

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