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A.F.O. 6780/45

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ADMIRALTY FLEET ORDER

CORRESPONDENCE COURSES—REVISED REGULATIONS FOR THE RELEASE PERIOD

ADMIRALTY, S.W.1,
29th November, 1945.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

H. V. Markham

To Commanders - in - Chief, Flag Officers, Senior Naval Officers, Captains and Commanding Officers of H.M. Ships, Vessels and C.O. Craft, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

NOTE :—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1943, Instructions, paragraph 10.

6780.—Correspondence Courses—Revised Regulations for the Release Period

(N. 26911/45.—29 Nov. 1945.)

Particulars of the greatly revised correspondence scheme arranged by the Army Council for the release period are given in this Order which is to be brought into force on 1st December, 1945.

The Order comprises :—

Part I.—General regulations, including extension of the scheme to all areas, new method of payment including the charging of deposits, modified procedure for issuing text books, mailing arrangements, etc. (paragraphs 5 to 20).

Part II.—Pre-training and refresher courses in professional, commercial and trade subjects (paragraphs 21 to 49).

Part III.—Courses designed to prepare candidates for examinations in professional subjects (Section A, paragraphs 50 to 116), commercial and trade subjects (Section B, paragraphs 117 to 128), and for matriculation and university external examinations (Section C, paragraphs 129 to 136).

Part IV.—Courses in general and cultural subjects (paragraphs 137 to 151).

Part V.—List of text books and their maximum assessments (paragraphs 152 and 153).

The courses materially assist in implementing the Educational and Vocational Training Scheme. They will meet a considerable range of the educational and professional needs of students which cannot be provided for adequately in class instruction by local naval and civilian resources.

2. *Periodic Information about the Courses.*—New courses may, from time to time, be introduced and applications for existing courses may have to be temporarily suspended mainly because of a shortage of text-books. These and other modifications will be notified monthly in Educational and Resettlement Information pamphlets.

3. *Explanatory Notes.*—Notes on the courses and the class of student for which they are intended are given as the instructions to Parts II, III, and IV of this Order.

4. *Facilities for Study.*—Under the E.V.T. scheme a student will be able to work not only in his spare time but also, with the permission of the Commanding Officer, in periods during working hours allocated for private study.

It is important that students should be assisted by Education Officers and others qualified to do so and that suitable study places shall be provided. Help can be given in a variety of ways. Students who are taking the same or similar courses could meet and work together. They should be encouraged to work regularly and advised on the books to read to gain a wider view of the subjects studied.

PART I

GENERAL REGULATIONS

5. *Eligibility for Courses.*—Courses are open to British Naval personnel, both men and women (including those serving on T.124 variants, Commissioned Cable Ship agreements, and V.A.Ds.).

N.B.—The special correspondence course schemes already in force for the British Pacific Fleet will continue. Particulars may be obtained from the Fleet Education Officer, Office of the Commander-in-Chief, British Pacific Fleet, c/o G.P.O., London.

6. *Enquiries about Courses.*

(a) *Before enrolment.*

- (i) All enquiries are to be made to the Education Officer. Applicants are *not* to address such enquiries to the War Office (A.E.3).
- (ii) Questions of a nature which cannot be answered locally should be referred, by the Education Officer, to the Fleet or Command Education Officer, or the Officer-in-Charge Naval Section, War Office (A.E.3), London, S.W.1
- (iii) If an applicant does not receive his enrolment papers within a reasonable period, Education Officers are not to submit a second application. They should address an enquiry to the Officer-in-Charge Naval Section, War Office (A.E.3).

(b) *After enrolment.*—Students may, when necessary, communicate with the Officer-in-Charge Naval Section, War Office (A.E.3). In such cases the student's enrolment number, course number and the title of the course concerned must be quoted.

7. *Applications for Courses.*—The number of courses available for each of the three Services is limited by a quota system. It is therefore important that an officer who countersigns an application form should satisfy himself that :—

- (a) the course is within the applicant's capacity,
- (b) there are no local facilities for class study in the subject selected,
- (c) in the case of an application for a Part III Examination Course (paragraphs 50 to 136), the applicant has obtained from the Examining Body concerned permission to take the examination and details of any exemption to which he is entitled,
- (d) there is reasonable expectation that the applicant will complete the course, and
- (e) the course is not shown in the latest Educational and Resettlement Information pamphlet as not available (paragraph 2).

If the applicant does not possess the necessary minimum qualifications to take the course, some more elementary alternative should be suggested. To prevent the Naval Quota being wasted, all queries should be cleared up *before* applications are forwarded to the War Office (A.E.3).

Application forms, other than those from hospital patients (*see* paragraph 11), are not to be forwarded unless they are likely to arrive at the War Office (A.E.3) two months (or three months if the applicant is serving overseas) before the probable date of the applicant's release or discharge from the Service. In all cases the Age and Service Group of the applicant is to be stated after his name under heading 3 of the application form (*see* paragraph 8).

8. *Naval Form of Application.*—A Naval form of application has been introduced and this form must be used in all cases (except where applications are forwarded through the Fleet Education Officer, East Indies Fleet). Initial supplies have been distributed in accordance with A.F.O. 5742/45. Fleet and Command Education Officers will hold stocks of the forms, and requests for replacements, or for future initial supplies, are to be addressed to these Officers.

Application forms, when completed, are to be sent to the Officer-in-Charge Naval Section, War Office (A.E.3), London, S.W.1, who will report to the Commanding Officer if the application cannot be accepted. If accepted, the study notes, text books, etc., will be forwarded as outlined in paragraph 20.

9. *Application for more than one course.*—Students will not be allowed to study more than one subject at a time, except :—

- (a) those who, within twelve months of the date of their application, are sitting for an examination at which a number of subjects must be offered, and
- (b) those wishing to study several subjects together for "Refresher" purposes.

In both cases, however, the applications must bear the endorsement of the Commanding Officer (or Education Officer) recommending that permission to study two or three subjects simultaneously should be granted.

10. *Special Enrolments.*—It is sometimes possible to arrange courses other than those listed in this Order with the Correspondence Colleges co-operating in the Scheme. *Text books, however, cannot be provided for these courses.*

An application for a "Special Enrolment" should *not* be made unless the Education Officer has previously ascertained from the Officer-in-Charge Naval Section, War Office (A.E.3) that the course required can be provided. Such enquiries can only be answered when full details of the applicant's educational background, professional or trade qualifications, and practical experience are stated.

11. *Hospital Cases.*—A Service patient in hospital who wishes to enrol for a course, or any further course, may do so by completing an application form in the usual way. The form must be countersigned by the Medical Officer-in-Charge (or Education Officer) or, in the case of E.M.S. hospitals, by the Medical Superintendent or Naval Medical Liaison Officer (or Education Officer), who should be satisfied that the conditions outlined in paragraphs 5 and 7 are fulfilled.

Special priority is given to applications from Service patients who are likely to remain in hospital for any considerable period, and applications from those who may be detained for periods exceeding one month will be exempt from the quota procedure.

Application forms must be marked "Long Term Patient" in red ink and forwarded as directed in paragraph 8.

Text books will be sent to the Medical Officer concerned and the conditions of issue and recovery will be as given in paragraphs 15 and 16.

12. *Released and Discharged Students.*—A student who is to be released or discharged from the Service may, at the discretion of the War Office (A.E.3), complete any course for which he has been enrolled. Application for permission to complete a course (and to purchase text books, if desired) is to be forwarded, as early as possible before the date of dispersal or survey, through the Commanding Officer, to the Officer-in-Charge Naval Section, War Office (A.E.3). The student's enrolment number is to be quoted and the applicant should state how much of the course has been completed.

So that the facilities of the Scheme may not be impaired for serving personnel, text books are to be returned as directed in paragraph 16, *unless special permission has been given to purchase them.* Otherwise, any text book required to complete a course must be obtained from other sources.

Should permission to purchase be granted, the Commanding Officer is to arrange for S.C.B.D. Form 100 (Green) to be returned to the Officer-in-Charge Naval Section, Services Central Book Depot, Artillery House, Handel Street, London, W.C.1. S.C.B.D. Naval Form (C) is to be withdrawn, and the entries in the students S.43A cancelled (*see* paragraphs 15 and 16).

13. *Subscriptions and Methods of Payment.*—*Instead of paying a fee for each course, the student will, in future, be charged a subscription of 10s. 0d. per annum, so long as he continues to make use of the facilities of the scheme, or fails to give notice of his withdrawal from it. The subscription entitles a student, as he completes a course, to apply for any further course for which he is eligible during the subscription period covered.*

In the case of a student enrolled under the old scheme who applies for a further course, the first subscription under the new procedure will become due twelve months after the date of enrolment for his previous course.

A student who has his enrolment suspended (*see* paragraph 18(a)) will have the period covered by his current subscription extended accordingly.

The student will be responsible that formal notice of completion, withdrawal or suspension is given to the Officer-in-Charge Naval Section, War Office (A.E.3), through his Commanding Officer, at least one month before the expiry of the first or any succeeding period of twelve months. If this is not done he will be liable for a further payment.

Enrolment or renewal subscriptions are only to be charged on receipt of an authorization by the War Office (A.E.3) which, in the case of—

- (i) new students, will be included in the parcel containing initial lessons and text books (*see* paragraph 20), and
- (ii) renewals, will be sent to the Commanding Officer.

The authorization is sent on a white form printed in yellow and marked "Paymaster or Agent" in the bottom left-hand corner. It is to be countersigned by the Commanding Officer and passed to the Supply Officer holding the student's account, who is to charge it on the ledger in the "other charges" column, annotated A.F.O. 6780/45, paragraph 13, and forward it as a ledger enclosure.

A second similar form marked "Agent or Paymaster's Receipt" is also sent; this is to be completed and returned to the Officer-in-Charge Naval Section, War Office (A.E.3). The words "and credited in my account for" should be deleted.

14. *Text Books.*—*In future, students will have to deposit a sum equal to the current assessment of the books, when these are received. This will be deducted from pay, by instalments if desired. The deposit will be refunded when the books are returned (see paragraph 15 and 16).*

Under present conditions, books are in short supply and Education Officers are to ensure that they are returned when students reach any of the stages in their courses mentioned in paragraph 16(a).

Students who wish to apply for a course and have, or can obtain, copies of the books required (*see* Part V of this Order), may forward their applications even though the course is shown as not available in the latest Educational and Resettlement Information pamphlet. In such cases, "No book required" should be clearly stated after the course number and title under heading 6 of the application form.

Additional books of reference are often recommended to be read with the courses. Students should be given facilities to have access to these books when they are available in E.V.T. Command Reference Libraries.

N.B.—Applications for text books for War Office Correspondence Courses should not be sent to the Royal Naval War Libraries. The R.N.W.L. is, however, prepared to lend certain books which are recommended to be read in conjunction with a course, provided that the books are readily obtainable.

Special arrangements for the supply of certain text books are in force on the East Indies Station.

15. *Supply of Text Books.*—(a) Text books are supplied on loan by the Services Central Book Depot. They are taken on charge by the Officer-in-Charge Naval Section, Services Central Book Depot, Artillery House, Handel Street, London, W.C.1, to whom all correspondence concerning text books should be addressed.

(b) The books will be sent to the student's Commanding Officer, who will issue them to the student and arrange that—

- (i) the student signs and retains S.C.B.D. Form 100 (green) until the books are returned;
- (ii) S.C.B.D. Naval Form (A) is returned after signature by the student;
- (iii) the date of receipt of the books, their titles and values as shown on S.C.B.D. Form 100 (green), and the issue voucher number, are recorded in ink on the last blank page of the student's Naval Pay and Identity Book (S.43A), quoting this order, and
- (iv) the value of the books is deducted from the student's pay as a deposit against their loan, by instalments if desired, and S.C.B.D. Naval Form (C) is detached and given to the student as a receipt.

The amount of the deposit should be entered in the "other charges" column of the ledger, annotated A.F.O. 6780/45, paragraph 15 (b). S.C.B.D. Naval Form (B) is to be signed by the Commanding Officer as authority for the charge and will form an enclosure to the ledger. Supply Officers should arrange for payment of the deposit to be spread over a period if the student so wishes.

16. *Return of Text Books.*—(a) The student is responsible for the return of text books in good condition through the Commanding Officer—

- (i) on completing or withdrawing from a course, or on interruption of the course;
- (ii) at the end of the first or any succeeding period of twelve months, if he does not intend to pay a further annual subscription (*see* paragraph 13) or
- (iii) before release from the Service (*see* paragraph 12).

Books are to be returned through the Commanding Officer, accompanied by S.C.B.D. Form 100 (green), their despatch being recorded in the Correspondence Register and the entries in the student's S.43A cancelled. The Commanding Officer is to authorize refund of the deposit in the following form:—

(To be forwarded as a ledger enclosure: duplicate to the Officer-in-Charge Naval Section, Services Central Book Depot.)

H.M.S.....
S.C.B.D. Issue Voucher No..... Date.....

The sum of £ s. d. is to be refunded to.....
(A.F.O. 6780/45, paragraph 16 (a)). S.C.B.D. Naval Form (C) is to be collected from this officer/rating and the entries in his S.43A cancelled.

.....
Commanding Officer

The sum of £ s. d. has been credited at List.....
No.....in ledger of H.M.S.....
for period ending.....

.....
Supply Officer.

H.M.S.

Refunds are to be entered in the "miscellaneous credits" column of the ledger, annotated A.F.O. 6780/45, paragraph 16 (a), and the student is to be informed of this procedure.

(b) If a student fails to return books, the Officer-in-Charge Naval Section, Services Central Book Depot, will forward S.C.B.D. Naval Form (D) to the student's Commanding Officer, who is to decide whether—

(i) the loss was due to negligence, in which case the deposit is forfeited and reported on S.C.B.D. Naval Form (D),

(ii) the loss was accidental, in which case the deposit is to be refunded. A report on the circumstances of the loss, stating that the books should be written off charge, is to be forwarded on S.C.B.D. Naval Form (D).

In both cases S.C.B.D. Naval Form (C) is to be withdrawn and the entries in the student's S.43A cancelled.

(c) Before release from the Service, the student's S.43A is to be examined to ensure that no books are on charge. If there is evidence that the student should be in possession of books and cannot produce them, or show written authority that he has been allowed to purchase them (see paragraph 12), the circumstances are to be reported by letter, quoting the details mentioned in (iii) of sub-paragraph 15 (b) of this order, to the Officer-in-Charge Naval Section, Services Central Book Depot.

N.B.—In no circumstances must the transactions mentioned above be conducted through the cash account.

17. *Changes of Address.*—The student is responsible that any change of address, at any time after application has been made, is communicated to the Officer-in-Charge, Naval Section, War Office (A.E.3), London, S.W.1, and in addition, after enrolment, to the professional body, correspondence college or individual tutor concerned.

18. *Interruption of Courses.*—(a) If a student has reason to believe that he will not be able to continue a course for a period of six months, he should inform the Officer-in-Charge, Naval Section, War Office (A.E.3), through his Commanding Officer, whether he wishes the enrolment to be cancelled or remain in suspense. A suspended enrolment may be resumed at any time provided that the student is still serving in H.M. Forces (see paragraph 13).

(b) If it is not practicable for a student to submit papers for correction for a period of several weeks, he should inform the tutor or director of studies of the professional body or college concerned.

19. *Withdrawal from and completion of courses.*—On withdrawing from or completing any course, a student must inform his Commanding Officer, who is to notify the Officer-in-Charge, Naval Section, War Office (A.E.3), in duplicate. Text books are to be returned in accordance with paragraph 16 (a).

On completing the course, the student may apply, through his Commanding Officer, to the Officer-in-Charge, Naval Section, War Office (A.E.3) for a certificate stating that he has satisfactorily completed the course. The award of such a certificate will be made at the discretion of the War Office (A.E.3) after consultation with the professional body or college concerned.

