

# Application for Certificate HNDA

01. Name with initials Mr./Miss./Mrs. :- .....
02. Full Name :- .....
03. National Identity Card No :- ..... Telephone No.....
04. Admission No :- .....
05. Type of certificate needed (Following/followed/Result sheet) :- .....
06. Personal address of the applicant: -  
.....
08. When requesting a result sheet give following details

## 1st Year 1st Semester

| Subject Code | Subject                              | Credits | 1 <sup>st</sup> Attempt | Repeat 20.... | Repeat 20.... | Specified in the Result Sheet |
|--------------|--------------------------------------|---------|-------------------------|---------------|---------------|-------------------------------|
| HNDA 1101    | Fundamentals of Financial Accounting | 4       |                         |               |               |                               |
| HNDA 1102    | Business Mathematics                 | 4       |                         |               |               |                               |
| HNDA 1103    | Commercial Awareness                 | 4       |                         |               |               |                               |
| HNDA 1104    | Business Communication 1             | 2       |                         |               |               |                               |
| HNDA 1105    | Introduction to Computers            | 2       |                         |               |               |                               |

## 1st Year 2nd Semester

|           |                                     |   |  |  |  |  |
|-----------|-------------------------------------|---|--|--|--|--|
| HNDA 1201 | Intermediate Financial Accounting   | 4 |  |  |  |  |
| HNDA 1202 | Statistical Analysis for Management | 4 |  |  |  |  |
| HNDA 1203 | Micro & Macro Economics             | 4 |  |  |  |  |
| HNDA 1204 | Business Communication – II         | 2 |  |  |  |  |
| HNDA 1205 | Computer Applications               | 2 |  |  |  |  |
|           | Human Values & Professional Ethics  | 2 |  |  |  |  |

## 2nd Year 1st Semester

|           |   |   |  |  |  |  |
|-----------|---|---|--|--|--|--|
| HNDA 2101 | Advanced Financial Accounting               | 4 |  |  |  |  |
| HNDA 2102 | Operations Research                         | 4 |  |  |  |  |
| HNDA 2103 | Principles of Auditing & Taxation           | 4 |  |  |  |  |
| HNDA 2104 | Business Communication – III                | 2 |  |  |  |  |
| HNDA 2105 | Database Management Systems & Data Analysis | 2 |  |  |  |  |

## 2nd Year 2nd Semester

|           |  |   |  |  |  |  |
|-----------|--|---|--|--|--|--|
| HNDA 2201 | Cost & Management Accounting           | 4 |  |  |  |  |
| HNDA 2202 | Computer Applications for Accounting   | 4 |  |  |  |  |
| HNDA 2203 | Marketing Management                   | 4 |  |  |  |  |
| HNDA 2204 | Business Communication – IV            | 2 |  |  |  |  |
| HNDA 2205 | Project Management Tools & Programming | 2 |  |  |  |  |

## 3rd Year 1st Semester

|           |                                |   |  |  |  |  |
|-----------|--------------------------------|---|--|--|--|--|
| HNDA 3101 | Advanced Management Accounting | 4 |  |  |  |  |
| HNDA 3102 | Financial Reporting            | 4 |  |  |  |  |
| HNDA 3103 | Business Law                   | 4 |  |  |  |  |
| HNDA 3104 | Advanced Taxation              | 4 |  |  |  |  |

| <b>3rd Year 2nd Semester</b> |   |   |  |  |  |  |
|------------------------------|---|---|--|--|--|--|
| HNDA 3201                    | Advanced Financial Reporting                            | 4 |  |  |  |  |
| HNDA 3202                    | Corporate Law   | 4 |  |  |  |  |
| HNDA 3203                    | Organizational Behaviour and Human Resources Management | 4 |  |  |  |  |
| HNDA 3204                    | Business System I                                       | 4 |  |  |  |  |
| <b>4th Year 1st Semester</b> |   |   |  |  |  |  |
| HNDA 4101                    | Financial Management                                    | 4 |  |  |  |  |
| HNDA 4102                    | Strategic Management                                    | 4 |  |  |  |  |
| HNDA 4103                    | Business System II                                      | 4 |  |  |  |  |
| HNDA 4104                    | Computer Based Accounting                               | 4 |  |  |  |  |
| <b>4th Year 2nd Semester</b> |   |   |  |  |  |  |
| HNDA 4201                    | Strategic Management Accounting                         | 4 |  |  |  |  |
| HNDA 4202                    | Financial Statement Analysis                            | 4 |  |  |  |  |
| HNDA 4203                    | Strategic Financial Management                          | 4 |  |  |  |  |
| HNDA 4204                    | Advanced Auditing & Assurance                           | 4 |  |  |  |  |
|                              |   |   |  |  |  |  |
|                              | Viva Internship   |   |  |  |  |  |

I assure that the above information are true & correct and request you to issue me a certificate (if the request is for a certificate for a course Followed/Following the course)

Date : .....

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Signature of the Applicant

Library books are returned / are not regular in returning.

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Librarian

Handover the work shop or other instruments

.....

Store keeper

Cancelled of Registration

.....

Subject MA