

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

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

<b>NATIONAL CERTIFICATES</b>						
<b>A PROGRAMME: NATIONAL CERTIFICATE IN ACCOUNTANCY (NCA) - YEAR I</b>						
			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCA 001	FUNDAMENTALS OF ACCOUNTING				
2	NCA 002	PRINCIPLES OF ECONOMICS				
3	NCA 003	GENERAL PRINCIPLES OF LAW				
4	NCA 004	BUSINESS CALCULATIONS				
5	NCA 005	BASIC BUSINESS COMMUNICATION				
<b>SUB-TOTAL</b>						
<b>B PROGRAMME: NATIONAL CERTIFICATE IN ACCOUNTANCY (NCA) - YEAR II</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCA 006	ELEMENTS OF COST ACCOUNTING				
2	NCA 007	ELEMENTS OF AUDITING				
3	NCA 008	COMPUTER FUNDAMENTALS				
4	NCA 009	OFFICE PRACTICE				
5	NCA 010	FUNDAMENTALS OF MANAGEMENT				
<b>SUB-TOTAL</b>						
<b>C PROGRAMME: NATIONAL CERTIFICATE IN PURCHASING AND SUPPLIES MANAGEMENT (NCPSM) - YEAR I</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCPSM 001	FUNDAMENTALS OF PURCHASING AND SUPPLIES I				
2	NCPSM 002	PRINCIPLES OF ECONOMICS				
3	NCPSM 003	FUNDAMENTALS OF ACCOUNTING				
4	NCPSM 004	STOREKEEPING				
5	NCPSM 005	FUNDAMENTALS OF MANAGEMENT				
<b>SUB-TOTAL</b>						

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
<b>D PROGRAMME: NATIONAL CERTIFICATE IN PURCHASING AND SUPPLIES MANAGEMENT (NCPSM) - YEAR II</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCPSM 006	COMPUTER FUNDAMENTALS				
2	NCPSM 007	GENERAL PRINCIPLES OF LAW				
3	NCPSM 008	BUSINESS CALCULATIONS				
4	NCPSM 009	ELEMENTS OF COST ACCOUNTING				
5	NCPSM 010	FUNDAMENTALS OF PURCHASING AND SUPPLIES II				
<b>SUB-TOTAL</b>						
<b>E PROGRAMME: NATIONAL CERTIFICATE IN SECRETARIAL STUDIES (NCSS) - YEAR I</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCSS 001	BASIC BUSINESS COMMUNICATION				
2	NCSS 002	OFFICE PRACTICE				
3	NCSS 003	COMMERCE				
4	NCSS 004	TYPEWRITING I (30 W.P.M)				
5	NCSS 005	SHORTHAND I (60 – 70 W.P.M)				
<b>SUB-TOTAL</b>						
<b>F PROGRAMME: NATIONAL CERTIFICATE IN SECRETARIAL STUDIES (NCSS) - YEAR II</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCSS 006	FUNDAMENTALS OF ACCOUNTING				
2	NCSS 007	TYPEWRITING II				
3	NCSS 008	SHORTHAND II				
4	NCSS 009	COMPUTER FUNDAMENTALS				
5	NCSS 010	ELEMENTARY BUSINESS FRENCH				
6	NCSS 011	ELEMENTARY BUSINESS KISWAHILI				
<b>SUB-TOTAL</b>						

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
<b>G PROGRAMME: NATIONAL CERTIFICATE IN BUSINESS MANAGEMENT (NCBM) - YEAR I</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCBM 001	FUNDAMENTALS OF MANAGEMENT				
2	NCBM 002	FUNDAMENTALS OF ACCOUNTING				
3	NCBM 003	PRINCIPLES OF ECONOMICS				
4	NCBM 004	BASIC BUSINESS COMMUNICATION				
5	NCBM 005	OFFICE PRACTICE				
SUB-TOTAL						
<b>H PROGRAMME: NATIONAL DIPLOMA IN BUSINESS MANAGEMENT (NCBM) - YEAR II</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCBM 006	COMPUTER FUNDAMENTALS				
2	NCBM 007	GENERAL PRINCIPLES OF LAW				
3	NCBM 008	BUSINESS CALCULATIONS				
4	NCBM 009	ELEMENTS OF COST ACCOUNTING				
5	NCBM 010	ELEMENTS OF TAXATION				
SUB-TOTAL						
<b>I PROGRAMME: NATIONAL CERTIFICATE IN MARKETING (NCM) - YEAR I</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCM 001	FUNDAMENTALS OF MARKETING				
2	NCM 002	PRINCIPLES OF ECONOMICS				
3	NCM 003	FUNDAMENTALS OF ACCOUNTING				
4	NCM 004	BASIC BUSINESS COMMUNICATION				
5	NCM 005	FUNDAMENTALS OF MANAGEMENT				
SUB-TOTAL						
<b>J PROGRAMME: NATIONAL CERTIFICATE IN MARKETING (NCM) - YEAR II</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCM 006	COMPUTER FUNDAMENTALS				
2	NCM 007	GENERAL PRINCIPLES OF LAW				
3	NCM 008	BUSINESS CALCULATIONS				
4	NCM 009	ELEMENTS OF COST ACCOUNTING				
5	NCM 010	ELEMENTARY BUSINESS FRENCH				
6	NCM 011	ELEMENTARY BUSINESS KISWAHILI				
SUB-TOTAL						

			NUMBER OF CANDIDATES			
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
<b>K PROGRAMME: NATIONAL CERTIFICATE IN BUSINESS STUDIES (NCBS) - YEAR I</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCBS 001	BASIC BUSINESS COMMUNICATION				
2	NCBS 002	FUNDAMENTALS OF MANAGEMENT				
3	NCBS 003	FUNDAMENTALS OF ACCOUNTING				
4	NCBS 004	GENERAL PRINCIPLES OF LAW				
5	NCBS 005	PRINCIPLES OF ECONOMICS				
	<b>SUB-TOTAL</b>					
<b>L PROGRAMME: NATIONAL CERTIFICATE IN BUSINESS STUDIES (NCBS) - YEAR II</b>						
S/N	PAPER CODE(S)	SUBJECT NAME	Current	Retake	Total	Non-cont. students
1	NCBS 006	BUSINESS CALCULATIONS				
2	NCBS 007	COMMERCE				
3	NCBS 008	COMPUTER FUNDAMENTALS				
4	NCBS 009	ELEMENTARY BUSINESS FRENCH				
5	NCBS 010	ELEMENTARY BUSINESS KISWAHILI				
6	NCBS 011	ELEMENTS OF AUDITING				
7	NCBS 012	ELEMENTS OF COST ACCOUNTING				
8	NCBS 013	ELEMENTS OF TAXATION				
9	NCBS 014	FUNDAMENTALS OF MARKETING				
10	NCBS 015	FUNDAMENTALS OF PURCHASING AND SUPPLIES I				
11	NCBS 017	OFFICE PRACTICE				
12	NCBS 018	SHORTHAND I 60 – 70 W.P.M				
13	NCBS 019	STORE KEEPING				
14	NCBS 020	TYPEWRITING I 30 – W.P.M				
	<b>SUB-TOTAL</b>					
	<b>GRAND TOTAL</b>					

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:.....