N.B.—These certificates are merely an evidence of study. They do not exempt the holder from any examination.

20. *Mailing arrangements.*—Students are to be granted all facilities to assist in a rapid service of the courses.

All correspondence in connection with these courses, including student's worked papers, should be treated as official correspondence. It is to be forwarded by air mail, through the Commanding Officer, to and from H.M. Ships and Establishments abroad direct.

The initial lessons, text books and S.C.B.D. Naval Forms, authorisation for enrolment subscriptions, etc., will be forwarded in one parcel addressed to the Commanding Officer (for Education Officer). On the outside of the parcel there will be a clear indication that it contains a correspondence course for a named student.

Education Officers should ensure that :—

(a) The parcel is opened in their presence and the contents checked by the student.

(b) The procedure outlined in paragraph 15 (b) of this Order is followed.

(c) the charge for the enrolment subscription is handed to the Supply Officer, and

(d) the parcel is re-addressed and forwarded if the student has left the ship.

The despatch of subsequent lessons, corrected papers and tutor's letters to students is canalised through the office of the Officer-in-Charge, Naval Section, War Office (A.E.3). These will be forwarded by the quickest route.

PART II

PRE-TRAINING AND REFRESHER COURSES

21. *Explanatory Notes.*—There will be facilities for pre-training and refresher work in many subjects in the E.V.T. scheme. It will therefore be the responsibility of the Commanding Officer to satisfy himself, before forwarding an application for any correspondence course listed in this Part, that alternative means of instruction in the subject chosen are not available to the student.

22. The courses in Part II are *non-examination courses*, intended for :—

(a) qualified students who, before resuming their careers, wish to refresh their knowledge of their own subjects, and

(b) students who, before beginning their training, wish to do some preliminary study.

23. Applicants for these courses should normally have reached School Certificate or Matriculation Standard in their general education.

ARCHITECTURE

24. *Refresher Courses.*—These courses are designed to meet the requirements of qualified architects who wish to bring their knowledge of the subject up to date. It is assumed that students will already possess the necessary text books and none will be provided for these courses.

A.R.(R) 7. The Theory of Steel and Reinforced Concrete.

A.R.(R) 8. Professional Practice.

A.R.(R) 9. Advanced Building Construction.

A.R.(R) 10. Architectural Hygiene and Sanitation.

A.R.(R) 11. Specifications.

A.R.(R) 12. Architectural Design.

N.B.—Details of courses in preparation for the Intermediate and Final Examinations of the R.I.B.A. are given in paragraphs 58 to 60.

CORN TRADE

25. The course has been prepared by the National Association of Corn and Agricultural Merchants and is designed for :—

(a) serving members of the corn trade (including outside representatives and clerical staff) who require a refresher course, and

(b) those contemplating entry into the corn trade who require an introductory course.

The subject of the course is :—

C.1. Corn and the corn merchant. (Function and activities of a corn and agricultural merchant; soil and plant growth; manures and manuring; home-grown grain and its uses; seed grain; agricultural and horticultural seeds; animal husbandry; animal feeding; feeding stuffs and their manufacture.)

ESTATE MANAGEMENT

26. *Pre-training Courses.*—The courses E.M.1 to E.M.6 are designed as preliminary reading for those who intend later to prepare for the Intermediate Examination of the Chartered Surveyors' Institute and who have not passed the First Examination. Some knowledge of the subjects is essential before studies on the Intermediate Examination syllabus can be undertaken.

E.M.1. Chain Surveying and Levelling.

E.M.2. Mensuration and Trigonometry.

E.M.3. Draughtsmanship.

E.M.4. Building Construction.

E.M.5. Law of Property (Elements).

E.M.6. Law of Contract and Tort (Elements).

27. *Refresher Courses.*—The following course is suitable for qualified Surveyors, Land Agents, Auctioneers and Estate Agents who require information about the legislative changes of interest to the profession which have occurred since 1939 :—

E.M.(R). New and Emergency Legislation.

There is a separate section of this course dealing with Agriculture and students who also require this section must add "Agriculture" under heading 6 of their application forms.

28. Refresher courses are also available as "Special Enrolments" (see paragraph 10), for the students mentioned in paragraph 27, in any of the Final Examinations of the Chartered Surveyors' Institute, the Auctioneers' and Estate Agents' Institute, and the Land Agents' Society. Applicants should select the subjects required and apply in the normal way. The words "Refresher Course" should be added in brackets after the titles of the subjects selected. It is assumed that applicants for these "Special Enrolment" courses will possess the text books needed and *none will be provided*.

29. Students will not be required to submit written work for correction either for the Course E.M.(R) or for the "Special Enrolment" courses.

HORTICULTURE

30. The courses have been prepared by the Royal Horticultural Society. A short introductory course in Agricultural Science, H.S. (E.M.), is available, and students are advised to take this course before proceeding to either H.S.2 or H.S.3. It is not required by students taking only H.S.1.

- H.S.1. Vegetable Growing (suitable for the small gardener or allotment holder).
- H.S.2. Hardy Fruit Growing }
H.S.3. Vegetable Growing in } Of a more advanced character and suitable
the open } for the market gardener.
- H.S.(E.M.). Agricultural Science.

INSURANCE

31. *Pre-Training Courses*.—The Courses I.C.1 to I.C.7 are general courses in the basic principles and practice of Insurance and have been prepared by the Chartered Insurance Institute. They are suitable for students who are not yet ready to study for the Associateship Examination of the Institute.

- I.C.1. Fire.
I.C.2. Ordinary Life.
I.C.3. Industrial Life.
I.C.4. Accident.
I.C.5. Marine.
I.C.6. National.
I.C.7. General Principles and Practice of Insurance (all branches).

32. *Refresher Courses*.—The Courses I.C.(R)1 to I.C.(R)5 and I.C.(R)7 have been prepared by the Institute for insurance officials with considerable pre-war practical experience. They are up to date in regard to changes in law and practice which have occurred since 1939.

- I.C.(R)1. Fire Refresher Course.
I.C.(R)2. Ordinary Life Refresher Course.
I.C.(R)3. Industrial Life Refresher Course.
I.C.(R)4. Accident Refresher Course.
I.C.(R)5. Marine Refresher Course.
I.C.(R)7. General Insurance Refresher Course (all branches).

The above courses, while designed for use in conjunction with I.C.1 to I.C.5 and I.C.7, can, if desired, be taken independently.

N.B.—For examination courses in preparation for the Associateship and Fellowship Examination of the Chartered Insurance Institute reference should be made to paragraphs 92 to 97.

JOURNALISM

33. A consolidated refresher course has been prepared, with the approval of the National Union of Journalists, for those who have been employed as journalists in civil life for not less than six months.

Every applicant for this course must enter on his application form the following additional particulars :—

- (a) The paper on the staff of which he was employed.
(b) The town or district in which he worked.

This information is required in order that the applicant's eligibility may be decided in any doubtful case and that the student's work may be allotted, as far as possible, to a tutor in his particular field.

34. J.1. Refresher Course in Journalism :—

Reporting.

The fundamentals—The mechanics—Courts—Crime—Accidents—Meetings—Local Government—Interviewing—Notewriting—Style—Ethics and Etiquette.

Sub-editing

The Sub's job—Condensation—Subbing crime, police and court stories—Handling a "running" story—Composite and splash stories—Types and copy marking—Headlines—Checking the facts—The library—Some Specialist subbing jobs—The Sub, the reporter and the public.

Law

Libel—Contempt of Court—Restrictions on Publication—Illegal advertisements—Betting and lotteries—Admittance of Press to meetings—Copyright—official Secrets Acts.

35. *Advice on writing for the Press*.—Those who have not previously been employed as journalists are advised that the correspondence course method is not suitable for the study of this subject.

An Advisory Panel has, however, been set up by the Institute of Journalists, 2, Tudor Street, E.C.4, and members of this panel are prepared, free of charge, to advise members of H.M. Forces on writing for the Press and to criticise original manuscripts which are submitted (see A.F.O. 4980/42).

LAW (ENGLISH)

36. These courses, although not planned as a preparation for any specific legal examination, will be found to meet many of the examination requirements of students who wish to qualify for a call to the Bar, or for those who intend subsequently to work for a law degree. They are, however, also suitable for students who, in civil life, are solicitors' clerks and who wish to study or refresh their knowledge of certain branches of law.

- L.1. Contract.
L.2. Negotiable Instruments.
L.3. Bankruptcy.
L.4. Tort.
L.5. English Legal System.
L.6. Sale of Goods.
L.7. Company Law.
L.8. Criminal Law.
L.9. Conveyancing.
L.10. Constitutional Law.
L.11. Real Property.
L.12. Equity.

Guided reading notes, for which application should be made under Course No. L.15, are also available on the subject of Roman Law.

N.B.—The requirements of articled clerks, who wish to prepare for the Intermediate and Final Examinations of the Law Society, are met by the Law Courses listed in paragraphs 100 to 102.

LAW (SCOTTISH)

37. There are no courses available in Scottish Law. Service students may, however, obtain advice and guidance in their reading on making direct application to Professor Candlish Henderson, K.C., 6, Doune Terrace, Edinburgh 3.

LOCAL GOVERNMENT FINANCE AND ACCOUNTS

38. *Pre-training Course*.—The Course M.T.1 which is approved by the Institute of Municipal Treasurers and Accountants, is intended for students who wish to do some preliminary work before taking a full course in preparation for the Examinations of the Institute. It will also be found useful by any student who is connected with, or interested in, local government administration.

39. *Refresher Course*.—The Course M.T.2 which is also approved by the Institute has been planned as a refresher course for those who have already passed the First Examination of the Institute, or for those who, having completed part of their preparation for the examination, wish to bring their studies up to date. The course deals with developments in Local Government Law, Finance and Accounts since 1939.

M.T.1. Local Government Finance.

M.T.2. Local Government Finance (Recent Developments).

N.B.—No courses are at present available to cover the Intermediate and Final Examinations of the Institute of Municipal Treasurers and Accountants.

PRINTING

40. These courses have been approved by the Joint Industrial Council for the Printing and Kindred Trades. They are purely refresher courses and are restricted to those who have been employed in the appropriate departments of the printing trade.

Every applicant must enter on his application form the following additional information :—

- (i) Nature of occupation in the printing trade before joining H.M. Forces.
- (ii) Where apprenticed and in which department.
- (iii) Attendance at a technical school (if any), giving name of school, subjects taken and period of attendance.

P.R.1. Composing (intermediate).

P.R.2. Composing (advanced).

P.R.3. Letterpress Machine Work (intermediate).

P.R.4. Letterpress Machine Work (advanced).

P.R.5. Bookbinding (letterpress work).

P.R.6. Bookbinding (account book work).

P.R.7. Printers' and Binders' Warehouse Work (white paper warehouse).

P.R.8. Printers' and Binders' Warehouse Work (manufacturing warehouse).

P.R.9. Lithography (transferring).

P.R.10. Lithography (plate making).

P.R.11. Lithography (machine printing).

P.R.12. Printing Machine Assistants' Work (intermediate).

P.R.13. Printing Machine Assistants' Work (advanced).

41. No courses in Process Engraving are available, but serving members of this branch of the trade who are anxious to bring themselves up to date can obtain, free of charge, on direct application to the Secretary, Society of Litho Artists, Engravers and Process Workers, 54, Doughty Street, London, W.C.1, a pamphlet giving full particulars of the developments in the subject during the war.

SALES MANAGEMENT

42. The following course, which is approved by the Incorporated Sales Managers' Association, deals with the elementary principles of Salesmanship :—

S.M.1. Salesmanship and Sales Organisation.

N.B.—For courses in preparation for the Intermediate and Final Examinations of the Incorporated Sales Managers' Association, see paragraph 103.

SOCIAL STUDIES

43. The courses do not constitute a training or give a qualification for any form of social service work, since, among other reasons, training for such work consists partly of practical experience. Nor does study of these courses ensure admission to or reduction of the normal professional training. It will, however, provide a valuable background and will be an earnest of the student's real interest in the subject.

The courses are planned for the following categories of students :—

- (a) Those who wish to train for different forms of public and social service, both statutory and voluntary.
- (b) Those who have been engaged on some form of public social service and who wish to gain a more systematic knowledge of the subjects involved.
- (c) Those who wish to train for or return to other professions in which a knowledge of social and economic conditions, and some consideration of psychology and philosophy, is of value (e.g., medicine, teaching and the ministry).
- (d) Those who would like to undertake public and social work in a voluntary capacity as part of their duty as citizens.

Students who require advice on which subjects to take and the order in which to study them, should add a note to this effect on the application form. They should give details of their previous knowledge or experience, not only of the subjects they wish to take, but also of other subjects in this group :—

S.S.1. The Social Services.

S.S.2. Economics (elementary).

S.S.3. Economics (advanced).

S.S.4. Social and Economic History (elementary).

S.S.5. Social and Economic History from 1760 onwards.

S.S.6. Central Government (elementary).

S.S.7. Central Government (advanced).

S.S.8. Local Government.

S.S.9. Politics and Ethics.

S.S.10. General Psychology.

S.S.11. Social Psychology.

S.S.11a. Industrial Psychology.

S.S.11b. Criminal Psychology.

S.S.12. Child Psychology.

TEACHERS' TRAINING

44. These pre-training courses have been prepared by the Association of Teachers in colleges and departments of education at the request of the Ministry of Education, in association with the Scottish Education Department.

Generally speaking, the courses are likely to be profitable only to those who have formed the habit of study, and have reached a level of general education which would enable them to profit by a course of reading on matters specifically concerned with the teaching profession. They will not in themselves give a qualification to teach, or take the place of full-time training, but will provide a useful introduction to the subject.

Applicants must state whether they wish to teach in England and Wales or in Scotland.

45. The following five courses may usefully be taken by all students :—

T.T.1(a). General Introductory Course. (The purpose and aims of education. Nursery, Junior, Senior and Secondary Schools. Youth Service. Adult Education. Administrative framework of the educational system. School health services.)

T.T.1(b). General Introductory Course (Scotland).—(Similar to T.T.1(a) but adapted to suit those who wish to become teachers in Scotland.)

T.T.3(a). Elementary Psychology.—(Study of behaviour, motives and abilities. Intelligence. Imagination and Memory. Personality. Temperament. Character.)

T.T.4. Social Studies.—(History and significance of the family and social group. Environment. Appreciation of the impact of the social services on the lives of pupils and parents.)

T.T.5. General Principles of Teaching.—(Introduction to the technique of teaching. Selection of material. Preparation and presentation of lessons. Temptations to avoid. Aids to Learning.)

T.T.6. Health Education.—(Meaning of health education. Physical Education. Nutrition. Personal hygiene. Community Health. Communicable diseases. Special problems, such as sex.)

46. The following courses are more specialized and choice should be made according to the interests of individual applicants :—

T.T.2. English Usage.—(The Course is designed to assist students to acquire a clear and conscious command of the English language. It is intended for those who have read fairly widely and have developed some power of self-expression in speech and writing.)

T.T.3(b). Advanced Psychology.—(A continuation course for those who have taken Course T.T.3(a).)

T.T.7. Modern English Writers.—(For students already interested in literature, who wish to study the works of modern writers, such as D. H. Lawrence, E. M. Forster, Virginia Woolf, Bernard Shaw, Sean O'Casey, T. S. Eliot, W. H. Auden, Lytton Strachey, David Cecil, Aldous Huxley. The course discusses these writers under the aspects of the novel, drama, poetry, "reportage," biography and tendencies of modern thought.)

T.T.8. Nursery and Infant School Teaching.—The course is of interest to all women who wish to become teachers, put particularly to those who wish to specialize in the teaching of nursery school children and infants. (Educational aims for the early years of childhood. Conditions essential for growth. Significance of play activity for all-round development. Teaching and training of children at the different stages of development up to 7½ years of age. Life in the infant school.)

