

DC No: 06058



THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE MANAGEMENT



**TANZANIA PUBLIC SERVICE COLLEGE
(TPSC)**

Diploma

This is to certify that
HALIMA A. HUSSEIN

having completed the prescribed course of study and
having passed the required examinations has been awarded a
**ORDINARY DIPLOMA IN
SECRETARIAL STUDIES LEVEL 6**

(JANUARY, 2010 – DECEMBER, 2011)

DSS 10/01/D. 1521

LOWER SECOND

Reg. Number

Classification

16TH

JUNE

2012

Date

Month

Year

DIRECTOR OF BUSINESS DEVELOPMENT

CHIEF EXECUTIVE OFFICER

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT
TANZANIA PUBLIC SERVICE COLLEGE
ACADEMIC TRANSCRIPT

The Management of Tanzania Public Service College approved the following results in *Diploma In Secretarial Studies* for:

NAME HALIMA ALI HUSSEIN

REG. NO: DSS 10/01/D. 1527

FIRST SEMESTER PERFORMANCE JANUARY-JUNE 2010

*SS 111	SHORTHAND THEORY	.	.
*SS 112	HATIMKATO NADHARIA	.	.
*FSS 013	TYPING SKILLS I	.	.
*SS 113	TYPING SKILLS II	.	.
*DSS 314	OFFICE ADMINISTRATION AND PROCEDURES I	B	PASS
SS 513	COMPUTER APPLICATIONS I	C	PASS
SS 511	COMMUNICATION AND INTERPERSONAL SKILLS	B	PASS

SECOND SEMESTER PERFORMANCE JULY-DECEMBER 2010

*SS 528	SHORTHAND 80wpm	.	.
*SS 5210	HATIMKATO 80mkd	.	.
SS 5212	CUSTOMER HANDLING TECHNIQUES	C	PASS
*SS 213	TYPING SKILLS III	C+	PASS
SS 525	OFFICE PROCEDURES AND PRACTICE II	B	PASS
SS 524	COMPUTER APPLICATIONS II	B	PASS
*DSS 612	INTRODUCTION TO PUBLIC ADMINISTRATION	C	PASS
*DSS 517	ELEMENTARY STORES AND PROCUREMENT MANAGEMENT	C	PASS
*DSS 511	MANAGEMENT PRINCIPLES AND PRACTICE	C	PASS

NTA 6: THIRD SEMESTER PERFORMANCE JANUARY-JUNE 2011

SS 617	SHORTHAND SPEED 100 wpm	C	PASS
SS 618	HATIMKATO 100 mkd	B+	PASS
SS 615	MEETINGS PROCEDURES AND PRACTICE	B	PASS
SS 611	BUSINESS COMPUTER APPLICATION I	B+	PASS
SS 6111	RESEARCH METHODOLOGY	B	PASS
SS 614	RECORDS MANAGEMENT PRINCIPLES AND PRACTICE	C	PASS

NTA 8: FOURTH SEMESTER PERFORMANCE JULY-DECEMBER 2011

SS 626	DEVELOPMENT STUDIES	B+	PASS
SS 622	BUSINESS COMPUTER APPLICATION II	C	PASS
SS 629	INTERPERSONAL SKILLS	B	PASS
SS 623	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	C	PASS
SS 6210	INTRODUCTION TO BOOK KEEPING AND ACCOUNTING	B	PASS
SS 6212	PROJECT RESEARCH ATTACHMENT	A	PASS

GRADE POINT (GPA): 3.10

OVERALL CLASS: Lower Second

[Signature]
 Deputy Principal (ARC)

Date: Wednesday, June 13, 2012

TRAINING FOR IMPROVED PERFORMANCE

All correspondence should be addressed to the Chief Executive

TELEPHONE: G/LINE: 2123547/0, CE: 2118349, DDD: 2118348, MM: 2122243, DFA: 2125863, FAX: 2131843