. | 2808/301 | Accounting & Control | 3 Hours |
| | | 409. | 2814/101 | Commercial Practice & Bookkeeping | 3 Hours |
| | | 410. | 2814/301 | Sectoral Based Operations | 3 Hours |
| | | 411. | 2815/201 | Port Operations | 3 Hours |
| | | 412. | 3801/202 | Public Relations | 3 Hours |
| | S & G | 413. | 1042 | Communication Skills I | 2½ Hours |
| | | 414. | 1223 | Foundations of Accounting | 3 Hours |
| | | 415. | 2042 | Communication Skills II | 3 Hours |
| | | 416. | 3302 | Supplies Management | 3 Hours |
| | | 417. | 3308 | Purchasing Management | 3 Hours |
| | S & G/TVET | 418. | 3175, 2902/301 | International Marketing | 3 Hours |
| | TVET | 419. | 1902/201 | Consumer Behaviour | 3 Hours |
| | | 420. | 1906/202 | Human and Public Relations | 3 Hours |
| | | 421. | 1918/201 | Tour Operations | 3 Hours |
| | | 422. | 1919/201 | Travel Operations | 3 Hours |
| | | 423. | 2902/103A, 2903/103A, 2906/103A, 2907/103A, 2908/103A, 2909/103A, 2912/103A, 2913/103A, 2914/103A, | Information Communication Technology (Theory) | 2 Hours |

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| | | | 2918/103A, 2921/103A, 2922/103A, 2924/103A, 2925/103A, 2926/103A, 2927/103A, 2928/103A, 2929/103A, 2930/103A | | |
| | | 424. | 2903/201 | Purchasing Management | 3 Hours |
| | | 425. | 2907/301 | Public Relations | 3 Hours |
| | | 426. | 2914/305 | Strategic Management for Small and Medium Enterprises | 3 Hours |
| | | 427. | 2922/305 | Fundamentals of Strategic Management | 3 Hours |
| | | 428. | 2924/201 | Asset Management | 3 Hours |
| | | 429. | 2928/203, 2929/203, 2930/203 | Media Convergence and Journalism | 3 Hours |
| | | 430. | 2928/303, 2929/303, 2930/303 | Photography for Journalism | 3 Hours |
| DAY 14 THURSDAY 30 TH MARCH 2023 8.00 AM | BTEP | 431. | 2815/102 | Customs Procedures | 3 Hours |
| | | 432. | 3801/201A | Computer Applications (Theory) | 1 Hour |
| | | 433. | 3808/201 | Fundamentals of Human Resource Management | 3 Hours |
| | S & G | 434. | 1192 | Office Procedures I | 2 Hours |
| | | 435. | 2192 | Office Procedures II | 2½ Hours |
| | | 436. | 3152 | Financial Management III | 3 Hours |
| | | 437. | 3173 | Sales Management | 3 Hours |
| | | 438. | 3313 | Clearing and Forwarding | 3 Hours |
| | S & G\TVET | 439. | 3309, 2903/202 | Public Procurement and Finance | 3 Hours |
| | TVET | 440. | 1908/201 | Practice of Human Resource Management | 3 Hours |
| | | 441. | 1909/202 | Basic Motor Vehicle Care and Servicing | 3 Hours |
| | | 442. | 1913/106 | Quantitative Methods | 3 Hours |
| | | 443. | 1918/202, 1919/202 | Touristic Geography | 3 Hours |
| | | 444. | 1923/203 | Supplies Operations | 3 Hours |
| | | 445. | 2902/201 | Sales Management | 3 Hours |
| | | 446. | 2903/107 | Warehousing Operations and Stock Control | 3 Hours |
| | | 447. | 2908/102 | Office Administration and Management | 3 Hours |
| | | 448. | 2912/102, 2918/102 | Tour Guiding and Travel Operations | 3 Hours |
| | | 449. | 2914/303 | Small and Micro Enterprises Financial Management | 3 Hours |
| | | 450. | 2918/202 | Recreation Guiding | 3 Hours |
| 451. | | 2920/101 | Introduction to Information Communication Technology and Ethics | 3 Hours | |
| 452. | | 2920/201 | Systems Analysis and Design | 3 Hours | |
| 453. | | 2922/101 | Fundamentals of Project Management | 3 Hours | |
| 454. | | 2922/202 | Project Procurement and Management | 3 Hours | |
| 455. | | 2924/203 | Risk Management | 3 Hours | |
| DAY 15 FRIDAY 31 ST MARCH 2023 8.00 AM | | BTEP | 456. | 1801/305 | Secretarial Duties |
| | | 457. | 2812/301 | Travel & Tour Administration | 3 Hours |
| | | 458. | 2813/301 | Information Resources | 3 Hours |
| | | 459. | 3801/203 | Strategic Office Administration and Management | 3 Hours |
| | | 460. | 3813/202 | Publishing and Book Trade | 3 Hours |
| | | 461. | 3814/205 | Consultancy and Counselling | 3 Hours |