THEOLOGY

47. These courses are primarily intended as pre-training courses for those who intend to enter the ministry of a particular church, but they are also suitable for the general student.

The religious denomination of the applicant should in every case be stated on the application form.

(i) *Church of England, Church of Scotland, Presbyterian Churches and other Protestant denominations.* (Arranged by the Churches' Committee (C.C.M.F.), Townsend House, Greycoat Place, London, S.W.1.)

- T.1(a). The Old Testament (introductory).
- T.1(b). The Old Testament (advanced).
- T.2(a). The New Testament (introductory).
- T.2(b). The New Testament (advanced).
- T.3. Christian Faith and Life.
- T.4. Church History.
- T.5. Psychology for Religious Students.
- T.6. The Comparative Study of Religions.
- T.7(a). New Testament Greek (Part I).
- T.7(b). New Testament Greek (Part II).
- T.8. Youth Leadership.

Further information about the syllabuses for ordination examinations may be obtained from—

- | | |
|---|---|
| <i>The Church of England</i> | The Director of Service Ordinands,
2, Great Peter Street,
Westminster,
London, S.W.1. |
| <i>The Church of England
(for women)</i> | The Secretary, Central Council for Women's
Church Work,
11, Little College Street,
Westminster, S.W.1. |
| <i>The Church of Scotland</i> | Professor Manson,
New College, Edinburgh. |
| <i>The Baptist Union</i> | The Rev. F. A. Farley,
1, Central Buildings,
Westminster,
London, S.W.1. |
| <i>The Congregational
Union</i> | |
| <i>The Methodist Church</i> | |
| <i>The Presbyterian
Church of England</i> | |
| <i>The Free Church of
Scotland</i> | Dr. D. MacBeath, Free Church Offices,
15, North Bank Street,
Edinburgh. |
| <i>The Presbyterian
Church in Ireland</i> | The Rev. J. F. Park,
Church House,
Belfast. |

(ii) *The Jewish Church.* (Arranged by the Jewish Emergency Committee, Woburn House, Woburn Street, London, W.C.1.)

- T.J.1. The Jewish Religion.
- T.J.2. Jewish History (general).
- T.J.3. History of the Jews in England.
- T.J.4. Biblical Hebrew.

(iii) *Roman Catholic Church.*—No courses have been specially planned for Roman Catholic students, who can, however, apply for guidance in their studies to the Rector, Heythrop College, Chipping Norton, Oxon.

TOWN AND COUNTRY PLANNING

48. Particulars of the courses in Town and Country Planning, which are approved by the Town Planning Institute and are suitable both for examination and general students, are given in paragraphs 112 and 113.

TRANSPORT

49. The courses are suitable for those who have been employed in transport, but who are not ready to study for the Institute of Transport Examinations. These courses provide a good groundwork for students who wish to proceed later to more advanced transport studies.

- T.R.1. Economics of Transport.
- T.R.2. Elements of Transport.
- T.R.3. Elements of the Law of Inland Transport.
- T.R.4. Organization and working of Railway Transport.
- T.R.5. Organization and working of Road Transport (Passenger).
- T.R.6. Organization and working of Road Transport (Goods).

N.B.—For course in preparation for the Graduateship and Associated Membership Examinations of the Institute of Transport, see paragraphs 114 to 116.

PART III

EXAMINATION COURSES

Explanatory Notes

50. The courses in this Part are designed primarily for candidates who are actually preparing for certain Professional, Commercial, Trade and Academic examinations, or for the theoretical part of those examinations, where the syllabus also includes practical work. In some Subject Groups the courses do not cover all the subjects of a particular examination syllabus or do not completely cover some of the subjects. In such cases the Group heading, or certain of the courses therein, are marked thus *.

51. Except where otherwise stated under particular headings, entry for any of these courses is restricted to those who are eligible for and intend to sit for the particular examination to which the course relates.

No application or enquiry on behalf of an examination student should be submitted to the War Office (A.E.3) until the student has confirmed, by direct application to the Examining Body, that he is eligible to take the examination concerned.

Applicants are also advised to ascertain—

- (a) What subjects are included in the Examination syllabus.
- (b) How many and which of these subjects must be offered at any one examination.
- (c) Whether they can claim exemption from any part of the examination, on the ground of their existing qualifications.
- (d) The date or dates on which the examination will be held (see A.F.O. 1652/45, Appendix VIII, (i)).

52. It must be clearly understood that, except where otherwise stated, in the notes under the Group headings, enrolment for any of the courses in this Part does not entitle a student to sit for any examination, if he is not otherwise eligible, or to claim exemption from any examination.

53. Applicants for these courses should normally have reached School Certificate or Matriculation standard in their general education.

PART III—SECTION A

COURSES IN PREPARATION FOR CERTAIN PROFESSIONAL EXAMINATIONS

Accountancy

54. The courses form a suitable preparation for the Intermediate and Final Examinations of most of the Incorporated Societies of Accountants.

Courses with the serial letter A have been planned primarily to cover the examinations of the Institute of Chartered Accountants, the Society of Incorporated Accountants and Auditors and the Association of Certified and Corporate Accountants. Courses with the serial letters C.W. are particularly suitable for students preparing to sit for the examinations of the Institute of Cost and Works Accountants.

The Courses E.2, I.C.32 and M.24A are taken from other subject groups, but are suitable for Accountancy students.

Where the subjects have varying titles in different examinations, the alternatives are given in brackets in column 1.

In some cases the subject in the examination syllabus of a particular Accountancy Body (e.g., Book-keeping and Accounts), embraces topics that are dealt with in more than one of the War Office courses. It will be necessary in these cases for the student to take more than one course in order to cover the subject completely.

N.B.—Before applying for any of the courses, an examination candidate must ascertain *direct* from the Secretary of the Accountancy body concerned whether he is eligible to sit for the examination in question.

55. The addresses of the Accountancy Bodies are:—

Institute of Chartered Accountants,
Moorgate Place, London, E.C.2.

Society of Incorporated Accountants and Auditors,
Incorporated Accountants Hall, Victoria Embankment, London,
W.C.2.

Association of Certified and Corporate Accountants,
The Vineyard, Saffron Walden, Essex.

Institute of Cost and Works Accountants,
23, Queen Square, London, W.C.1.

and the following tables indicate the appropriate courses for particular subjects in the examinations of the bodies mentioned:—

56. *Intermediate Examination Courses*

Examination subject.	Appropriate War Office Courses covering the subject for particular examinations:—				
	I.C.A.	S.I.A.A.	A.C.C.A.	I.C.W.A.	Other Incorporated Accountancy Bodies.
(1)	(2)	(3)	(4)	(5)	(6)
Book-keeping and Accounts	A.1.(i) A.1.(ii) A.3. A.14.	A.1.(i) A.1.(ii) A.18. A.13.	A.1.(i) A.1.(ii)	A.1.(i)	A.1.(i) A.1.(ii)
Auditing	A.2. A.18	A.2	A.2	—	A.2
Cost Accounts (Costing)	—	A.3	—	C.W.1	A.3
General Commercial Knowledge	A.4 A.5	A.4	A.4	A.4	A.4
Commercial Law ...	—	A.5	—	—	A.5
Mercantile Law ...	—	—	A.5	—	—
Economics	—	—	A.6	A.6 A.15	A.6
Factory Organisation, Equipment and Production Methods.	—	—	—	E.2*	—
Mathematics	—	—	—	M.24.A	—

* See paragraph 50.

57 *Final Examination Courses*

Examination Subject.	Appropriate War Office Courses covering the subject for particular examinations:—				
	I.C.A.	S.I.A.A.	A.C.C.A.	I.C.W.A.	Other Incorporated Accountancy Bodies.
(1)	(2)	(3)	(4)	(5)	(6)
Advanced Book-keeping and Accounts (Practical Accountancy).	A.7 A.9 A.13 A.1.(ii) A.17	A.7 A.13 A.1.(ii)	A.7 A.1.(ii)	A.7	A.7
Auditing	A.8 A.18	A.8 A.1.(ii)	A.8	—	A.8
Cost Accounts (Costing)	—	A.9	A.9	C.W.2	A.9
General Commercial Knowledge (General Financial Knowledge) (Methods and machinery of Business).	A.11 A.1.(ii)	A.11	A.11	—	A.11
Company Law ...	A.10	A.10 A.14	A.10	—	A.10
Bankruptcy Law ...	A.14	—	A.14	—	A.14
Mercantile Law ...	A.12	A.12 A.13	—	—	A.12
Executorship Law ...	—	A.17	A.17	—	A.17
Executorship Accounts	—	A.18	A.18	—	A.18
Economics	—	A.15	A.15	—	A.15
Statistics (Statistical Methods).	—	A.16	A.16	—	A.16
Law of Master and Servant.	—	—	—	I.C.32	I.C.32
Factory Organisation and Production Methods.	—	—	—	E.2*	—

N.B.—(i) The subjects required by other Incorporated Accountancy bodies vary, but the courses suggested in this column will be found suitable in preparation for the subjects named. Certain special requirements of the Examinations of the Chartered Accountants of Scotland and the Institute of Chartered Accounts in Ireland, are not covered completely by any of these courses.

(ii) Course A.1.(ii) should, if possible, be studied in conjunction with articles in current publications dealing with annual changes in Finance Acts.

(iii) Course E.2 Fundamentals of Industrial Administration does not completely cover the subject Factory Organisation, Equipment and Production Methods in the I.C.W.A. Intermediate and Final Examinations.

* See paragraph 50.

ARCHITECTURE

58. The courses in this group cover the syllabuses of the Intermediate, Final and Special Final Examinations of the Royal Institute of British Architects, 66 Portland Place, London, W.1.

(a) To be eligible to sit for the Intermediate Examination, candidates must either be registered probationers of the R.I.B.A. or must produce evidence of holding one of the certificates of general education accepted for the Probationership.

(b) Candidates for the Final Examination of the Institute must have passed the Intermediate Examination, or have secured exemption from it by passing an approved course at a recognised School of Architecture.

(c) The Special Final Examination is open only to persons in practice and assistants of not less than thirty years of age.

N.B.—Details of pre-training and refresher courses are given in paragraph 24.

INTERMEDIATE EXAMINATION COURSES

59. A.R.1. General History of Architecture.
 A.R.2. Special Period of History of Architecture :—
 (a) Greek and Roman, or (b) Gothic. *Students must state whether they require (a) or (b).*
 A.R.3. Simple Stresses.
 A.R.4. Building Construction.
 A.R.5. Architectural Design I.
 A.R.6. Testimonies of Study. *Students may in special circumstances submit the testimonies after the examination.*

FINAL EXAMINATION COURSES

60. A.R.7. Theory of Steel and Reinforced Concrete.
 A.R.8. Professional Practice.
 A.R.9. Advanced Building Construction.
 A.R.10. Architectural Hygiene and Sanitation.
 A.R.11. Specifications.
 A.R.12. Architectural Design II.
 A.R.13. Testimonies of Study. *Students may in special circumstances submit the testimonies after the examination.*
 A.R.14. The Thesis.

AUCTIONEERING AND ESTATE AGENCY

61. The courses cover the syllabuses of Parts I and II of the Intermediate Examination of the Auctioneers and Estate Agents Institute of the United Kingdom, 29, Lincoln's Inn Fields, London, W.C.2.

N.B.—Before applying for any course an examination candidate must ascertain direct from the Secretary of the Institute that he is eligible to take the examination.

62. Intermediate Part I Courses

- A.U.1. Plans and Mensuration.
 A.U.2. Elements of Law and Property.
 A.U.3. Elements of the Law of Contract.
 A.U.4. Book-keeping and Estate Accounts. *Students must state whether the Urban or Rural course is required.*
 A.U.5. Law of Landlord and Tenant.
 A.U.6. Central and Local Government.

63. Intermediate Part II Courses

(a) Urban

- A.U.7. Construction and Maintenance of Buildings (Elementary).
 A.U.8. Easement, etc.
 A.U.9. Valuations (Elementary).
 A.U.10. Dilapidations and Fixtures.
 A.U.11. Mortgages and Receiverships.

(b) Rural

- A.U.12. Elements of Agriculture.
 A.U.8. Easement, etc.
 A.U.13. Agricultural Science I.
 A.U.14. Agricultural Science II.
 A.U.9. Valuations (Elementary).

64. *Final Examination Courses.*—Courses can be arranged as "Special Enrolments" (see paragraph 10) for any of the subjects for the Final Examination of the Institute.

BANKING (ENGLISH)

65. The courses in this group are based on the syllabus of the Associate Examination of the Institute of Bankers, Parts I and II. For candidates who have not passed any of the subjects of this examination, a new examination has been introduced which will come into force in 1946. Candidates who have passed one or more subjects of the old examination will have an option to work either to the new or to the old syllabus. Courses B.2 to B.5 are suitable for students working to the new Part I syllabus, as the subjects are the same. Course B.1 will also be of considerable use for the new subject, "Law and Practice relating to Negotiable Instruments," pending the preparation of a new course in this subject. Courses B.6 to B.10 do not cover any part of the new Part II syllabus.

Most students, however, who reach Part II subjects while in the Service will probably be working to the old syllabus.

Syllabuses and further information should be obtained from the Institute of Bankers, 11, Bechin Lane, London, E.C.3.

N.B.—Before applying for any course an Examination Candidate must ascertain direct from the Secretary of the Institute whether he is eligible to take the Examination.

66. The Part II Courses may also be recommended to students who have already passed both Parts of the Associateship Examination but who wish to do some revision work.

67. Part I Examination Courses.

- B.1. Practice and Law of Banking I.
 B.2. Economics I.
 B.3. Book-keeping.
 B.4. English Composition I.
 B.5. Commercial Geography.

68. Part II Examination Courses.

- B.6. Practice and Law of Banking II.
 B.7. Economics II.
 B.8. English Composition II.
 B.9. Foreign Exchange.
 B.10. Accountancy.

BANKING (SCOTTISH)

69. The courses are adapted to the requirements of the Associateship and Membership Examinations of the Institute of Bankers in Scotland, 62 George Street, Edinburgh.

N.B.—Before applying for any course an examination candidate must ascertain direct from the Secretary of the Institute that he is eligible to take the examination.

70. Associateship Examination Courses.

- S.B.1. Book-keeping and Bank Books.
 S.B.2. Banking Practice.
 S.B.3. Negotiation of Bills and Cheques.
 S.B.4. History and Present Position of Banking in Scotland.

71. Membership Examination Courses.

- S.B.5. Stocks and Stock Exchange Transactions.
 S.B.6. History and Principles of Banking and Currency.
 S.B.7. Principles of Scots Law and Conveyancing.
 S.B.8. Law of Bankruptcy.
 S.B.9. Mercantile Law.
 S.B.10. Law of Bills, Cheques and Deposit Receipts.
 S.B.11. Practical Banking (including Correspondence, Branch Supervision and Advances).

N.B.—The following Membership Examination subjects are adequately covered by Banking (English) Part II subjects (see paragraph 68).

- B.7. Economics.
 B.9. Theory and Practice of Foreign Exchange.

ENGINEERING

72. The courses have been primarily designed to meet the requirements of students preparing for the Associate Membership Examinations of the Institutions of Civil, Electrical and Mechanical Engineers, as shown under groups (a), (b) and (c) below. Some of the courses will, however, be found useful by students preparing for examinations of other Engineering Institutions as indicated under groups (d) and (f) below.

