

# MOMESCO TRAINING INSTITUTE ARUSHA TANZANIA

PROFESSIONAL TRAINERS IN MANAGEMENT, COMPUTER & SECRETARIAL FIELDS

No. 272

## CERTIFICATE

*This is to Certify that*

**FRIDA R. MGANGA**



*attended*

## SECRETARIAL COURSE

SUBJECTS COVERED	MARKS %	GRADE	REMARKS
1. Typing: Stage I (a) Speed & Accuracy 31 w.p.m. (b) Manuscript & Tabulation	80	C	Good
	96	A	Excellent
2. Office Practice: Stage I	70	C	Good
3. Secretarial Duties: Stage I	91	A	Excellent
4. English/Communication Skills: Stage I	73	C	Good

From: August, 2008

to:

December, 2009

INSTRUCTOR

MANAGING DIRECTOR

### KEY: TYPEWRITING

93 - 100 A Excellent  
85 - 92 B Very Good  
78 - 84 C Good  
70 - 77 D Average  
0 - 69 E Fail

### OTHER SUBJECTS:

90 - 100 A Excellent  
75 - 89 B Very Good  
50 - 74 C Good  
41 - 49 D Average  
0 - 40 E Fail

Reg. No. VTC/2004/369

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