THE UNIVERSITY OF NEW SOUTH WALES

FACULTY OF COMMERCE

HANDBOOK

1961

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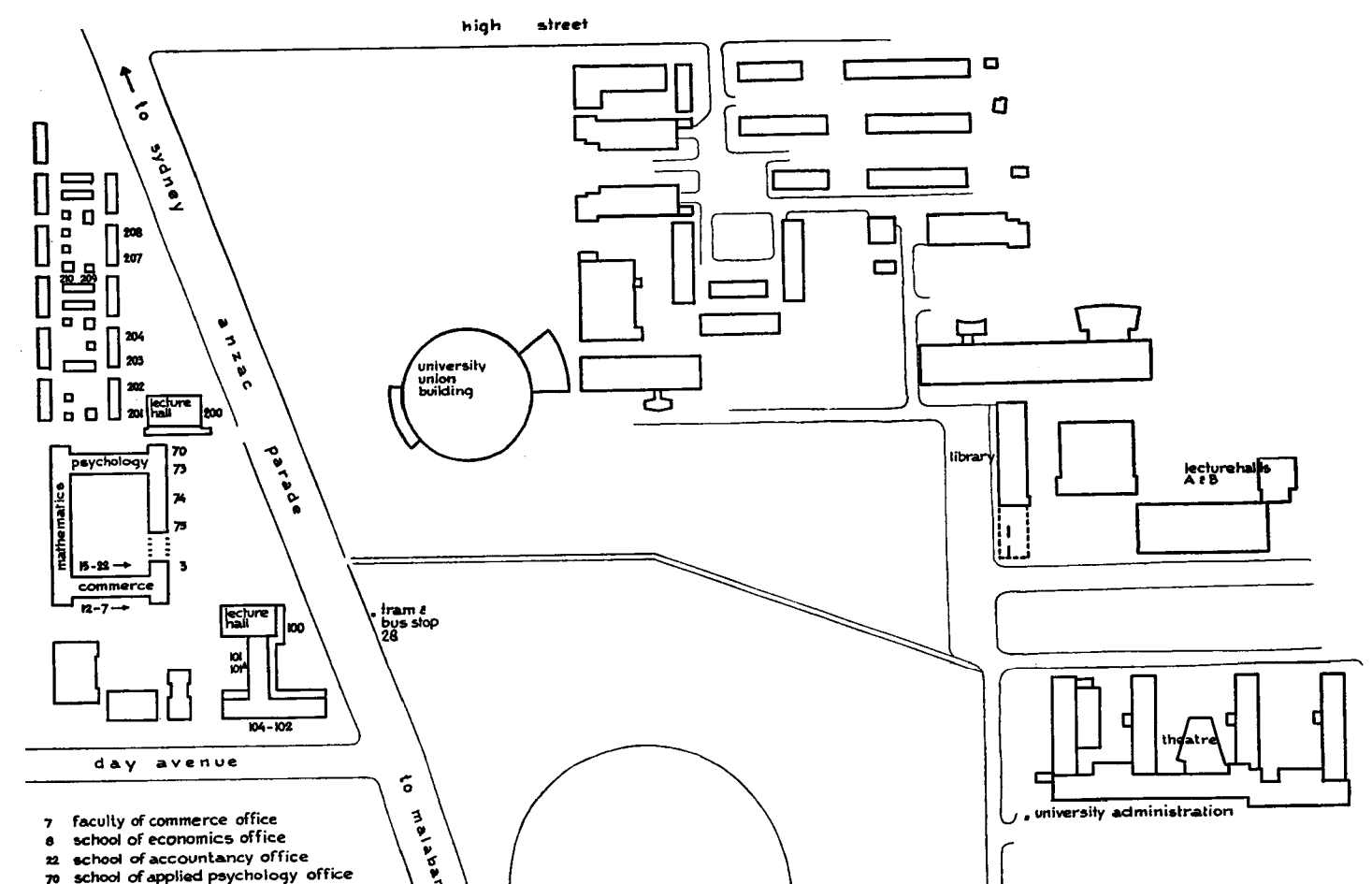
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tram & bus stop 28
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theatre
university administration
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8 school of economics office
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70 school of applied psychology office

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FACULTY OF COMMERCE

CALENDAR FOR 1961

February—

Monday	27	.....	Enrolment week begins.

March—

Monday	6	.....	First Term begins.

May—

Saturday	13	.....	First Term ends.
Monday	15	to	
Saturday	27	.....	Vacation (2 weeks).
Monday	29	.....	Second Term begins.

August—

Saturday	5	.....	Second Term ends.
Monday	7	to	
Saturday	26	.....	Vacation (3 weeks).
Monday	28	.....	Third Term begins.

November—

Saturday	4	.....	Third Term ends.
Saturday	11	November to	
Saturday	2	December.....	Examinations.

Faculty of Commerce

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Newcastle University College

DIVISION OF COMMERCE

Students may enrol for the Bachelor of Commerce Degree of the University at Newcastle University College.

At present the only specialisations available at Newcastle are Accountancy and Economics.

In certain circumstances students may enrol at Newcastle for the earlier stages of other specialisations subsequently transferring to Sydney to complete their Degree.

For full details of courses, textbooks, etc., students should consult the Handbook of the Newcastle University College and the Prospectus issued by the Division of Commerce at Newcastle.

General Information

Enrolment Procedure

(1) *First Enrolments*: All students enrolling at the University for the first time, whether in first year or with advanced standing must follow the procedure set out below.

1. Make preliminary application in January to the GUIDANCE OFFICE, 25 Broadway (not to the University at Kensington), as soon as the results of the Leaving Certificate or Qualifying Examination of the Department of Technical Education are published.
2. Attend at the University during Enrolment Week, Monday 27th February to Friday 3rd March, to keep the appointment made by the GUIDANCE OFFICE with the appropriate course enrolling officer in order to complete course details and receive a timetable of classes, otherwise a late fee of £1 is payable.
3. *Complete enrolment by paying fees to the Cashier*, subsequent to the completion of enrolment details with the enrolling officer, *but not later than the end of 1st week of term, Friday, 10th March*, otherwise a late fee of £1 is payable.

(2) *Later Year Enrolments*: All students (other than students enrolling for the first time) must attend the Faculty enrolment centre at Kensington *during Enrolment Week* in accordance with a timetable published separately, otherwise a late fee of £1 is payable. These students must complete their enrolment by the payment of fees not later than the end of first week of term (Friday, 10th March, 1961) otherwise a late fee of £1 is payable. This fee increases to £2 if fees are paid during the fourth week of term. The two late fees mentioned above are non-cumulative; thus students become liable to pay a late fee on either of two distinct grounds, (1) by not enrolling in their course during enrolment week, or (2) by not paying fees by the end of the first week of term.

Students re-enrolling MUST ensure that their programmes are compatible with the Faculty's rules for progression (see page 26). Students who enrol in subjects for which they are not eligible will not be credited with any results in such subjects.

(3) *Conversion Course*: Enrolment in this course must commence with an application to the Registrar for admission, and the applicant will be notified of the subsequent procedure.

The Cashier will not accept fees (i.e. enrolment cannot be completed) after the 31st March without the express approval of the Registrar which will be given in exceptional circumstances only.

Requirements for Admission

The requirements for admission to undergraduate courses leading to a Degree are set out in full in the Calendar of the University to which reference should be made for further guidance.

In general, however, applicants may satisfy entrance requirements by passing the New South Wales Leaving Certificate (or equivalent examination) in at least five subjects of which one must be English and one other must be Mathematics I, or Mathematics II, or General Mathematics, three other subjects being chosen from the following groups, at least one of the three being from Group A:

Group A: Languages, Economics, History, Science (see Calendar for details).

Group B: Mathematics, Music, Descriptive Geometry and Drawing (see Calendar for details).

(It should be noted that some subjects for the Leaving Certificate are *not* approved for admission to the University.)

Candidates who successfully meet these conditions shall be classed as "registered students" after enrolment.

Applicants may be accepted as "registered students" of the University if they hold a diploma from the New South Wales Department of Technical Education or any other Technical College recognised by the University. The status of such "registered students" shall be determined by the Professorial Board, which shall also determine whether the applicant's qualifications are sufficient for entry into the Faculty concerned.

A person who has satisfied the examination requirements for entrance to the Diploma courses of the Department of Technical Education, New South Wales, since and including the Qualifying Examinations of the Department of Technical Education held at the end of 1940, may also be admitted as a

"registered student". This provision shall not apply to examinations held later than March, 1961. Full details of the entrance requirements are set out in the Calendar of the University.

It is desirable for students to have, at the least, a good standard of General Mathematics in order satisfactorily to cope with some of the compulsory commerce courses. Students without mathematics, or students who feel that they may be weak in mathematics, should consult one of the Schools of the Faculty, or the Guidance Office, on this matter.

Enquiries

Enquiries regarding an applicant's eligibility for admission as an undergraduate reading for the Degree of Bachelor of Commerce should be made at either:

(i) The Schools of Accountancy or Economics, The University of New South Wales, Kensington. Telephone No. 33-0351.

or

(ii) The Guidance Office, 25 Broadway, Sydney. Telephone No. 2-0922, Ext. 280.

More detailed enquiries concerning such matters as exemptions, reading lists, etc., should be made at the appropriate School.

Fees

The fees payable by students of the Faculty of Commerce are as follows:—

	Fee per annum. £	Fee per term. £
Full-time degree courses (where not more than 15 hours per week instruction is involved)	60	20
Part-time degree courses, Accountancy Conversion Course, and Accountancy Diploma Course—over 4 and up to 15 hours per week	60	20
Part-time courses—4 hours or less per week	30	10

All students enrolling for the first time will be required to pay a matriculation fee of £3. A graduation fee of £3 is also payable before admission to a degree. For deferred examinations the fees are £2 for each subject.

Library Fee

£5 per annum for registered students.

Thesis Fee

Students who have completed the final examinations but have a thesis still outstanding are required to pay £10 per annum (no term payment).

Late Fees

1st Term

(a) A late fee of £1 is payable by students who do not attend the enrolment centre during Enrolment Week for authorisation of course programme.

(b) A late fee of £1 is payable by students who pay their fees in the 2nd or 3rd week of first term. This fee is increased to £2 where fees are paid in the 4th week. The Cashier will not accept fees (i.e. enrolment cannot be completed) after 31st March without the approval of the Registrar.

These two late fees are not cumulative.

2nd and 3rd Terms

A late fee of £1 will be charged where fees are paid after the end of the 3rd week of 2nd and 3rd terms. This fee is increased to £2 where fees are paid after 30th June (2nd term) and 30th September (3rd term).

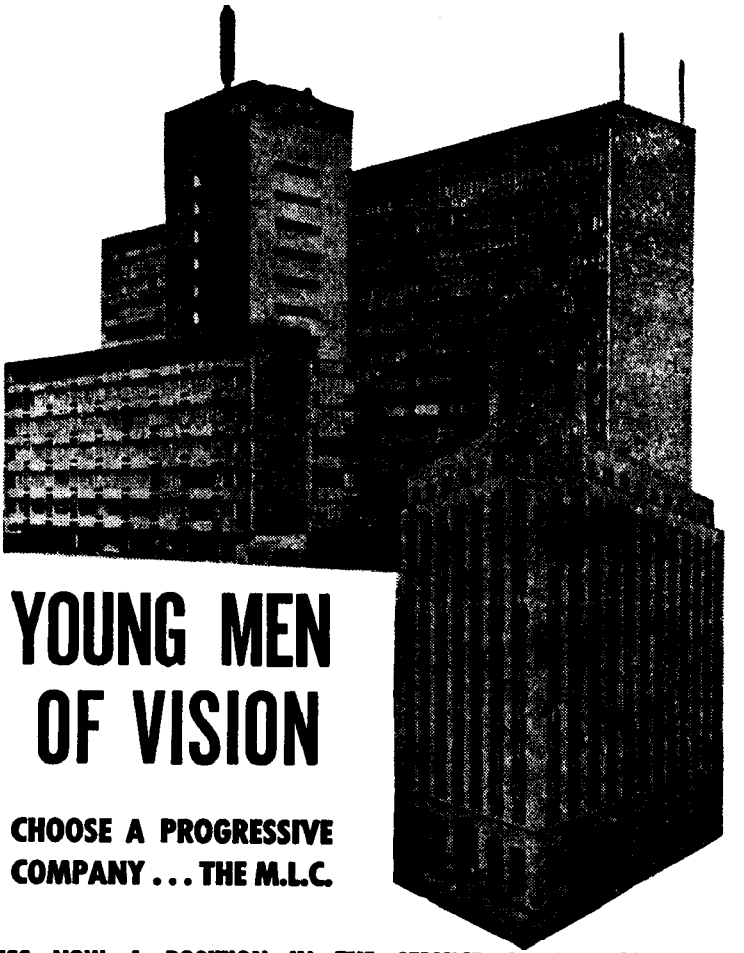
General

It is pointed out that fees are payable on a term basis. Students who find difficulty in paying the annual fee are advised —

(a) to pay the term fee by the appointed date;

(b) that any application for extension of time in which to pay fees due (a maximum of one month may be permitted) must be submitted in writing to the Registrar *before* the date on which late fees are payable.

The fees set out in this handbook are subject to amendment at any time by decision of the Council of the University.



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Courses

Bachelor of Commerce (Pass Degree)

The course for this degree is normally to be completed in three years of full-time or five years of part-time study. Students who display special aptitude and who have ample time at their disposal may, subject to the approval of the Faculty, complete the Degree in four years of part-time study. At the conclusion of the first year of study each student must elect his field of specialisation.

Bachelor of Commerce (Honours Degree)

The course for this Degree is normally to be completed in four years of full-time and six years of part-time study. Students who display special aptitude and who have ample time at their disposal may apply for the permission of the Faculty to complete the Degree in five years of part-time study. At the conclusion of the first year each student must elect his chosen field of specialisation.

Students who elect to read for Honours will be expected, in addition to taking such extra courses as may be prescribed by the Head of the School in which they are specialising, to reach a high standard in their overall performance. They will also be required to sit for additional examinations as prescribed by the Head of the School.

Conversion Course

Existing holders of the Diploma in Accountancy may convert their Diplomas into a Pass Degree of Bachelor of Commerce in Accountancy by following a course of two years part-time study (see Table V). This course is *not* available to students who entered the Diploma course in or after 1957.

Specialisations

On completion of the first year subjects common to all commerce courses, students choose one of the following fields of special study:

Accountancy (see pp. 35-43).
Economics (see pp. 44-51).
Statistics (see pp. 45-51).
Applied Psychology (see pp. 46-51).
Industrial Relations (see pp. 52-56).
Wool Commerce (see pp. 57-59).

Successful candidates will be awarded the degree of Bachelor of Commerce.

Optional Subjects

In general, all the curricula leading to the award of the Bachelor of Commerce degree contain elective subjects designated in the Tables as Options. Students may select any subject as an option in accordance with the following provisions:

(a) In all variants of the Bachelor of Commerce degree course,
15.41 Economic History
50.022 English
51.022 History
52.033 Philosophy
54.021 Political Science
Geography I
Science

(b) In all variants of the Bachelor of Commerce *pass* degree course,
14.53A Production
14.53B Marketing
In the *honours* degree course one of these subjects *must* be taken, the other is available as an option.

