



INOORERO UNIVERSITY

This is to certify that

Kahagu Zipporah Njoki

having satisfied all the requirements for the award of Diploma in

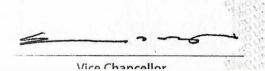
Diploma in Business and Office Management

with

Credit

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

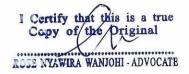
in the year 2012





Wat Hinna





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

INCORERG UNIVERSITY P.O. BOX 60550 - 00200

NAIROB!, KENTA

TEL: 030

SIGNED:

DATE: NOVEMBER 11, 2011