73. Non-examination students who possess the requisite preliminary qualifications may take these courses for the following purposes:—

- (I) Courses E.R.1, 2, 4 and 5 and E.3 and 4 for:—
 (i) Revision of National Certificate or Intermediate Degree work, or
 (ii) Preliminary reading for taking Intermediate B.Sc. (Engineering) after release from the Service, and
- (II) Courses E.6 to 16 and E.R.16 for:—
 (i) Revision of Higher National Certificate or B.Sc. (Engineering) work, or
 (ii) Preliminary reading for taking the Higher National Certificate or the B.Sc. (Engineering) Final Degree on release from the Service.

74. *Preliminary Qualifications Required.*—(I) No student may apply for courses E.R.1, 2, 4 and 5 or E.3 and 4 unless he possess one of the following preliminary qualifications:—

- (i) Matriculation.
 (ii) School Certificate with Credit in Mathematics or Science.
 (iii) Has completed one or two years of an Ordinary National Certificate, or equivalent, course.
- (II) No student may apply for courses E.6 to 16 and E.R.16 unless he has:—
 (i) taken all the relevant Section A courses, or
 (ii) passed an Intermediate B.Sc. (Engineering) or equivalent University Examination, or
 (iii) obtained an Ordinary National Certificate, or equivalent qualification.

It must be clearly understood that these courses cannot in themselves provide a preparation for the Ordinary or Higher National Certificate examinations, because they are only open to students who have completed an approved period of attendance at an approved technical college, and must be taken at the college concerned.

(a) ENGINEERING (CIVIL)*

75. The courses cover all subjects of the syllabus of the new Joint Section A and certain subjects of the syllabus of the revised Section B of the Associate Membership Examination of the Institution of Civil Engineers, Great George Street, London, S.W.1.

N.B.—Before applying for any course an examination candidate must ascertain *direct* from the Secretary of the Institution whether he is eligible to take the examination.

76. *Joint Section A. Courses*

War Office Course.	Inst. C.E. Subject.
<i>Part I Subjects</i>	
E.R.1	English.
E.R.2	Mathematics.
E.3 }	Applied Mechanics.
E.6 }	
E.R.4	
E.R.5	Applied Heat (with Light and Sound).
E.R.5	Principles of Electricity.
<i>Part II Subjects</i>	
E.7	Theory of Structures.
E.8	Theory of Machines.

* See paragraph 50.

77. *Section B. Courses*

War Office Course.	Inst. C.E. Subject.
E.9 }	Thermodynamics and Heat Engines.
E.10 }	
E.11	Hydraulics.
E.13 and E.14	Surveying and Engineering Geology
E.15	Electrical Installations.
E.16	Electrical Communications.

(b) ENGINEERING (ELECTRICAL)*

78. The courses cover all the subjects of the syllabus of the new Joint Section A and certain of the subjects of the syllabus of the revised Section B of the Associate Membership Examination of the Institution of Electrical Engineers, 15, Savoy Place, Victoria Embankment, London, W.C.2. Courses marked * do not completely cover the examination syllabus in the subject while those marked † cover a slightly wider field.

N.B.—Before applying for any course, an examination candidate must ascertain *direct* from the Secretary of the Institution whether he is eligible to take the examination.

79. *Joint Section A. Courses*

War Office Courses.	Inst. E.E. Subject.
E.R.1	English.
E.R.2	Mathematics.
E.3 }	Applied Mechanics.
E.6 }	
†E.R.4	Applied Heat.
E.R.5	Principles of Electricity.

80. *Section B. Courses*

War Office Courses.	Inst. E.E. Subject.
*E.15	{ Electricity Supply. Electrical Installations. (New courses are in preparation.)
E.R.16	Line Communication.
*E.16	Radio Communication. (A new course is in preparation.)

(c) ENGINEERING (MECHANICAL)*

81. The courses cover certain of the subjects of the syllabus of the revised Sections A and B of the Associate Membership Examination of the Institute of Mechanical Engineers, Storey's Gate, London, S.W.1. Courses marked † cover a slightly wider field than the examination syllabus in the subject.

N.B.—Before applying for any course, an examination candidate must ascertain *direct* from the Secretary of the Institution whether he is eligible to take the examination.

82. *Section A. Courses*

War Office Courses	I.Mech.E. Subject.
E.R.1	English.
E.R.2	Mathematics.
E.3 }	Applied Mechanics.
E.6 }	
†E.R.4	Applied Heat.
†E.R.5	Principles of Electricity.

* See paragraph 50.

† See paragraphs 78 and 81.

83. Section B Courses

E.6 } E.7 }	Properties and Strength of Materials.
E.8...	Theory of Machines.
E.9...	Heat Engines I. Steam and the Steam Engine.
E.10	Heat Engines II. Internal Combustion Engines.
E.11	Hydraulics and Hydraulic Machinery.
E.12	Metallurgy.

N.B.—The above courses are also suitable for students who are preparing for the Associate Membership Examination of the Institution of Automobile Engineers, 12, Hobart Place, London, S.W.1.

(d) ENGINEERING (GAS)*

84. The course will be found generally suitable in preparation for certain ancillary subjects in the Ordinary and Higher Grade Examinations of the Institution of Gas Engineers, 1, Grosvenor Place, London, S.W.1. Courses marked † cover a slightly wider field than the examination syllabus in the subject.

N.B.—Before applying for any of the courses, an examination candidate must ascertain *direct* from the Secretary of the Institution whether he is eligible to take the examination.

War Office Courses.				Ancillary subject of the I.G.E.
E.R.2	Suitable for Ordinary Grade :— Mathematics.
E.R.5	Electrical Engineering.
E.3...	Engineering Science.
E.4...	Physics and Inorganic Chemistry.
E.6 } †E.7 } †E.8 } E.9 } E.10 }	Suitable for Higher Grade :— Mechanics.
	Heat Engines

(e) ENGINEERING (MUNICIPAL AND COUNTY)

85. Courses in preparation for the examinations of the Institution of Municipal and County Engineers, 84, Eccleston Square, London, S.W.1, can be arranged as "Special Enrolments" (see paragraph 10).

N.B.—Before applying for such a course an examination candidate must ascertain *direct* from the Secretary of the Institution whether he is eligible to take the examination.

(f) ENGINEERING (STRUCTURAL)*

86. The following courses will be found generally suitable in preparation for certain subjects of the Graduateship Examination of the Institution of Structural Engineers, 11, Upper Belgrave Street, London, S.W.1.

N.B.—Before applying for a course, an examination candidate must ascertain *direct* from the Secretary of the Institution whether he is eligible to take the examination.

War Office Courses.				Inst.Struct.E. Subject.
E.6...	Strength and Elasticity of Materials.
E.7...	Theory of Structures.

* See paragraph 50.

† See paragraphs 78 and 81.

HANDICRAFT TEACHERS

87. The courses are designed to prepare candidates for the City and Guilds of London Institute (31, Brechin Place, South Kensington, London, S.W.7), First and Second Handicraft Teachers' Examinations. They are particularly suitable for skilled craftsmen (E.R.A., Shipwrights, etc.) who are contemplating entering the Teaching Profession as Handicraft Teachers.

88. Students should not apply for courses H.A.6, H.A.9 or H.A.14 unless they possess or have access to tools and materials.

89. Candidates who hold a Royal Navy Higher Educational Test Second Class Certificate with Second Class passes in :—

(a) Practical Mathematics will be exempt from the H.A.2 Mathematics Examination, and

(b) Mechanics and Electricity and Magnetism will be exempt from the H.A.3 Science Examination.

Further particulars are given in the Regulations and Syllabuses for Handicraft Examinations of the City and Guilds of London Institute, which can be obtained post free for 1s. 2½d. from the publishers, John Murray, Albemarle Street, London, W.1.

90. First Examination Courses—

Part I

H.A.1. English.

H.A.2. Mathematics.

H.A.3. Science. (There is a choice of subjects in this course. Students should consult their tutor, on enrolment, as to which subjects they should take.)

Part II (Woodwork)

H.A.4. Drawing and Design.

H.A.5. Tools and Materials.

H.A.6. Practical Test. (Particulars of test exercises are sent to the student who makes the objects specified, and sends them to the tutor for examination. This necessitates the use of a bench and tools.)

Part II (Metalwork)

H.A.7. Drawing and Design.

H.A.8. Tools and Materials.

H.A.9. Practical Test. (A self-preparation course. No work is sent to the tutor, but he may be consulted over problems.)

91. Second Examination Courses—

Section I

H.A.10. Drawing (Wood).

H.A.11. Drawing (Metal).

H.A.12. Technology (Wood).

H.A.13. Technology (Metal).

H.A.14. Practical Test (Wood).

Section II

H.A.15. Principles of Teaching.

INSURANCE

92. The courses cover the syllabuses of the Associateship and Fellowship Examination of the Chartered Insurance Institute, 20, Aldermanbury, London, E.C.2. Courses I.C.8 to I.C.73 are planned to prepare candidates for the Associate Examination in Fire, Ordinary, Life, Industrial Life, Accident, Marine and National Insurance. For the General Branch (all parts), see Courses I.C.62 to I.C.73. Courses I.C.74 to I.C.83 cover most of the subjects for the Fellowship Examination. The courses are, however, also open to students who do not intend to take the examinations.

N.B.—Before applying for a course an examination candidate should ascertain *direct* from the Secretary of the Institute whether he is eligible to take the Examination.

93. *Associateship Examination. Part I Courses*

Fire	I.C.8.	Principles and Practice.
	I.C.9.	General Fire Hazards.
	I.C.10.	Surveying and Plan Drawing.
Ordinary Life ...	I.C.11.	Principles.
	I.C.12.	Prospectus, Proposals and Policy.
Industrial Life ...	I.C.13.	Elementary Algebra leading to Compound Interest.
	I.C.14.	Principles.
	I.C.15.	Prospectus, Proposal and Policy.
Accident	I.C.13.	Elementary Algebra leading to Compound Interest.
	I.C.16.	Principles and Practice.
	I.C.17.	Personal Accident, Disease and Sickness Insurance.
Marine	I.C.18.	Workmen's Compensation Insurance.
	I.C.19.	Principles and Elementary Practice.
	I.C.20.	Commercial Geography in relation to Marine Insurance.
National	I.C.21.	Principles of National Health Insurance.
	I.C.22.	Principles of Unemployment Insurance.
	I.C.23.	Principles of Unemployment Assistance.

94. *Associateship Examination. Part II Courses*

Fire	I.C.24.	Policy, Drafting and Endorsements.
	I.C.25.	Insurance against Loss of Profits through Fire.
	I.C.26.	Law.
Ordinary Life ...	I.C.27.	Compound Interest (Elementary).
	I.C.28.	Extra Risks.
Industrial Life ...	I.C.29.	Law of Contract.
	I.C.27.	Compound Interest (Elementary).
	I.C.30.	New Business.
Accident	I.C.29.	Law of Contract.
	I.C.31.	Motor Insurance.
	I.C.32.	Law of Master and Servant.
Marine	I.C.33.	Burglary Insurance, or
	I.C.34.	Fidelity Guarantee, or
	I.C.35.	Engineering Insurance.
National	I.C.36.	Institute Clauses.
	I.C.37.	Shipping and Mercantile Practice in connection with Marine Insurance.
	I.C.38.	Ship Classification and Registration.
National	I.C.39.	National Health Insurance Law, or
	I.C.40.	Unemployment Insurance Law and Unemployment Assistance Law.
	I.C.41.	Approved Society Administration, or
National	I.C.42.	Insurance Committee Administration, or
	I.C.43.	Unemployment Insurance Administration, or
	I.C.44.	Unemployment Assistant Administration.
National	I.C.29.	Law of Contract, or
	I.C.45.	Statistics.

95. *Associateship Examination. Part III Courses.*

Fire	I.C.46.	Average Clauses and Loss Apportionments.
	I.C.47.	Chemistry of Combustion, or
	I.C.48.	Electrical Engineering (Elementary).
Ordinary Life ...	I.C.49.	Fire Extinguishment and Fire Alarm Systems.
	I.C.50.	Law of Life Assurance.
Industrial Life ...	I.C.51.	Practice.
	I.C.52.	Mortality and Elements of Valuation.
	I.C.53.	Law of Life Assurance.
Accident	I.C.54.	Practice.
	I.C.55.	Mortality and Elements of Valuation.
	I.C.56.	Law of Accident Insurance.
Marine	I.C.57.	Public Liability Insurance.
	I.C.58.	Legal Liabilities as covered by Public Liability Policies.
	I.C.59.	The Law relating to the Carriage of Goods by Sea Shipping and their Practical Application.
Marine	I.C.60.	Law and Practice (Advanced)—Claims.
	I.C.61.	Practice (Advanced)—Underwriting.

96. *Associateship Examination—General Branch*

Part I	I.C.62.	Insurance (First paper).
	I.C.63.	Insurance (Second paper).
	I.C.64.	Principles and Practice of Fire Insurance.
Part II	I.C.65.	Principles and Practice of Accident Insurance.
	I.C.66.	Principles and Practice of Marine Insurance.
	I.C.67.	Principles and Practice of Ordinary Life Assurance.
Part III	I.C.68.	Principles and Practice of Engineering Insurance.
	I.C.69.	Principles and Practice of Aviation Insurance.
	I.C.70.	Law and Practice relating to Fire Insurance Claims.
	I.C.71.	Law and Practice relating to Ordinary Life Assurance Claims.
	I.C.72.	Law and Practice relating to Marine Insurance Claims.
	I.C.73.	Law and Practice relating to Accident Insurance Claims.

97. *Fellowship Examination.*

Section I :	I.C.74.	Fire Insurance.
	I.C.75.	Ordinary Life Assurance.
	I.C.76.	Industrial Life Assurance.
	I.C.77.	Accident Insurance.
Section II :	I.C.78.	Marine Insurance.
	I.C.79.	Fire Insurance (Advanced).
	I.C.80.	Ordinary Life Assurance (Advanced).
	I.C.81.	Accident Insurance (Advanced).
	I.C.82.	Insurance Accounts and Finance.
	I.C.83.	Insurance Administration.

N.B.—(i) Study plans (or directed reading notes) for examination subjects for which no correspondence courses are provided can be obtained by direct application to the Director of Education, Chartered Insurance Institute. No fee is charged and no text books are provided.

(ii) Details of Pre-Training and Refresher courses are given in paragraphs 31 and 32.

LAND AGENCY

98. The courses cover the syllabus of the Part II Examination of the Land Agents' Society, 318 Bank Chambers, 329 High Holborn, London, W.C.1. Students who have been excused the Part I Examination, may require to work through certain of the State Management courses (*see* paragraph 26) before taking the Part II Examination Courses.

N.B.—Before applying for a course an examination candidate must ascertain *direct* from the Secretary of the Society whether he is eligible to take the examination.

99. *Part II Examination Courses.*

L.A.1.	Agriculture (Elements of).
L.A.2.	Surveying and Levelling.
L.A.3.	Forestry (Elements of).
L.A.4.	Building Construction (Theoretical).
L.A.5.	Building Construction (Designing and Plan Drawing).
L.A.6.	Law of Landlord and Tenant, etc.
L.A.7.	Taxation and Charges on Land.

N.B.—(i) Courses covering the Part III Examination can be arranged as "Special Enrolments" (*see* paragraph 10).

(ii) For courses in the Land Agency Sub-Division of the Examination of the Chartered Surveyors' Institution, *see* paragraph 109.

LAW (ENGLISH)

100. The courses have been planned as a preparation for the Law Society's Intermediate and Final Examinations and are primarily intended for solicitors' articulated clerks. They may, however, be found of considerable value to qualified solicitors who wish to refresh their knowledge of particular branches of Law.

N.B.—Before applying for a course an examination candidate must ascertain *direct* from the Secretary of the Law Society, Law Society's Hall, Chancery Lane, London, W.C.2, whether he is eligible to take the examination.

101. *Intermediate Examination Courses*

- L.S.1. The Courts of Justice.
- L.S.2. Law and Custom of the Constitution.
- L.S.3. Principles of Law of Contract.
- L.S.4. Elements of Law of Tort.
- L.S.5. Elements of Law of Real Property.
- L.S.6. Accounts and Book-keeping (**general outline**).
- L.S.7. Trust Accounts.

