



# REWARDING COLLEGE

*This is to Certify that*

**MAUREEN K. KINOTI**

*has successfully completed a*

***Certificate Course***

*in*

**COMPUTERISED SECRETARY**

*Covering:-*

- Introduction to Computers
- Ms-Windows
- Ms-Word
- Ms-Excel
- Ms-Access
- Ms-PowerPoint
- Internet & E-Mail

*and obtained a CREDIT*



*From: February 2006*

*To: October 2006*

  
Principal/Director

  
Training Manager

Ref No.: RCTC/CC/ 1114