

27/12/2023
DIRECTOR
QUALITY ASSURANCE AND STANDARDS
MINISTRY OF EDUCATION
P.O. Box 30426 - 00100
TEL: 318581



Since 1954

THE KENYA INSTITUTE OF MANAGEMENT

This is to certify that

Adere Merceline Adhiambo

*having completed the prescribed course of study and
passed the required examinations
has been awarded*

***Diploma in Archives & Records
Management***

Given under the Common Seal of

THE KENYA INSTITUTE OF MANAGEMENT

This 7th *day of* December *Year* 2021

Director, KIM School of Management

Executive Director/CEO, KIM



Student Admission Number DARM-L6/KIM/74761/20



THE KENYA INSTITUTE OF MANAGEMENT

ACADEMIC TRANSCRIPT

Diploma In Archives & Records Management

STUDENT NAME : Adere Merceline Adhiambo

Admission NO KIM/74761/20

DATE OF EXAMS : SEPTEMBER 2021

<u>SUBJECT CODE</u>	<u>SUBJECT NAME</u>	<u>GRADE</u>
DBM 611	: FINANCIAL ACCOUNTING	[C]
DBM 612	: BUSINESS INFORMATION SYSTEMS	[B]
DBM 613	: ORGANIZATIONAL BEHAVIOUR	[B]
DBM 614	: ECONOMICS	[C]
DBM 615	: BUSINESS STATISTICS	[B]
DBM 616	: BUSINESS LAW	[D]
DARM 621	: THEORIES & PRACTICE OF INFORMATION SCIENCE	[B]
DARM 622	: RECORDS & ARCHIVES MANAGEMENT	[B]
DARM 623	: RECORDS & OFFICE MANAGEMENT	[A]
DARM 624	: MANAGEMENT OF ELECTRONICS RECORDS	[A]
DBM 621	: PRACTICE OF MANAGEMENT	[B]
DBM 622	: RESEARCH METHODS	[B]
DBM 631	: LEADERSHIP, GOVERNANCE & ETHICS	[B]
DBM 632	: BUSINESS PROCESSES REENGINEERING	[A]
DRM 631	: PRESERVATION AND CONSERVATION OF INFORMATION	[B]
DRM 632	: INFORMATION MARKETING	[B]
DRM 633	: PRACTICE OF RECORDS MANAGEMENT CONSULTANCY	[B]
DRM 634	: KNOWLEDGE MANAGEMENT	[B]
DCM 231	: RESEARCH PROJECT	[C]
DCM 230	: ATTACHMENT	[PASS]

27/7/2023
 DIRECTOR
 QUALITY ASSURANCE AND STANDARDS
 MINISTRY OF EDUCATION
 P.O. Box 30426 - 00100
 NAIROBI

OVERALL RESULTS: UPPER CREDIT

KEY TO GRADES

DISTINCTION [A] 80% - 100% UPPER CREDIT [B] 65%-79% CREDIT [C] 50%- 64%
 PASS [D] 40% - 49% FAIL [E] 0%-39%

NB Exemption [*] Exam Irregularity [Y] All Complete Except Project and Attachment [ACERA]
 CRT - Credit Transfer

MANAGER, EXAMINATIONS

HEAD, KIM SCHOOL OF MANAGEMENT

Printed On: 25 March 2022



COMPUTER APPLICATION CERTIFICATE

Is Presented To

MERCELINE ADHIAMBO ADERE

For Participation In The Computer Packages Course and attained **DISTINCTION**

Introduction To Computers	Microsoft Office Excel	Microsoft Office Access
Operating Systems	Microsoft Office PowerPoint	Internet and Email
Microsoft Office Word	Microsoft Office Publisher	

Issued On This Day 19th August 2016

Benson

Benson Kimuyu

Principal Vocational Training College



Jane watthome

Executive Director Beacon Of Hope

BOH in its entirety submits to the Lordship of Jesus Christ and is committed to applying Biblical principles in all its operations.

Registered with the Ministry of Education Science and Technology: KNEC Exam Center: NITA Exam Center