

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

NAME OF INSTITUTION: \_\_\_\_\_ CENTRE NO: \_\_\_\_\_

**YEAR I, SEMESTER I**

<b>A PROGRAMME: NATIONAL CERTIFICATE IN BUSINESS ADMINISTRATION (NCBA)</b>						
			<b>NUMBER OF CANDIDATES</b>			
<b>S/N</b>	<b>PAPER CODE(S)</b>	<b>SUBJECT NAME</b>	<b>Current</b>	<b>Retakes</b>	<b>Total</b>	<b>Non-cont. students</b>
1	NCBK111	Bookkeeping				
2	NCCS112	Basic Communication Skills				
3	NCBA113	Fundamentals of Business Administration				
4	NCBE114	Introduction to Business ethics				
5	NCBA115	Real life project 1				
	<b>SUB-TOTAL</b>					
<b>B PROGRAMME: NATIONAL CERTIFICATE IN ACCOUNTING AND FINANCE (NCAF)</b>						
<b>S/N</b>	<b>PAPER CODE(S)</b>	<b>SUBJECT NAME</b>	<b>Current</b>	<b>Retakes</b>	<b>Total</b>	<b>Non-cont. students</b>
1	NCBK111	Bookkeeping				
2	NCCS112	Basic Communication Skills				
3	NCFM 113	Fundamentals of Management				
4	NCBE114	Introduction to Business ethics				
5	NCAF115	Elements of statistics				
6	NCAF116	Real Life Project				
	<b>SUB-TOTAL</b>					
<b>C PROGRAMME: NATIONAL CERTIFICATE IN CLEARING AND FORWARDING (NCCF)</b>						
<b>S/N</b>	<b>PAPER CODE(S)</b>	<b>SUBJECT NAME</b>	<b>Current</b>	<b>Retakes</b>	<b>Total</b>	<b>Non-cont. students</b>
1	NCBK111	Book Keeping				
2	NCCS112	Basic Communication Skills				
3	NCCF113	Clearing and forwarding				
4	NCBE 114	Introduction to Business ethics				
5	NCCF 112	Real Life Project 1				
	<b>SUB-TOTAL</b>					

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
<b>D PROGRAMME: NATIONAL CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE (NCLIS)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCBK111	Bookkeeping				
2	NCCS 112	Basic Communication Skills				
3	NCHS113	Safety, Health and Environment				
4	NCRM114	Fundamentals of Records Management				
5	NCLS115	Introduction to Library Science				
6	NCLS116	Real life project 1				
	<b>SUB-TOTAL</b>					
<b>E PROGRAMME: NATIONAL CERTIFICATE IN PUBLIC ADMINISTRATION AND MANAGEMENT (NCPA)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCBK111	Book Keeping				
2	NCCS 112	Basic Communication Skills				
3	NCFM 113	Fundamentals of Management				
4	NCPM 114	Fundamentals of Records Management.				
5	NCPA 115	Basic Public Administration and Management				
6	NCPA 116	Real Life Project 1				
	<b>GRAND TOTAL</b>					
<b>F PROGRAMME: NATIONAL CERTIFICATE IN PROCUREMENT AND LOGISTICS MANAGEMENT (NCPM)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCBK 111	Book Keeping				
2	NCCS 112	Basic Communication Skills				
3	NCPM 113	PPDA Laws and Regulations				
4	NCPM 114	Procurement Process				
5	NCAF 115	Elements of statistics				
6	NCPM 116	Procurement Real life Project I				
	<b>GRAND TOTAL</b>					

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
<b>G PROGRAMME: NATIONAL CERTIFICATE IN RECORDS AND INFORMATION MANAGEMENT (NCRM)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCBK111	Bookkeeping				
2	NCCS112	Business Communication Skills				
3	NCCF113	Office practice				
4	NCRM114	Fundamentals of Records Management				
5	NCRM115	Basic Library Operations and Management				
6	NCRM116	Real life project 1				
<b>SUB-TOTAL</b>						
<b>H PROGRAMME: NATIONAL CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT (NCSM)®</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCBK111	Bookkeeping				
2	NCCS112	Basic Communication Skills				
3	NCOF113	Office practice				
4	NCSM114	Shorthand I				
5	NCSM 115	Typewriting I				
6	NCSM116	Real life Project				
<b>SUB-TOTAL</b>						
<b>I PROGRAMME: NATIONAL CERTIFICATE IN INFORMATION AND COMM. TECH (NCICT)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCIT111	Fundamentals of Information Technology				
2	NCIT112	Basic Communication Skills				
	NCIT113	Microsoft Office Applications				
3	NCIT114	Basic Mathematics				
5	NCIT115	Real Life Project				
<b>SUB-TOTAL</b>						

