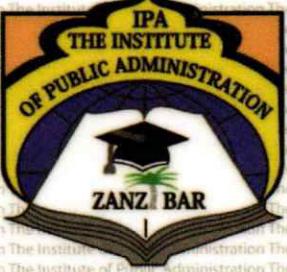


THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR

IPA/2016/DSS/0014



Diploma

This is to certify that

NURU WABIL NAUFAL

having completed the prescribed course of study
and having passed the required examinations,

has been awarded a

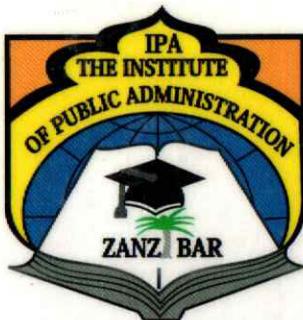
DIPLOMA IN SECRETARIAL STUDIES

LOWER SECOND CLASS

From July 2014 to June 2016

Esulimian
Chairman of the
Council

Director



THE INSTITUTE OF PUBLIC ADMINISTRATION ZANZIBAR

ACADEMIC TRANSCRIPT



The Management of Institute of Public Administration approved the following Results for Diploma In Secretarial Studies.

Name: NURU WABIL NAUFAL

Reg No: DP/IPA/041/SS.2014

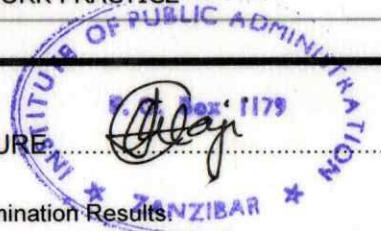
FIRST SEMESTER: JULY, 2014 - DECEMBER, 2014

SST5101: TYPEWRITING STAGE I	A	PASS
SST5102: COMPUTER APPLICATION I	B+	PASS
SST5103: SHORTHAND THEORY	A	PASS
SST5104: HATIMKATO NADHARIA	A	PASS
SST5105: SECRETARIAL DUTIES	B	PASS
SST5106: COMMUNICATION SKILLS	B	PASS

SECOND SEMESTER: JANUARY, 2015 - JUNE, 2015

SST5201: TYPEWRITING STAGE II	A	PASS
SST5202: SHORTHAND SPEED 80 WPM	C	PASS
SST5203: HATIMKATO KASI 80 MKD	B	PASS
SST5204: CUSTOMER CARE	C	PASS
SST5205: OFFICE PRACTICE AND MANAGEMENT PROCEDURE	C	PASS
SST5206: COMPUTER APPLICATION II	C	PASS
SST5207: FIELD WORK PRACTICE	A	PASS

GPA



REGISTRAR'S SIGNATURE

DATE: 10 / 08 / 2016

DIRECTOR'S SIGNATURE

Key to the Grade of Examination Results

Grade	A	B+	B	C	F
Score Range	75-100%	70-74%	60-69%	50-59%	0-49%
Points	5.0	4.0	3.0	2.0	0.0
Definition	Excellent	Very Good	Good	Average	Failure

Key to the Classification of Awards.

Overall GPA				
4.5 - 5.0	3.5 - 4.4	2.7 - 3.4	2.0 - 2.6	0 - 1.9
First Class	Upper Second Class	Lower Second Class	Pass	Fail

