

# ST. MARY'S SECRETARIAL COLLEGE

P.O. BOX 119 ISIOLO

## LEAVING CERTIFICATE

Number STU/W/37/98

NAME ACHIENG' A ELIZABETH

Admission Number 126

has been a student at the S.M.S.C. since MAY 1998 TO APRIL 2000

\_\_\_\_\_ and left after having

completed her TWO (2) Years SECRETARIAL

Training Course in SHORTHAND, TYPEWRITING, SECRETARIAL DUTIES,

COMMERCE, OFFICE PRACTICE, BUSINESS ENGLISH, OFFICE MANAGEMENT,

PRINCIPLES OF ACCOUNTS AND COMPUTER.

### Special Responsibilities

Leadership \_\_\_\_\_

Club Society C.U. MEMBER  
HOME MANAGEMENT MEMBER

Other Remarks A STUDENT OF GOOD CONDUCT. HARDWORKING CO-OPERATIVE.

HAS THE DRIVE TO ACHIEVE HIGHER. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*Mr. M. Mweese*

PRINCIPAL  
Principal

ST. MARY'S SECRETARIAL COLLEGE

Date 31-7-2000

*Elizabeth Achieng'*  
STUDENT'S SIGNATURE

This Certificate was issued without any erasures or alterations whatsoever.

# St Mary's Secretarial College

P. O. Box 119, Tel (0165) 2094, Isiolo










## *Certificate in Computer Applications*

This Certificate is awarded to

**Elizabeth Achieng'**

For having successfully completed a  
Computer Applications course in:

 Fundamentals & MSDOS	1
 Windows 3.1	6
 Microsoft Word	1
 Microsoft Excel	1
 Adobe Pagemaker	2
 Introduction to Windows 95	
 Introduction to Microsoft Access	

  
St. Mary's Secretarial College

Dated 31<sup>st</sup> July 2000  
Certificate No. 2000/072

  
HOD  
Computer Dept

This Certificate is issued without any erasure whatsoever

# THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that **ACHIENG' A ELIZABETH**  
of **ST MARYS' SECRETARIAL COLLEGE**

306101143

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject

Subject  
**TYPEWRITING III (50 WPM)**

Grade  
**B (PASS)**

**EXAMINATION OF NOV/DEC 1999**

Secretary

Kenya National Examinations Council



Chairman

Kenya National Examinations Council

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(See overleaf)

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**B 410769**

# THE KENYA NATIONAL EXAMINATIONS COUNCIL



**This is to certify that** **ACHIENG' A ELIZABETH**  
of **ST MARYS' SECRETARIAL COLLEGE**

**306101143**

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject

Subject  
**SHORTHAND III (100 WPM)**

Grade  
**3 (CREDIT)**

**EXAMINATION OF NOV/DEC 1999**

**Secretary**  
**Kenya National Examinations Council**



**Chairman**  
**Kenya National Examinations Council**

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**B 410768**

# THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that **ACHIENG' A ELIZABETH**  
of **ST MARYS' SECRETARIAL COLLEGE**

306101069

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject

Subject  
**BUSINESS ENGLISH III**

Grade  
**2 (DISTINCTION)**

**EXAMINATION OF JULY 1999**

Secretary  
Kenya National Examinations Council



Chairman  
Kenya National Examinations Council

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**B 395478**

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# THE KENYA NATIONAL EXAMINATIONS COUNCIL



**This is to certify that** **ACHIENG' A ELIZABETH**  
of **ST MARYS' SECRETARIAL COLLEGE**

306101070

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject

Subject  
**BUSINESS ENGLISH II**

Grade  
**1 (DISTINCTION)**

**EXAMINATION OF MARCH 1999**

**Secretary**  
**Kenya National Examinations Council**



**Chairman**  
**Kenya National Examinations Council**

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**B 383075**

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# THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that **ACHIENG' A ELIZABETH**  
of **ST MARYS' SECRETARIAL COLLEGE**

306101033

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

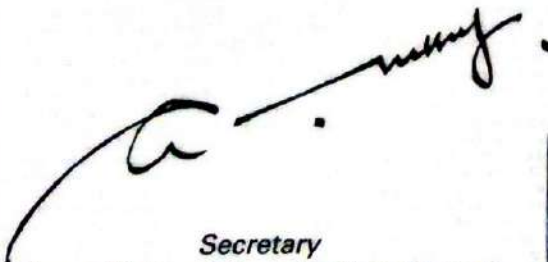
**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject


