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# SWAZILAND COLLEGE OF TECHNOLOGY

## ACADEMIC TRANSCRIPT



**SURNAME: MAHLELELA**

**DATE OF BIRTH: 12 - 12 - 1989**

**PROGRAMME: DIPLOMA IN OFFICE MANAGEMENT  
AND TECHNOLOGY (DOT)**

**OTHER NAMES: LINDELWA**

**STUDENT NO. OFF 10/13**

**DATE OF ADMISSION: AUGUST 2010**

**SEX: FEMALE**

**FACULTY: BUSINESS ADMINISTRATION**

**DATE OF COMPLETION: JUNE 2013**

### YEAR ONE

SUBJECTS	CODE	OVERALL SCORE	GRADE
BUSINESS STUDIES	BS 105	85	A
PERSONNEL MANAGEMENT I	PM 106	76	B
OFFICE PROCEDURES I	OP 102	76	B
BUSINESS COMMUNICATION I	BC 103	73	B
INFORMATION PROCESSING I	IP 101	66	C
ACCOUNTS	AC 104	88	A

CLASSIFICATION:

PROCEED

### YEAR TWO

SUBJECTS	CODE	OVERALL SCORE	GRADE
SHORT HAND I (50 WPM)	SH 207	83	A
PERSONNEL MANAGEMENT II	PM 206	73	B
OFFICE PROCEDURES II	OP 202	93	A
BUSINESS COMMUNICATION II	BC 203	70	B
INFORMATION PROCESSING II	IP 201	84	A
BUSINESS LAW I	BL 208	75	B
ENTREPRENEURIAL SKILLS I	ES 209	71	B

CLASSIFICATION:

PROCEED

### YEAR THREE

SUBJECTS	CODE	OVERALL SCORE	GRADE
SHORT HAND II (90 WPM)	SH 307	68	C
PUBLIC RELATIONS	PR 310	58	D
PROJECT	PJ 300	89	A
BUSINESS COMMUNICATION III	BC 303	65	C
INFORMATION PROCESSING III	IP 301	80	A
BUSINESS LAW II	BL 308	85	A
ENTREPRENEURIAL SKILLS	ES 309	83	A
AGREGATE:		79	B

CLASSIFICATION:

PASS WITH DISTINCTION

Signed By Head of Faculty.....  
Date: 12/12/13

SWAZILAND COLLEGE OF  
TECHNOLOGY  
REGISTRAR

12 DEC 2013

THIS IS AN OFFICIAL TRANSCRIPT ONLY WHEN IT BEARS THE TWO  
SIGNATURES ABOVE AND THE STAMP OF THE REGISTRAR  
SWAZILAND

Signed By Registrar.....  
Date: 12/12/13

See overleaf for Grading