Other than the Accountancy specialisation,
14.52 Business Finance

(c) In all variants of the Bachelor of Commerce degree course,
(i) other than the Accountancy specialisation,
14.12 Accounting II
(ii) other than the Applied Psychology specialisation,
12.501 Psychology

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(d) In all variants of the Bachelor of Commerce *pass* degree course in Accountancy,
15.15 Economics IV

(e) In all variants of the Bachelor of Commerce *honours* degree course, other than the Accountancy specialisation,
14.43 Law III (Parts A and B)

(f) In the Conversion course only,
12.111 Psychology

Students may select any other University subject, provided they obtain prior approval of the Head of the School in which they are specialising. In the selection of options the Faculty rules for progression must be observed. These are set out at page 26 of this Handbook.

Faculty will not permit exemption from an option by reason of previous study.

Course Structure and Time-tables

In the Degree curricula outlined later in this Handbook, the hours of compulsory attendance at lecture and tutorial classes do not exceed:—

For Part-time students—Nine hours per week.

For Full-time students—Fifteen hours per week.

In general the times of lecture and tutorial classes are such that, as far as is possible, no part-time student is required to attend the University on more than three evenings a week during term. The purpose of this arrangement is to ensure adequate free time for reading and the completion of written work.

Students are reminded that the time-tables given at the end of this Handbook are provisional and subject to alteration at short notice.

The time-tables provide for normal progression and no special provision can be made, whether by way of a modification of the time-tables or otherwise, to enable students to follow an irregular course.

Notice Boards

Student allocation to Tutorial Groups, changes in lecture times and locations, administrative arrangements and other information of importance to students are set out on the Faculty and School notice boards. It is essential that students

develop the habit of consulting these notice boards at frequent intervals.

Library

Students studying for the Degree of Bachelor of Commerce are expected to read widely and critically. Library facilities are available in the main Library of the University at Kensington which provides a reference and lending service. The Library possesses a very comprehensive collection of journals of which students are advised to take full advantage.

The hours of the Library are:

During Term: 8.30 a.m. to 9.0 p.m., Monday to Friday.
1.0 p.m. to 5.0 p.m., Sunday.

During Vacation: 8.30 a.m. to 5.0 p.m., Monday, Tuesday, Thursday and Friday; 8.30 a.m. to 9.0 p.m. Wednesday.

All students are urged, in their own interests, to familiarize themselves as soon as possible with the facilities afforded by the Library, the indexing system employed, and the rules under which books and periodicals may be borrowed. Students are advised that they are expected to devote a considerable part of the vacations to reading.

Scholarship and Awards

Full details of scholarships and awards are set out in the University Calendar.

Students enrolled in the Degree or Diploma courses in the Faculty of Commerce are eligible to apply for Commonwealth Scholarships. They are also eligible for consideration for one of the exhibitions or bursaries awarded by the University or Bursary Endowment Board. Those interested should study carefully the information given in the latest University Calendar.

Cadetships in the Schools of Accountancy and Economics

The Council has approved three Cadetships annually which may be granted to outstanding students in the Schools of Economics and Accountancy. These Cadetships carry a grant of £530 p.a., from which University fees must be paid, and may be awarded to enable students to undertake a full-time Honours degree. The cadetships, if awarded, require the students to enter into an agreement with the University to

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serve it in some academic capacity for a period of three years after graduation, if the University requires them to do so, during which time they may be permitted to read for a higher degree. Cadetships were awarded in 1960 to D. M. Buchanan and P. R. Brown.

C.S.R. Scholarship in Commerce

The Colonial Sugar Refining Co. Limited offers one scholarship each year to students enrolling in courses leading to the degree of Bachelor of Commerce specialising in Economics, Accountancy, Statistics, Applied Psychology or Industrial Relations. The scholarship holder will study full-time at the University during his first and fourth years, while in his second and third years he will combine part-time attendance and part-time employment with the Company. The value of the scholarship is £600 per annum when studying full-time and during the years of part-time employment with the Company the holder will be paid according to the Company's basic salary scale. This award may be held concurrently with a Commonwealth Scholarship.

Applications should be lodged on the appropriate form with the Registrar by 16th January.

Student Activities

Membership of a wide variety of societies and clubs is available to all students enrolling in the University. The annual subscription of £2 payable to the Students' Union entitles them to participate in the many activities under the control of the Students' Union and the Sports Association. Those interested in sporting, political, religious or hobbycraft societies will find ample opportunity to satisfy their interests and are assured of a welcome from any of the societies which cater for them. Those with a flair for journalism will find that "Tharunka", the student paper, is grateful for their contributions.

Participation in some at least of the activities offered is considered an essential part of university education and all students should make a conscientious effort to devote some part of their time to extra-curricular activity.

The Accountancy Association

The Accountancy Association automatically admits to membership all students of the Faculty of Commerce and

seeks to provide opportunity for all to meet one another beyond the lecture rooms. Briefly, the objects of this Association are to promote acknowledgement of the professional standing of graduates, to promote social relationships between members and with others in the field of commerce and to promote the general interests and welfare of the members.

The Commerce Society

The Commerce Society was formed in 1958 with three general aims — to provide representation for Commerce students; to develop intellectual and social life within the University; and to encourage contact between students of the various schools and members of the business and professional world.

The office-bearers of the Society are:

President: R. P. Evans.
Senior Vice-President: I. Bersten.
Junior Vice-President: J. Schofield.
Honorary Treasurer: H. M. King.
Honorary Secretary: A. P. Ayers.

The Economic Society

Students are eligible for student membership of the Economic Society of Australia and New Zealand (N.S.W. Branch), which meets on the third Friday of every month. Speakers are drawn from a wide field of economics and related studies. Members receive the Society's Journal, *The Economic Record,* which is published three times a year, and also brief Economic Monographs on current topics.

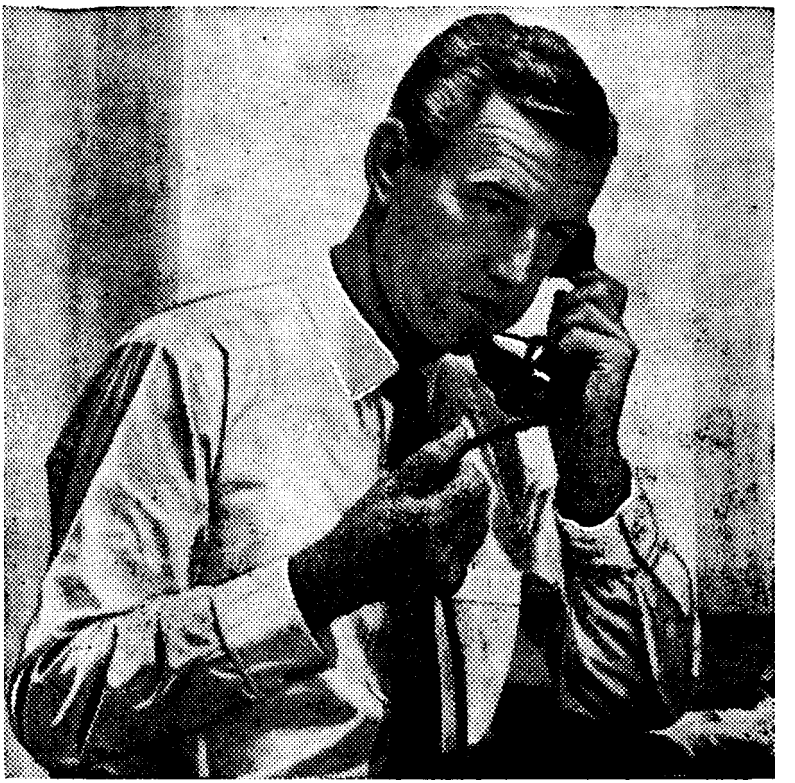
The Industrial Relations Society

This Society aims to bring together representatives of management, trade unions, government services and professions to study problems of industrial relations. Its objects are to organize and foster discussion, research, education and publication in this field of knowledge.

Student membership is 10/- per annum, and entitles the member to free issue of *The Journal of Industrial Relations.*

Professional Societies

Students enrolled in the Commerce courses are eligible to join various student societies on payment of the prescribed fees. Membership entitles a student to make use of the library



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facilities and other services provided by the professional bodies concerned. These include:

The Australian Society of Accountants; The Institute of Chartered Accountants in Australia and the Chartered Institute of Secretaries.

Prizes

The following prizes are awarded annually in respect of the examinations in Commerce courses. The names of students who were awarded these prizes in 1960 are shown in brackets:

Atlantic Union Oil Co. Pty. Limited Prize to the value of £10-0-0 for the best part-time student in Accounting II. (G. P. Hill and R. P. Maddox).

Chamber of Manufactures Prize to the value of £5-0-0 for the best student in Accounting III (K. W. Bock).

David Rowan Prize in Economics to the value of £4-4-0 for the best undergraduate thesis submitted by a student specialising in Economics, Statistics or Industrial Relations at Sydney or Newcastle.

The Economic Society Prize to the value of £3-3-0 for the best final year student in Economics (P. Ninh-van-Tu).

Larke Hoskins Industries Limited Prize to the value of £5-5-0 for the best student in Accounting Control (B. J. Farrell).

The Law Book Co. of Australasia Pty Limited Prize to the value of £5-5-0 for the best student in Accounting I (K. W. Haylan).

The Statistical Society Prize to the value of £3-3-0 for the best final year student in Economic Statistics.

The Taxation Institute of Australia Prize—books to the value of £10-10-0—for the best student in Taxation.

Unilever Australia Pty. Limited Prizes to the value of £5-5-0 each for the best students in Descriptive Economics (N. O. Polkinghorne), Economics I (N. L. Smithson), Economics II (C. C. Ong), Economics III (D. W. Griffin), Economics IV (P. Ninh-van-Tu), Statistical Methods I (N. L. Smithson), Statistical Methods II (D. W. Griffin).

The University of New South Wales Commerce Society Prizes to the value of £5-5-0 each for the best graduate of the year and for the best undergraduate in First Year.

E. S. Wolfenden and Co. Prize to the value of £5-5-0 for the best student in Advanced Cost Accounting (D. C. Orrick).

Newcastle University College

Morison Economics Prizes. These prizes, which are open to students of any Faculty at Newcastle University College, are awarded in respect of each year of the course in Economics.

C. J. Chandler Prize for General Proficiency. Awarded for general proficiency in Stage I of the Commerce course.

The Broken Hill Proprietary Co. Limited Prizes for general proficiency in Accounting I, II, III and IV.

Northumberland Permanent Building and Loan Co. Pty. Limited Prize in Law III.

The William Forsyth Prize in Auditing.

The Finance and Guarantee Co. Limited Prize in Taxation.

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Faculty Regulations

Attendance at Lectures

Undergraduates reading for the Degree of Bachelor of Commerce must attend the prescribed lectures in each subject of their course. Where a student wishes to be absent from lectures application should be made to the Head of the School concerned.

From time to time because of illness or other circumstances beyond their control, students may be unable to attend lectures. In such cases the students concerned should inform the Head of the School in writing of the circumstances leading to their absence.

Tutorial Classes

In each of the principal subjects of the Bachelor of Commerce curricula the instruction given in lectures is supplemented by tutorial classes. Each of these tutorial classes is composed of a small group of students and the aim of the tutorial method is to ensure that every student obtains individual attention and guidance on the problems and difficulties encountered in lectures and reading. Students are urged in their own interests to make the fullest possible use of these tutorial classes.

Attendance at tutorial classes is compulsory. Where a student is unable to attend, the tutor should be informed of the reasons in writing.

Essays and Assignments

From time to time students are required to submit essays and exercises. All written work must be submitted as required and the standard of the written work submitted will be taken into account in assessing students' results.

Admission to the Annual Examination

Students are warned that failure to maintain a satisfactory record of attendance at lectures and tutorial classes or to submit written work when called upon to do so may result in exclusion from the Annual Examination.

Restrictions Upon Students Re-enrolling

As from the 1st January, 1962, a student shall show cause why he should be allowed to repeat a subject in which he has

failed more than once. (Failure in a deferred examination as well as in the annual examination counts, for the purpose of this regulation, as one failure).

Notwithstanding the provisions of the preceding paragraph, a student shall be required to show cause why he should be allowed to continue a course which he will not be able to complete in the time set down in the following schedule:

Number of years in course	Total time allowed from first enrolment to completion (years)
3	5
4	6
5	8
6	9
7	11

No part-time student shall, without showing cause, be permitted to continue a course unless all subjects of the first two stages of his course are completed by the end of his fourth year of attendance and all subjects of the third and fourth stages of his course by the end of his seventh year of attendance.

Any student excluded under the provisions of any of the foregoing paragraphs may apply for re-admission after two academic years and such application shall be considered in the light of any evidence submitted by him.

A student who has a record of repeated failures in a course at another University shall be required to show cause why he should be admitted to this University.

A student wishing "to show cause" under these provisions shall do so in writing to the Registrar. Any such applications shall be considered by the Professorial Board, which shall determine whether the cause shown is adequate to justify his being permitted to continue his course or re-enrol as the case may be.

Thesis

Each undergraduate is required to present a short thesis in his final year the standard of which will be taken into account in assessing his final result.

The subject chosen for the thesis must be approved by the Head of the School in which the undergraduate is specialising and the thesis must be written under the supervision of a member of staff nominated by the Head of the School.

Students are recommended to undertake preliminary planning and to obtain approval of their chosen subject during their penultimate year of study. For this purpose a detailed outline should be submitted to the Head of the School, not later than the 30th April, showing the manner in which the student proposes to handle the topic. The thesis must be presented in the appropriate form by the date determined by the Head of the School concerned and in any case not later than the 31st December of the year in which the thesis is to be presented. Two copies of the thesis must be submitted in double-spaced typescript on quarto paper with a 1½ inch left-hand margin and suitably stapled. A summary of approximately 200 words, a bibliography and an acknowledgement of all source material must also be submitted.

Maximum Hours of Attendance

In general, the Faculty requires students to enrol for programmes which do *not* involve hours of attendance at lectures and tutorial classes in excess of—

Part-time Students: 9 hours per week.

Full-time Students: 15 hours per week.

In special cases, the Faculty may permit these maxima to be exceeded. *Students desiring such permission must apply to the Head of the School in which they are specialising.* Approval will be granted only in exceptional circumstances. Full-time students who exceed 15 hours per week will be required to pay a course fee of £120 per annum.

Admission to Honours School

Students who wish to read for Honours must apply in writing to the Head of the School in which they are specialising, as follows:—

Full-time Students: At the end of the first year of Full-time study.

Part-time Students: At the end of the second year of Part-time study.

Students who fail to make application at the appropriate date but nevertheless wish to read for Honours should apply

to the Head of the School concerned. In exceptional cases Faculty is prepared to admit such students to the appropriate Honours School.

Rules for Progression

Students are warned that certain subjects must be passed as a pre-requisite for taking others. The following rules shall be observed.