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| | S & G/TVET | 462. | 2182, 1909/206 | Office Administration and Management | 3 Hours | |
| | | 463. | 3179, 2902/304 | Financial Aspects of Marketing | 3 Hours | |
| | S & G | 464. | 2371 | Business Finance | 3 Hours | |
| | TVET | 465. | 1903/203, 1906/203, 1926/203 | Business Finance | 3 Hours | |
| | | 466. | 1913/102 | Information Resources | 3 Hours | |
| | | 467. | 1923/206 | Clerical Duties II | 3 Hours | |
| | | 468. | 2903/203 | Supply Management | 3 Hours | |
| | | 469. | 2907/304 | Auditing | 3 Hours | |
| | | 470. | 2908/201 | Theory and Practice of Human Resource Management | 3 Hours | |
| | | 471. | 2909/201 | Logistics and Physical Distribution | 3 Hours | |
| | | 472. | 2912/106, 2918/106 | Touristic History | 3 Hours | |
| | | 473. | 2912/202 | Fundamentals of Hotel Operations | 3 Hours | |
| | | 474. | 2918/203 | Natural History of Invertebrates of East Africa | 3 Hours | |
| | | 475. | 2918/302 | Tourism Law | 3 Hours | |
| | | 476. | 2925/304 | Economics of Sea Transport and International Trade | 3 Hours | |
| | | | 477. | 2926/203 | Labour Law | 3 Hours |
| | | 478. | 2927/105 | Fire Disaster Management | 3 Hours | |
| | | 479. | 2927/206 | Procurement and Logistics Management | 3 Hours | |
| DAY 16 MONDAY 3 RD APRIL 2023 8.00 AM | BTEP | 480. | 2804/301, 2806/301, 2809/301 | Managerial Accounting | 3 Hours | |
| | | 481. | 2814/201 | Marketing & Research in Small Business Enterprises | 3 Hours | |
| | | 482. | 2812/302 | Touristic Geography | 3 Hours | |
| | | 483. | 2813/302 | Conservation & Restoration of Information Materials | 3 Hours | |
| | | 484. | 2815/103 | Quantitative Methods | 3 Hours | |
| | | 485. | 2815/304 | Marketing and Public Relations | 3 Hours | |
| | | 486. | 3801/204 | Business and Its Environment | 3 Hours | |
| | | 487. | 3808/202 | Employee Resourcing | 3 Hours | |
| | S & G | 488. | 1082 | Commerce I | 2½ Hours | |
| | | 489. | 2082 | Commerce II | 2½ Hours | |
| | | 490. | 2223 | Financial Accounting | 3 Hours | |
| | | 491. | 3242 | Public Finance | 3 Hours | |
| | | 492. | 3282 | Quantitative Techniques | 3 Hours | |
| | | | 493. | 3353 | Human and Public Relations | 3 Hours |
| | TVET | 494. | 1903/201, 1906/201, 1926/201 | Office Organization | 3 Hours | |
| | | 495. | 1908/202 | Elements of Labour Law and Industrial Relations | 3 Hours | |
| | | 496. | 1909/101 | Road Transport Management | 3 Hours | |
| | | 497. | 1913/201 | Records Management | 3 Hours | |
| | | 498. | 1918/102, 1919/102 | Tour Guiding Techniques | 3 Hours | |
| | | 499. | 1923/106 | Clerical Duties I | 3 Hours | |
| | | 500. | 2903/101 2907/302 | Supply Chain Management and Purchasing Principles | 3 Hours | |
| 501. | | 2903/204, 2906/204, 2913/204, 2914/204, | Quantitative Techniques | 3 Hours | | |