102. *Final Examination Courses*

- L.S.8. Law relating to Contracts generally.
- L.S.9. Torts (as required for the Final Examination).
- L.S.10. Law of Real Property.
- L.S.11. Conveyancing and Bills of Sale.
- L.S.12. Bankruptcy and Company Law.
- L.S.13. Master and Servant and Agency.
- L.S.14. Income Tax Law.
- L.S.15. Sale of Goods, Hire Purchase and Evidence.
- L.S.16. Equity and Partnership.
- L.S.17. Negotiable Instruments ; Insurance ; Arbitration and Awards.
- L.S.18. Criminal Law and Proceedings before Magistrate.
- L.S.19. Law of Wills and Intestate Succession. (Procedure and Practice of the Probate Court in non-contentious matters and Death Duties).
- L.S.20. The Conflict of Laws.
- L.S.21. Divorce and Matrimonial Proceedings.
- L.S.22. Local Government Law and Practice.

N.B.—Students who wish to prepare for a call to the Bar should refer to paragraph 36.

SALESMANSHIP

103. Courses in preparation for either the Intermediate or the Final Examination of the Incorporated Sales Managers' Association, 23, Bedford Square, London, W.C.1, can be arranged as "Special Enrolments" (*see* paragraph 10).

SECRETARIAL (COMPANY)

104. The courses are designed to meet the requirements of those intending to become company secretaries and are *not* suitable for students seeking posts as private secretaries. They cover the syllabuses of the Intermediate and Final Examinations of the Chartered Institute of Secretaries, Princes House, 95, Gresham Street, London, E.C.2, and the Corporation of Certified Secretaries, 28, Fitzroy Square, London, W.1.

N.B.—Before applying for a course an examination candidate must ascertain *direct* from the Secretary of the Examining Body concerned that he is eligible to take the examination.

105. *Intermediate Standard Courses*

- S.1. Secretarial Practice.
- S.2. Economics.
- S.3. Accountancy.
- S.4. Mercantile Law.
- S.5. Company Law.
- S.6. English.

106. *Final Standard Courses*

- S.7. Secretarial Practice.
- S.8. Economics.
- S.9. Accountancy.
- S.10. Mercantile Law.
- S.11. Company Law.

N.B.—The courses in French, M.5B and M.5C (*see* paragraph 145), provide suitable preparation in the subject for the Intermediate and Final examinations.

SURVEYING

107. The courses cover the syllabuses of Sub-Divisions I, II and III of the Intermediate examination of the Chartered Surveyors' Institution, 12, Great George Street, London, S.W.1. Students who have been excused the first examination may require to work through certain of the Estate Management Courses (*see* paragraph 26) before taking the intermediate courses.

108. Courses covering Sub-Division IV of the Intermediate examination, or any of the subjects of the Final examination of the Institute, can be arranged as "Special Enrolments" (*see* paragraph 10).

N.B.—Before applying for a course, an examination candidate must ascertain *direct* from the Secretary of the Institution whether he is eligible to take the examination.

109. *Intermediate Sub-Division I (Land Agency) Courses*

- C.S.1. Agriculture (Elements of).
- C.S.2. Soil Science, Botany and Zoology.
- C.S.3. Forestry.
- C.S.4. Surveying and Levelling.
- C.S.5. Construction, etc., of Rural Buildings.
- C.S.6. National and Local Taxation.
- C.S.7. Law of Landlord and Tenant.
- C.S.8. Law of Property.

110. *Intermediate : Sub-Division II (Valuation) Courses*

- C.S. 9. Valuation (Principles of).
- C.S. 4. Surveying and Levelling.
- C.S.10. Building Construction.
- C.S.11. Sanitation of Buildings.
- C.S.12. Sales and Mortgage of Land.
- C.S. 7. Law of Landlord and Tenant.
- C.S.13. Law of Fixtures and Dilapidations.
- C.S.14. Law of Easements and other Rights over Land.

111. *Intermediate : Sub-Division III (Building and Quantities Courses)*

- C.S.15. Construction and Working Drawings I.
- C.S.16. Measurement of Builders' Work.
- C.S.17. Quantities.
- C.S.18. Constructive and Working Drawings II.
- C.S. 4. Surveying and Levelling.
- C.S.19. Drainage of Buildings.
- C.S.20. Heating and Ventilation.
- C.S.21. London Building Acts and Public Health Acts.
- C.S.22. Building Contracts.
- C.S.23. Law of Dilapidations.

TOWN AND COUNTRY PLANNING

112. The courses are suitable for the following three classes of students, who should state quite clearly on their application forms to which class they belong:—

(a) Those who have already passed the Final Examination of the Royal Institute of British Architects, the Institutions of Civil Engineers, the Institution of Municipal and County Engineers, or the Chartered Surveyors' Institution.

Students will be eligible for admission to the Special Three Months' Courses to be organized by the Town Planning Institute for ex-service candidates, if they satisfy the Directorate of Studies of the Institute in all three courses (T.P.1, T.P.2 and T.P.3).

(b) Those who hold an educational qualification of matriculation standard and are members of professions allied in some way to those mentioned in (a) above, and who would find that the courses provide suitable preparation for the Intermediate Examination of the Town Planning Institute.

(c) Those who are interested in planning subjects but do not desire to obtain an examination qualification.

113. The courses available are :—

- T.P.1. The Background of Planning. (Modern planning; topographical, geological and climate conditions; Population and Industry; Rural and Urban Communities; Location of Industry; Barlow, Scott and Uthwatt Reports.)
- T.P.2. Planning Factors. (Sociology; History of Planning; Law and Administration of Planning; Local Government Structure; Surveying for Planning; Transport and Communications; Distributive and Collective Services; Social Services and Amenities; Physical Structures of Buildings and Roads; Ownership and value of Property.)
- T.P.3. Planning Practice. (Survey and Research applied to Planning; National, Regional and Local Planning; Civic Design; Construction and Reconstruction; Old centres and New Towns.)

TRANSPORT

114. The courses cover the syllabuses of the Graduateship and Associate Membership Examinations of the Institute of Transport, 15, Savoy Street, London, W.C.2. The Graduateship courses are available to students of the Institute and the Associate Membership courses to graduates of the Institute.

115. Graduateship Examination Courses

Part I

- T.R.7. General Economics.
T.R.8. Elements of Statistics.
T.R.9. Elements of Transport.

Part II

- T.R.10. Economic Geography, or
T.R.11. Economic History.
T.R.3(G) Law of Inland Transport.
T.R.12. Law of Sea Transport.
T.R.13. English.

116. Associate Membership Examination Courses

Part I

- T.R.14. Law of Inland Transport, or
T.R.15. Law of Sea Transport.
T.R.16. Transport Finance and Accounting.

Part II.

- T.R.17. Economics of Railway Transport, or
T.R.18. Economics of Road Transport, or
T.R.19. Economics of Port Administration and Inland Waterway Operation.
T.R.20. Railway Transport Operation, or
T.R.21. Road Transport Operation.
T.R.22. Port and Inland Water Transport Operation.

PART III.—SECTION B

COURSES IN PREPARATION FOR CERTAIN COMMERCIAL AND TRADE EXAMINATIONS

117. The courses in this section cover the theoretical parts of certain commercial and trade examinations. No definite ruling can be given as to the qualifications required of applicants, but some previous practical experience is desirable in all cases.

Although the courses are intended primarily for examination candidates, they are also suitable for, and may be taken by, those who wish to acquire a good theoretical background to implement their previous practical experience.

BAKERY

118. The courses are designed as a preparation for the City and Guilds Examinations in Breadmaking and Flour Confectionery, but they are only suitable for students who have already had some practical experience in Bakery. Applicants for the Final standard courses should have already passed the City and Guilds Intermediate Examination or should have reached an equivalent standard.

N.B.—Before applying for any course an Examination Candidate must ascertain *direct* from the Secretary, Department of Technology, City and Guilds of London Institute, 31, Brechin Place, South Kensington, S.W.7, whether he is eligible to take the examination.

- B.A.1. Breadmaking (Intermediate).
B.A.3. Breadmaking (Advanced).
B.A.2. Flour Confectionery (Intermediate).
B.A.4. Flour Confectionery (Final).

BUILDING

119. The courses cover the syllabuses of the City and Guilds Intermediate and Final Examinations in certain Building subjects. The Intermediate Standard courses are only suitable for students who have been employed in the trade for at least twelve months, or who have previously taken a course in the subject at a technical college. For the Final Standard courses, students should have passed the Intermediate Standard in the subject or have an equivalent qualification.

120. Courses covering the City and Guilds Examinations in other building subjects can be arranged as "Special Enrolments" (*see* paragraph 10.).

N.B.—Before applying for any of these courses, or for a "Special Enrolment" for any other Building course, an examination candidate must ascertain *direct* from the Secretary, Department of Technology, City and Guilds of London Institute, 31, Brechin Place, South Kensington, S.W.7, whether he is eligible to take the examination.

121. *Non-examination students* who have had practical experience in the trade and now wish to attain a good theoretical knowledge, may also take the courses.

- B.G.1. Brickwork (Intermediate).
B.G.2. Brickwork (Final).
B.G.3. Carpentry and Joinery (Intermediate).
B.G.4. Carpentry and Joinery (Final).
B.G.5. Plumbing (Intermediate).
B.G.6. Plumbing (Final).
B.G.7. Painting and Decorating (Intermediate and Final).

N.B.—(i) The drawing instruments required for these courses will *not* be provided by the War Office (A.E.3) or the College concerned.

(ii) Students who require a non-examination course in Building Construction will find E.M. 4 suitable (*see* paragraph 26).

BUILDING SOCIETIES*

122. The courses are designed to prepare candidates for certain subjects in the syllabuses of the Intermediate Examination of the Building Societies' Institute. Students who have passed this examination may find the courses suitable for revision purposes.

Students who have not studied these subjects before are recommended to take B.S.2 and B.S.3 before taking B.S.1.

N.B.—Before applying for a course an examination candidate must ascertain *direct* from the Secretary, Building Societies Institute, 14 Park Street, London, W.1, that he is eligible to take the examination.

- B.S.1. Building Society Law and Practice.
B.S.2. Book-keeping.
B.S.3. Economics.

ELECTRICAL SUBJECTS (CITY AND GUILDS)

123. The courses are suitable for students who are preparing for the City and Guilds of London Institute Examinations in electrical subjects.

N.B.—Before applying for a course, an examination candidate must ascertain *direct* from the Secretary, Department of Technology, City and Guilds of London Institute, 31, Brechin Place, South Kensington, London, S.W.7, whether he is eligible to take the examination.

* *See* paragraph 50.

124. For the Grade I courses, no previous knowledge of the subject is assumed. Applicants for Grade II courses should have passed the appropriate Grade I examination or have attained an equivalent standard.

Non-examination students, who have practical experience of the subject and wish to obtain a good theoretical knowledge, may also take the courses.

- C.G.1. Radio Communication, Grade I.
- C.G.2. Radio Communication, Grade II.
- C.G.3. Transmission and Lines, Grade I.
- C.G.4. Technical Electricity, Grade I.
- C.G.5. Technical Electricity, Grade II.
- C.G.6. Electrical Installations.
- C.G.7. Telegraphy, Grade I.
- C.G.8. Telegraphy, Grade II.
- C.G.9. Telephony, Grade I.
- C.G.10. Telephony, Grade II.

For further particulars of examinations in Radio Communication, Grades I, II, see A.F.O. 1652/45, Appendix VIII (iv).

N.B.—(i) It is not possible for the War Office (A.E.3) to arrange courses in any other City and Guilds electrical subjects.

(ii) For details of the correspondence courses in City and Guilds Electrical Engineering Practice arranged by H.M.S. "Vernon", Portsmouth, see A.F.O. 5411/44.

GROCERY*

125. The courses are primarily intended for students who are preparing for the Intermediate Examination and for Part I of the Final Examination of the Institute of Certificated Grocers, 50, Doughty Street, London, W.C.1. Applicants should normally have had practical experience in the trade, but this is not essential in the case of applicants for the Intermediate standard courses. Students who require a refresher course may also be recommended to take the Intermediate standard course.

126. *Intermediate Standard Course*.—G.1. Grocery, Intermediate.

This course covers the following subjects :—

- Part I. Food values.
- Part II. (i) Grocery and provision commodities.
- (ii) Legal regulations.
- (iii) Retail salesmanship.

It also contains sections on Shop Practice, and Dried and Evaporated Fruits, which are not required for the Intermediate Examinations but which are useful for students who need a refresher course.

N.B.—Intermediate Examination subjects not covered by courses are :—

- (i) Principles of display.
- (ii) Commercial art.
- (iii) Book-keeping (but Course S.3, Accountancy, is suitable—see paragraph 105).

127. *Final Examination Course*.—G.2. Grocery, Advanced.

This course covers the following subjects of the Final Examination, Part I :—

- (i) Grocery and provision commodities.
- (ii) Law affecting the Grocery Trade.
- (iii) Food values.

N.B.—The Final Examination, Part II, consists of practical tests which cannot be covered by correspondence courses.

128. *Exemption*.—Service students who have satisfactorily completed either G.1 or G.2 will, on application to the Institute, be granted exemption from the Intermediate Examination.

* See paragraph 50.

PART III—SECTION C

MATRICULATION AND UNIVERSITY EXTERNAL EXAMINATIONS

MATRICULATION COURSES (UNIVERSITY OF LONDON)

129. The courses cover the syllabuses of Parts I and II of the London Matriculation Examination or Special Entrance Examination. Details of the Matriculation Examination and of concessions to Service personnel are given in A.F.O. 1652/45, Appendix VIII (iii).

- X.1. Matriculation Part I subjects—English and Elementary Mathematics.
- X.2. Matriculation Part II subjects—Candidates must select three subjects from the list of options given in the Regulations relating to Matriculation which are obtainable from the Secretary to the Matriculation and School Examinations Council, University of London, Richmond College, Richmond, Surrey.

A student who elects to study a single subject of Matriculation standard should refer to Part IV of this Order.

N.B.—All communications regarding eligibility for this examination must be addressed *direct* to the Secretary of the Matriculation and School Examinations Council from whom the General Regulations may be obtained free of charge.

INTERMEDIATE DEGREE IN ARTS*

130. The courses cover certain subjects in the syllabus of the Intermediate Arts Degree of the University of London. A candidate must offer four subjects, but these must include two languages, one of which must normally be Latin or Greek.

- ART. 1. Latin with Roman History.
- ART. 2. Greek with Greek History.
- ART. 3. English.
- ART. 4. German.
- ART. 5. French.
- ART. 6. History.
- ART. 7. Geography.
- ART. 8. Music.
- ART. 9. English Legal System.
- ART.10. Logic.
- ART.11. Economics.
- ART.12. Pure Mathematics.
- ART.13. Applied Mathematics.
- ART.14. Physics.
- ART.15. Chemistry.

131. Before applying for any course, an examination candidate must ascertain *direct* from the External Registrar, University of London, Richmond College, Richmond, Surrey, whether he is eligible to take the examination.

INTERMEDIATE DEGREE IN SCIENCE*

132. The courses cover certain subjects of the syllabus of the Intermediate Science Degree of the University of London. Four subjects must be offered (see paragraph 131).

- S.C.1. Pure Mathematics.
- S.C.2. Applied Mathematics.
- S.C.3. Physics.
- S.C.4. Chemistry.
- S.C.5. Biology.
- S.C.6. Geography.

* See paragraph 50.