School of Accountancy

1. No student shall proceed to Accounting II, Accounting III, Accounting IV, Accounting Control, Advanced Cost Accounting, Auditing or Taxation until he has passed Accounting I.

2. No student shall proceed to Advanced Cost Accounting until he has passed Accounting IV.

3. No student shall proceed to Law III unless he has passed Law I.

School of Economics

1. No student shall proceed to Economics II, Economics III or Economics IV until he has passed Economics I.

2. No student shall proceed to Statistical Methods II until he has passed Statistical Methods I.

3. No student reading for the B.Com. (Statistics) shall proceed to Special Subjects, 3, 4, or 5 until he has passed Special Subjects 1 and 2, which are Mathematics.

4. No student reading for the B.Com. (Economics) shall proceed to Special Subject 3 (Economic Growth and Development or Economic Fluctuations) until he has attended Economics III and reached a standard which satisfies the Head of the School of Economics.

5. No student reading for the B.Com. (Economics) shall proceed to Special Subject 4 (History of Economic Thought) until he has attended Economics II and reached a standard which satisfies the Head of the School of Economics.

School of Applied Psychology

No student shall proceed to 12.501 Psychology until he has passed 12.111 Psychology.

School of Philosophy

No student shall proceed to Scientific Method until he has passed Logic.

General

The Head of the School may, if he is satisfied that a student has reached a satisfactory standard in a prerequisite subject, notwithstanding that he has not passed it, permit the student to repeat this subject concurrently with the subject for which it is a prerequisite. Any student desiring this concession must apply for it before re-enrolling in the course.

Commerce Parking Area

Students are not permitted to park cars, motor cycles or motor scooters within the Commerce car park, which is reserved for staff.

Students who infringe this regulation render themselves liable to disciplinary action.

Conditions For The Award
of
Higher Degrees

MASTER OF COMMERCE

1. An application to register as a candidate for the degree of Master of Commerce shall be made on the prescribed form which shall be lodged with the Registrar at least one full calendar month before the commencement of the term in which the candidate desires to register.

2. An applicant for registration for the degree of Master shall have been admitted to a Bachelor's degree in Commerce in The University of New South Wales, or an appropriate degree of any other approved University.

3. (i) In exceptional cases persons may be permitted to register as candidates for the degree of Master if they submit evidence of such academic and professional attainments as may be approved by the Professorial Board.

(ii) The registration of diplomates of the New South Wales Department of Technical Education as candidates for the degree of Master of Commerce shall be determined in each case by the Professorial Board. Normally, such applicants shall be required to produce evidence of academic and professional progress over a period of five years from the time of gaining the diploma.

4. Notwithstanding any other provisions of these regulations the Professorial Board may require an applicant to demonstrate his fitness for registration by carrying out such work and sitting for such examinations as the Board may determine.

5. In every case, before permitting an applicant to register as a candidate, the Professorial Board shall be satisfied that adequate supervision and facilities are available.

6. An applicant approved by the Professorial Board shall register in one of the following categories:—

(i) Student in full-time attendance at the University.

(ii) Student in part-time attendance at the University.

(iii) Student working externally to the University.

7. An approved applicant shall be required to pay the undermentioned fees:—

(i) a registration fee of £2

(ii) the appropriate laboratory and supervision fee according to the category in which the student is registered.

(iii) a fee of £15 when submitting the thesis for examination.

The combined laboratory and supervision fee shall be:—

(a) £30 p.a. for students in full-time attendance at the University.

(b) £15 p.a. for students in part-time attendance at the University.

(c) £10 p.a. for students working externally to the University.

Fees shall be paid in advance.

8. (i) Every candidate for the degree shall be required to carry out a programme of advanced study, to take such examinations and to perform such other work as may be prescribed by the Professorial Board. The programme shall include the preparation and submission of a thesis embodying the results of an original investigation or design. The candidate may submit also for examination any work he has published, whether or not such work is related to the thesis.

(ii) The investigation or design and other work as provided in paragraph 8 (i) shall be conducted under the direction of a supervisor appointed by the Board or under such conditions as the Board may determine.

(iii) Every candidate shall submit three copies of the thesis as provided under paragraph 8 (i). All copies of the thesis shall be in doublespaced typescript, shall include a summary of approximately 200 words, and a certificate signed by the candidate to the effect that the work has not been submitted for a higher degree to any other University or institution. The *original* copy of the thesis for deposit in the Library shall be prepared and bound in a form

approved by the University.* The other two copies of the thesis shall be bound in such manner as allows their transmission to the examiners without possibility of disarrangement.

(iv) Unless there is a specific arrangement to the contrary it shall be understood that the University retains the three copies of the thesis and is free to allow the thesis to be consulted or borrowed or to be issued in whole or in part in photostat or micro-film or other copying medium.

9. No candidate shall be considered for the award of the degree until the lapse of six complete terms from the date from which the registration becomes effective, save that in the case of a full-time candidate who has obtained the degree of Bachelor with Honours or who has had previous research experience, this period may, with the approval of the Professorial Board, be reduced by not more than three terms.

10. For each candidate there shall be two examiners appointed by the Professorial Board, one of whom shall, if possible, be an external examiner.

* For the specifications currently approved for the preparation and binding of theses see page 34.

DOCTOR OF PHILOSOPHY (Ph.D.)

1. The degree of Doctor of Philosophy may be granted by the Council on the recommendation of the Professorial Board to a candidate who has made an important contribution to knowledge and who has satisfied the following By-laws and Regulations made in accordance with these By-laws.

Qualifications

2. A candidate for registration for the degree of Ph.D. shall:—

(i) hold an Honours degree from The University of New South Wales; or

(ii) hold an Honours degree of equivalent standing from any other approved University; or

(iii) if he holds a degree without Honours from The University of New South Wales or an approved University, have achieved by subsequent work and

study a standard recognised by the Board as equivalent to Honours; or

(iv) in exceptional cases, submit such other evidence of general and professional qualifications as may be approved by the Professorial Board.

3. When the Professorial Board is not satisfied with the qualifications submitted by a candidate, the Board may require him, before he is permitted to register, to undergo such examination or carry out such work as the Board may prescribe.

Registration

4. A candidate for registration for a course of study leading to the degree of Ph.D. shall:—

(i) apply to the Registrar on the prescribed form at least one calendar month before the commencement of the term in which he desires to register; and

(ii) submit with his application a certificate from the Head of the University School in which he proposes to study stating that the candidate is a fit person to undertake a course of study or research leading to the Ph.D. degree and that the School is willing to undertake the responsibility of supervising the work of the candidate and of reporting to the Professorial Board at the end of the course on the merits of the candidate's performance in the prescribed course of study.

Course of Study

5. Subsequent to registration the candidate shall pursue a course of advanced study and research for at least nine academic terms, save that—

(i) a candidate who is not fully engaged in research work for his degree will be required to satisfy the Professorial Board on the amount of time he can devote to research work for the degree; and he may not proceed to the degree before the expiration of ten academic terms from the date of registration as a candidate;

(ii) any candidate who before registration was engaged upon research to the satisfaction of the Professorial Board, may be exempted from three academic terms.

6. A candidate shall present himself for examination not later than fifteen academic terms from the date of his registration, unless special permission for an extension of time be granted by the Professorial Board.

7. The course, other than field work, must be carried out in a School of the University, under the direction of a supervisor appointed by the Board, or under such conditions as the Board may determine, save that a candidate may be granted special permission by the Board to spend a period of not more than three academic terms in research at another institution approved by the Board.

8. Not later than three academic terms after registration the candidate shall submit the subject of his thesis for approval by the Professorial Board. After the subject has been approved it may not be changed except with the permission of the Board.

9. A candidate may be required to attend a formal course of study appropriate to his work.

Thesis

10. On completing his course of study every candidate must submit a thesis which complies with the following requirements:—

(i) The greater proportion of the work described must have been completed subsequent to registration for the Ph.D. degree.

(ii) It must be a distinct contribution to the knowledge of the subject.

(iii) It must be written in English and reach a satisfactory standard of literary presentation.

11. The thesis must consist of the candidate's own account of his research. In special cases work done conjointly with other persons may be accepted, provided the Professorial Board is satisfied on the candidate's part in the joint research.

12. Every candidate shall be required to submit with his thesis a short abstract of the thesis comprising not more than 300 words.

13. A candidate may not submit as the main content of his thesis any work or material which he has previously submitted for a University degree or other similar award.

14. Unless there is a specific arrangement to the contrary, the University will be free to allow the thesis to be consulted or borrowed or to be issued in whole or in part in photostat or micro-film or other copying medium.

Entry for Examination

15. The candidate shall give in writing two months' notice of his intention to submit his thesis and such notice shall be accompanied by the appropriate fee.

16. Four copies of the thesis shall be submitted together with a certificate from the Supervisor that the candidate has completed the course of study prescribed in his case.

17. The thesis shall be in double-spaced typescript. The *original* copy for deposit in the Library shall be prepared and bound in a form approved by the University.* The other three copies shall be bound in such manner as allows their transmission to the examiners without possibility of disarrangement.

18. The candidate may also submit as separate supporting documents any work he has published, whether or not it bears on the subject of the thesis.

19. The Professorial Board shall appoint the examiners, one of whom shall normally be an external examiner.

20. After the examiners have read the thesis they may—

(i) without further test recommend the candidate for rejection;

(ii) request additional work on the thesis before proceeding further with the examination.

21. If the thesis reaches the required standard, the examiners shall arrange for the candidate to be examined orally, and, at their discretion, by written papers and/or practical examinations on the subject of the thesis and/or subjects relevant thereto.

22. If the thesis is adequate but the candidate fails to satisfy the examiners at the oral or other examinations, the examiners may recommend the University to permit the candidate to re-present the same thesis and submit to a further oral, practical or written examination within a period specified by them but not exceeding eighteen months.

* For the specifications currently approved for the preparation and binding of thesis see page 34.

23. At the conclusion of the examination, the examiners will submit to the Professorial Board a concise report on the merits of the thesis and on the examination results.

Fees

24. The fee payable for an examination qualifying for registration shall be £5.

25. An approved candidate shall pay:—

(i) a registration fee of £2.

(ii) a supervision fee of £30 per annum.

(iii) a fee of £21 on application for the examination.

26. Fees shall be paid in advance and no fees shall be refunded under any circumstances.

Preparation and Binding of Higher Degree Theses

The specifications currently approved are as follows:—

(a) The size of the paper shall be quarto (approximately 10 in. x 8 in.) except for drawings and maps on which no restriction is placed.

(b) The margins on each sheet shall be not less than $1\frac{1}{2}$ in. on the left-hand side, $\frac{1}{2}$ in. on the right-hand side, 1 in. at the top and $\frac{3}{4}$ in. at the bottom.

(c) There shall be a title sheet showing thesis title, author's name, degree and date of submission.

(d) Sheets shall be numbered consecutively.

(e) Diagrams, charts, etc., must not be submitted on the back of typed sheets.

Where possible diagrams, charts, etc., should be included with the text, facing the page on which reference to them is made, otherwise they may be clearly referred to in the text, numbered and folded for insertion in a pocket on the back cover of the thesis binding. Folding diagrams and charts included in the text should be arranged so as to open out to the top and right.

(f) The thesis shall be bound according to specifications of which details may be obtained from the office of the Registrar.

Courses For The Degree of Bachelor of Commerce

BACHELOR OF COMMERCE — ACCOUNTANCY

Both the Pass and Honours curricula leading to the award of this Degree give a comprehensive and thorough training in Accountancy built upon a foundation of general disciplines such as Philosophy, History, English and Psychology and subjects such as Economics and Statistics which are essential to a thorough study in the field of Commerce. The study of these more general subjects enables students to see Accountancy in proper perspective.

In the specialist field of Accountancy, the treatment of Accounting and the associated subject of Law is particularly comprehensive. Both the Pass and Honours curricula provide the student with an accountancy training more than sufficient to satisfy the requirements for membership of professional bodies. The precise recognition given is set out on page 36.

However, in view of the wide range of the accountant's responsibilities today, these courses are designed to do more than provide a vocational training. Students are trained to think clearly and critically about accounting concepts and aims. To this end all students are encouraged to undertake original work as a basis for the thesis compulsorily prescribed in the final year, while Honours students must attend a Seminar devoted to the discussion of advanced problems in accounting and a critical review of accounting theory and practice.

Within the field of Accountancy, in accordance with the special concern of this University with the application of advanced knowledge to industrial and commercial activities, considerable emphasis is placed upon the problems and methods of management accounting. Thus Honours students, in addition to the studies in Cost Accounting which form part of the Pass Degree, follow an intensive course in Advanced Cost Accounting during their final year of study. Moreover, the courses in Accounting Control and Statistical Methods II have been carefully planned to complement each other and in doing so to give all students a proper understanding of the way in which statistical and accounting techniques can be used together as control devices. By these means all students

are provided with an insight into the role of accounting as an aid to management.

Recognition of Accountancy Courses by Professional Organisations

The Commerce degree course with specialisation in Accountancy and the Accountancy Diploma course are recognised by Professional Organisations in accordance with the details set out below:—

The Australian Society of Accountants gives full recognition to the examinations conducted by the University in Accountancy courses.

The Institute of Chartered Accountants in Australia grants the maximum recognition permitted by its by-laws: a graduate holding the Bachelor of Commerce (Accountancy) Degree will be granted exemption from the Institute's preliminary examination, and from all subjects in Groups 1 and 2 of the Institute's syllabus, provided he has had the requisite twelve months' service with a Chartered Accountant.

The Public Accountants' Registration Board of New South Wales gives full recognition to the examinations conducted by the University in Accountancy courses.

The Australasian Institute of Cost Accountants gives full recognition to students of the University who have passed examinations in Accounting IV and Advanced Cost Accounting, provided they are members of the Australian Society of Accountants.

The Chartered Institute of Secretaries grants the maximum recognition permitted by its regulations: a graduate holding the Bachelor of Commerce (Accountancy) degree will be granted exemption from seven of the twelve subjects prescribed in the Institute's examination syllabus.

Applications for registration, exemption or admission should be made direct to the professional bodies concerned.

Table I

BACHELOR OF COMMERCE — ACCOUNTANCY

Pass Degree — Three Year Course

FULL-TIME

Name of Subject.		Hours per week per term.
First Year—		
12.111	Psychology	2
14.11	Accounting I	4
15.11	Descriptive Economics	2
15.12	Economics I	2
15.21	Statistical Methods I	2
50.021	English *or* 51.021 History	2
52.031	Logic	1
		15
Second Year—		
14.12	Accounting II	4
14.15	Accounting Control	1
14.33	Taxation	2
14.41	Law I	1
14.52	Business Finance	2
15.13	Economics II	2
15.14	Economics III	2
15.22	Statistical Methods II	1
		15
Third Year*—		
14.13	Accounting III	4
14.14	Accounting IV	3
14.23	Auditing	2
14.42	Law II	1
14.43A and 14.43B	Law III A and B	2
52.032	Scientific Method	1
	Option†	2
		15

* Short (5,000 words) thesis on an accounting topic to be planned and written in this year.

† For details of options, see page 16.

