

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

NAME OF INSTITUTION: _____ CENTRE NO: _____

UCC PROGRAMMES

PROGRAMME: NAME OF PROGRAM: CERTIFICATE IN BUSINESS STUDIES (CBS) SEMESTER I - ACCOUNTING OPTION						
S/N	PAPER CODE(S)	SUBJECT NAME	NUMBER OF CANDIDATES			Non-cont. students
			Current	Retake	Total	
1	CBS 1101	Principles of Accounts				
2	CBS 1102	Principles of Economics				
3	CBS 1103	Basic Communication Skills				
4	CBS 1104	Introduction to Information and Communication Technology (Theory & Practical)				
5	CBS 1105	Fundamentals of Business Administration				
	SUB-TOTAL					
PROGRAMME: NAME OF PROGRAM: CERTIFICATE IN BUSINESS STUDIES (CBS) SEMESTER II - ACCOUNTING OPTION						
1	CBS1201	Elements of Entrepreneurship Development				
2	CBS1202	Elements of statistics				
3	CBS1203	Introduction to Business Law				
4	CBS1204	Financial Accounting				
5	CBS1205	Elements of Taxation				
6	CBS1210	Industrial Training (2 months)				
	SUB TOTAL					
B PROGRAMME: NAME OF PROGRAM: CERTIFICATE IN BUSINESS STUDIES (CBS) SEMESTER II - MARKETING OPTION						
1	CBS1201	Elements of Entrepreneurship Development				
2	CBS1202	Elements of statistics				
3	CBS1203	Introduction to Business Law				
4	CBS1208	Elements of Marketing				
5	CBS1209	Sales Force Management				
	CBS1210	Industrial Training (2 months)				
	SUB-TOTAL					
PROGRAMME: NAME OF PROGRAM: CERTIFICATE IN BUSINESS STUDIES (CBS) SEMESTER II - PROCUREMENT OPTION						
1	CBS1201	Elements of Entrepreneurship Development				
2	CBS1202	Elements of statistics				
3	CBS1203	Introduction to Business Law				
4	CBS1206	Principles of Purchasing and Supplies Management				
5	CBS1207	Elements of Public Procurement				
6	CBS1210	Industrial Training (2 months)				
	SUB-TOTAL					

PROGRAMME: NAME OF PROGRAM: CERTIFICATE IN BUSINESS STUDIES (CBS) SEMESTER I - ACCOUNTING OPTION					
					NUMBER OF CANDIDATES
C	PROGRAMME: CERTIFICATE IN HOTEL AND INSTITUTIONAL CATERING (CHIC) - SEMESTER I				
1	CHIC1101	Principles of Accounts			
2	CHIC1102	Principles of Economics			
3	CHIC1103	Basic Communication Skills			
4	CHIC1104	Introduction to information and Communication Technology (Theory and Practical)			
5	CHIC1105	Introduction to Hygiene			
	CHIC1106	Reception and House Keeping			
	PROGRAMME: CERTIFICATE IN HOTEL AND INSTITUTIONAL CATERING (CHIC) - SEMESTER II				
1	CHIC1201	Elements of Entrepreneurship Development			
2	CHIC1202	Fundamentals of Food Preparation and Service			
3	CHIC1203	Introduction to Business Law			
4	CHIC1204	Foods and Nutrition			
5	CHIC1205	Fundamentals of Food Costing			
6	CHIC1206	Basic French			
	CHIC1207	Industrial Training (2 months)			
	SUB-TOTAL				
D	PROGRAMME: CERTIFICATE IN RECORDS AND INFORMATION MANAGEMENT (CRIM) - SEMESTER I				
1	CRIM 1101	Principles of Accounts			
2	CRIM 1102	Principles of Economics			
3	CRIM 1103	Basic Communication Skills			
4	CRIM 1104	Introduction to information and Communication Technology (Theory and Practical)			
5	CRIM 1105	Introduction to Records Management			
	CRIM 1106	Basic Library Management			
	SUB-TOTAL				
	PROGRAMME: CERTIFICATE IN RECORDS AND INFORMATION MANAGEMENT (CRIM) - SEMESTER II				
1	CRIM 1201	Elements of Entrepreneurship Development			
2	CRIM 1202	Management of Registry			
3	CRIM 1203	Introduction to Business Law			
4	CRIM 1204	Office Management and Administration			
5	CRIM 1205	Document Classification and Indexing			
6	CRIM 1206	Industrial Training (2 months)			
	SUB-TOTAL				
D	PROGRAMME: CERTIFICATE IN SECRETARIAL AND INFORMATION MANAGEMENT (CSIM) - SEMESTER I				
1	CSIM 1101	Principles of Accounts			
2	CSIM 1102	Principles of Economics			
3	CSIM 1103	Basic Communication Skills			
4	CSIM 1104	Elements of Information Management I			
5	CSIM 1105	Shorthand I			
	CSIM 1106	Typewriting I			
	SUB-TOTAL				

PROGRAMME: NAME OF PROGRAM: CERTIFICATE IN BUSINESS STUDIES (CBS) SEMESTER I - ACCOUNTING OPTION					
				NUMBER OF CANDIDATES	
PROGRAMME: CERTIFICATE IN SECRETARIAL AND INFORMATION MANAGEMENT (CSIM) - SEMESTER II					
1	CSIM 1201	Elements of Entrepreneurship Development			
2	CSIM 1202	Office Practice			
3	CSIM 1203	Introduction to Business Law			
4	CSIM 1204	Elements of information management II			
5	CSIM 1205	Shorthand II			
6	CSIM 1206	Typewriting II			
SUB-TOTAL					
E PROGRAMME: CERTIFICATE IN PROJECT PLANNING MANAGEMENT (CPPM) - SEMESTER I					
1	CPPM 1101	Principles of Accounts			
2	CPPM 1102	Principles of Economics			
3	CPPM 1103	Basic Communication Skills			
4	CPPM 1104	Introduction to information and Communication Technology (Theory and Practical)			
5	CPPM 1105	Project Planning and management I			
SUB-TOTAL					
PROGRAMME: CERTIFICATE IN PROJECT PLANNING MANAGEMENT (CPPM) - SEMESTER II					
1	CPPM1201	Elements of Entrepreneurship Development			
2	CPPM1202	Elements of statistics			
3	CPPM1203	Introduction to Business Law			
4	CPPM1204	Introduction to business management			
5	CPPM1205	Project Planning and management II			
6	CPPM1206	Industrial Training (2 months)			
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:.....