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
<b>J PROGRAMME: CERTIFICATE IN MICROFINANCE (CMF)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	CMF1101	Introduction to Microfinance Management				
2	CMF1102	Financial Accounting in Microfinance				
3	CMF1103	English Language Communication Skills				
4	CMF1104	Information Technology (Theory and Practice) I				
5	CMF1105	Introduction to Micro- Economics				
6	CMF1106	Introduction to Kiswahili I				
<b>SUB-TOTAL</b>						
<b>K PROGRAMME: CERTIFICATE IN LABOUR STUDIES AND WORKERS RIGHTS (CLS)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	CLS 111	Introduction to Employment and Labour Issues				
2	CLS 112	Computer Applications				
3	CLS 113	Communication Skills				
4	CLS 114	Introduction to Labour Economics				
5	CLS 115	Fundamentals of Accounting				
6	CLS 116	Kishwahili				
<b>SUB-TOTAL</b>						
<b>K PROGRAMME: NATIONAL CERTIFICATE IN TOURISM AND HOSPITALITY MANAGEMENT (NCTH)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCBK 111	Bookkeeping				
2	NCCS 112	Basic Communication Skills				
3	NCTH 113	Tour Guiding Techniques 1				
4	NCTH 114	Fundamentals of Tourism				
5	NCTH 115	Real Life Project 1				
<b>SUB-TOTAL</b>						
<b>K PROGRAMME: NATIONAL CERTIFICATE IN HOTEL AND INSTITUTIONAL CATERING (NCHC)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCBK111	Bookkeeping				
2	NCCS112	Basic Communication Skills				
3	NCHC113	Food Production				
4	NCHC114	Food Service				
5	NCHC115	Introduction to Hygiene and Safety				
	NCHC116	Real Life Project				

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
<b>K PROGRAMME: NATIONAL CERTIFICATE IN SOCIAL WORK AND SOCIAL ADMINISTRATION (NCSW)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCSW111	Fundamentals of Social Work				
2	NCCS112	Basic Communication skills				
3	NCSW113	Developmental Psychology				
4	NCSW114	Culture and Diversity Management				
5	NCSW115	Real Life Project				
	<b>SUB-TOTAL</b>					
<b>K PROGRAMME: NATIONAL CERTIFICATE IN JOURNALISM &amp; MEDIA STUDIES (NCJM)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	NCJM111	Fundamentals of mass communication				
2	NCJM112	Principles of radio production				
3	NCJM113	Social concepts in media				
4	NCJM114	Principles of news writing and reporting				
5	NCJM115	Real life Project 1				
	<b>SUB-TOTAL</b>					
<b>K PROGRAMME: NATIONAL CERTIFICATE IN CERTIFICATE IN HOTEL AND CATERING (NCHC)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	TCCS101	LIFE SKILLS				
2	TCCA101	COMPUTER APPLICATIONS				
3	VCHC101	FOOD AND BEVERAGE SERVICE				
4	VCHC102	BASIC FRENCH				
5	VCHC103	FUNDAMENTALS OF FOOD PRODUCTION, SERVICE AND HYGIENE				
6	VCHC104	FOOD PRODUCTION				
7	VCHC105	REAL LIFE PROJECT I				
8	VCHC106	INDUSTRIAL TRAINING I				
	<b>SUB-TOTAL</b>					

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
<b>K PROGRAMME: NATIONAL CERTIFICATE IN COSMETOLOGY AND BEAUTY THERAPY (NCCB)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	TCCS101	LIFE SKILLS				
2	TCCA101	COMPUTER APPLICATIONS				
3	VCCB101	FUNDAMENTALS OF HAIRDRESSING				
4	VCCB102	HAIR CARE AND DESIGN				
5	VCCB103	CHEMICAL HAIR REFORMATION				
6	VCCB104	REAL LIFE PROJECT I				
7	VCCB105	INDUSTRIAL TRAINING I				
SUB-TOTAL						
<b>K PROGRAMME: NATIONAL CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT (NCSM)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	TCCS101	LIFE SKILLS				
2	TCCA101	COMPUTER APPLICATIONS				
3	VCSM101	SHORTHAND I				
4	VCSM102	KEYBOARD SKILLS I				
5	VCSM103	CUSTOMER CARE				
6	VCSM104	REAL LIFE PROJECT I				
7	VCSM105	INDUSTRIAL TRAINING I				
SUB-TOTAL						
<b>K PROGRAMME: NATIONAL CERTIFICATE IN RECORDS MANAGEMENT (NCRM)</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retakes	Total	Non-cont. students
1	VCRM101	OFFICE MANAGEMENT				
2	TCCS101	LIFE SKILLS				
3	TCCA101	COMPUTER APPLICATIONS				
4	VCRM102	STOREKEEPING				
5	VCRM103	INTRODUCTION TO RECORDS & ARCHIVAL MANAGEMENT				
6	VCRM104	BASIC LIBRARY MANAGEMENT				
7	VCRM105	REAL LIFE PROJECT I				
8	VCRM106	INDUSTRIAL TRAINING I				
SUB-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:**.....