Table II

BACHELOR OF COMMERCE — ACCOUNTANCY

Honours Degree — Four Year Course

FULL-TIME

	Name of Subject.	Hours per week per term.
First Year—		
12.111	Psychology	2
14.11	Accounting I	4
15.11	Descriptive Economics	2
15.12	Economics I	2
15.21	Statistical Methods I	2
50.021	English *or* 51.021 History	2
52.031	Logic	1
		15
Second Year—		
14.12	Accounting II	4
14.15	Accounting Control	1
14.33	Taxation	2
14.41	Law I	1
15.13	Economics II	2
	Option†	2
		12
Third Year*—		
14.13	Accounting III	4
14.14	Accounting IV	3
14.23	Auditing	2
14.42	Law II	1
14.43A and 14.43B	Law III A and B	2
15.14	Economics III	2
		14
Fourth Year—		
14.16	Advanced Cost Accounting	3
14.61	Seminar in Accounting	1
14.52	Business Finance	2
14.53A	Production *or* 14.53B Marketing	2
15.15	Economics IV	2
15.22	Statistical Methods II	1
52.032	Scientific Method	1
		12

* Short (5,000 words) thesis on an accounting topic to be planned in this year for presentation in the final year.

† For details of options, see page 16.

Table III

BACHELOR OF COMMERCE — ACCOUNTANCY

Pass Degree — Five Year Course

PART-TIME

Name of Subject.	Hours per week per term.
First Year—	
14.11 Accounting I	4
15.11 Descriptive Economics	2
50.021 English *or* 51.021 History	2
52.031 Logic	1
	9
Second Year—	
14.12 Accounting II	4
14.41 Law I	1
15.12 Economics I	2
15.21 Statistical Methods I	2
	9
Third Year—	
14.13 Accounting III	4
14.42 Law II	1
14.43A and 14.43B Law III A and B	2
15.13 Economics II	2
	9
Fourth Year*—	
12.111 Psychology	2
14.14 Accounting IV	3
14.33 Taxation	2
15.14 Economics III	2
	9
Fifth Year—	
14.15 Accounting Control	1
14.23 Auditing	2
14.52 Business Finance	2
15.22 Statistical Methods II	1
52.032 Scientific Method	1
Option†	2
	9

* Short (5,000 words) thesis on an accounting topic to be planned in this year for presentation in the final year.

† For details of options, see page 16.

Table IV

BACHELOR OF COMMERCE — ACCOUNTANCY

Honours Degree — Six Year Course

PART-TIME

	Name of Subject.	Hours per week per term.
First Year—		
14.11	Accounting I	4
15.11	Descriptive Economics	2
50.021	English *or* 51.021 History	2
52.031	Logic	1
		9
Second Year—		
14.12	Accounting II	4
14.41	Law I	1
15.12	Economics I	2
15.21	Statistical Methods I	2
		9
Third Year—		
14.13	Accounting III	4
14.42	Law II	1
14.43A	and 14.43B Law III A and B	2
15.13	Economics II	2
		9
Fourth Year—		
14.14	Accounting IV	3
14.23	Auditing	2
14.33	Taxation	2
15.14	Economics III	2
		9
Fifth Year*—		
12.111	Psychology	2
14.15	Accounting Control	1
14.53A	Production *or* 14.53B Marketing	2
15.15	Economics IV	2
15.22	Statistical Methods II	1
		8
Sixth Year—		
14.16	Advanced Cost Accounting	3
14.61	Seminar in Accounting	1
14.52	Business Finance	2
52.032	Scientific Method	1
	Option†	2
		9

* Short (5,000 words) thesis on an accounting topic to be planned in this year for presentation in the final year.

† For details of options, see page 16.

Table V

BACHELOR OF COMMERCE — ACCOUNTANCY

Conversion Course† — Two Year Course

PART-TIME

Name of Subject.		Hours per week per term.
First Year—		
14.52	Business Finance	2
15.13	Economics II	2
15.21	Statistical Methods I	2
50.021	English or 51.021 History	2
52.031	Logic	1
		9
Second Year*—		
14.15	Accounting Control	1
14.61	Seminar in Accounting	1
15.14	Economics III	2
52.032	Scientific Method	1
	Option**	2
		7

† The purpose of this course is to enable diplomates to convert from the Diploma in Accountancy to the Bachelor of Commerce Degree, Accountancy specialisation. Conversion students are exempt from the remaining courses in the Bachelor of Commerce in Accountancy Pass Degree course. Students who first enrolled in the Diploma Course in or after 1957 are not eligible to take this course.

* Short (5,000 words) thesis on an accounting topic to be planned and written in this year.

† For details of options, see page 16.

THE DIPLOMA IN ACCOUNTANCY

New enrolments in this course ceased in 1960 and the information contained in this section of the Handbook has been included for the benefit of Diploma students who have not yet completed their course. The University assumed the responsibility within the Faculty of Commerce for providing the instruction in the Accountancy Diploma course of the Department of Technical Education.

The accounting, auditing and legal subjects taken by diploma students are identical with those taken by students reading for the degree of Bachelor of Commerce in Accountancy. Diploma and degree students attend the same lectures and tutorial classes, sit for the same examinations, and are examined at the same standard in all professional subjects.

The Australian Society of Accountants grants exemption from all the Society's examinations to students who have completed the Accountancy Diploma Course.

The Institute of Chartered Accountants in Australia has agreed to exempt those who hold the Diploma in Accountancy from its Preliminary Examination and from all its Intermediate Stage subjects.

The Public Accountants Registration Board grants exemption from the examinations prescribed under the Public Accountants Registration Act, 1945-48, to any person who produces evidence satisfactory to the Board of having completed the diploma course in Accountancy.

An agreement has been made with the Australasian Institute of Cost Accountants under which the Institute agrees to give full recognition to the course.

The course being followed is shown in Table VI.

Table VI

DIPLOMA IN ACCOUNTANCY

Five Year Course

PART-TIME

Students who have enrolled in the course for the Diploma in Accountancy of the Department of Technical Education during the period 1958 to 1960, take the following subjects:—

Name of Subject.		Hours per week per term.
First Year—		
14.11	Accounting I	4
14.41	Law I	1
		5
Second Year—		
14.12	Accounting II	4
15.12	Economics I	2
15.21	Statistical Methods I	2
		8
Third Year—		
14.13	Accounting III	4
14.42	Law II	1
14.43A and 14.43B	Law III A and B	2
15.13	Economics II	2
		9
Fourth Year—		
14.14	Accounting IV	3
14.23	Auditing	2
14.33	Taxation	2
14.52	Business Finance	2
		9
Fifth Year—		
12.111	Psychology	2
14.15	Accounting Control	1
14.16	Advanced Cost Accounting	3
14.61	Seminar in Accounting	1
264	Company Secretarial Practice	1
267	Introduction to Management	1
		9

BACHELOR OF COMMERCE — ECONOMICS

The demand for persons trained in the methods of economic analysis is considerable. Moreover, it continues to grow. This is not merely because the study of economics gives an understanding of the workings of modern society and develops the habit of rigorous analysis, though both these consequences are of considerable general educational value. It is largely because, in recent years, not only the public service but also commercial, financial, and industrial concerns have found it much to their benefit to employ economists in a professional capacity and to encourage their promising young executives to acquire a training in the methods of economic analysis. Both the Pass and Honours curricula of the Bachelor of Commerce in Economics course are designed to meet these needs by making it possible for a training in Economics to be combined with the study of such liberal disciplines as Philosophy, History, English, and Psychology, and such essential commercial subjects as Accounting, Statistics, and Commercial Law.

The study of Economics itself is based upon a firm foundation of economic theory which is built up partly in those courses which are taken by all Commerce students, and partly in the additional specialist courses. In the selection of these specialist courses as much latitude as possible will be given to the individual student. The student's choice, however, must be made from a list of courses offered by the School of Economics and it must be approved by the Head of the School.

At present the range of approved special courses from which a student may make his selection is as follows:—

Special Subject 1: Political Science (54.031) *or* Constitutional Law (15.32) *or* Commercial Law (14.41 and 14.42) *or* Economic History (15.41).

Special Subjects 2-5: Public Finance (15.42A); Financial Institutions and Policy (15.42B); Economic Fluctuations; Economic Growth and Development (15.43);

*** Students wishing to take this course must have successfully completed 10.1 Mathematics as Special Subjects 1 and 2.**

Mathematical Economics;* History of Economic Thought (15.44).

The range of subjects is varied from time to time. For further details and prerequisites the student should consult the Head of the School.

The application of advanced knowledge in the fields of industry and commerce is a special concern of the University, and in accordance with this, particular emphasis in the teaching of Economics is placed upon the application of the principles of economic analysis to problems of policy — both public and private. Students are encouraged to undertake original investigations as a basis for their compulsory thesis. Moreover, they are required to attend and participate in a Seminar in Contemporary Economic Problems. In this way the student acquires an understanding of the methods and limitations of applied economics and receives training in employing the tools of analysis developed by the economic theory.

The details of the Pass and Honours curricula leading to the degree of Bachelor of Commerce in Economics are fully set out in the tables on pages 48-51.

BACHELOR OF COMMERCE — STATISTICS

The work of the economic statistician is complementary to that of the theoretical and applied economist. It is also of direct use to the public service and to financial, commercial, and industrial enterprises. In consequence the demand for properly trained economic statisticians is increasing more rapidly than the supply. The purpose of the course leading to the degree of Bachelor of Commerce in Statistics is to train graduates capable of meeting this growing demand.

The broad outline of the course is similar to that of the courses leading to the degree of Bachelor of Commerce in Economics. The student follows a curriculum which includes the general subjects of Philosophy, English, History, and Psychology and the more specifically commercial subjects of Economics and Accountancy. He is also required to complete the two courses in Statistical Method which form part of all the Commerce courses. On this foundation he is then able to develop a more comprehensive degree of specialisation in Statistics.

The foundation of the further study of Statistics is an intensive training in the logical bases of more advanced statistical analysis. This is built upon the prior study of Mathematics. In developing this Statistical training considerable emphasis is placed upon the actual application of advanced techniques to economic, industrial and commercial problems. All students are required to submit a short thesis upon a subject either involving statistical enquiry or dealing with the methods of statistical analysis. Similarly all students are required to attend a Seminar in Statistical Problems. By these means students are given a thorough training not only in the theory of advanced statistical methods but in their application to the types of problem encountered in the public service, industry and commerce.

The course requires some aptitude for Mathematics and in general students will not be admitted to the specialisation unless they possess this.

Students reading for the Degree of Bachelor of Commerce in Statistics are required to choose their special subjects from a list approved by the Head of the School of Economics.

At present the range of approved courses is:

Special Subjects 1 and 2: Mathematics (10.1).
Special Subject 3: Advanced Economic Statistics I (15.23).
Special Subject 4: Advanced Economic Statistics II (15.24).

Further details may be obtained from the Head of the School of Economics.

The details of the Pass and Honours curricula leading to the degree of Bachelor of Commerce in Statistics are fully set out in the tables on pages 48-51.

BACHELOR OF COMMERCE — APPLIED PSYCHOLOGY

There are two main trends in modern business — the development of long-range, systematic economic planning and the growing recognition of the importance of human and industrial relations. It is appreciated by administrators and managers in commerce, industry and the public service that the economic and social objectives of an enterprise cannot be realized independently of one another, and that the people who form the organisation are among its more important capital resources. The demand for persons with a broad training in both economics and applied psychology is considerable, and is increasing year by year.

The Commerce course offering specialisation in Applied Psychology is designed to provide specialist training in economics, together with a theoretical training in individual and group psychology and the skills and techniques used in applying psychology to personnel problems in industry, commerce and the public service. The first two courses in psychology are aimed at giving the student a firm foundation of psychological theory, an appreciation of the application of scientific method to the social sciences and some skill in psychological assessment and measurement techniques.

In later stages of the course a detailed study will be made of personality development and group behaviour, particularly as they are related to personnel problems arising in the work situation. Industrial relations, personnel management and the human relations problems of management and industrial conflict will be included in the more advanced stages of the course. Students will be encouraged to undertake field work, and each student will be expected to present a thesis describing an investigation carried out in a commercial or industrial setting.

The details of the Pass and Honours curricula leading to the degree of Bachelor of Commerce in Applied Psychology are fully set out in the tables on pages 48-51.

Table VII

BACHELOR OF COMMERCE — ECONOMICS OR STATISTICS OR APPLIED PSYCHOLOGY

Pass Degree — Three Year Course

FULL-TIME

Name of Subject.		Hours per week per term.
First Year—		
12.111	Psychology	2
14.11	Accounting I	4
15.11	Descriptive Economics	2
15.12	Economics I	2
15.21	Statistical Methods I	2
50.021	English *or* 51.021 History	2
52.031	Logic	1
		15
Second Year—		
	Special Subjects 1 and 2**	4
14.15	Accounting Control	1
15.13	Economics II	2
15.14	Economics III	2
15.22	Statistical Methods II	1
	Option†	2
		12
Third Year*—		
15.15	Economics IV	2
15.46	Seminar in Contemporary Economic Problems	1
52.032	Scientific Method	1
	Special Subjects 3 and 4	4
	Seminar (in Specialisation)	1
		9

* Short (5,000 words) thesis in special subject to be planned and written in this year.

**Intending teachers may be permitted to take Geography I (if available), in lieu of these subjects.

† For details of options, see page 16.

Table VIII

BACHELOR OF COMMERCE — ECONOMICS OR STATISTICS OR APPLIED PSYCHOLOGY[1]

Honours Degree — Four Year Course

FULL-TIME

Name of Subject.	Hours per week per term.
First Year—	
12.111 Psychology	2
14.11 Accounting I	4
15.11 Descriptive Economics	2
15.12 Economics I	2
15.21 Statistical Methods I	2
50.021 English *or* 51.021 History	2
52.031 Logic	1
	15
Second Year—	
14.15 Accounting Control	1
14.41 Law I	1
14.52 Business Finance	2
15.13 Economics II	2
15.22 Statistical Methods II	1
Special Subject 1**	2
Option I†	2
	11
Third Year*—	
14.42 Law II	1
15.14 Economics III	2
Special Subject 2**	2
Special Subject 3***	2
Option II†	2
	9
Fourth Year—	
14.53A Production *or* 14.53B Marketing	2
15.15 Economics IV	2
15.46 Seminar in Economic Problems	1
52.032 Scientific Method	1
Special Subject 4***	2
Special Subject 5	3
Seminar in Special Subject	1
	12

1 For the Applied Psychology course, the following substitutions should be made:

Second Year: Delete Option I and substitute Special Subject 2.
Third Year : Delete Special Subject 2 and substitute Special Subject 4. Delete Option II and substitute Option I.
Fourth Year: Delete Special Subject 4 and substitute Option II.

* Short (5,000 word) thesis to be planned in this year for presentation in final year.

**Intending teachers may be permitted to take Geography I (if available), in lieu of these subjects.

***For the Economics course interchange these special subjects.

† For details of options, see page 16.