INTERMEDIATE DEGREE IN ECONOMICS

133. The courses cover the syllabus of the Intermediate Degree in Economics of the University of London. The examination consists of two parts. In part I, Economics and Geography must be offered together with either Pure mathematics or Logic and Scientific Method, or French or German. Part II consists of two compulsory subjects: English Economic History, and the British Constitution (*see* paragraph 131).

Part I

- E.C.1. Elements of Economics.
- E.C.2. Geography.
- E.C.3. Pure Mathematics.
- E.C.4. Logic and Scientific Method.
- E.C.5. French.
- E.C.6. German.

Part II

- E.C.7. English Economic History.
- E.C.8. The British Constitution.

DIPLOMA IN PUBLIC ADMINISTRATION

134. The courses cover the syllabus of the Examination for the Diploma in Public Administration of the University of London. The Examination consists of two parts. In Part I there are three compulsory subjects. In Part II, three subjects must be offered, at least one of which must be selected from each of two groups, A and B (*see* paragraph 131).

Part I.

- P.A.1. Economics (including Public Finance).
- P.A.2. Public Administration (Central and Local).
- P.A.3. Social and Political Theory.

Part II, Group A.

- P.A.4. English Constitutional Law.
- P.A.5. English Economic and Social History (since A.D. 1760).
- P.A.6. Constitutional History of Great Britain (since A.D. 1660).

Part II, Group B.

- P.A.7. Statistics.
- P.A.8. History and Principles of Local Government.
- P.A.9. Social Administration.

INTERMEDIATE AND FINAL DEGREE IN ESTATE MANAGEMENT

135. Courses in preparation for either the Intermediate or Final Degree Examination in Estate Management of the University of London can be arranged as "Special Enrolments" (*see* paragraph 10).

FIRST EXAMINATION FOR MEDICAL DEGREES

136. These courses cover the three subjects of the First Medical Examination of the University of London.

- M.B.1. Inorganic Chemistry.
- M.B.2. Physics (including Mechanics).
- M.B.3. General Biology.

PART IV
GENERAL AND CULTURAL SUBJECTS

137. *Explanatory Notes.*—There will be facilities in the E.V.T. Scheme for class instruction in some of the subjects enumerated below. The Commanding Officer should satisfy himself, before forwarding an application, that alternative means of tuition are not available to the student.

The course number, grade letter (if any) and the title of the course, must always be stated under heading 6 of the application form. The grade letters A, B and C do not correspond to the same standards in all subjects.

Some indication is given in columns 3 and 4 of the approximate standard of each course and the previous knowledge assumed. No standard is stated in the case of beginners' courses.

Education officers may, if necessary, apply to the Officer-in-Charge Naval Section, War Office (A.E.3), for summaries of most of these courses.

Subject, Course No., Grade Letter (1)	Title (2)	Approx. Standard (3)	Knowledge of Subject Assumed (4)
138. Advertising— M.1	Advertising ...	Inter. Advertising Assn. Final, Incompd. Sales Managers Assn.	None.
M.2	Advertising adminis- tration.	Inter. Advertising Assn.	None.
M.3	Advertising psychol- ogy.	Inter. Advertising Assn.	None.
139. Agriculture— E.M.7	Agricultural science	—	None.
E.M.8	Agriculture (elements of).	—	None.
E.M.9	Dairy husbandry ...	—	None.
E.M.10	Farm bookkeeping...	—	None.
E.M.11	Forestry (elements of).	—	None.
E.M.12	Geology (elements of)	—	None.
E.M.13	Land drainage ...	—	None.
140. Art— H.C.2	History of modern European art.	—	None.
H.C.3	Modern art and art criticism.	—	None (no practical work involved).
H.C.4	Art in everyday life	—	None (no practical work involved).
H.C.6.A	Drawing in pencil and water colours.	Course includes practical exercises.	None.
H.C.6.B	Drawing in pencil and water colours.	—	H.C.6.A.
H.C.7	Expression through drawing and paint- ing.	A practical course of informal char- acter.	None.
141. Economics, Logic and Philosophy— H.2	Economics (element- ary).	Matric.	None.
U.20.A	Logic	—	Good general educa- tion.
U.20.B	Logic	Matric.	U.20.A.
R.15	Logic (general) ...	—	Good general educa- tion.
R.16	Philosophy (general introduction).	—	Good general educa- tion.
142. Engineering (Elementary)— P.12	Diesel engines ...	—	None.
U.7	Geometrical and mechanical drawing.	Matric.	A good basic know- ledge of geometry.

Subject, Course No., Grade Letter (1)	Title (2)	Approx. Standard (3)	Knowledge of Subject Assumed (4)
142. Engineering			
Elementary—contd.			
P.10	Motor mechanics ...	—	None.
M.30	Telegraphy ...	—	None.
M.31	Telephony ...	—	None.
P.11	Wireless engineering	—	None.
143. Geography—			
U.8.A	Geography—general	—	None.
U.8.B	Geography—general	Matric.	U.8.A.
U.9	Geography—British Isles and Europe.	School Cert. ...	Elementary.
U.10	Geography—British Isles and N America.	School Cert. ...	Elementary.
U.21	Practical geography and map work.	Inter. Degree ...	Matric. geography.
144. History—			
U.14	Greek history (ancient).	Matric.	None.
U.28	Roman history (ancient).	Matric.	None.
M.7	English history B.C.55—A.D.1603.	Professional Prelim. Exams.	None.
M.8	English history A.D.1603—1932.	Professional Prelim. Exams.	None.
M.11	Military history ...	Army Staff College Entrance.	Matric. history.
M.10	Modern European history.	Matric.	None.
R.12	Modern social and political history.	—	None.
145. Languages—			
U.37	English	Matric.	Elementary.
R.5	English composition and grammar.	—	Elementary (unsuit- able for foreign students).
U.5.A	English—essay and précis.	—	None.
U.5.B	Essay—more advanced.	London Univ. Special Entrance.	U.5.A.
R.7	English—forms of writing.	—	Elementary know- ledge of literature and good command of English.
M.4.A	French	—	None.
M.4.B	French	Matric.	M.4.A.
M.4.C	French	Inter. Degree ...	M.4.B.
M.5.B	French—commercial	Royal Society of Arts, Stage II. Inter. Chartered Institute of Secre- taries.	None.
M.5.C	French—commercial	Royal Society of Arts, Stage III. Final Chartered Institute of Secre- taries.	M.4.B or M.5.B.
M.6	French—military ...	Army Interpreters' Qualifying Exam.	M.4.C.
U.11.A	German	—	None.
U.11.B	German	Matric.	U.11.A.
U.12	German— commercial.	—	U.11.B.
U.13.A	Greek (classical) ...	—	None.
U.13.B	Greek (classical) ...	Matric.	U.13.A.
J.4.A	Hebrew (modern) ...	—	None.
J.4.B	Hebrew (modern) ...	Matric.	J.4.A.
U.18	Italian	—	None.
U.19.A	Latin	—	None.

Subject, Course No., Grade Letter (1)	Title (2)	Approx. Standard (3)	Knowledge of Subject Assumed (4)
145. Languages—contd.			
U.19.B	Latin	Matric.	U.19.A.
U.39	Russian	Matric.	None.
U.33.A	Spanish	—	None.
U.33.B	Spanish	Matric.	U.33.A.
U.34	Spanish— commercial.	—	U.33.B.
146. Literature—			
R.1	Drama	—	General education.
H.C.1	Literature (approach to).	—	None.
R.6	English literature— historical survey.	—	None.
H.6	English literature before A.D.1516.	—	General education.
H.7	English literature, A.D.1517—1700.	—	General education.
H.8	English literature, A.D.1700—1880.	—	General education.
H.13	English literature, A.D.1850—1890.	—	General education.
147. Mathematics—			
M.16.A	Algebra	School Cert. and easier Professional Prelim. Exams.	None.
M.16.B	Algebra	Matric.	M.16.A (use of literal expressions and for- mulae).
M.16.C	Algebra	Inter. Degree ...	M.16.B (quadratic equations, indices, logs., arithmetical and geometrical pro- gressions).
P.1.A	Arithmetic (business)	—	None.
P.1.B	Arithmetic (business)	Matric.	P.1.A.
P.1.C	Arithmetic (business)	Inter. Degree ...	P.1.B.
M.18	Calculus	Pass Degree ...	Inter. Degree.
M.19.A	Geometry	School Cert. and easier Professional Prelim. Exams.	None.
M.19.B	Geometry	Matric.	M.19.A.
M.20	Geometry and trigo- nometry.	Inter. Degree ...	Matric. standard in geometry.
M.21	Geometry—analy- tical and calculus.	Inter. Degree ...	Matric. standard in algebra and geome- try.
M.22	Geometry— analytical.	Pass Degree ...	Inter. Degree.
M.23	Geometry—pure ...	Pass Degree ...	Inter. Degree stand- ard.
M.32	Mathematics— elementary.	Revision course ...	Elementary.
M.24	Mathematics—prac- tical arithmetic, algebra, geometry and trigonometry.	Matric.	M.32.
148. Music—			
U.23	Music—counterpoint	Inter. B. Mus. ...	Matric. standard in musical theory.
U.24	Music—form and analysis.	Inter. B. Mus. ...	Matric. standard in musical theory.
U.38	Music—foundations	—	None.
U.25.A	Music—harmony ...	—	Rudiments: notation of pitch and time; classification of inter- vals; formation of scales.

Subject, Course No., Grade Letter (1)	Title (2)	Approx. Standard (3)	Knowledge of Subject Assumed (4)
148. Music— <i>contd.</i> U.25.B U.26	Music—harmony ... Music—musical his- tory.	Inter. B. Mus. ... Inter. B. Mus. ...	U.25.A. Matric. standard in music.
149. Science— H.C.8	Biology	A general non-exam- ination course.	None.
U.3.A	Botany	Matric.	Elementary.
U.3.B	Botany	Inter. Degree ...	U.3.A.
H.1.A	Chemistry	Matric.	None.
H.1.B	Chemistry	Inter. Degree ...	H.1.A.
U.4.A	Electricity and mag- netism (elementary).	—	None.
U.4.B	Electricity and mag- netism (elementary).	Matric.	U.4.A.
U.15.A	Heat	—	None.
U.15.B	Heat	Matric.	U.15.A.
U.17.A	Heat, light and sound	—	None.
U.17.B	Heat, light and sound	Matric.	U.17.A.
M.25	Meteorology	Civil Aircraft Navig- ator's Licence (2nd Class).	Elementary mathe- matics.
U.27	Physics	—	None.
H.31.A	Science—general ...	—	None.
H.31.B	Science—general ...	Matric.	H.31.A.
150. Shorthand— M.28	Shorthand—Gregg : theory and low speed.	London Chamber of Commerce or Royal Society of Arts, up to 60 words a minute.	None.
M.29	Shorthand—Gregg : high speed.	London Chamber of Commerce or Royal Society of Arts, over 60 words a minute.	M.28.
P.6	Shorthand—Pitman : theory.	Pitman's Shorthand Theory Exam.	None.
P.7	Shorthand—Pitman : low speed.	Pitman's Shorthand Speed Exam., up to 80 words a minute.	P.6.
P.8	Shorthand—Pitman : high speed.	Pitman's Shorthand Speed Exam., over 80 words a minute.	P.6 and P.7.
151. Unclassified— H.C.5	Architecture of Eng- lish homes.	—	None.
M.13	Investment principles and Stock Exchange practice.	Institute of Bankers : Executors and Trustees Diploma.	Associateship Exam. Inst. of Bankers.
M.15	Market research ...	Final, Incorporated Sales Managers' Assn.	None.
M.26.A	Office organization and management.	—	None.
M.26.B	Office organization and management.	—	General knowledge of junior office work.
P.13	Plastics	General information course, not leading to any qualification.	None.
P.5.A	Printers' costing ...	British Federation of Master Printers, Stage I.	None.
P.5.B	Printers' costing ...	British Federation of Master Printers, Stage II.	P.5.A.
M.27	Public speaking ...	—	None.

PART V

LIST OF TEXT BOOKS AND THEIR MAXIMUM ASSESSMENTS

152. Titles of most of the books provided with courses, together with their maximum assessments, are listed below. Supplementary lists will be published when necessary in Educational and Resettlement Information pamphlets.

Assessments progressively decrease on each occasion books are issued and the deposit required will, in general, be less than the maximum assessment indicated.

Course No.	Title	Maximum Assessment
A.1	Higher Book-keeping and Accounts, by Cropper (Macdonald & Evans).	10s. 0d.
A.1 (ii)	Principles of Income Tax, by Taylor and Bailey (Text-books, Ltd.).	5s. 6d.
	or	
	Income Tax and Surtax, by Newport and Staples (Sweet & Maxwell).	15s. 0d.
A.2	Principles of Auditing, 10th Edition, by de Paula (Pitman)...	10s. 6d.
A.3	Cost Accounts and Costing Methods, 6th Edition, by Wheldon (Macdonald & Evans).	15s. 0d.
A.4	Principles and Practice of Commerce, by Stephenson (Pitman)	15s. 0d.
A.5	Leading Cases in Mercantile Law, by Chorley and Tucker (Butterworth).	9s. 0d.
	Principles of Mercantile Law, by Charlesworth (Sweet & Maxwell).	10s. 0d.
	Elements of English Law, by Goldart (Home University Library).	3s. 6d.
A.6	Economics of Private Enterprise, 2nd Edition, by Jones (Pitman).	8s. 6d.
A.7	Higher Book-keeping and Accounts, by Cropper (Macdonald & Evans).	10s. 0d.
A.8	Practical Auditing, 7th Edition, by Spicer and Pegler ...	21s. 0d.
A.9	Cost Accounts and Costing, by Wheldon (Macdonald & Evans).	15s. 0d.
A.10	Company Law, by Topham (Butterworth)	7s. 6d.
	Companies Act, 1929 (H.M.S.O.)	5s. 0d.
A.11	Principles and Practice of Commerce, by Stephenson (Pitman)	15s. 0d.
A.12	Financial Statements, by Boddington (Pitman)	15s. 0d.
A.13	Mercantile Law, by Jacobs (Butterworth)	10s. 0d.
	Digest of Law of Partnership, by Pollock (Stephens) ...	10s. 0d.
A.14	Partnership Law and Accounts, by Holland (Pitman) ...	6s. 0d.
	Rights and Duties of Liquidators, Trustees and Receivers, by Rankin, Spicer and Pegler (Pitman).	15s. 0d.
A.15	Economics, by Benham (Pitman)	10s. 0d.
A.16	Elements of Statistical Method, by King (Macmillan) ...	10s. 0d.
	Logarithmic and Other Tables for Schools, by Castle (Macmillan).	6d.
A.17	Executorship Law and Accounts, by Rankin, Spicer and Pegler (H.F.L. Publications, Ltd.).	21s. 0d.
A.18	Executorship Law and Accounts, by Rankin, Spicer and Pegler (H.F.L. Publications, Ltd.).	21s. 0d.
A.R.1	History of Architecture, by Banister Fletcher (9th or 10th Edition) (Batsford).	52s. 6d.
A.R.2	Greek and Roman Architecture, by D. S. Robertson (Cambridge University Press).	31s. 6d.
A.R.3	Introduction to Structural Mechanics, by Reynolds and Kent (English University Press).	12s. 6d.
A.R.4	Building Construction. Elementary. Vol. I, by Mitchell (Batsford).	7s. 6d.
	Building Construction. Advanced. Vol. II, by Mitchell (Batsford).	7s. 6d.
A.R.5	No book.	
A.R.6	No book.	
A.R.7	Structural Steelwork, by Reynolds and Kent (Hodder & Stoughton).	12s. 6d.
	Constructional Steelwork Simply Explained, by Faber (O.U.P.).	6s. 0d.
	Reinforced Concrete Simply Explained, by Faber (O.U.P.)	6s. 0d.

