

VOCATIONAL EDUCATION AND TRAINING AUTHORITY



No. 32887

COMPETENCE BASED EDUCATION AND TRAINING LEAVING CERTIFICATE

(Issued under the Authority of the Vocational Education and Training Board)

THIS IS TO CERTIFY THAT

.....**AGNES NYAKUNGA**.....

has undergone training in **SECRETARIAL AND COMPUTER**.....Occupation

Level.....**II (TWO)**.....

at

.....**MIKUMI**.....

Regional Vocational Training and Service Centre/Vocational Training Centre

From **JULY 2007** to **JUNE 2008** and completed the following modules:-

Module No.	Module Title	
	SECRETARIAL SKILLS	
1	TAKING DOWN DICTATION AND TRANSCRIBING	
2	HANDLING EXECUTIVE'S OFFICE	
3	PERFORMING CACHIERING DUTIES	
4	MAINTAINING AND CONTROLLING OF STOCK	
	COMPUTER SKILLS	
1	MICROSOFT WORD	4 MICROSOFT PUBLISHER
2	MICROSOFT EXCEL	5 MICROSOFT POWER POINT
3	MICROSOFT ACCESS	6 INTERNET AND EMAIL

Reg. No. **VTC/130/1C/2007**.....

Date...**06/06/2008**.....

[Signature]
Centre Manager
MURGHARO-RV TSC
M. 21 11 02 002