

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

TANZANIA PUBLIC SERVICE COLLEGE
DAR-ES-SALAAM MAIN CAMPUS



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ACADEMIC TRANSCRIPT

Surname: MUSSA First Name: MWANABARAKA Other Names: A Sex: FEMALE
Registration No: TPSD/BSSA/21/D 004 NACTE No: S0700.0079.2007 Birth Date: 1988-06-23 Address: MJINI, MAGHARUBI
Date of Admission: 2021-10-25 Date of Completion: 2024-09-13
Country of Citizenship: TANZANIA
Programme: BACHELOR DEGREE IN SECRETARIAL STUDIES AND ADMINISTRATION
Overall G.P.A : 4 Class: UPPER-SECOND

NTA Level 7 - 2021/22: SEMESTER ONE

Course Code	Subject Title	Credits	Grade	Remark
SSU 07103	Office Management and Administration	12	B+	Pass
SSU 07104	Computer Keyboard Mastery Skills	16	A	Pass
SSU 07106	Business Communication Skills	12	B	Pass
SSU 07107	*Basic French Language	10	A	Pass
SSU 071011	Contemporary Secretarial Skills	14	A	Pass
Semester One GPA = 4.4				

NTA Level 7 - 2021/22: SEMESTER TWO

Course Code	Subject Title	Credits	Grade	Remark
SSU 07201	Public Relations and Protocol	10	A	Pass
SSU 07202	Management Information System	10	B+	Pass
SSU 07203	Computer Typesetting and Speed Skills	16	C	Pass
SSU 07205	Organisation Behaviour	10	A	Pass
SSU 07206	*Proficiency French Language	10	A	Pass
Semester Two GPA = 3.9				

NTA Level 7 - 2022/23: SEMESTER ONE

Course Code	Subject Title	Credits	Grade	Remark
SSU 07301	Entrepreneurship Skills	8	B	Pass
SSU 07302	Office Computer Applications	10	A	Pass
SSU 07303	Principles and Practice of Records Management	8	C	Pass
SSU 07304	*Shorthand Speed 120 Words Per Minute	12	B+	Pass
SSU 07305	Hatimkato Kasi 120 Maneno Kwa Dakika	12	A	Pass
SSU 07307	Morals and Social Life Skills	8	B	Pass
Semester One GPA = 3.8				

NTA Level 7 - 2022/23: SEMESTER TWO

Course Code	Subject Title	Credits	Grade	Remark
SSU 07401	E-Office and Database Design and Management	12	B+	Pass
SSU 07402	Managing Conference and Official Meetings	8	B+	Pass
SSU 07403	Fundamentals of Project Management	8	B+	Pass
SSU 07404	Customer Service and Marketing Management	8	A	Pass
SSU 07405	Diversity Management	8	B+	Pass
SSU 07406	General Management and Administration	8	A	Pass
SSU 07407	Industrial Training Report	10	A	Pass
Semester Two GPA = 4.4				

NTA Level 8 - 2023/24: SEMESTER ONE

Course Code	Subject Title	Credits	Grade	Remark
SSU 08101	Research Methodology	10	B+	Pass
SSU 08102	Industrial Relations and Psychology	10	B+	Pass
SSU 08103	Fundamental of Finance and Accounting	10	B	Pass