Table IX

BACHELOR OF COMMERCE — ECONOMICS OR STATISTICS OR APPLIED PSYCHOLOGY[1]

Pass Degree — Five Year Course

PART-TIME

Name of Subject.	Hours per week per term.
First Year—	
14.11 Accounting I	4
15.11 Descriptive Economics	2
50.021 English or 51.021 History	2
52.031 Logic	1
	9
Second Year—	
12.111 Psychology	2
15.12 Economics I	2
15.21 Statistical Methods I	2
52.032 Scientific Method	1
	7
Third Year—	
14.15 Accounting Control	1
15.13 Economics II	2
15.22 Statistical Methods II	1
Option†	2
Special Subject 1**	2
	8
Fourth Year*—	
15.14 Economics III	2
Special Subject 2**	2
Special Subject 3***	2
	6
Fifth Year—	
15.15 Economics IV	2
15.46 Seminar in Contemporary Economic Problems	1
Special Subject 4***	2
Seminar (in Specialisation)	1
	6

1 For the Applied Psychology course, the following substitutions should be made:
Third Year: Delete Option and substitute Special Subject 2.
Fourth Year: Delete Special Subject 2 and substitute Special Subject 4.
Fifth Year: Delete Special Subject 4 and substitute Option.

* Short (5,000 words) thesis in special subject to be planned in this year for presentation in final year.

**Intending teachers may be permitted to take Geography I (if available), in lieu of these subjects.

***For the Economics course, interchange these special subjects.

† For details of options, see page 16.

Table X

BACHELOR OF COMMERCE — ECONOMICS OR STATISTICS OR APPLIED PSYCHOLOGY[1]

Honours Degree — Six Year Course

PART-TIME

	Name of Subject.	Hours per week per term.
First Year—		
14.11	Accounting I	4
15.11	Descriptive Economics	2
50.021	English *or* 51.021 History	2
52.031	Logic	1
		9
Second Year—		
12.111	Psychology	2
15.12	Economics I	2
15.21	Statistical Methods I	2
52.032	Scientific Method	1
		7
Third Year—		
14.15	Accounting Control	1
14.41	Law I	1
14.42	Law II	1
15.13	Economics II	2
15.22	Statistical Methods II	1
	Option I†	2
		8
Fourth Year—		
15.14	Economics III	2
14.53A	Production *or* 14.53B Marketing	2
	Special Subject 1**	2
	Option II†	2
		8
Fifth Year*—		
14.52	Business Finance	2
15.15	Economics IV	2
	Special Subject 2**	2
	Special Subject 3	2
		8
Sixth Year—		
15.46	Seminar in Contemporary Economic Problems	1
	Special Subject 4	2
	Special Subject 5	3
	Seminar (in Specialisation)	1
		7

1 For the Applied Psychology course, the following substitutions should be made:

Fourth Year: Delete Option II and substitute Special Subject 2.
Fifth Year: Delete Special Subject 2 and substitute Special Subject 4.
Sixth Year: Delete Special Subject 4 and substitute Option II.

* Short (5,000 words) thesis in special subject to be planned in this year for presentation in final year.

**Intending teachers may be permitted to take Geography I (if available), in lieu of these subjects.

† For details of options, see page 16.

BACHELOR OF COMMERCE—INDUSTRIAL RELATIONS

The term "Industrial Relations" covers a wide and important field of study which is becoming increasingly specialised in character. From the point of view of commerce, industry and labour organisations there is a growing need for persons who have not only received a good general education including a thorough training in Economics and Statistics but are also familiar with the legal and psychological aspects of industrial relations. The purpose of the course leading to the Degree of Bachelor of Commerce in Industrial Relations is to provide a training of this type.

The broad outline of the course is similar to that of the courses leading to the award of the Bachelor of Commerce in Economics. The student follows a curriculum which includes the general subjects of Psychology, English, History and Philosophy and the more specifically commercial subjects of Accountancy, Economics and Statistics. On this foundation the student then develops a study of Law leading to an examination of Industrial Law and further study of Psychology. Considerable emphasis is placed upon the Seminar in Industrial Relations in which students will be expected to discuss, with those experienced in the field, problems of Industrial Relations in their economic, legal and psychological aspects.

The structure of the course is set out in the tables on pp. 53-56.

Table XI

BACHELOR OF COMMERCE—INDUSTRIAL RELATIONS

Pass Degree — Three Year Course

FULL-TIME

Name of Subject.	Hours per week per term.
First Year—	
12.111 Psychology	2
14.11 Accounting I	4
15.11 Descriptive Economics	2
15.12 Economics I	2
15.21 Statistical Methods I	2
50.021 English *or* 51.021 History	2
52.031 Logic	1
	15
Second Year—	
12.501 Psychology	2
12.711 Psychology	2
14.15 Accounting Control	1
15.13 Economics II	2
15.14 Economics III	2
15.22 Statistical Methods II	1
15.31 Law A	2
15.33 Law C	2
	14
Third Year*—	
12.651 Psychology	2
15.15 Economics IV	2
15.32 Law B	2
15.34 Law D	4
52.032 Scientific Method	1
Seminar in Industrial Relations	2
	13

* Short (5,000 words) thesis in special subject to be planned and written in this year.

Table XII

BACHELOR OF COMMERCE—INDUSTRIAL RELATIONS

Pass Degree—Five Year Course

PART-TIME

Name of Subject.	Hours per week per term.
First Year—	
14.11 Accounting I	4
15.11 Descriptive Economics	2
50.021 English *or* 51.021 History	2
52.031 Logic	1
	9
Second Year—	
12.111 Psychology	2
15.12 Economics I	2
15.21 Statistical Methods I	2
15.31 Law A	2
52.032 Scientific Method	1
	9
Third Year—	
12.501 Psychology	2
14.15 Accounting Control	1
15.13 Economics II	2
15.22 Statistical Methods II	1
15.33 Law C	2
	8
Fourth Year*—	
12.711 Psychology	2
15.14 Economics III	2
15.32 Law B	2
15.34 Law D, Part I	2
	8
Fifth Year—	
12.651 Psychology	2
15.15 Economics IV	2
15.34 Law D, Part II	2
Seminar in Industrial Relations	2
	8

* Short (5,000 words) thesis to be planned in this year for presentation in the final year.

Table XIII

BACHELOR OF COMMERCE—INDUSTRIAL RELATIONS

Honours Degree — Four Year Course

FULL-TIME

Name of Subject.	Hours per week per term.
First Year—	
12.111 Psychology	2
14.11 Accounting I	4
15.11 Descriptive Economics	2
15.12 Economics I	2
15.21 Statistical Methods I	2
50.021 English *or* 51.021 History	2
52.031 Logic	1
	15
Second Year—	
12.501 Psychology	2
14.15 Accounting Control	1
15.13 Economics II	2
15.14 Economics III	2
15.22 Statistical Methods II	1
15.31 Law A	2
54.031 Political Science	2
	12
Third Year—	
12.711 Psychology	2
15.15 Economics IV	2
15.32 Law B	2
15.33 Law C	2
Option †	2
	10
Fourth Year*—	
12.651 Psychology	2
15.34 Law D	4
52.032 Scientific Method	1
Seminar in Industrial Relations	2
Special Problems in Industrial Relations	3
	12

* Short (5,000 words) thesis to be planned and written in this year.

† For details of options, see page 16.

Table XIV

BACHELOR OF COMMERCE—INDUSTRIAL RELATIONS

Honours Degree — Six Year Course

PART-TIME

	Name of Subject.	Hours per week per term.
First Year—		
14.11	Accounting I	4
15.11	Descriptive Economics	2
50.021	English *or* 51.021 History	2
52.031	Logic	1
		9
Second Year—		
12.111	Psychology	2
15.12	Economics I	2
15.21	Statistical Methods I	2
15.31	Law A	2
52.032	Scientific Method	1
		9
Third Year—		
12.501	Psychology	2
14.15	Accounting Control	1
15.13	Economics II	2
15.22	Statistical Methods II	1
15.33	Law C	2
		8
Fourth Year—		
12.711	Psychology	2
15.14	Economics III	2
15.32	Law B	2
15.34	Law D, Part I	2
		8
Fifth Year*—		
12.651	Psychology	2
15.15	Economics IV	2
15.34	Law D. Part II	2
	Option†	2
		8
Sixth Year—		
54.031	Political Science	2
	Seminar in Industrial Relations	2
	Special Problems in Industrial Relations	3
		7

* Short (5,000 words) thesis to be planned in this year for presentation in the final year.

† For details of options, see page 16.

BACHELOR OF COMMERCE — WOOL COMMERCE

The Wool Commerce Degree Course is designed to develop the special skills and knowledge required by wool buyers, wool brokers and the executives in these and similar organisations.

The Australian wool clip is now approaching five million bales, the product of a sheep population totalling over one hundred and fifty million sheep of merino and other breeds. The highly competitive nature of the wool auction system with world-wide representation of wool consumers calls for a knowledge of accounting, economics and statistics in addition to particular skills in wool appraisal and wool production, on the part of all who are involved in wool commerce.

In addition to sound commercial training, wool executives in the case of selling brokers, require not only an intimate knowledge of the value and manufacturing potential of their clients' produce, but also a thorough understanding of the problems associated with sheep breeding and wool growing. In the interests of his client, the wool selling broker must be prepared to act as consultant in the selection and disposal of breeding stock, the initial preparation of the wool clip, and care and management of the flock, together with the all-important considerations associated with rural finance.

The wool buyer is a specialist in his particular field. He requires a full appreciation of the manufacturing techniques and problems associated with yarn and fabric production. He must possess a detailed understanding of all those fleece characteristics which will enable him to select the raw material best suited to his client's needs, and the manufacture of the extensive range of wool products marketed to-day. He must be capable of making consistently acccurate appraisals of all factors influencing price. Again, as the bulk of his purchases will supply the needs of overseas consumers, economic and financial considerations are an integral part of his business.

The Wool Commerce Course is specifically aimed at the provision of advanced training facilities in these spheres where previously no University courses have been available.

Table XV

BACHELOR OF COMMERCE — WOOL COMMERCE

Pass Degree — Four Year Course

FULL-TIME

Name of Subject.	Hours per week per term.
First Year—	
12.111 Psychology	2
14.11 Accounting I	4
15.11 Descriptive Economics	2
15.12 Economics I	2
15.21 Statistical Methods I	2
50.021 English *or* 51.021 History	2
52.031 Logic	1
	15
Second Year—	
9.111 Sheep Husbandry	2
9.511 Wool I	4
9.512 Wool II	4
14.15 Accounting Control	1
14.41 Law I	1
15.13 Economics II	2
15.22 Statistical Methods II	1
	15
Third Year—	
9.513 Wool III	4
9.521 Wool Textiles I	2
14.42 Law II	1
15.14 Economics III	2
Option†	2
	11
Fourth Year—	
9.011 Sheep Production	2
9.514 Wool IV	4
9.522 Wool Textiles II	2
15.15 Economics IV	2
52.032 Scientific Method	1
Seminar in Wool Technology	1
	12

† For details of options, see page 16.

Table XVI

BACHELOR OF COMMERCE — WOOL COMMERCE

Pass Degree — Six Year Course

PART-TIME

Name of Subject.		Hours per week per term.
First Year—		
14.11	Accounting I	4
15.11	Descriptive Economics	2
50.021	Engish *or* 51.021 History	2
52.031	Logic	1
		9
Second Year—		
9.111	Sheep Husbandry	2
12.111	Psychology	2
14.41	Law I	1
15.12	Economics I	2
15.21	Statistical Methods I	2
		9
Third Year—		
9.511	Wool I	4
14.15	Accounting Control	1
14.42	Law II	1
15.13	Economics II	2
15.22	Statistical Methods II	1
		9
Fourth Year—		
9.512	Wool II	4
15.14	Economics III	2
52.032	Scientific Method	1
	Option†	2
		9
Fifth Year—		
9.513	Wool III	4
9.521	Wool Textiles I	2
15.15	Economics IV	2
		8
Sixth Year—		
9.011	Sheep Production	2
9.514	Wool IV	4
9.522	Wool Textiles II	2
	Seminar in Wool Technology	1
		9

† For details of options, see page 16.

SCHOOL OF HOSPITAL ADMINISTRATION

The establishment of a foundation chair in Hospital Administration was made possible by a generous grant from the W. K. Kellogg Foundation, Battle Creek, Michigan, U.S.A.

The evolutionary trend in the hospital's basic functions and its expanding services have transformed the hospital over a short period of time from a simple structure to a highly complex, scientific organisation. Every new discovery, every advancement in medical science adds to the complexity of function throughout the hospital, whether it be maintenance, laundry, house-keeping, purchasing, etc. This changing and intricate pattern has transformed the financial transactions of the hospital into a major accounting process.

There was relatively little challenge to the administrative skills in the hospital of yesterday as compared with the modern one. Administrative activities were confined to a few internal operations dealing with nursing care, food service and simple supply needs. Today there is a large increase in the personnel needed to staff the hospital. The degrees of skill required by them, the competition for their employment and the problems of human relations involved, require the skilful techniques of good management. Consequently, the hospital today demands a competent trained executive officer in the management role.

The hospital administrator, therefore, must be a person of enquiring mind and independence of thought, in order that he may develop the breadth of vision necessary to appreciate the many different features involved in the complex administration of the hospital.

The aims of the School are:—

(a) to provide students with a thorough knowledge of the principles of organisation and management by a study of the administrative process as it functions in various environments and at different levels in society;

(b) to further the application of this knowledge in the administration of Australian hospitals;

(c) to develop in students an orderly and analytical ability to handle problems in the administration of hospital work;

(d) to develop in students the skills needed for working effectively with others in the hospital environment;

(e) to provide students with an understanding of the economic, political and general social system in which the hospital operates.

There are three courses in operation at the School:—

(a) A course leading to the degree of Master of Hospital Administration.

(b) A full-time Extension Course in Hospital Administration — award of a certificate on completion of the course.

(c) External Studies—an extra-mural course leading to the award of the Diploma of the Australian Institute of Hospital Administrators. The University at this stage does not make an award for studies completed under this scheme.

Completion of either of these three courses is accepted by the Australian Institute of Hospital Administrators for admission to membership.

Master's Degree Course

Candidates for the degree of Master shall be required to undertake one calendar year full-time or two calendar years in part-time attendance at the University.

The Academic period shall be followed by at least one full calendar year of administrative in-service training in approved hospitals, save that any candidate who prior to registration had attained a standard of experience and training in hospital administration practice acceptable to the Professorial Board may be exempted from not more than two academic terms of this requirement. In addition a thesis must be completed and accepted.

The objectives of the year of academic study at the University are to provide an opportunity for the student to gain the knowledge and develop the abilities, skills, attitudes and understanding which constitute the foundation for the production of competent and responsible hospital administrators. Unless the administrator has a firm grasp of fundamental knowledge, methods and techniques with which he can meet the different challenges of administration, he will fail in his prime responsibility.

Extension Course in Hospital Administration

The full-time extension course is a day course of one calendar year and aims to give a short systematic training to those who have an adequate background of general education and hospital experience, and who are either not qualified academically or unable for other reasons to take the Master's course.

In addition to the lectures and seminars students will visit hospital departments, clinics and special hospitals and diagnostic units to gain a comprehensive background to the academic instruction.