Course No.	Title	Maximum Assessment
A.R.8	1931 Contract, by Cresswell (Builder)	7s. 6d.
	Architectural Practice, by Turner (Batsford)	15s. 0d.
	1939 Contract (with Quantities) (R.I.B.A.)	
A.R.9	Building Construction. Elementary. Vol. I, by Mitchell (Batsford).	7s. 6d.
	Building Construction. Advanced. Vol. II, by Mitchell (Batsford).	7s. 6d.
A.R.10	Drainage and Sanitation, by Blake (Batsford)	15s. 0d.
A.R.11	Specifications in Detail, by Macey (Technical Press) ...	25s. 0d.
A.R.12	No book.	
A.R.13	No book.	
A.R.14	No book.	
ART. 1	Tutorial Latin Grammar, by Hayes and Masom (University Tutorial Press).	5s. 0d.
	Latin Composition, by Allcroft and Haydon (University Tutorial Press).	
	Intermediate Latin Reader, by G. L. Cockle (University Tutorial Press).	4s. 6d.
	The Tutorial History of Rome, by Allcroft and Masom (University Tutorial Press).	6s. 0d.
	Atlas of Ancient and Classical Geography (Dent)	2s. 6d.
<i>Prescribed Subjects for 1946 Examination.</i>		
	Cicero: Select Letters. Edited by Jeans (Macmillan) ...	
	Ovid: Metamorphoses. Book XIV. Edited by Allcroft and Hayes (University Tutorial Press).	
	Translation of Ovid. Metamorphoses. Book XIV. By Allcroft and Hayes (University Tutorial Press).	
<i>Prescribed Subjects for 1947 Examination—</i>		
	Livy: Book V, Edited by Allcroft and Masom (University Tutorial Press).	
	Translation of Livy, Book V, by Allcroft and Masom (University Tutorial Press).	
	Horace: Odes, Book I, Edited by Allcroft and Hayes (University Tutorial Press).	
	Translation of Horace: Odes, Book I, by Allcroft and Hayes (University Tutorial Press).	
Art. 2	School Greek Grammar, by Goodwin (Macmillan)	4s. 0d.
	Matriculation and Intermediate Greek, by Hayes and Masom (University Tutorial Press).	
	Advanced Greek Unseens (University Tutorial Press) ...	5s. 0d.
	Tutorial History of Greece, by Woodhouse (University Tutorial Press).	6s. 6d.
	Greek Lexicon, by Liddell and Scott (Oxford University Press).	8s. 6d.
	Atlas of Ancient and Classical Geography (Dent)	2s. 6d.
<i>Prescribed Subjects for 1946 Examination—</i>		
	Thucydides, Book VII, Edited by Marchant (Macmillan).	
	Translation of Thucydides, Book VII, by Stout and Plaistowe (University Tutorial Press).	
	Euripides: Medea. Edited by Thompson and Mills (University Tutorial Press).	
	Translation of Euripides: Medea, by Thompson and Mills (University Tutorial Press).	
<i>Prescribed Subjects for 1947 Examination—</i>		
	Plato: Apology, Edited by Mills (University Tutorial Press).	
	Translation of Plato: Apology, by Mills (University Tutorial Press).	
	Homer: Iliad, Book XXII, Edited by Edwards (Cambridge University Press).	
	Translation of Homer: Iliad, by Lang, Leaf and Myers (Macmillan).	

Course No.	Title	Maximum Assessment
Art. 3	Intermediate Text book of English Literature, by Wyatt and Collins (University Tutorial Press).	
	Primer of Literary Criticism, by Hollingworth (University Tutorial Press).	2s. 6d.
<i>Prescribed Subjects for 1946 Examination—</i>		
	Chaucer: Prologue to Canterbury Tales, Edited by Wyatt (University Tutorial Press).	
	Chaucer: The Clerk's Tale, Edited by Sisam (Oxford University Press).	
	Shakespeare: King Lear, Edited by Goggin (University Tutorial Press).	
	Shakespeare: Twelfth Night (Penguin)	9d.
	Milton: Comus, Edited by Goggin and Watt (University Tutorial Press).	
	Marlowe: Dr. Faustus, Edited by Osborne (University Tutorial Press).	
	Bacon Essays (Dent)	3s. 0d.
	Golden Treasury of English Songs and Lyrics, Edited by Palgrave (Everyman).	3s. 6d.
<i>Prescribed Subjects for 1947 Examination—</i>		
	Chaucer: Links of Canterbury Tales, Edited by Wyatt (Sidgwick & Jackson).	
	Chaucer: The Clerk's Tale, Edited by Sisam (Oxford University Press).	
	Shakespeare: King Lear, Edited by Goggin (University Tutorial Press).	
	Milton: Comus, Edited by Goggin and Watt (University Tutorial Press).	
	Marlowe: Dr. Faustus, Edited by Osborne (University Tutorial Press).	
Art. 4	Modern German Grammar, by W. H. Fraser and Van der Smissen (Harrap).	4s. 0d.
	Modern German Short Stories, First Series (Oxford University Press).	
	Advanced German Prose Composition, by E. Ehrke (Oxford University Press).	
Art. 5	New German Dictionary, Edited by Breul (Cassell)	7s. 6d.
	Specimens of Modern French Prose, by Berthon (Macmillan).	
	French Prose Composition, by Weekly (University Tutorial Press).	
	Matriculation French Course, by Weekly (University Tutorial Press).	
	Selections from French Authors, by Gardiner (University Tutorial Press).	
Art. 6	French Dictionary (Cassell)	8s. 6d.
	Matriculation History of England, by Shearman and Plaskitt (University Tutorial Press)—	
	Part II, 1485-1688.	
	Part III, 1688-1815.	
	Part IV, 1815-1914.	
	Europe in Renaissance and Reformation, by Hollings (Methuen).	
	The Age of the Enlightened Despot, by Johnson (Methuen).	
	Re-making Modern Europe, by Marriott (Methuen).	
	Europe and Beyond: 1870-1920, by Marriott (Methuen).	
	A New School Atlas of Universal History, by R. Muir (Philip)	8s. 0d.
Art. 7	Groundwork of Modern Geography, by Wilmore (Bell).	
	An Intermediate Commercial Geography, Part II, by L. D. Stamp (Longmans).	
	Europe, by MacMunn and Coster (Oxford University Press).	
	Advanced Atlas of Physical and Political Geography, by Bartholomew (Oxford University Press).	
	Commercial Geography, by Newbigin (Home University Library).	

Course No.	Title	Maximum Assessment
Art. 7	Introduction to Mapwork and Practical Geography, by Bygott (University Tutorial Press) Whitaker's Almanack (can be consulted in Command Libraries).	8s. 6d.
Art. 8		
Art. 9		
Art. 10	Intermediate Logic, by Walton and Monahan (University Tutorial Press). Exercises in Logic, by Bartlett (University Tutorial Press)... Key to Exercises in Logic, by Bartlett (University Tutorial Press).	10s. 6d. 4s. 0d. 3s. 0d.
Art. 11	Text-book of Economics, by Briggs and Jordan (University Tutorial Press). Economic History of England, by Briggs and Jordan (University Tutorial Press). Economics, by Benham (Pitman) Industrial and Commercial Revolutions in Great Britain during the 19th Century, by L. C. A. Knowles (Routledge). Great Britain from Adam Smith to the Present Day, by C. R. Fay (Longmans). International Trade, by Whale (Butterworth)	10s. 0d. 8s. 6d. 2s. 6d.
Art. 12	Tutorial Algebra, Vol. I, by Briggs and Bryan (University Tutorial Press). Intermediate Geometry, by Cracknell and Perrott (University Tutorial Press). Tutorial Trigonometry, by Briggs and Bryan (University Tutorial Press). The Right Line and Circle, by Briggs and Bryan (University Tutorial Press). Groundwork of Calculus, by W. Hunter (University Tutorial Press). Graphs, by C. H. French and G. Osborn (University Tutorial Press). Logarithmic and Trigonometric Tables, by J. B. Dale (Arnold).	4s. 6d. 4s. 6d. 2s. 6d.
Art. 13	Tutorial Dynamics, by Briggs and Bryan (University Tutorial Press). Tutorial Statics, by Briggs and Bryan (University Tutorial Press). Intermediate Hydrostatics, by Briggs and Bryan (University Tutorial Press).	5s. 6d. 5s. 6d.
Art. 14	Intermediate Electricity, by Hutchinson (University Tutorial Press). Textbook of Physics, Heat, Light and Sound, by Duncan and Starling (Macmillan). Properties of Matter. Part I, by Goddard and Boulind (Methuen).	12s. 6d. 7s. 6d.
Art. 15.	Intermediate Chemistry, Inorganic and Physical, by F. Prescott (University Tutorial Press). Intermediate Quantitative Analysis, by A. J. E. Welch (University Tutorial Press). Intermediate Qualitative Analysis (Inorganic), by A. J. E. Welch (University Tutorial Press). Introduction to Organic Chemistry, by E. J. Holmyard (Arnold).	5s. 6d.
AU.1	Land Surveying, by Parry and Jenkins ("Estates Gazette"). School Mensuration (with Answers), by Pearce (Longmans).	
AU.2	Elements of English Law, by Goldhart (Home University Library).	3s. 6d.
AU.3	No books required.	
AU.4	No books required.	
AU.5.	Law of Landlord and Tenant, by Adkin ("Estates Gazette")	
AU.6	Central and Local Government, by Glover ("Estates Gazette").	9s. 6d.

Course No.	Title	Maximum Assessment
AU.7	Building Construction. Elementary. Vol. I, by Mitchell (Batsford).	7s. 6d.
AU.8	No books required.	
AU.9	Valuation Tables, by Parry ("Estates Gazette") Application and Use of Valuation Tables, by Parry & Gumbrell ("Estates Gazette"). Modern Methods of Valuation, by Lawrence and May ("Estates Gazette").	12s. 6d.
AU.10	Law Relating to Fixtures, by Adkin and Bowen ("Estates Gazette"). Law of Dilapidations, by Macer ("Estates Gazette") ...	17s. 0d.
AU.11	Outline of Law of Mortgages, by Nokes ("Estates Gazette") Outline of Law of Receiverships, by Nokes ("Estates Gazette").	
AU.12	Agriculture, by Watson and Moore (Oliver & Boyd) ...	15s. 0d.
AU.13	Science in Agriculture, by Paterson (Longmans).	
AU.14	Science in Agriculture, by Paterson (Longmans).	
B.A.1	Breadmaking, 2nd Edition, by E. B. Bennion (Oxford University Press). Bakery Science, by J. E. Driver (Oxford University Press)...	15s. 0d. 5s. 0d.
B.A.2	Cakemaking and Small Goods Production, 2nd Edition, by Bennion and Stewart (Hill). Bakery Science, by J. E. Driver (Oxford University Press)...	21s. 0d. 5s. 0d.
B.A.3	Breadmaking, 2nd Edition, by E. B. Bennion (Oxford University Press). Bakery Science, by J. E. Driver (Oxford University Press)	15s. 0d. 5s. 0d.
B.A.4	Cakemaking and Small Goods Production, 2nd Edition, by Bennion and Stewart (Hill). Bakery Science, by J. E. Driver (Oxford University Press)...	21s. 0d. 5s. 0d.
B.1	Bills of Exchange Act, 1882, by Megrah (Pitman) ...	6s. 0d.
B.2	Economics of Private Enterprise, by Jones (Pitman) ...	8s. 6d.
B.3	Practical Bookkeeping and Accounts, by Favell (University Tutorial Press).	5s. 0d.
B.4	The English Way, by Henderson (Macdonald & Evans) ...	6s. 0d.
B.5	Commercial Geography, by L. D. Stamp (Longman) ...	6s. 6d.
B.6	Practice and Law of Banking, by Sheldon (Macdonald & Evans).	12s. 6d.
B.7	Economics of Private Enterprise, by Jones (Pitman) ... Banking, by Leaf (Butterworth) International Trade, by Whale (Butterworth) The Trade Cycle, by Lavington (King)	8s. 6d. 2s. 6d. 2s. 6d. 4s. 6d.
B.8	The English Way, by Henderson (Macdonald & Evans) ... Precis Writing and Indexing, by Lydall (Macdonald & Evans).	6s. 0d. 3s. 6d.
B.9	A Manual of Foreign Exchange, by Evitt (Pitman) ...	8s. 6d.
B.10	Bookkeeping and Accounts, by Cousins (English University Press).	7s. 6d.
B.G.1	Mathematics for Students of Building, Part I, by F. E. Drury and W. T. Haslam (Arnold).	
B.G.2	No book.	
B.G.3	No book.	
B.G.4	No book.	
B.G.5	No book.	
B.G.6	No book.	
B.G.7	Mathematics for Students of Building, Part I, by F. E. Drury and W. T. Haslam (Arnold).	
B.S.1	Law Relating to Building Societies, by Wurtzburg (Stevens)	21s. 0d.
B.S.2	Practical Bookkeeping and Accounts, by Favell (University Tutorial Press).	5s. 0d.
B.S.3	Economics of Private Enterprise, by Jones (Pitman) ...	8s. 6d.
C.1	Agriculture, by Watson and Moore (Oliver & Boyd) ...	15s. 0d.
C.S.1	Agriculture, by Watson and Moore (Oliver & Boyd) ...	15s. 0d.
C.S.2	Science in Agriculture, by Paterson (Longmans) ... Agriculture, by Watson and Moore (Oliver & Boyd)...	15s. 0d.

