

*Department of Commercial Economy.*

*Caligraphy and Correspondence* (Teacher, Mr. James Bruce).—One year's course of study. Tuesday and Thursday, at 7.30 p.m. Syllabus: Introductory lectures—Position, movement, formation, analysis of letters, classification. The cursive hand, as applied to correspondence and book-work, its characteristics, the attainment of speed with legibility, modern defects and improvements. Exercises in speed, blackboard illustrations. The ledger-hand—size, style, and form, model headings, figures; exercises—bills, promissory-notes, headings, bills of lading, invoices, &c. Capitals, flourished and plain. Italian and script writing, their characteristics; exercises—blackboard illustrations. Correspondence—construction of sentences, phraseology, arrangement. Business-letter writing, its characteristics; the copying letter-book: exercises—social notes, business circulars, miscellaneous and official letters. *The Pupil-teachers' Class*:—Lectures on teaching the art—position, joint-movement, fore-arm movement, formation, analysis of letters and capitals, classification, treatment of curves, modes of instruction, faults and their treatment, the blackboard and how to use it.

*Bookkeeping* (Teacher, Mr. R. S. Cannon).—One year's course of study. Tuesday and Thursday, at 7.30 p.m. First quarter: Composition of entries for waste-book or transactions of first or simple set, invoices and posting into the ledger, and balancing. Second quarter: Composition of a more advanced set. The journal, commercial arithmetic in relation to accounts, interest, marking off goods at given rates per cent., finding cost-price, &c., cash-book. Third quarter: Posting and balancing the second set, commercial terms, &c., specimens of different systems of keeping accounts for various trades or callings. Fourth quarter: Composition of third or advanced set, including consignments, account sales, partnership transactions, Customs entries, and posting and balancing.

*Shorthand (Phonography)* (Teacher, Mr. Henry Graham).—One year's course of study. Friday, 7 to 9 p.m. 1, form; 2, alphabet; 3, pronunciation of consonants and vowels; 4, position of consonants; 5, placing of vowels; 6, correct vocalisation; 7, illustrations on blackboard; 8, writing-lessons; 9, reading phonography; 10, translations of selections from leading articles and letters published in the newspapers into phonography; 11, examination and correction of translations; 12, writing from dictation. Text-books: Pitman's Teacher, Reader, Manual, and Reporter's Companion.

*Actuarial Science* (Teacher, Mr. D. Carment, F.I.A.).—One year's course of study. Wednesday, 7.30 p.m. A class for the study of actuarial science, and the finance of life assurance, building, and friendly societies. Syllabus of lectures: The use of decimals and logarithms; present values and amounts of annuities certain; computation of building societies' tables; the collection of mortality statistics; construction of commutation-tables; values of life annuities; construction of tables of premiums for, and computation of values of, all transactions depending on the contingency of human life; valuation of the liabilities of a life office; the collection and arrangement of data relating to sickness and superannuation; construction of scales of payment for friendly societies' benefits, and valuation of their liabilities. Text-books recommended: Jones on "Annuities;" "Theory of Finance," Geo. King, F.I.A.; "Institute of Actuaries Text-book," Part I.

*German* (Teacher, Mr. A. Erythropel).—Two years' course of study. Monday and Thursday, at 7.30 p.m. Text-books: Dr. Emil Otto's "German Conversational Grammar," and "German Reader" (first year); Schiller's "Wilhelm Tell" (second year).

*French* (Teacher, Mr. R. Curtis).—Two years' course of study. Monday and Thursday, 5 p.m. to 8 p.m. Text-books: "Cassell's French Lessons," Noël et Chapsul's "French Grammar and Exercises," "Racine's Tragedies."

*Latin* (Teacher, Mr. G. E. Rich, M.A.).—Two years' course of study. Tuesday and Thursday, at 7 p.m. Text-books: First year, "Principia Latina," Part I.; "Latin Grammar" (Public School Primer). Second year, "Ihne's Latin Syntax;" Horace, Odes, Book III.

*Department of Domestic Economy* (Instructress, Mrs. A. Fawcett-Story).

The course of instruction in domestic economy includes a number of subjects, and is completed in two years. Students who wish to get the certificate of Expert for Domestic Economy must attend the whole course of instruction, and pass a satisfactory examination in each subject; must also obtain certificates for elocution, and satisfy the examiners as to their knowledge of English, bookkeeping, and elementary chemistry, physiology, and physics, as in specified text-books. A student may, however, attend the course of instruction in any subject under domestic economy, and if she passes a satisfactory examination shall be granted a certificate.

The following subjects under domestic economy and cookery, each lasting for one year, may be taken concurrently: Plain cookery, one year; high-class cookery, one year; domestic economy, one year; needlework,\* course six months; dressmaking,\* course six months. First term—Elementary cookery, Tuesday; plain cookery, Monday, Tuesday, Thursday; domestic economy, Monday; high-class cookery, Friday. Second term—Plain cookery, Monday or Thursday; domestic economy, Monday; high-class cookery, Friday.

*Domestic Economy*.—One year's course of study. Monday, at 4 p.m. First term: The house and its furniture—situation, drainage, water-supply, arrangements for disposal of waste, accommodation, the air we breathe, ventilation, dirt, choice and cost of furniture, methods of cleaning, sanitary science for housekeepers. Food—its work, kinds, sources, machinery, cost, bills of fare. Clothing—uses, sources, purchase, preparation and care of, cleanliness, how to manage a wash. Second term: Health and sickness—infectious and contagious disorders, relative values of disinfectants; nursing; laws of health specially relating to women; common ills and simple remedies. Nurture and care of infant life—the lying-in room; management of new-born babe, food and feeding, clothes and dressing, washing and bathing, air and exercise, development, general manage-

\* Not yet in operation