Subjects and Books

Introduction

Neither the subject outlines nor the reading references given in the following notes can be regarded as comprehensive. Their aim is merely to provide a general indication of the subject matter of the various courses and the titles of the principal text books employed. Additional references can be found in the Reading Lists which are available from the Schools concerned.

Students are recommended to purchase all TEXT books. Preliminary reading should be completed before the beginning of each course.

SCHOOL OF ACCOUNTANCY

14.11 Accounting I

2 hours' lecture and 2 hours' tutorial weekly

This course, which must be taken by all students reading for the degree of Bachelor of Commerce, aims to define the purpose and functions of accounting, to show the application of generally accepted accounting principles and how accounting information may be used by management as a basis for business decisions.

The course will be in four main sections, viz: (a) basic theory; (b) historical recording; (c) comprehension and interpretation of accounting data and reports; and (d) introduction to managerial accounting—the provision of information useful to management in the formulation of its policies and in the evaluation of current performance.

The syllabus will cover the recording of transactions of businesses; the preparation of accounting reports (income statements and balance sheets) of sole traders, partnership firms, corporations and non-trading concerns. Students will also be given an introduction to Management Accounting including topics such as budgeting and budgetary control, and analysis and interpretation of accounting reports.

Examination: Two papers each of three hours' duration.

Text Books

Yorston, Smyth & Brown: *Accounting Fundamentals* (with supplement) (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1959.

Accountancy Exercises—First Year (Melbourne University Press) 1959.

Additional Reading

Paton & Dixon: *Essentials of Accounting* (Macmillan) 1958.

Preliminary Reading

Yorston, Smyth & Brown: *Elementary Accounting* (Law Book Co. of A'asia Pty Ltd.).

Other references will be given by the lecturer during the year.

14.12 Accounting II

2 hours' lecture and 2 hours' tutorial weekly

This is a course in financial accounting, dealing especially with accounting records on an historical basis as distinct from industrial and cost accounting. It covers accounting method as applied to the accounts of sole traders and partnerships, joint ventures, branches, pastoral and rural enterprises, unsystematised (single entry) recording, deceased and bankrupt estates, fire losses, and accounting for commodity stocks.

Examination: Two papers each of three hours' duration.

Text Books

Yorston, Smyth & Brown: *Accounting Fundamentals.* (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1959.

Smyth, E. B.: *Executorship Accounts.* (Law Book Co. of A'asia Pty Ltd.) 4th edition, 1959.

The Institute of Chartered Accountants in Australia: *Recommendations on Accounting Principles.*

American Accounting Association, 1957: *Accounting and Reporting Standards for Corporate Financial Statements and Preceding Statements and Supplements.*

Additional Reading

Paton & Dixon: *Essentials of Accounting.* (MacMillan.) 1958.

Yorston, Smyth & Brown: *Advanced Accounting.* Vol. 1. (Law Book Co of A'asia Pty Ltd.) 4th edition, 1957.

14.13 Accounting III

2 hours' lecture and 2 hours' tutorial weekly

This course covers all aspects of corporation accounting as well as certain selected aspects of advanced financial accounting.

Detailed treatments include company formation, reconstruction, mergers and liquidations; debentures, receivership; published accounts and reports of companies; mining, insurance and banking companies; holding companies and group accounts; provisions, reserves, reserve funds and secret reserves; the double account system; loss of profits insurance claims; hire-purchase and instalment purchase accounting; valuation of shares and goodwill; depreciation accounting; the impact of price level changes on conventional accounting methods.

Examination: Two papers each of three hours' duration.

Text Books

Yorston, Smyth & Brown: *Accounting Fundamentals.* (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1959.

Yorston, Smyth & Brown: *Advanced Accounting.* (Law Book Co. of A'asia Pty Ltd.) Vol. 1, 4th edition, 1957; Vol. 2, 4th edition, 1959.

Reference Books

Fitzgerald & Speck: *Holding Companies.* (Butterworth & Co. (Australia) Ltd.) 4th edition, 1960.

Adamson, A. V.: *The Valuation of Company Shares and Businesses.* (Law Book Co. of A'asia Pty Ltd.) 2nd edition, 1954.

Other references will be given by the lecturer during the year.

14.14 Accounting IV

2 hours' lecture and 1 hour tutorial weekly

This is a general course in management accounting which covers the analysis and interpretation of financial and operating statements; an introduction to cost accounting; manufacturing statements; accounting for material, labour and expense; the integration of financial and cost records; job costing; process costs; joint and by-product costs; budgets and budgeting, including reference to the Commonwealth Budget; standard costs; cost analysis; the relation between costs, volume and prices; break-even analysis; profit control; differ-

ential costs; plant size, location and utilisation; product profits; accounting systems; classification in accounting; and mechanised accounting, including electronic data processing.

Examination: Two papers each of three hours' duration.

Text Books

Yorston, Smyth & Brown: *Advanced Accounting,* Vol. 2. (Law Book Co. of A'asia Pty Ltd.) 4th edition, 1959.

Yorston, Brown & Sainsbury: *Costing Procedures.* (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1960.

Brown, S. R.: *Costs and Prices.* (Law Book Co. of A'asia Pty Ltd.) 2nd edition, 1959.

Additional Reading

Fitzgerald, A. A.: *Analysis and Interpretation of Financial and Operating Statements.* (Butterworth & Co.) 2nd edition, 1956. Reprint 1960.

Scott, W.: *Business Budgeting and Budgetary Control.* (Law Book Co. of A'asia Pty Ltd.) Rev. ed. 1948.

Vatter, W. J.: *Managerial Accounting.* (Prentice Hall.) 8th ed. 1950, reprint 1959.

Vatter, W. J.: *The Fund Theory of Accounting and its Implications for financial reports.* (University of Chicago Press.) 1947. 1959 reprint.

Fitzgerald & Schumer: *Classification in Accounting.* (Butterworth.) 1952.

Chambers, R. J.: *Financial Management.* (Law Book Co. of A'asia Pty Ltd.) 2nd rev. edition, 1958.

Matz, Curry & Frank: *Cost Accounting.* (South Western Publishing Co.) 2nd edition, 1957.

Gillespie, C.: *Accounting Procedure for Standard Costs.* (Ronald Press, New York.) Rev. edition, 1952.

Fitzgerald, A. A.: *Statistical Methods as Applied to Accounting Reports.* (Accountants Publishing Co., Melbourne.) 2nd edition, 1958.

Anthony, R. N.: *Management Accounting.* (R. D. Irwin Inc.) Rev. edition, 1960.

Other references will be given by the lecturer during the year.

14.15 Accounting Control

1 hour lecture weekly

This course will examine the accounting aspects of Internal Control, and will be integrated, as far as possible, with Statistical Methods II.

It will cover the design and maintenance of an efficient accounting system for managerial control, and will include special topics such as the control of expense, inventories, sales, receivables, fixed assets, cash, investments, liabilities, finance and decisions to make, lease or buy.

Various control tools, including budgets, standard costs and internal audit will be examined. Emphasis will be given to the methods of communication of control information to management by means of periodic reports.

Examination: One paper of three hours' duration.

Text Books

J. B. Heckert and J. D. Willson: *Controllership — The Work of the Accounting Executive.* (Ronald Press.) 1952.

D. R. Anderson: *Practical Controllership.* (R. D. Irwin Inc.) 1956 (R).

I. W. Keller: *Management Accounting for Profit Control.* (McGraw Hill.) 1957.

Additional Reading

J. G. Blocker and W. K. Weltmer: *Cost Accounting.* (McGraw Hill.) 3rd ed. 1954.

A. A. Fitzgerald and L. A. Schumer: *Classification in Accounting.* (Butterworth.) 1956.

H. E. Humphreys: *Accounting and the Accountant in Management.* (Harvard University Press.) 1953.

J. B. Heckert and J. D. Wilson: *Business Budgeting and Control.* (Ronald Press.) 2nd ed. 1955.

H. D. Koontz and C. O'Donnell: *Principles of Management.* (McGraw Hill.) 1955.

F. A. Lamperti and J. B. Thurston: *Internal Auditing for Management.* (Prentice-Hall.) 1958 (R).

R. Wixon and W. G. Gell, Eds.: *The Accountants Handbook.* (Ronald Press.) 4th ed. 1956.

Other references will be given by the lecturer during the year.

14.16 Advanced Cost Accounting

2 hours' lecture and 1 hour tutorial weekly

This course is designed to give an intensive coverage of the principles and applications of cost accounting and budgeting, particularly as applying to industrial organisations. It includes the evolution of industrial accounting; developments in techniques; cost concepts; incentive plans; classification and analysis of expenditure; setting standards; advanced standard costing; marketing and administration costs; technique and procedure of budgeting; profit planning; preparation of monthly accounts; reports to management; direct and marginal costing; installation of systems and work simplification; uniform costing.

(The principles and practice of industrial and commercial organisation are included in lectures on production, for which a special examination paper of three hours' duration is prescribed.)

Examination: Three papers each of three hours' duration.

Text Books

C. T. Devine: *Cost Accounting and Analysis.* (Macmillan.) 1950.

J. B. Heckert and H. D. Kerrigan: *Accounting Systems — Design and Installation.* (Ronald Press.) 2nd ed. 1953.

J. B. Heckert and J. D. Willson: *Business Budgeting and Control.* (Ronald Press.) 2nd ed. 1955.

E. H. Jones: *Principles and Practice of Industrial and Commercial Organization in Australia.* (The Law Book Co. of A'asia Pty Ltd.) 1956.

Additional Reading

J. G. Blocker and W. K. Weltmer: *Cost Accounting.* (McGraw Hill.) 3rd ed., 1954.

C. W. Bennett: *Standard Costs—How they Serve Modern Management.* (Prentice-Hall.) 1957.

R. L. Brummet: *Overhead Costing—The Costing of Manufactured Products.* (University of Michigan Press.) 1957.

R. I. Dickey, Ed.: *Accountants' Cost Handbook.* (Ronald Press.) 2nd ed. 1959.

S. P. Garner: *Evolution of Cost Accounting to 1925.* (University of Alabama Press.) 1954.

J. B. Heckert and R. B. Miner: *Distribution Costs.* (Ronald Press.) 2nd ed. 1953.

F. C. Lawrence and E. N. Humphreys: *Marginal Costing.* (Macdonald and Evans.) 1955 (R).

C. W. Lytle: *Wage Incentive Methods.* (Ronald Press.) 2nd ed. 1942.

C. F. Schlatter and W. J. Schlatter: *Cost Accounting.* (Wiley.) 2nd ed. 1957.

D. Solomons: *Studies in Costing.* (Sweet and Maxwell.) 1952.

W. E. Thomas: *Readings in Cost Accounting, Budgeting and Control.* (Southwestern Publishing Co.) 1955.

Other references will be given by the lecturer during the year.

14.23 Auditing

1 lecture of 2 hours weekly

This course will be integrated with accounting where practicable and will cover the principles of auditing, auditing procedures, vouching, checking, the verification of assets and liabilities, the development of audit programmes, investigations, auditors' and investigators' reports. The course will

deal also with the nature, scope and significance to the auditor of internal control and internal auditing, trends and developments in the profession, the evolution of auditing standards, professional ethics, statute law and case law decisions affecting auditors.

Statistical sampling as applied to auditing practice will also be examined.

Examination: Two papers each of three hours' duration.

Text Books

R. A. Irish: *Auditing.* (The Law Book Co. of A'asia Pty Ltd.) 1957.

N. J. Lenhart & P. L. Defliese: *Montgomery's Auditing.* (Ronald Press.) 8th ed. 1957.

Additional Reading

L. R. Dicksee: *Dicksee's Auditing.* (B. Magee Ed.) (Gee & Company (Publishers) Limited.) 17th ed. 1951.

A. W. Holmes: *Auditing—Principles and Procedure.* (R. D. Irwin Inc.) 5th ed. 1959.

R. K. Mautz: *Fundamentals of Auditing.* (J. Wiley & Sons Inc.) 1954.

W. B. Meigs: *Principles of Auditing.* (R. D. Irwin Inc.) Revised ed. 1959.

A. F. Topham: *Palmer's Company Law.* (Schmitthoff & Curry Eds.) 20th ed. 1959.

H. F. Stettler: *Auditing Principles—Objectives, Procedures and Working Papers.* (Prentice-Hall Inc.) 1956.

Other references will be given by the lecturer during the year.

14.33 Taxation

1 lecture of 2 hours weekly

The major part of the syllabus is concerned with a detailed study of the Income Tax Assessment Act, the determination of income, the assessment of specific forms of income, allowable deductions both in a general and specific sense, the assessment of different classes of taxpayer and the machinery provisions of income tax collection.

There are also lectures dealing with land tax assessment and collection, pay-roll tax and sales tax.

Examination: One paper of three hours' duration.

Text Books

Gunn and Maas: *Guide to Commonwealth Income Tax.* (Butterworth & Co. (Australia) Ltd.) 10th edition, 1961.

Statutes

Income Tax and Social Services Contribution Assessment Act (Cwth) 1936-1960.

Income Tax (International Agreements) Act (Cwth) 1953-1960.

Additional Reading

Hannan, P. J.: *Principles of Income Taxation.* (Law Book Co. of A'asia Pty Ltd.) 1946.

Gunn, Berger & Maas: *Gunn's Commonwealth Income Tax Law and Practice.* (Butterworth & Co. (Australia) Ltd.) 6th edition, 1960.

Challoner, Greenwood & Mahoney: *Income Tax Law and Practice* (Cwth) (Law Book Co. of A'asia Pty Ltd.) 2nd edition, 1960.

Irving, H. R.: *Commonwealth Sales Tax Law and Practice.* (The Kent Publishing Co.) 1950.

Commonwealth Government Printer: *The Sales Tax Law,* 1957.

O'Neill, R. E.: *Payroll Tax in Australia.* (Butterworth & Co. (Australia) Ltd.) 2nd edition, 1954.

Additional Statutes

Land Tax Management Act (N.S.W.) 1956 (as amended).

Sales Tax Assessment Acts (Cwth) 1930 (as amended).

Pay-roll Tax Assessment Act (Cwth) 1941 (as amended).

Other references will be given by the lecturer during the year.

14.41 Law I

I hour lecture weekly

This course commences with an introduction to the system of law in Australia, with particular reference to the sources of law in New South Wales, the importance of judicial precedent, elementary principles of legal interpretation and a short history of the development of mercantile law.

The particular topics included in the syllabus are: the law of contract, sale of goods, agency, guarantees, hire-purchase, bailments and common carriers.

Examination: One paper of three hours' duration.

Text Books

Baalman: *Outline of Law in Australia.* (Law Book Co. of A'asia Pty Ltd.) 2nd edition, 1955.

Glanville Williams: *Learning the Law* (Stevens & Sons Ltd.) 6th edition (with Aust. supplement) 1957.

Yorston & Fortescue: *Australian Mercantile Law.* (Law Book Co. of A'asia Pty Ltd.) 10th edition, 1959.

Statutes

Sale of Goods Act (N.S.W.) 1923 (as amended).

Hire-Purchase Act (N.S.W.) 1960.