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| | | | 2926/204 | | | |
| | | 502. | 2922/204, 2925/204, 2927/204 | Quantitative Techniques | 3 Hours | |
| | | 503. | 2907/204, 2924/204 | Quantitative Techniques | 3 Hours | |
| | | 504. | 2906/304, 2914/304, 2927/304 | Human Resource Management | 3 Hours | |
| | | 505. | 2908/302, 2909/302 | Labour & Industrial Relations | 3 Hours | |
| | | 506. | 2909/202 | Road Transport Economics | 3 Hours | |
| | | 507. | 2912/105, 2918/105 | Fauna, Flora and Touristic Geography | 3 Hours | |
| | | 508. | 2918/204 | Astronomy | 3 Hours | |
| | | 509. | 2924/101 | Investment Environment | 3 Hours | |
| DAY 17 TUESDAY 4 TH APRIL 2023 8.00 AM | BTEP | 510. | 0801/203, 0802/203, 0803/203 | Book-keeping | 2½ Hours | |
| | | 511. | 1807/302 | Merchandise and Transport Management | 3 Hours | |
| | | 512. | 1808/302 | Personnel Management | 3 Hours | |
| | | 513. | 1813/302 | Information Resources | 3 Hours | |
| | | 514. | 2801/303, 2806/303, 2808/303, 2810/303 | Office Administration and Management | 3 Hours | |
| | | 515. | 2802/302 | Marketing Planning and Control | 3 Hours | |
| | | 516. | 2803/302 | Purchasing and Supplies: Logistics | 3 Hours | |
| | | 517. | 2804/302, 2807/302 | Financial Accounting | 3 Hours | |
| | | 518. | 2805/302 | Lending | 3 Hours | |
| | | 519. | 2815/104 | Information & Communication Technology | 3 Hours | |
| | | 520. | 3808/203 | Training and Development | 3 Hours | |
| | | 521. | 3813/101 | Collection Management | 3 Hours | |
| | | 522. | 3817/101 | Records Management | 3 Hours | |
| | | | S & G | 523. | 1361 | Elements of HRM |
| | | | 524. | 3022 | Auditing III | 3 Hours |
| | | | 525. | 3062 | Business Kiswahili III | 3 Hours |
| | | S & G/TVET | 526. | 3305, 2903/304 | International Purchasing | 3 Hours |
| | | TVET | 527. | 1907/106 | Business Law | 3 Hours |
| | | | 528. | 1918/205, 1919/205 | Customer Care | 3 Hours |
| | | | 529. | 2903/205, 2907/205, 2914/205, 2924/202, 2925/205, 2926/205 | Principles and Practice of Marketing | 3 Hours |
| | | | 530. | 2912/204 | Tourism Accounting | 3 Hours |
| | | | 531. | 2920/301 | Data Communication and Networking | 3 Hours |
| | 532. | | 2921/205 | Depot Safety and Security | 3 Hours | |
| | 533. | | 2921/304 | Petroleum Dispensing Site Design | 3 Hours | |
| | | | 534. | 2926/302 | Reward Management | 3 Hours |
| | | 535. | 2927/306 | Legal Issues in Relation to Disaster Management | 3 Hours | |
| | BTEP | 536. | 2803/303 | Purchasing and Supplies: Provisioning | 3 Hours | |