Subject  
**BUSINESS ENGLISH I**

Grade  
**3 (CREDIT)**

**EXAMINATION OF NOV/DEC 1997**

  
**Secretary**  
**Kenya National Examinations Council**



  
**Chairman**  
**Kenya National Examinations Council**

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**B 327594**

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# THE KENYA NATIONAL EXAMINATIONS COUNCIL



This is to certify that **ACHIENG' A ELIZABETH**  
of **ST MARYS' SECRETARIAL COLLEGE**

306101070

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject

Subject  
**COMMERCE II**

Grade  
**3 (CREDIT)**

**EXAMINATION OF MARCH 1999**

**Secretary**  
**Kenya National Examinations Council**



**Chairman**  
**Kenya National Examinations Council**

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**B 383076**

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# THE KENYA NATIONAL EXAMINATIONS COUNCIL



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of **ST MARYS' SECRETARIAL COLLEGE**

30 61 01 033

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

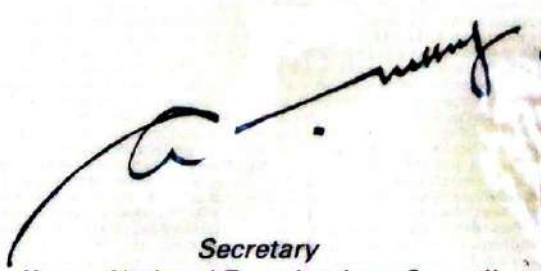
**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject

Subject  
**COMMERCE I**

Grade  
**3 (CREDIT)**


**EXAMINATION OF NOV/DEC 1997**

  
**Secretary**  
**Kenya National Examinations Council**

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**B 327895**

  
**Chairman**  
**Kenya National Examinations Council**

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# THE KENYA NATIONAL EXAMINATIONS COUNCIL



**This is to certify that** ACHIENG' A ELIZABETH  
of ST MARYS' SECRETARIAL COLLEGE

306101070

having satisfactorily completed a recognised course of study and passed the prescribed examination

KENYA BUSINESS EDUCATION

is awarded this single certificate in the following subject

Subject  
OFFICE PRACTICE II

Grade  
2 (DISTINCTION)

EXAMINATION OF MARCH 1999

Secretary  
Kenya National Examinations Council



Chairman  
Kenya National Examinations Council

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B 383077

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# THE KENYA NATIONAL EXAMINATIONS COUNCIL



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of **ST MARYS' SECRETARIAL COLLEGE**

306101033

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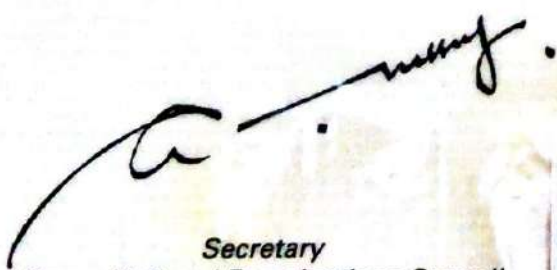
**KENYA BUSINESS EDUCATION**

is awarded this single certificate in the following subject

Subject  
**OFFICE PRACTICE I**

Grade  
**2 (DISTINCTION)**

**EXAMINATION OF NOV/DEC 1997**

  
**Secretary**  
**Kenya National Examinations Council**

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**Chairman**  
**Kenya National Examinations Council**

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**B 32106**

# THE KENYA NATIONAL EXAMINATIONS COUNCIL



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of ST MARYS' SECRETARIAL COLLEGE

306101069

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

KENYA BUSINESS EDUCATION

is awarded this single certificate in the following subject

Subject  
SECRETARIAL DUTIES II

Grade  
3 (CREDIT)

EXAMINATION OF JULY 1999

Secretary  
Kenya National Examinations Council



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B 395476

Chairman  
Kenya National Examinations Council

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# THE KENYA NATIONAL EXAMINATIONS COUNCIL



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of ST MARYS' SECRETARIAL COLLEGE

306101143

having satisfactorily completed a recognised course of study and passed the  
prescribed examination

KENYA BUSINESS EDUCATION

is awarded this single certificate in the following subject

Subject  
OFFICE MANAGEMENT III

Grade  
3 (CREDIT)

EXAMINATION OF NOV/DEC 1999

Secretary  
Kenya National Examinations Council



Chairman  
Kenya National Examinations Council

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B 410767