



DIP — IU/DIP/1034

S/No. 1140



INOORERO UNIVERSITY

This is to certify that

Kahagu Zipporah Njoki

*having satisfied all the requirements
for the award of Diploma in*

Diploma in Business and Office Management

with Credit

*was awarded the diploma at a
Congregation held at this University on the
17th day of November*

in the year 2012

A stylized signature of the Vice Chancellor.

Vice Chancellor



A stylized signature of the Deputy Vice Chancellor.

Deputy Vice Chancellor

ACADEMIC TRANSCRIPT

NAME OF STUDENT: KAHAGU, ZIPPORAH N.
SCHOOL: SCHOOL OF BUSINESS
COURSE: DIPLOMA IN BUSINESS
AND OFFICE MANAGEMENT

DATE OF ADMISSION: MAY 2007
MODE OF STUDY: PART -TIME
DURATION OF COURSE: ONE YEAR

Subjects	Academic Hours	Marks %	Grade
Organizational Behaviour	56	74	Credit
Public Relations Management	42	65	Credit
Introduction to Law	42	60	Pass
Introduction to Accounting I	88	56	Pass
Principles and Practice of Management	56	80	Distinction
Business Ethics	56	67	Credit
Introduction to Accounting II	88	63	Pass
Office Management IV	42	76	Distinction
Entrepreneurship Skills I	42	73	Credit
Business Law	42	70	Credit
Introduction to Micro-Economics	56	69	Credit
Communication Skills	42	67	Credit
Entrepreneurship II (EP Project)	131	75	Distinction
Development Studies	42	73	Credit
Quantitative Techniques	112	56	Pass
Industrial Attachment	8 WEEKS	97	Distinction

* Part time Diploma In Business and Office Management students have done Touch Typewriting; Document Production I-III; Business Communication I- III; Office Management I- III; Shorthand Theory I-II; Shorthand Speed I-III, IT Applications and Presentation I-II; Business Studies I-III and are therefore exempted from these units.

ATTACHMENT EVALUATION : VERY GOOD
CLASSIFICATION OF DIPLOMA : CREDIT

Key to grading System:

Marks:

75% - 100%

65% - 74%

64% - 50%

Below 50%

Classification of Certificate

Class

DISTINCTION

CREDIT

PASS

FAIL

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

SIGNED:

CHAIRMAN - OM:

REGISTRAR - ARS:

DATE: NOVEMBER 11, 2011

This Transcript has been issued without any alterations.