Additional Reading

W. Anstey Wynes: *Legislative and Executive Powers in Australia.* (Law Book Co. of A'asia Pty Ltd.) 2nd edition, 1957.

Charlesworth: *The Principles of Mercantile Law.* (Stevens & Sons Ltd.) 9th edition, 1959.

Anson: *Principles of the English Law of Contract.* (Oxford University Press) 21st edition, 1959.

Joske: *Sale of Goods in Australia.* (Butterworth & Co. (Australia) Ltd.) 1948.

Else-Mitchell: *Hire Purchase Law.* (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1960.

Other references will be given by the lecturer during the year.

14.42 Law II

I hour lecture weekly

The principal aspects of commercial law not dealt with in Law I form the syllabus of this course. These are: negotiable instruments, the law of partnership, insurance law, commercial and industrial arbitration, deceased estates, duties of executors and trustees, the law of personal property including references to gift duties and stamp duties on dispositions.

Examination: One paper of three hours' duration.

Text Books

Yorston & Fortescue: *Australian Mercantile Law.* (Law Book Co. of A'asia Pty Ltd.) 10th edition, 1959.

Baalman: *Outline of Law in Australia.* (Law Book Co. of A'asia Pty Ltd.) 2nd edition, 1955.

Statutes

Bills of Exchange Act (Cwth) 1909 (as amended). Partnership Act (N.S.W.), 1892.

Conciliation and Arbitration Act (Cwth) 1904 (as amended).

Industrial Arbitration Act (N.S.W.) 1940 (as amended).

Wills, Probate and Administration Act (N.S.W.) 1898-1954.

Additional Reading

Jacobs: *The Law of Bills of Exchange, Cheques, Promissory Notes and Negotiable Instruments generally* (Sweet & Maxwell Ltd.) 4th edition, 1953.

Riley: *The Law relating to Bills of Exchange in Australia.* (Law Book Co. of A'asia Pty Ltd.) 1953.

Millard: *Personal Property and Mercantile Law in N.S.W.* (Law Book Co. of A'asia Pty Ltd.) 6th edition, 1957.

Lambert: *Outline of Industrial Law.* (Law Book Co. of A'asia Pty Ltd.) 1955.

Additional Statutes

Life Insurance Act (Cwth) 1945-1959.

Other references will be given by the lecturer during the year.

14.43A and 14.43B Law III

1 lecture of 2 hours weekly

This subject consists of two parts —

14.43A. *Part A — Bankruptcy Law* — This includes an analysis of the acts of bankruptcy, debts provable in bankruptcy, property available to creditors, avoidance of settlements and discharge of bankrupt persons.

Examination: One paper normally of two hours' duration.

Text Book

Lewis: *Australian Bankruptcy Law.* (Law Book Co. of A'asia Pty Ltd.) 4th edition, 1955.

Statute

Bankruptcy Act (Cwth) 1924-1958.

Reference Book

McDonald, Henry & Meek: *Australian Bankruptcy Law and Practice.* (Law Book Co of A'asia Pty Ltd.) 3rd edition, 1953.

14.43B. *Part B — Company Law* — This includes a study of the Companies Act, 1936, with particular emphasis on formation and registration of companies, memorandum and articles of association, share capital, membership, reconstruction, amalgamations and winding-up.

Examination: One paper of three hours' duration.

Text Book

Yorston, Brown and Jackson: *Company Law in N.S.W.* (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1954.

Additional Statute

Companies Act (N.S.W.) 1936-1960.

Reference Book

Gower: *Principles of Modern Company Law.* (Stevens & Sons Ltd.) 2nd edition, 1957.

Other references will be given by the lecturer during the year.

14.52 Business Finance

I lecture of 2 hours weekly

This course will be concerned with the question of funds, their deployment and control and the disposition of earnings. It will deal with short and long term finance from external sources and financing by retention of earnings. Attention will be given to the problems associated with the techniques to be followed in raising capital, the control of funds once obtained and the factors to be considered in determining reserve and dividend policies. The relevance of conventional accounting techniques for the control of business finance will also be examined.

Examination: One paper of three hours' duration.

Text Books

Arndt, H. W.: *The Australian Trading Banks* (F. W. Cheshire) 2nd revised edition, 1960.

Bradley, J. F.: *Fundamentals of Corporation Finance* (Rinehart & Co., Inc., N.Y.). Revised edition, 1959.

Chambers, R. J.: *Financial Management* (Law Book Co. of A'asia Pty Ltd.) 2nd revised edition, 1958.

N.A.A. Research Report No. 35: *Return on Capital as a Guide to Managerial Decisions.* (National Association of Accountants, N.Y., 1959).

Rose, T. G. & Farr, D. E.: *Higher Management Control.* (McGraw Hill) 1957

Additional Reading

Anthony, R. N.: *Management Accounting.* (R. D. Irwin Inc.) Revised edition, 1960.

Bain, J. S.: *Barriers to New Competition.* (Harvard University Press) 1956.

Edwards, R. S. & Townsend, H.: *Business Enterprise.* (Macmillan & Co.) 1958.

Gerstenberg, C. W.: *Financial Organization and Management of Business.* (Prentice Hall Inc.) 4th revised edition, 1959.

Grant, E. L. & Ireson, W.: *Principles of Engineering Economy.* (Ronald Press) 4th edition, 1960.

Lamberton, D. McL.: *Share Price Indices in Australia.* (Law Book Co. of A'asia Pty Ltd.) 1958.

Moon, R. W.: *Business Mergers and Takeover Bids.* (Gee & Co.) 1959.

Rix, M. S.: *Stock Market Economics.* (Sir Isaac Pitman & Sons Ltd., London.) 1954.

Other references will be given by the lecturer during the year.

14.53A Production

1 lecture of 2 hours weekly

This course is designed to acquaint students with the principles of industrial management and organisation, and to give them an insight into the problems associated with the major facets of the practice of works management: factory location and layout, production forecasting, planning and control, purchasing and storekeeping, materials handling, motion and time study, incentive schemes, personnel management, etc.

Examination: One paper of three hours' duration.

Text Books

Roscoe, E. S.: *Organization for Production.* (Irwin.) 1956.

Additional Reading

Bangs, J. R.: *Production Handbook.* (Ed. Alford and Bangs.) (Ronald Press.) 1954.

Beatty, H. R.: *Principles of Industrial Management.* (Ronald Press.) 2nd edition, 1951.

Carroll, P.: *How to Control Production Costs.* (McGraw-Hill.) 1958.

Drucker, P. F.: *The Practice of Management.* (Heinemann.) 1959.

McNeill, E. H.: *Production Forecasting, Planning and Control.* (Nilay.) 2nd edition, 1957.

Other references will be given by the lecturer during the year.

14.53B Marketing

1 lecture of 2 hours weekly

This course is designed to acquaint students with the problems associated with the marketing of products and services. It will cover the analysis of the problems of distribution, merchandising, and all aspects of selling.

Examination: One paper of three hours' duration.

Text Books

Converse, Heugy and Mitchell: *Elements of Marketing.* (Pitman.)

H. W. Boyd and R. Westfall: *Marketing Research—Text and Cases.* (Irwin.)

Additional Reading

American Marketing Association: *The Technique of Marketing Research.* (McGraw-Hill.)

Brown: *Marketing and Distribution Research.* (Ronald Press.)

H. L. Hansen: *Marketing Text Cases and Readings.* (Irwin.)

J. A. Howard: *Marketing—Management Analysis and Decision.* (Irwin.)

E. J. Kelly and W. Lazer: *Managerial Marketing.* (Irwin.)

Maynard and Beckman: *Principles of Marketing.* (Ronald Press.)

P. H. Nystrom: *Marketing Handbook.* (Ronald Press.)

Phillips and Duncan: *Marketing—Principles and Methods.* (Irwin.)

Other references will be given by the lecturer during the year.

14.61 Seminar in Accounting

2 hours each fortnight

The work of the seminar will include discussion of contemporary problems in accounting; the relation of accounting to economics, law and finance; and the status of accounting as a profession in a changing economy.

Students will be required to present papers on approved topics.

Examination: One paper of three hours' duration, on Contemporary Accounting Problems.

Text Books

Paton, W. A. & Littleton, A. C.: *An Introduction to Corporate Accounting Standards* (American Accounting Association).

William E. Thomas (Ed.): *Readings in Cost Accounting, Budgeting and Control.* (American Accounting Association).

Baxter, W. T.: *Studies in Accounting.* (Law Book Co. of A'asia Pty Ltd.)

Additional Reading

Fitzgerald, A. A.: *Current Accounting Trends.* (Butterworth & Co. (Australia) Ltd.)

Gilman, S.: *Accounting Concepts of Profit.* (Ronald Press.)

Backer, Morton (Ed.): *Handbook of Modern Accounting Theory.* (Prentice-Hall).

Other references will be given during the year.

264 Company Secretarial Practice

1 hour lecture weekly

This course is comprised of two parts. The first covers the rights and duties, the functions and responsibilities, of a

company secretary including such topics as communications, report writing and defamation (the general area of law previously referred to as libel and slander). The second relates more specifically to company formation and administration with considerable emphasis upon those advanced aspects of company law which are of particular interest and concern to company secretaries. A thorough treatment of the law of meetings includes such topics as the nature of assemblies, the right of public meeting and of freedom of discussion, together with the body of common law dealing with the convention, constitution and conduct of meetings.

Examination: Two papers of three hours' duration.

Text Books

Brown, S. R.: *Company Directors* (Law Book Co. of A'asia Pty Ltd.) 1951.

Brown, S. R.: *Company Resolutions.* (Law Book Co. of A'asia Pty Ltd.) 1960.

Joske, P. E.: *The Law and Procedure at Meetings.* (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1954.

Yorston, R. K. and Brown, S. R.: *The Company Secretary's Guide (N.S.W.)* (Law Book Co. of A'asia Pty Ltd.) 2nd edition, 1951.

Yorston, R. K. and Fortescue, E. E.: *Australian Secretarial Practice.* (Law Book Co. of A'asia Pty Ltd.) 3rd edition, 1953.

Statutes

Companies Act 1936-1957 (and 1959 and 1960 Amendments).

Defamation Act, 1958.

Additional Reading

Crew, A.: *Procedure at Meetings.* (T. P. E. Curry Ed.) (Jordan & Sons Ltd.) 19th edition, 1956.

Gower, L. C. B.: *Modern Company Law.* (Stevens & Sons Ltd.) 2nd revised edition, 1957.

Palmer's: *Company Law.* (Schmitthoff & Curry Eds.) (Stevens & Sons Ltd.) 20th edition, 1959.

Shackleton, F.: *The Law and Practice of Meetings.* (Sweet & Maxwell Ltd.) 4th edition, 1958.

Spender, P. C. and Wallace, G.: *Company Law and Practice.* (Law Book Co. of A'asia Pty Ltd.) 1937.

SCHOOL OF ECONOMICS

15.11 Descriptive Economics

2 hours per week including tutorial classes

The aim of this course is to acquaint the student with the organisation and operation of the Australian economy. It studies the factor endowment of Australia in terms of human resources (labour), mineral and agricultural resources (land), and the results of past economic activity (capital).

The course proceeds, through an analysis of Australia's national income, to examine the operation of particular sectors of the economy including the Australian financial system. The final section of the course is devoted to Australia's external trade.

Examination: One paper of three hours' duration.

Preliminary Reading

F. T. Nankervis: *Descriptive Economics.* (Longmans.)
A. G. L. Shaw: *The Economic Development of Australia.* (Longmans.)

Text Books

J. Andrews: *Australia's Resources and their Development.* Parts I and II.
Commonwealth Parliamentary Paper: *National Income and Expenditure.* Latest number.
R. I. Downing: *National Income and Social Accounts* (Melbourne University Press.)

15.12 Economics I

2 hours per week including tutorial classes

This course provides an introduction to economic analysis. It begins with a general account of the major problems of economics and a short account of the methods of economic analysis. It then proceeds to deal with two major fields of economic analysis. In one, it reviews national income accounting concepts and the theory of income determination. In this section of the course attention is given to the operation of the monetary system, the problems arising out of economic fluctuations, and the problem of overall economic policy.

In the other part of the course the pricing of individual products and services is analysed and an outline of the theory of distribution is presented.

Examination: One paper of three hours' duration.

Preliminary Reading

J. R. Hicks: *The Social Framework,* 3rd ed. (Oxford.)
P. A. Samuelson: *Economics*: *An Introductory Analysis.* Chapters 1, 2, 3, 10 and 19. (McGraw-Hill.)

Text Books

R. I. Downing: *National Income and Social Accounts,* 5th ed. (Melbourne University Press.)
P. A. Samuelson: *Economics*: *An Introductory Analysis,* 4th ed. (McGraw-Hill.)
National Income and Expenditure (latest issue): Government Printer, Canberra.

15.13 Economics II

2 hours per week including tutorial classes

This course is concerned with micro-economics. It gives an account of the theories of demand and production and examines pricing policies in different market situations. This section of the course includes a critical review of some of the empirical studies of pricing policy as well as the theoretical literature in the field. The course also embraces the impact of government policy on the behaviour of the firm and the problems of the social control of industry.

Examination: One paper of three hours' duration.

An additional paper will be taken by candidates for Honours.

Preliminary Reading

H. D. Henderson: *Supply and Demand.* (Cambridge University Press.)

Text Books

J. S. Bain: *Industrial Organization.* (Wiley.)
T. Scitovsky: *Welfare and Competition.* (Allen and Unwin.)

For Honours Students

E. T. Penrose: *The Theory of the Growth of the Firm.* (Blackwell.)

15.14 Economics III

2 hours per week including tutorial classes

This course is concerned with macro-economics. It deals with modern employment and income theory, comprising an examination of the saving-investment analysis, the consumption function, the multiplier and the accelerator, including their dynamic aspects. On the basis of this, it considers economic fluctuations and inflation, then proceeds to a discussion of the formulation and conduct of economic policy.

Examination: One paper of three hours' duration.

An additional paper will be taken by candidates for Honours.

Preliminary Reading

A. Hansen: *A Guide to Keynes.* (McGraw-Hill.)

Text Book

J. M. Keynes: *The General Theory of Employment, Interest and Money.* (Macmillan.)

15.15 Economics IV

2 hours per week

This course consists of two parts — Part I, International Trade, and Part II, Labour Economics and Institutions. The first half of the year will be devoted to the former, the second half to the latter. Both parts are equally important.

Part I. International Trade

The course provides an introduction to the theory of International Trade, and some description of international economic activities. Major topics are:

Balance of Payments: Analysis—the monetary theory and adjustments via price and income changes. Policy—tariffs, quantitative restrictions, international agreements.

The Pure Theory of International Trade: The doctrine of comparative cost; the theory of international values and gains from trade; the influence of foreign trade on the distribution of national income; the theory of tariffs.

Post-War Foreign Trade Policy: The European Recovery Programme; the International Monetary Fund; the International Trade Organisation.

Text Books

D. B. Marsh: *World Trade and Investment.* (Harcourt, Brace & Co.)
C. P. Kindleberger: *International Economics.* (R. D. Irwin, Inc.)

