

THE LADIES' COLLEGIATE COURSE FOR M.E.L.

Imperative—English, Mathematics, Philosophy, History.

Optional—Any one of the following :—Science, Latin, Greek, French

Weekly exercises in Composition are required throughout the whole course.

The degree of Mistress of English Literature or Mistress of Liberal Arts is conferred upon ladies who complete the above work satisfactorily.

THE UNIVERSITY PREPARATORY.

The course of study is designed to secure to the student thorough preparation for Junior Matriculation (Freshman standing) and Senior Matriculation (Sophomore standing) in the Provincial Universities, and affords excellent facilities for the training and instruction of intending teachers.

THE COMMERCIAL COURSE.

BOOK-KEEPING.—Business Forms, Language of Trade and Theory of Accounts, Principles of Debit and Credit, Classification of Accounts, Journalizing, Posting, Trial Balances, Statements of Loss and Gain, Statements of Assets and Liabilities, Closing the Ledger, Making out Balance Sheets, Partnership Sets, Changing Single to Double Entry, Introduction and Use of Auxiliary Books and Posting from these direct to the Ledger, Journal and Day Book combined, Forwarding and Commission Business, Various Forms of Keeping Books.

BUSINESS ARITHMETIC.—Practical Measurements, Bills and Invoices, Counting House Practice, Investments, Exchange, Commercial Paper, Insurance, Trade Discounts, Marking Goods, Commission and Brokerage, Interest, Partial Payments, Percentage, Profit and Loss, Proportion, Partnership Settlements, &c.

Grammar, Geography, Dictation.

COMMERCIAL LAW.

BUSINESS PENMANSHIP.

BUSINESS AND GENERAL CORRESPONDENCE.

This course is open to both ladies and gentlemen and affords a thorough and scientific training in those subjects which most closely pertain to practical business life.

Every student who has successfully completed the above course will receive a Diploma.