

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)
EXAMINATIONS SUMMARY SHEET FOR BUSINESS CERTIFICATES (NOVEMBER-DECEMBER 2018)

NAME OF INSTITUTION: _____ CENTRE NO: _____

GENERAL CERTIFICATES (SEMESTER I)

GENERAL CERTIFICATES (SEMESTER I)						
A	PROGRAMME: CERTIFICATE IN ACCOUNTING AND FINANCE (CAF)					
			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CBS 1204	Business Mathematics				
5	CFA 1205	Introduction to Financial Accounting				
SUB TOTAL						
B PROGRAMME: Certificate in Business Administration and Management (CBA)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CES 1204	Elements of Statistics				
5	CIF 1205	Insurance Fundamentals				
SUB TOTAL						
C PROGRAMME: CERTIFICATE IN BUSINESS STUDIES (CBS)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CES 1204	Elements of Statistics				
5	CFA 1205	Introduction to Financial Accounting				
SUB TOTAL						

A PROGRAMME: CERTIFICATE IN ACCOUNTING AND FINANCE (CAF)						
						NUMBER OF CANDIDATES
D PROGRAMME: CERTIFICATE IN CLEARING AND FORWARDING (CCF)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CCF 1204	Introduction to Customs				
5	CCF 1205	Principles of Shipping Practice				
	SUB TOTAL					
E PROGRAMME: CERTIFICATE IN COMPUTER ENGINEERING (CCE)						
1	CCE 1201	Introduction to Engineering Mathematics				
2	CCA 1202	Computer Applications				
3	CCE 1203	Fundamentals of Programming I				
4	CCT 1204	Fundamentals of Operating systems				
5	CCE 1205	Basic Electronic Principles				
	SUB TOTAL					
F PROGRAMME: CERTIFICATE IN HOTEL AND INSTITUTIONAL CATERING (CHC)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Application				
3	CPE 1203	Principles of Economics				
4	CHC 1204	Fundamentals of Food Preparation and Service				
5	CFR 1206	Basic French				
6	CLS 116	Kishwahili				
	SUB TOTAL					
G PROGRAMME: CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (CHR)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CES 1204	Elements of Statistics				
5	CHR 1205	Organizational Behavior				
	SUB TOTAL					

A PROGRAMME: CERTIFICATE IN ACCOUNTING AND FINANCE (CAF)						
					NUMBER OF CANDIDATES	
H PROGRAMME: CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY (CCT)						
1	CCT 1201	Introduction to Computational Maths				
2	CCA 1202	Computer Applications				
3	CCE 1203	Fundamentals of Programming I				
4	CCT 1204	Fundamentals of Operating systems				
5	CCT 1205	Introduction to Graphics Design and Digital Communications (Photoshop)				
SUB TOTAL						
I PROGRAMME: CERTIFICATE IN JOURNALISM AND MEDIA STUDIES (CJO)						
1	CJO 1201	Ethics in journalism				
2	CCA 1202	Computer Applications				
3	CJO 1203	Principles of Television Production				
4	CJO 1204	Principles of Public Relations				
5	CJO 1205	Public speaking				
SUB TOTAL						
J PROGRAMME: CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE (CLS)						
1	CLS 1201	Introduction to Library Cataloguing				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CLS 1204	Community Information Services				
5	CLS 1205	Library Administration & Routines.				
SUB TOTAL						
K PROGRAMME: CERTIFICATE IN PROCUREMENT AND SUPPLIES MANAGEMENT (CPS)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CES 1204	Elements of Statistics				
5	CPS 1205	Introduction to Stores Keeping				
SUB TOTAL						
L PROGRAMME: CERTIFICATE IN PUBLIC ADMINISTRATION AND MANAGEMENT (CPA)						
1	CAL 1201	Elements of Administrative Law.				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CPA 1204	Comparative public Administration				
5	CPA 1205	Local government and Service delivery				
SUB TOTAL						

A PROGRAMME: CERTIFICATE IN ACCOUNTING AND FINANCE (CAF)						
					NUMBER OF CANDIDATES	
M PROGRAMME: CERTIFICATE IN RECORDS AND INFORMATION MANAGEMENT (CRM)						
1	CRM 1201	Basic Registry Management				
	CCA 1202	Computer Applications				
	CPE 1203	Principles of Economics				
3	CIS 1204	Information Storage and Retrieval				
5	CLO 1205	Library Operation				
SUB TOTAL						
N PROGRAMME: CERTIFICATE IN SECRETARIAL AND INFORMATION MANAGEMENT (CSS)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CSS 1204	Shorthand II				
5	CSS 1205	Typewriting II				
SUB TOTAL						
O PROGRAMME: CERTIFICATE IN SOCIAL WORKS AND SOCIAL ADMINISTRATION (CWS)						
1	CSW 1201	Basics of social administration				
2	CCA 1202	Computer Applications				
3	CSW 1203	Methods of social work intervention				
4	CSW 1204	Human growth, Behavior and development				
5	CSW 1205	Social problems in Uganda				
SUB TOTAL						
P PROGRAMME: CERTIFICATE IN TOURISM AND HOSPITALITY MANAGEMENT (CTH)						
1	CBL 1201	Introduction to Business Law				
2	CCA 1202	Computer Applications				
3	CPE 1203	Principles of Economics				
4	CTH 1204	Principles Of Hospitality Operations				
5	CTG 1205	Tour Guiding Techniques				
6	CFR 1206	Basic French				
SUB TOTAL						
GRAND TOTAL						

NUMBER OF CANDIDATES FOR YEAR ONE:

Continuing:..... Retakers (Non-continuing):..... Total:.....

POLICE STATION:..... STATION NO:.....

NAME OF REGISTRAR:..... TELEPHONE NO:.....

NAME HEAD OF CENTRE:..... SIGNATURE:..... DATE & STAMP:.....