Course No.	Title	Maximum Assessment
C.S.3	Forestry for Woodmen, by Hanson (Oxford University Press)	6s. 6d.
	Improvement of Woodland, by W. E. Hiley ("Country Life")	
C.S.4	Land Surveying, by Parry and Jenkins ("Estates Gazette")	
	Mathematical Tables, by Pryde (Chambers)	
C.S.5	Building Construction, Vol. I, Elementary, by Mitchell (Batsford).	7s. 6d.
	Farm Buildings, by Gunn (Lockwood)	
C.S.6	Agricultural Landowners' Handbook, by Gardiner (Central Landowners' Association).	
C.S.7	Handbook of Law of Landlord and Tenant, by Adkin ("Estates Gazette").	
C.S.8	Law of Torts, by Underhill (Butterworth)	12s. 6d.
	Vendors and Purchasers, by Bowen ("Estates Gazette") ...	
	Outline of Law of Mortgages, by Nokes ("Estates Gazette")	
C.S.9	Valuation Tables, by Parry ("Estates Gazette")	12s. 6d.
	Application and Use of Valuation Tables, by Parry and Gumbrell ("Estates Gazette").	
	Modern Methods of Valuation, by Lawrence and May ("Estates Gazette")	
C.S.10	Building Construction, Vol. I, Elementary, by Mitchell (Batsford).	7s. 6d.
C.S.11	Drainage and Sanitation, by Blake (Batsford)	15s. 0d.
C.S.12	Vendors and Purchasers, by Bowen ("Estates Gazette") ...	
	Outline of the Law of Mortgages, by Nokes ("Estates Gazette").	
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	Sons and Lovers, by D. H. Lawrence (Heinemann) ...	5s. 0d.
	To the Lighthouse, by Virginia Woolf (Dent)	3s. 0d.
	Selected Plays by Bernard Shaw (R. & R. Clarke) ...	7s. 6d.
	Murder in the Cathedral, by T. S. Eliot (Faber)	6s. 0d.
	<i>The following to be issued at request of A.E.3 when student is ready for them:—</i>	
	The Modern Poet, by Gwendolen Murphy (Sidgwick) ...	4s. 6d.
	Poems of Twenty Years, by Maurice Wollan (Macmillan) ...	2s. 6d.
	New Writing. Any of the series of 19 Penguins	9d.
	New Writing and Daylight (Hogarth Press)	10s. 6d.
	The Second Common Reader, by Virginia Woolf (Penguin)	9d.
T.T.8	Life in a Nursery School, by L. de Lissa (Longmans) ...	10s. 6d.
	Learning and Teaching in the Infant School, by E. G. Hume (Longmans).	7s. 0d.
	The Mothering of Young Children, by G. E. Chesters (Faber)	2s. 6d.
U.3A	Botany for Schools, by Spratt and Spratt (University Tutorial Press).	4s. 6d.
U.3B	Text book of Botany, by Lawson (University Tutorial Press)	9s. 6d.
U.4A	Electricity and Magnetism, by Lambert and Andrews (University Tutorial Press).	2s. 6d.
U.4B	Elementary Electricity and Magnetism, by Hutchinson (University Tutorial Press).	6s. 6d.
U.5A	Junior English Composition, by Edmunds (University Tutorial Press).	3s. 6d.
U.5B	Senior English Composition, by Edmunds (University Tutorial Press).	3s. 6d.
	Precis Writing, by Collins and Pink (University Tutorial Press).	3s. 6d.
U.7	Practical Geometry and Graphics, by Harrison and Daxendale (Macmillan).	7s. 6d.
	Machine Drawing, Book I, by T. and T. G. Jones (Heywood)	6s. 0d.
	Drawing Materials	Expendable
U.8A	Junior Geography, by G. C. Fry (University Tutorial Press)	4s. 0d.
	Secondary School Atlas (Phillips)	2s. 0d.
U.8B	Text-book of Geography, by G. C. Fry (University Tutorial Press).	6s. 0d.
	Secondary School Atlas (Phillip)	2s. 0d.
U.9	Modern Geography, by Preece and Wood Vol. I. (University Tutorial Press).	12s. 0d.
	Modern Geography, by Preece and Wood, Vol. II. (University Tutorial Press).	
	Modern Geography, by Preece and Wood, Vol. III. (University Tutorial Press).	
	Secondary School Atlas (Phillip)	2s. 0d.
U.10	Modern Geography, by Preece and Wood, Vol. I (University Tutorial Press).	
	Modern Geography, by Preece and Wood, Vol. II (University Tutorial Press).	
	North America, including Central America and the West Indies, by E. V. Lane (Harrap).	3s. 6d.
	<i>or</i>	
	The Americas, by L. Brooks (University of London Press) ...	3s. 0d.
U.11A	A Primary German Course, by Siepmann (Macmillan) ...	3s. 0d.
U.11B	Modern German Grammar, by W. H. Fraser and W. H. Vander-Smissen (Harrap).	4s. 0d.
	Deutsches Lesebuch, by Schucking (Harrap)	3s. 0d.
U.12	First Course of German Commercial Correspondence, by Oswald (Blackie).	2s. 6d.
	German Commercial Reader, by Luzem (Effingham Wilson)	4s. 6d.

Course No.	Title	Maximum Assessment
U.13A	Initia Graeca, Part I, by Sir W. Smith (Murray)	4s. 0d.
	First Greek Reading Book, by A. Sidgwick (Rivingtons) ...	3s. 0d.
U.13B	Initia Graeca, Part I, by Sir W. Smith (Murray)	4s. 0d.
	Anglice Reddenda, Vol. II, by C. S. Jerran (Oxford University Press).	3s. 0d.
U.14	Tutorial History of Greece, by W. J. Woodhouse (University Tutorial Press).	6s. 6d.
	Atlas of Ancient and Classical Geography (Dent)	2s. 6d.
U.15A	Heat, by Lambert and Andrews (University Tutorial Press)	2s. 6d.
U.15B	Heat (Matriculation standard), by R. N. Hutchinson (University Tutorial Press).	4s. 0d.
U.17A	Heat, by Lambert and Andrews (University Tutorial Press)...	2s. 6d.
	Light and Sound, by Lambert and Andrews (University Tutorial Press).	2s. 6d.
U.17B	New Matriculation Light, by Stewart (University Tutorial Press).	4s. 0d.
	New Matriculation Sound, by Stewart (University Tutorial Press).	4s. 0d.
	Heat, by Hutchinson (University Tutorial Press)	4s. 0d.
U.18	Italian Grammar, by Russo (Harrap)	5s. 0d.
	L'Italia nel Passato e nel Presente, by G. Capocelli (Harrap)	6s. 0d.
	<i>or</i>	
	Gemmi e Fiori, by E. Grillo (Blackie)	5s. 0d.
U.19A	New Junior Latin Course, by Thompson and Penn (University Tutorial Press).	5s. 0d.
	Key to New Junior Latin Course, by A. J. F. Collins (University Tutorial Press).	3s. 0d.
U.19B	Matriculation Latin Course, by B. J. Hayes and A. J. F. Collins (University Tutorial Press)	5s. 0d.
	Matriculation Selections from Latin Authors, by A. F. Watt and B. J. Hayes (University Tutorial Press).	4s. 0d.
U.20A	Primer of Logic, by Jevons (Macmillan)	1s. 9d.
U.20B	Elements of Modern Logic, by S. H. Mellone (University Tutorial Press).	5s. 6d.
	Key to Elements of Modern Logic, by S. H. Mellone (University Press).	3s. 0d.
U.21	Introduction to Mapwork and Practical Geography, by J. Bygott (University Tutorial Press).	8s. 6d.
U.23	Counterpoint. Strict and Free, by E. Prout (Augener) ...	10s. 0d.
U.24	Musical Form, by E. Prout (Augener)	7s. 6d.
	Applied Form by E. Prout (Augener)	7s. 6d.
U.25A	No books required.	
U.25B	Listener's Guide to Music, by Scholes (Oxford University Press).	3s. 0d.
	<i>or</i>	
	Musical Forms, by Paver (Novello)	3s. 9d.
	Harmony, by E. Prout (Augener)	7s. 6d.
U.26	Summary of Musical History, by C. H. Parry (Novello) ...	6s. 0d.
U.27	General Physics, by W. L. Whiteley (University Tutorial Press).	7s. 6d.
U.28	Tutorial History of Rome, by A. H. Allcroft and W. F. Mason (University Tutorial Press).	6s. 0d.
	Atlas of Ancient and Classical Geography (Dent)	2s. 6d.
U.33A	New Spanish Reader, by Wilkins (Harrap)	4s. 0d.
	First Spanish Course, by Hills and Ford (Harrap)	
U.33B	Skeleton Spanish Grammar, by Peers (Blackie)	3s. 6d.
	Intermediate Spanish Reader, by Harrison (Ginn)	2s. 9d.
U.34	Spanish Grammar, by Butler Clarke (Paul)	5s. 0d.
	Spanish Commercial Reader, by Macdonald (Pitman) ...	5s. 0d.
U.37	Primer of Literary Criticism, by G. E. Hollingworth (University Tutorial Press).	2s. 6d.
	Matriculation, English Course, by Low and Hollingworth ...	5s. 6d.

Course No.	Title	Maximum Assessment
U.38	Rudiments of Music, by Kitson (Oxford University Press) ...	2s. 6d.
	or	
U.39	Rudiments of Music, by McPherson (Williams)
	First Russian Reader, by Semeonoff (Dent) ...	3s. 6d.
	New Russian Grammar, by Semeonoff (Dent)...	6s. 0d.

153. The following books are recommended for the subjects more usually taken in the Matriculation courses.

Any other book on the same subject may be substituted for those marked thus *. Books not so marked are essential because the courses are based on them.

Course No. and Title	Title of Book	Maximum Assessment
X.1 English ...	English Extracts and Exercises, by Pritchard (Harrap).	2s. 9d.
	Elementary Mathematics.	5s. 6d.
	Public School Arithmetic (with answers), Baker and Bourne (Bell).	5s. 6d.
	Elementary Algebra (with answers), by Baker and Bourne (Bell).	6s. 6d.
	Elementary Geometry, by Durell (Bell)...	5s. 0d.
	Matriculation Trigonometry, Part I (with answers), by Durell (Bell).	2s. 6d.
	Logarithm Tables (as used in the examination) (University of London Press).	6s.
X.2A English Literature, for June, 1945, to January, 1948.	Shakespeare : One of the following :—	
	Henry IV, Part I, by Shakespeare (Ginn)	3s. 0d.
	The Tempest, by Shakespeare (Ginn) ...	3s. 0d.
	Macbeth, by Shakespeare (Ginn) ...	3s. 0d.
	Poetry and Prose : Two of the following :	
	Anthology of Modern Verse (Methuen)	3s. 6a.
	The Cathedral, by H. Walpole (Macmillan).	2s. 6d.
	Essays, Old and New, edited by Barnes (Harrap).	2s. 0d.
	Lorna Doone, by R. B. Blackmore (Dent)	1s. 9d.
	Golden Treasury of Longer Poems (Dent)	1s. 10d.
	Abraham Lincoln, by J. Drinkwater (Sidgwick and Jackson).	3s. 6d.
	Pride and Prejudice, by J. Austen (Penguin).	1s. 10d.
X.2B Latin ...	Revised Latin Primer, by Kennedy (Longmans).	4s. 0d.
	Short Exercises in Latin Prose Composition, by Belcher (Macmillan).	1s. 9d.
	Key to Short Exercises in Latin Prose Composition, by Belcher (Macmillan).	1s. 0d.
	Compact Latin English—English Latin Dictionary (Cassell).	4s. 0d.
X.2C Greek ...	Initia Graeca, Part I, by Sir W. Smith (Murray).	4s. 6d.
	Key to Initia Graeca, Part I ...	1s. 2d.
	Greek Unseens, Junior Section (Blackie)...	6d.
	*Abridged Greek-English Lexicon, by Liddell and Scott (Oxford University Press).	8s. 6d.
X.2D New Testament Greek.	Essentials of New Testament Greek, by Huddilston (Macmillan).	5s. 0d.
	*The Englishman's Greek New Testament (S. Bagster & Sons).	5s. 0d.
	*Pocket Lexicon to the Greek New Testament, by Soutar (Oxford University Press).	3s. 6d.
	or	
	Greek-English Lexicon of the New Testament (S. Bagster & Sons).	17s. 6s.

Course No. and Title	Title of Book	Maximum Assessment
X.2E French ...	Practical French Grammar, by Heath (Harrap).	4s. 6d.
	*French Dictionary (Cassell) ...	8s. 6d.
X.2F German ...	Progressive German Course, 1st Year, by Fasnacht (Macmillan).	1s. 9d.
	From and Into German, by Midgely (Macmillan).	3s. 6d.
	*Compact German-English Dictionary (Cassell).	7s. 6d.
X.2G Geography ...	The World, by L. D. Stamp (Longmans)...	6s. 6d.
	Modern School Atlas (Johnston) ...	1s. 10d.
X.2H History. One of the following branches :—		
Greek History ...	Greek History for Schools, by Edmonds (Cambridge University Press).	7s. 6d.
Roman History ...	Outlines of Roman History, by Pelham (Rivington).	7s. 0d.
English History ...	New Groundwork of British History, Parts I and II, by Warner, Marten and Muir (Blackie)	8s. 6d.
	or	
	Groundwork of British History, Part I, by Warner and Marten (Blackie)	5s. 6d.
	or	
	Groundwork of British History, Part II, by Warner and Marten (Blackie).	5s. 6d.
	*New School Atlas of Universal History, by R. Muir (Philip).	8s. 0d.
European History.	One of the following periods :—	
1046-1494 ...	Not recommended.	
1494-1715 ...	Modern European History, by Reddaway (Arnold).	6s. 6d.
	*New School Atlas of Universal History, by R. Muir (Philip).	8s. 0d.
1648-1815 ...	Modern European History, by Reddaway (Arnold).	6s. 6d.
	*New School Atlas of Universal History, by R. Muir (Philip).	8s. 0d.
1789-1914 ...	Short History of Modern Europe, by Ketelby (Oxford University Press).	4s. 0d.
	*New School Atlas of Universal History ...	8s. 0d.
History of British Empire.	An Outline History of the British Empire, by W. H. Woodward (Cambridge University Press).	3s. 6d.
X.2(I) Logic ...	Textbook of Logic, by Wolf (Allen and Unwin).	10s. 0d.
X.2J Advanced Mathematics.	Elementary Algebra (with answers), by Baker and Bourne (Bell).	6s. 6d.
	Matriculation Trigonometry, by Durell (Bell).	3s. 6d.
	New Geometry, by Baker and Bourne (Bell).	3s. 9d.
	Introduction to the Calculus, by G. A. Gibson (Macmillan).	4s. 6d.
	Elements of Co-ordinate Geometry, Part I, by Loney (Macmillan).	7s. 0d.
X.2K Science ...	Mechanics and Hydrostatics for Beginners, by Loney (Cambridge University Press).	5s. 0d.
	Complete School Chemistry, by Oldham (Methuen).	6s. 6d.
	Heat, Light and Sound, by Nightingale (Bell).	6s. 6d.
	Magnetism and Electricity for Beginners by Hadley (Macmillan).	3s. 6d.

Course No. and Title	Title of Book	Maximum Assessment
X.2K Science ...	New Elementary Physics, by Millikan and Gale (Ginn)	9s. 0d.
	<i>or</i>	
	General Science, by Joslin (Macmillan) ...	4s. 6d.
	Class Book of Botany, by E. Stenhouse (Macmillan).	7s. 6d.
	Geology for Beginners, by Watt (Macmillan).	3s. 6d.
	Elementary General Biology, by Wyeth (Bell).	6s. 6d.
X.2L Economics ...	Approach to Economics, by Croome (Christopher).	3s. 9d.
X.2M Religious Knowledge.	Two sections only may be taken :—	
OLD TESTAMENT. Prescribed portions. The Bible revised version (Oxford University Press)	4s. 0d.
NEW TESTAMENT. Prescribed portions. The Bible revised version (Oxford University Press)	4s. 0d.
GREEK TESTAMENT. June, 1945–January, 1946. Cambridge Greek Testament. St. Mark (Cambridge University Press)	5s. 0d.
APOCRYPHA. June, 1945–January, 1946. Cambridge Bible. Wisdom of Solomon. (Cambridge University Press)	5s. 0d.
PRAYER BOOK. The Church Catechism Explained, by Robinson. (Cambridge University Press)	3s. 0d.
CHURCH HISTORY, 70 A.D.–325 A.D. History of the Christian Church, by Whitham (Rivingtons)	6s. 0d.

(A.F.Os. 4980/42, 5411/44, 1652/45 and 5742/45.)

(A.F.Os. 2958/44 and 6516/44 are cancelled.)

Course No. and Title	Title of Book	Maximum Assessment
X.II. Science	New Elementary Physics, by Millikan and Gale (Ginn)	20. 0d.
	General Science, by Joslin (Macmillan)	20. 0d.
	Class Book of Physics, by H. Stimson (Macmillan)	20. 0d.
	History for Beginners, by Wall (Macmillan)	20. 0d.
	Elementary General Biology, by Wyeth (1929)	20. 0d.
X.III. Economics	Approach to Economics, by Giddens (Clarendon)	20. 0d.
X.IV. Religious Knowledge. Two sections only may be taken:—		
Old Testament. Prescribed portions. The Bible revised version (Oxford University Press)		20. 0d.
New Testament. Prescribed portions. The Bible revised version (Oxford University Press)		20. 0d.
Greek Testament. John, 1841-January, 1845. Cambridge Greek Testament. St. Mark (Cambridge University Press)		20. 0d.
Apostles. June, 1842-January, 1845. Cambridge Bible. Wisdom of Solomon. (Cambridge University Press)		20. 0d.
Prayer Book. The Church Catechism Explained, by Robinson. (Cambridge University Press)		20. 0d.
Church History, 70 A.D.-325 A.D. History of the Christian Church, by Whitman (Rivington)		20. 0d.

(A. P. No. 2220/22, 2221/22, 2222/22 and 2223/22.)

(A. P. No. 2224/22 and 2225/22 are cancelled.)