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| DAY 18 WEDNESDAY 5 TH APRIL 2023 8.00 AM | | 537. | 2812/303 | Touristic History | 3 Hours |
| | | 538. | 2813/303 | Organization & Retrieval of Information | 3 Hours |
| | | 539. | 2814/103 | Entrepreneurial Behaviour & Start-up Procedures of Small Business Enterprises | 3 Hours |
| | | 540. | 2814/203 | Communication and Information Technology | 3 Hours |
| | | 541. | 2814/303 | Legal Aspects of Small Business Practice | 3 Hours |
| | | 542. | 2815/203 | Management Practice | 3 Hours |
| | | 543. | 2815/303 | Legal Aspects of Shipping | 3 Hours |
| | | 544. | 3806/203 | Strategic Marketing Management | 3 Hours |
| | | 545. | 3808/204 | Reward Management | 3 Hours |
| | | 546. | 3813/102, 3817/102 | Reprography and Conservation of Information | 3 Hours |
| | 547. | 3814/203 | Marketing | 3 Hours | |
| | S & G | 548. | 2282 | Statistics | 3 Hours |
| | TVET | 549. | 1901/205, 1902/205, 1903/205, 1906/205, 1907/205, 1909/205, 1923/205, 1924/205, 1926/205 | Economics | 3 Hours |
| | | 550. | 1903/102, 1906/102, 1922/102, 1926/102 | Business Calculations & Statistics | 3 Hours |
| | | 551. | 1909/102, 1916/102 | Business Calculations & Statistics | 3 Hours |
| | | 552. | 1913/203 | Preservation and Conservation of Information | 3 Hours |
| | | 553. | 1922/205 | Resource Mobilization | 3 Hours |
| | | 554. | 1923/102 | Business Calculations & Statistics | 3 Hours |
| | | 555. | 1925/205 | Ports and Terminals | 3 Hours |
| | | 556. | 2912/207 | Travel Agency | 3 Hours |
| | | 557. | 2921/206 | Customer Service and Operating Procedures | 3 Hours |
| | | 558. | 2922/205A | Project Management Information Systems - Paper 1 (Theory) | 2 Hours |
| | | 559. | 2924/107 | Valuation and Analysis of Investment | 3 Hours |
| | | 560. | 2925/202 | Environmental Aspects of Shipping | 3 Hours |
| | | 561. | 2928/208, 2929/208, 2930/208 | Feature Writing | 3 Hours |
| DAY 19 THURSDAY 6 TH APRIL 2023 8.00 AM | BTEP | 562. | 1802/304 | Consumer Organization and Behaviour | 3 Hours |
| | | 563. | 1804/304 | Auditing | 3 Hours |
| | | 564. | 1805/304 | Foreign Exchange and Exchange Control | 3 Hours |
| | | 565. | 1807/304 | Co-operative Law | 3 Hours |
| | | 566. | 1808/304 | Industrial and Labour Law | 3 Hours |
| | | 567. | 2801/305, 2810/305 | Public and Human Relations | 3 Hours |
| | | 568. | 2802/304 | International Marketing | 3 Hours |
| | | 569. | 2803/304 | Materials and Production Management | 3 Hours |
| | | 570. | 2804/304 | Auditing | 3 Hours |
| | | 571. | 2805/304 | Accountancy | 3 Hours |
| | | 572. | 2808/305, 2811/305 | Human Resource Management | 3 Hours |
| | | 573. | 2807/304 | Co-operative Banking | 3 Hours |
| | | 574. | 3802/104, | Information Communication Technology | 3 Hours |

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| | | 3806/103, 3813/103, 3817/103 | | |
| | 575. | 3808/205 | Employee Relations | 3 Hours |
| S & G | 576. | 1193 | Office Organization | 2½ Hours |
| | 577. | 2132 | Economics | 2½ Hours |
| S & G/TVET | 578. | 3103, 2903/305, 2906/305, 2907/305, 2926/305 | Managerial Accounting | 3 Hours |
| TVET | 579. | 1913/204 | Mail and Courier Service | 3 Hours |
| | 580. | 1918/103/1, 1919/103/1 | French I (Written) | 3 Hours |
| TVET | 581. | 1918/106/1, 1919/106/1 | German I (Written) | 3 Hours |
| | 582. | 1918/206, 1919/206 | Fauna, Flora and Environmental Studies | 3 Hours |
| | 583. | 2909/205 | Law of Business and Carriage | 3 Hours |
| | 584. | 2909/304 | Management Accounting | 3 Hours |
| | 585. | 2922/106 | Project Financing | 3 Hours |

3.0 INSTRUCTIONS TO SUPERVISORS, INVIGILATORS, TEACHERS AND CANDIDATES

SUPERVISORS ARE ASKED TO TAKE ALL NECESSARY STEPS TO ENSURE THAT THE FOLLOWING INSTRUCTIONS ARE BROUGHT TO THE NOTICE OF THE TEACHERS AND CANDIDATES UNDER EXAMINATION.

