

### Spanish.

The work in Spanish will be divided into three sections:—

- (1) A course in grammar, reading and composition, with the use of prescribed books;
- (2) A course in commercial correspondence;
- (3) A general business course, comprising a study of a number of commercial documents and legal instruments.

### Mathematics.

#### FIRST YEAR.

In this year the work will be that prescribed for First Year Arts students and will afford a sound training in general mathematics.

#### SECOND YEAR.

The second year work will be divided into two portions, as follows:

- I. Commercial Mathematics, embracing:—  
contracted methods of multiplication and division; use of the slide rule; use of logarithms; general theory of interest and discount; annuities; the amortisation of bonds.
- II. Analytical Geometry with special reference to graphic methods.

#### THIRD YEAR.

This year will be devoted to a study of the principles of the infinitesimal calculus and its application to the work of the two preceding years.

This three-year course in mathematics will provide an excellent basis or starting-point for those who wish to study actuarial science and enter the actuarial profession.

### Accountancy.

The accountancy work has been carefully graduated and correlated, and is intended not merely to fulfil its part in a general scientific business training but also to prepare and assist those who purpose taking up accountancy as a profession.

No previous knowledge of bookkeeping is assumed or required; the subject is developed rapidly along the lines that prevail in practice.

#### FIRST YEAR.

The following plan will give a good indication of the ground covered in this year:—

The principle of debit and credit; books of original record, how they should be kept, and how utilized; documents employed in connection with them; sales, purchases, consignments, and how to handle them; returns inwards and returns outwards; subsidiary ledgers, and controlling