



MUSOMA UTALII COLLEGE (MUC-2001)
P.O.BOX 1384, MUSOMA-MARA TANZANIA
TEL: +255262606261 / 0754-366331

REG:VTC/C.30/816

**CERTIFICATE IN FULL SECRETARIAL COURSE
ACADEMIC PERFORMANCE TRANSCRIPT**



SURNAME	FIRST NAME	OTHER NAME	SEX	PLACE OF BIRTH	DATE OF ADMISSION	DATE OF COMPLETION	NATIONALITY
MHAGAMA	ELIZA	NEEMA	FEMALE	LUDEWA	2013 JULY	2014 JULY	TANZANIAN
COURSE	CLASS	REG. NO					
CFSC	UPPER SECOND	MUC/SNG/B6/018					

1 st SEMESTER			2 nd SEMESTER			3 rd SEMESTER			Grade	G.P.A
Examination Paper One	Marks	Grade	Examination Paper Two	Marks	Grade	Examination Paper Three	Marks	Grade		
Office Practice	83	A	Office Practice	87	A	Office Practice	76	B+	B+	4.0
Secretarial Duties	85	A	Secretarial Duties	84	A	Secretarial Duties	75	B+		
Manual Typing WPM30	50	C	Manual Typing WPM30	59	C	Manual Typing WPM30	55	C		
English Language	76	B+	English Language	73	B+	English Language	88	A		
Computer knowledge	71	B+	Computer knowledge	66	B	Computer knowledge	87	A		
						PRACTICAL TRAINING	A	A		

KEY: TO GRADE CLASSIFICATION

(100-80) A=DISTINCTION, (79-70) B+=HIGH CREDIT, (69-60)B=CREDIT, (59-50)C=PASS, (49-35)D=FAIL, (34-0)E=BAD FAIL

5.0-4.5=First class (A), 4.4-3.5=Upper Second Class (B+), 3.4-2.6=Lower Second Class (B), 2.5-2.0=Pass/Third class(C)

Principal

Date

25-07-2014



Executive Director

Date

25-07-2014