- 3.1 *TEACHERS are advised to ensure that their students are carefully drilled on how to carry out the instructions given below and are aware of the penalties for irregularities or misconduct. Candidates are required to follow these instructions carefully.*
- 3.2 **GENERAL INSTRUCTIONS TO THE CANDIDATES**
- 3.2.1 Be at your seat in the Examination Room five minutes before the time fixed for the examination in the various papers. All sessions will start at **8.00 am**.
- 3.2.2 A candidate who arrives late will be required to give a satisfactory reason to the supervisor. Except in exceptional circumstances, a paper will not be given to any candidate who is more than **half an hour** late. Absolute punctuality is essential for certain papers, e.g. Shorthand.
- 3.2.3 If an examination paper for which you are not entered is handed to you, or if the questions indicate that other materials should also have been given out, speak to the supervisor at once.
- 3.2.4 Attend carefully to any general directions that may be given at the head of a paper, e.g. directions limiting the number of questions that should be answered.
- 3.2.5 Write your name, your index number as well as the name of the paper on the first page of each answer book or sheet of each set of papers you use. Your index number must be written in clear figures in the space provided on every sheet or page of answer book.
- 3.2.6 Write on both sides of the paper, but do not use the margins. Begin the answer to each separate part of a question on a fresh line.
- 3.2.7 Write the number of the question clearly in the left-hand margin at the beginning of each answer. Do not copy the question. Be careful to use the same system of numbering as appears in the question paper. Leave a blank line after the answer to each question.
- 3.2.8 Write your answers with **black or blue** ink. You may use a fountain pen or ball point pen. Pencils should only be used for diagrams. Remember that handwriting and spelling will be taken into account. Bring mathematical and drawing instruments for subjects for which they will be needed.
- 3.2.9 Read the questions carefully. Much time may be wasted in writing down information that is not asked for and no marks are given for it.
- 3.2.10 Do not write so much upon one or two questions as to leave yourself not enough time to answer others which you are able to answer.
- 3.2.11 As soon as notice is given to stop, **ARRANGE YOUR ANSWER BOOK AND SHEETS IN THE CORRECT ORDER** (this is normally the order in which you answered the questions). Make sure that they all have your index number written upon them. Fasten them together at the left-hand corner and hand them **UNFOLDED** to the supervisor.
- 3.2.12 Withdrawal from the examination should have been notified to the Council before any papers of the examination are taken.
- 3.3 **CAUTIONS TO THE CANDIDATES**
- 3.3.1 You are not allowed to leave the examination room before the end of the period allocated to the paper except by special permission of the supervisor. **NO CANDIDATE SO PERMITTED MAY TAKE A QUESTION PAPER OUT OF THE EXAMINATION ROOM.**
- 3.3.2 Do not leave a sheet of paper you have written on or your answers in such a position that another candidate can read them. You should not give or obtain unfair assistance, or attempt to do so, whether by copying or in any other way, and your work should not show proof of such unfair assistance.
- 3.3.3 No communication whatsoever in whatever manner between candidates or with outsiders is allowed during examination.
- 3.3.4 You are not allowed to have in your possession or in your proximity while in the examination room, any book, notes, papers or any other materials whatsoever except the correct question paper and any materials expressly authorised by the Kenya National Examinations Council.
- 3.3.5 You may only use mathematical tables printed by the Kenya National Examinations Council, and these should not contain any additional notes except the printed information. If you are using a slide ruler as permitted by the Regulations it should not contain formulae or other data that may give you undue advantage over other candidates. If in doubt, check with the supervisor.
- 3.3.6 You must return immediately to the Supervisor any incorrect question paper given to you.
- 3.3.7 You must not take any used or unused writing paper out of the examination room. Any rough work must be done on the official answer paper and; if not to be submitted with the answers, must be left on the desks to be collected by the supervisor and destroyed.
- 3.3.8 Disorderly conduct or the causing of disturbance in or near the examination room will be treated as a serious examination irregularity.
- 3.3.9 Note that **cell phones** are prohibited in examination rooms and the examination centre. Any candidate caught in possession of a **cell phone** will have his/her results cancelled.
- 3.4 **PENALTY FOR EXAMINATION IRREGULARITIES**
- 3.4.1 The **KNEC Act 2012** rules and regulations, offences and penalties stated in **sections 27 to 40** for cases of examination irregularities will apply. Some of the highlights in these sections state that:
- 3.4.1.1 A candidate who commits an examination irregularity in any paper will have the results for the **WHOLE SUBJECT** cancelled. Such a candidate will not be entitled to a result and will be awarded result **“Y”** overall.
- 3.4.1.2 If there is evidence of wide-spread irregularities in any centre, the whole examination results for the whole centre will be cancelled.
- Any person who:-**
- a) gains access to examination material and knowingly reveals the contents, whether orally or in writing, to an unauthorized party, whether a candidate or not will violate **section 27** and the penalty will be imprisonment for a term not exceeding **ten years**, or a fine not exceeding **two million shillings** or both;
- b) wilfully and maliciously damages examination material will violate **section 30** and the penalty will be imprisonment for a term not exceeding **two years** or a fine not exceeding **five million shillings** or both;
- c) is not registered to take a particular Council’s examination but, with intent to **impersonate**, presents or attempts to present himself to take the part of an enrolled candidate, shall be guilty of an offence and liable to imprisonment for a term not exceeding **one year** or a fine not exceeding **two million shillings** or both and shall be prohibited from taking an examination conducted by or on behalf of the Council for a period of **three years**.
- 3.4.2 Candidates are therefore strongly advised not to engage in any examination malpractice that may lead to any of the above actions taken against them.

THE CHIEF EXECUTIVE OFFICER