

VOCATIONAL EDUCATION AND TRAINING AUTHORITY



No. 15894

COMPETENCE BASED EDUCATION AND TRAINING LEAVING CERTIFICATE

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

THIS IS TO CERTIFY THAT

.....
AGNESS NYAKUNGA.....
has undergone training in SECRETARIAL AND COMPUTER.....Occupation

Level I (ONE)

at

.....
MIKUMI.....

Regional Vocational Training and Service Centre/Vocational Training Centre

From JAN. 2006 to DEC. 2006 and completed the following modules:-

Module No.	Module Title
	<u>SECRETARIAL SKILLS:</u>
1	REPRODUCING INFORMATION
2	RECEIVING VISITORS AND TELEPHONE CALLS
3	SALES
4	MAINTAIN A CLEAN, SAFE AND SECURE WORKING ENVIRONMENT
5	HANDLING PUBLIC RELATIONS
6	HANDLING OFFICE ADMINISTRATION
	<u>COMPUTER APPLICATION:</u>
1	INTRODUCTION TO WINDOWS
2	WORD PROCESSING
3	MICROSOFT SPREAD SHEET

Reg. No. VTC/130/SC/1895/2006.....

Date: 08/12/2006.....

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Centre Manager

Centre Manager
NORUGBOO-DVTSC
08/12/2006