



Certified True Copy of
the Original

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THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
TANZANIA PUBLIC SERVICE COLLEGE
ACADEMIC TRANSCRIPT



The Management of Tanzania Public Service College approved the following results
in Ordinary Diploma in Secretarial Studies

for:

NAME: SARAH ELKANAH MASIHA

REG. NO: DSS 11/07/D.2020

NTA 5: SEMESTER ONE		JULY-2011	TO	DECEMBER-2011		
CODE	SUBJECT NAME		GRADE	POINTS	CREDIT VALUE	REMARKS
SS 511	TYPEWRITING STAGE II		A	4	10.0	PASS
SS 513	COMPUTER APPLICATIONS I		B	3	8.0	PASS
SS 516	SECRETARIAL DUTIES		B	3	8.0	PASS
SS 517	SHORTHAND THEORY		A	4	8.0	PASS
SS 519	HATIMKATO NADHARIA		A	4	10.0	PASS
SS 5111	COMMUNICATION AND INTERPERSONAL SKILLS		B	3	10.0	PASS
GPA		3.52	CLASS: First Class			

NTA 5: SEMESTER TWO		JANUARY-2012	TO	JUNE-2012		
CODE	SUBJECT NAME		GRADE	POINTS	CREDIT VALUE	REMARKS
SS 522	TYPEWRITING STAGE III		A	4	10.0	PASS
SS 524	COMPUTER APPLICATION II		B	3	8.0	PASS
SS 526	OFFICE PROCEDURE AND PRACTICE		B	3	10.0	PASS
SS 528	SHORTHAND 80 wpm		A	4	10.0	PASS
SS 5210	HATIMKATO KASI MANENO 80 kdk		A	4	10.0	PASS
SS 5212	CUSTOMER HANDLING TECHNIQUES		A	4	8.0	PASS
SS 5213	FIELD REPORT		C	2	8.0	PASS
GPA		3.47	CLASS: Second Class			

NTA 6: SEMESTER THREE		JULY-2012	TO	DECEMBER-2012		
CODE	SUBJECT NAME		GRADE	POINTS	CREDIT VALUE	REMARKS
SS 611	BUSINESS COMPUTER APPLICATION I		A	5	12.0	PASS
SS 614	RECORDS MANAGEMENT PRINCIPLES AND PRACTICE		B	3	10.0	PASS
SS 616	MEETING, LAW AND PRACTICE		A	5	10.0	PASS
SS 617	SHORTHAND 100wpm		B	3	10.0	PASS
SS 618	HATIMKATO 100mkd		A	5	10.0	PASS
SS 6111	RESEARCH METHODOLOGY		A	5	8.0	PASS
GPA		4.33	CLASS: Upper Second Class			

NTA 6: SEMESTER FOUR		JANUARY-2013	TO	JUNE-2013		
CODE	SUBJECT NAME		GRADE	POINTS	CREDIT VALUE	REMARKS
SS 622	BUSINESS COMPUTER APPLICATION II		B+	4	12.0	PASS
SS 623	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT		B+	4	10.0	PASS
SS 626	DEVELOPMENT STUDIES AND GOOD GOVERNANCE		B+	4	8.0	PASS
SS 629	INTRODUCTION TO PUBLIC ADMINISTRATION		B+	4	10.0	PASS
SS 6210	INTRODUCTION TO BOOK-KEEPING AND ACCOUNTS		B+	4	8.0	PASS
SS 6212	PROJECT RESEARCH PAPER		A	5	12.0	PASS
GPA		4.20	CLASS: Upper Second Class			

OVERALL GRADE POINT (GPA): 4.27

OVERALL CLASS: Upper Second Class

Deputy Principal: Academic, Research and Consultancy

Date: Friday, November 01, 2013

TRAINING FOR IMPROVED PERFORMANCE

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