

CERT-IU/CERI/1143

S/No. 1399



INOORERO UNIVERSITY

*This is to Certify that*

*Mugi Caroline Waitira*

*successfully completed a certificate course in  
Archives and Records Management  
(Credit)*

*from May 2011 to November 2011*

*Date: 28<sup>th</sup> March 2012*

*[Signature]*

Registrar  
Academic, Research & Student Affairs



CERTIFIED TRUE COPY  
OF THE ORIGINAL

*[Signature]*

*[Signature]*

Dean of School

*[Signature]*

## ACADEMIC TRANSCRIPT

NAME OF STUDENT : NJAGI CAROLINE WAITHIRA  
ADMISSION NUMBER : IU/11/05884  
DEPARTMENT : LIBRARY AND INFORMATION SCIENCE  
COURSE : NATIONAL CERTIFICATE IN ARCHIVES &  
RECORDS MANAGEMENT  
MODE OF STUDY : DISTANCE & ELECTRONIC LEARNING  
ACADEMIC YEAR : MAY 2011 – NOVEMBER 2011

COURSE UNITS	MARKS %	GRADE
REGISTRY OPERATIONS	72	CREDIT
RECORDS CENTRE OPERATIONS	70	CREDIT
ARCHIVES OPERATIONS	79	DISTINCTION
INFORMATION TECHNOLOGY THEORY	65	CREDIT
INFORMATION TECHNOLOGY PRACTICAL	71	CREDIT
OFFICE COMMUNICATION	75	DISTINCTION

AVERAGE MARK : 72

CLASSIFICATION OF CERTIFICATE : CREDIT

*Key to grading System:*

Marks	Class
75% - 100	DISTINCTION
65% - 74%	CREDIT
50% - 64%	PASS
49% and Below	FAIL

\* Passed after doing supplementary examination

INNOVATION UNIVERSITY  
P.O. BOX 60550 - 00200  
NAIROBI, KENYA  
TEL: 020 3750255-8

**SIGNED:**

*[Signature]*  
CHAIRMAN LIS-DEPARTMENT:

DATE: 7 March 2012

*[Signature]*  
REGISTRAR - ARS:

This transcript has been issued without any alterations