Part II. Labour Economics and Institutions

This course provides an introduction to wage theory and the institutional approach to labour problems. It includes an historical survey of the growth of trade unions and employers'

associations in Australia and overseas, and traces the development of collective bargaining. Major topics included are Methods of Wage Payment, Union Structure and Policy, Industrial Arbitration. The course is intended to provide students with an understanding of the system of industrial relations in Australia and other countries.

Examination: One paper of three hours' duration. An additional paper will be taken by candidates for Honours.

Text Book

A. Kuhn: *Labour: Institutions and Economics.* (Rinehart.)

15.46 Seminar in Contemporary Economic Problems

2 hours per fortnight

This Seminar will be concerned with the analysis of contemporary problems and more particularly with those directly related to economic policy making.

Students will be expected to present papers and participate in discussion. A number of papers will be presented by members of institutions concerned with the conduct of economic policy.

No text books are prescribed. References will be given from time to time.

Examination: One general paper of three hours' duration.

15.47 Seminar in Economics

2 hours per fortnight

This Seminar will range widely over the field of economics though its main emphasis will be on economic theory.

Students will be required to present papers and participate in discussions.

No text books are prescribed. Students will be given references from time to time.

Examination: One general paper of three hours' duration.

15.21 Statistical Methods I

2 hours per week including tutorial classes

The object of this course is to acquaint students with some of the simpler statistical concepts and to help them to develop

a critical approach to the use of statistical methods in economics.

Descriptive Methods

Sources and collection of data, classification and tabulation, diagrams and graphs.

Analytical Methods

Statistical inference, sampling, frequency distributions, transformations, averages, dispersion, skewness, confidence limits.

Scatter diagrams, regression and correlation, marginal and conditional distributions.

Time Series

Elementary treatment of time series and index numbers.

Examination: One paper of three hours' duration.

Preliminary Reading

L. H. C. Tippett: *Statistics*. (Home University Library.)

Text Books

† W. J. Dixon and F. J. Massey: *Introduction to Statistical Analysis* (McGraw-Hill.)

M. J. Moroney: *Facts from Figures*. (Pelican.)

† W. A. Wallis and H. V. Roberts: *Statistics—a New Approach* .(Methuen.)

† These two texts are alternatives.

15.22 Statistical Methods II

One hour per week

This course is a direct continuation of the course in Statistical Methods I. It develops further the exposition of sampling techniques and their application in the fields of market research, quality control and auditing. Other topics included in the course cover some more specific methods and applications of correlation and regression techniques and an introduction to demography.

Examination: One paper of three hours' duration.

Text Books

W. J. Dixon and F. J. Massey: *Introduction to Statistical Analysis*. (McGraw-Hill.)

M. J. Moroney: *Facts From Figures*. (Pelican.)

15.23 Advanced Economic Statistics I†

The content of this course is as follows: Probability (elementary set algebra). Variates (univariates, multivariates, expectations, moment generating and characteristic functions). Standard distributions. Sampling distributions. Point estimation (moments, maximum likelihood, minimum x^2). Confidence interval estimation, exact and approximate x^2. Introduction to the theory of significance tests.

Examination: One theory paper of three hours, and one practical examination of three hours.

Text Books

Anderson, R. L. and Bancroft, T. A.: *Statistical Theory in Research.* (McGraw-Hill.)

Hogg, R. V. and Craig, A. T.: *Introduction to Mathematical Statistics.* (Macmillan.)

† This course may be taken in the School of Mathematics as Theory of Statistics I Part 1.

15.24 Advanced Economic Statistics II

The object of this course is to consider regression analysis from every angle—the least squares technique, the assumptions underlying its use, its application to economic data, the testing of numerical results and their economic interpretation.

Considerable attention is also given to recent work in econometrics.

Examination: One paper of three hours' duration.

Text Books

R. L. Anderson and T. A. Bancroft: *Statistical Theory in Research.* (McGraw-Hill.)

L. R. Klein: *A Text Book of Econometrics.* (Row Peterson.)

Seminar in Economic Statistics

This Seminar will be concerned with the critical discussion of recent work in the application of statistical techniques to economic problems.

Students will be expected to present papers and take part in discussion.

INDUSTRIAL RELATIONS

15.31 Law A

2 hours per week

This subject will combine a treatment of legal history with an examination of the more important basic legal concepts. In particular it will include:—

A general survey of the legal development from Anglo-Saxon times to the present day, taking into account political, social and economic factors.

A history of the courts and other bodies administering the law.

An examination of the principal source of English law, viz.: custom, equity, professional opinion, judicial decisions and legislation.

A survey of the law of procedure emphasising its importance in relation to the development of substantive law.

An historical treatment of the main branches of the substantive law; viz.: — crimes, torts, property, contract and equity.

An examination of certain basic legal concepts, notably rights and duties, legal personality, property, ownership and possession.

An examination of the nature and purpose of law.

Examination: One paper of three hours' duration.

15.32 Law B

2 hours per week

This subject will deal with the following matters:—

A survey of the constitutional history of the United Kingdom.

The general principles of the constitutional law of the United Kingdom.

The constitutional history and law of New South Wales.

The general principles of administrative law. In particular, this matter will cover delegated legislation, and the use and nature of the prerogative writs.

The constitutional law of the Australian Commonwealth, including, the nature of federal constitutions, the interpretation of the Commonwealth Constitution and a survey of the federal legislative, executive and judicial powers. The survey of legislative power will concentrate on those powers important in the field of industrial law.

Examination: One paper of three hours' duration.

15.33 Law C

2 hours per week

This course covers:—

I. Criminal Law

The nature of crimes and criminal liability.

A survey of criminal offences punishable under both Commonwealth and New South Wales law. The emphasis here will be on those offences which are most important in the field of industrial law.

II. Civil Law

(a) *Torts*

The nature of tortious liability.

A survey of certain important representative torts.

(b) *Contracts*

The nature of a contract in English law.

The formation of contracts.

Factors vitiating a contract.

Contractual capacity.

Discharge of the contract.

Quasi-contract.

(c) *Property*

The general principles of the law of real and personal property.

Acquisition and transfer of rights in property.

Rights over property in other persons.

Note: In this subject attention will be drawn to the various sources of the substantive rules of law, i.e., common law, equity and statute law.

Examination: One paper of three hours' duration.

15.34 Law D — Part I

2 hours per week

This course is concerned with Industrial Law and pays particular attention to the Master and Servant Act, the Factories Act, and the law governing workmen's compensation.

Examination: One paper of three hours' duration.

15.34 Law D — Part II

2 hours per week

This course is also concerned with Industrial Law and is complementary to Law D — Part I. It gives particular attention to the working of industrial conciliation and arbitration in both State and Commonwealth courts.

Examination: One paper of three hours' duration.

Psychology

Subject outlines for the Psychology sequence in the Industrial Relations course will be found under the heading "School of Applied Psychology."

SCHOOL OF WOOL TECHNOLOGY

The following courses are given within the Faculty of Applied Science for students of the Faculty of Commerce reading for the degree of Bachelor of Commerce (Wool Commerce). Details of text books, additional reading, and timetables for the following subjects may be obtained from the School of Wool Technology.

9.511 Wool I

(A course for students of Wool Commerce)

Theory and Practice

Place of wool in world trade and in the economic life in Australia. Elementary wool science. Wool quality, fleece defects. Principles of wool processing in relation to the preparation of the clip. Wool areas of the Commonwealth. Wool terms. Types. Shearing shed procedure. Recognition of breed types.

9.512 Wool II

(A course for students of Wool Commerce)

Theory and Practice

Introduction to yield. Wool classing—principles in special clips. Preparation of wool from various types of flocks. Recognition of wool types and assessment of quality number. Practical procedure for classing various types of clips according to district and wool type. Sorting of merino and crossbred wools to both length and quality. Wool scouring, carbonising.

9.513 Wool III

(A course for students of Wool Commerce)

Theory and Practice

Yield in relation to fleece wools and lower lines. Vegetable fault, its assessment and influence on price and manufacturing methods. Fault types and percentages. Wool broking, selling, cataloguing and auctioneering. Central classing, pooling, repacking, blending. Handling and processing (fellmongering) of sheep skins. Introduction to Australian Wool Bureau types and wool valuation. Wool sorting and wool classing (continued). Wool types. This year's work will include visits to wool stores, repacking houses, fellmongeries and wool scouring works.

9.514 Wool IV

(A course for students of Wool Commerce)

Theory and Practice

Australian Wool Bureau type and yield assessment for spinners, topmakers, cross-bred and lower lines. Style gradings in relation to district, season, vegetable fault and dust. Quality in scoured wools. Quality and style in wool tops. Skin wool, slipes and wool wastes. Wool store and wool sale study. Wool testing procedures. Wool buying procedures. Wool top manufacture.

9.111 Sheep Husbandry

(A course for students of Wool Commerce)

The sheep industry of Australia and its place in the economic life of the Commonwealth.

The sheep areas of the Commonwealth, the inter-relationships of breeds and types and the natural, economic and artificial conditions determining the stratification of the sheep types.

Elementary anatomy and physiology of sheep.

Introduction to the breeds of sheep of importance to Australia. Aids to judging; breeds, their uses, and economic relationships.

Calendar of operations on pastoral, mixed-farming and intensive properties; flock composition; purchase and sale of stock.

Sheep management—sheep classing, culling; purchase and care of rams; care and management of the breeding ewe; mating; lambing; lamb marking; shearing; crutching and wigging, weaning and management of weaners; drenching; dipping; mulesing; principal sources of loss and their control.

9.011 Sheep Production

(A course for students of Wool Commerce)

Products from sheep: wool, meat, skins, tallow and freezing works' by-products. Trends in production.

Principles of animal production and their application to the sheep industry; reproduction and fertility, milk secretion, growth and development, nutrition, breeding.

Cross breeding and fat lamb production.

Factors affecting sheep production; pasture improvement; fodder conservation; supplementary feeding; drought feeding; water conservation; irrigation.

9.521 Wool Textiles I

(A course for students of Wool Commerce)

Introduction to the history and structure of the textile industries. Yarn count systems. Textile mathematics relating to yarns. Theories of spinning by draft versus twist and roller drafting. The effect of fibre length, fibre diameter and twist on the properties of yarn. The origin, properties, uses and identification of natural and synthetic textile fibres and their relationship to wool. Re-manufactured fibres, their processing and uses. Descriptive treatment of yarn manufacturing processes by woollen and worsted systems from raw greasy wool to finished yarn. Twisting processes. The preparation of yarn for fabric manufacture. Fancy yarns. Recent developments in yarn manufacturing processes.

9.522 Wool Textiles II

(A course for Students of Wool Commerce)

Felt and non-woven fabrics. Woven fabrics and their production. Descriptive treatment of processes in fabric manufacture; preparatory processes, weaving, finishing. Elementary mathematics of cloth setting. Introduction to cloth structure and ornamentation. Survey of knitted structures and knitting mechanisms. Standard wool fabrics and their identification. Recent developments in textile manufacture. World markets for wool fabrics—both standard and specialised.

SCHOOL OF ENGLISH

50.021 English

Outline of Course

A course for Conversion and Commerce students. Sixty lectures. A brief study of the development of literature in English from the Elizabethan period to the present day. The course will involve not only a study of selected texts but also some consideration of literary forms and of the general questions of literary criticism.

Text Books

Fiction (Any complete edition.)

1. Defoe: *Moll Flanders.*
2. Fielding: *Joseph Andrews.*
3. Jane Austen: *Pride and Prejudice.*
4. Dickens: *Great Expectations.*
5. Hardy: *The Return of the Native.*
6. D. H. Lawrence: *Sons and Lovers* (Penguin).
7. Joyce: *Portrait of the Artist as a Young Man.*
8. Faulkner: *Go Down Moses* (Penguin).

Drama

1. Morrell, J. M. ed.: *Four English Comedies* (Penguin).
2. Wilde, O.: *The Importance of Being Earnest.* (Any edition, e.g. Penguin.)
3. Shaw, G. B.: *Pygmalion* (Penguin).
4. Eliot, T. S.: *Murder in the Cathedral* (Faber).
5. O'Neill, E.: *Anna Christie, The Emperor Jones, Desire Under the Elms* (Penguin Books).

Poetry

Hayward, J. ed.: *The Penguin Book of English Verse.*

50.022 English (Elective)

Outline of Course

An elective for Commerce students. Sixty lectures. A study of great books of the European tradition, in translation.

Text Books

Homer: *The Iliad.*
Sophocles: *The Theban Plays.*
Moliere: *The Misanthrope and Other Plays.*
Voltaire: *Candide.*
Balzac: *Eugenie Grandet.*
Tolstoy: *Anna Karenin.*
Flaubert: *Madame Bovary.*
Dostoyevsky: *Crime and Punishment.*
Ibsen: *Three Plays.*
Chekhov: *The Complete Plays.*
Maupassant: *Boule de Suif and Other Stories.*

(All in Penguin classics.)

SCHOOL OF HISTORY

51.021 History

This is the old G24 course, of 60 lectures, given to students of the Commerce Faculty in their first year. Details are as follows:—

The course consists of lectures on the history of Great Britain from 1760 to the present day. Attention is also given to the history of the British Empire and Commonwealth in the same period.

The course aims to present a picture of the changing life in Britain since the period when the Industrial Revolution began to break up the traditional structure of British society. The important political and economic developments will be dealt with but the main emphasis will be upon the life, work and thought of the British people. Topics such as religion, education, literary and intellectual developments, working class movements will receive as much attention as the more conventional subjects of political conflict and reform, economic change and the growth of social welfare and State intervention.

Students will be encouraged to read as widely as possible in this field and ample provision will be made for them to concentrate on topics that they may find to be of special interest.

Recommended reading (supplemented by references in class):

Cole & Postgate: *The Common People.*
G. Halevy: *A History of the English People,* 1815-1914 (Pelican).
E. L. Woodward: *The Age of Reform.*
R. C. K. Ensor: *England,* 1870-1914.
J. Plumb: *England in the Eighteenth Century* (Pelican).
D. Thomson: *England in the Nineteenth Century* (Pelican).
T. S. Ashton: *The Industrial Revolution.*

51.022 History (Elective)

This is the old G25 course, an elective of 60 lectures given to students of the Commerce Faculty in their advanced years of study.

Details are as follows:—

Russian and American History from about 1770. The course will compare the growth of the United States of America with that of Russia. In the twentieth century these countries have emerged as the two most powerful nations in the world, with the one the leader of non-Communist nations and the other of Communist nations. The economic, political and social development of each country will be examined with particular reference to the growth of democratic institutions in the United States and of autocracy in Russia. Special attention will be paid to events in the twentieth century that have contributed to the great rivalry between the two countries.

Recommended reading (supplemented by references in class):

Nye and Morpurgo: *History of the United States* (Pelican).
R. Charques: *A Short History of Russia* (Teach Yourself Series).

SCHOOL OF PHILOSOPHY

52.031 Logic

This course is complete in itself, although some parts of it are treated more fully in 52.032 Scientific Method. The major topics of 52.031 are:—

(a) A consideration of some logically important distinctions between types of statements. Some statements, for example, are necessary and are distinguished from those that are said to be contingent; some again are corrigible, others are incorrigible. Analytic statements may be distinguished from those that are synthetic; and so on. These and similar distinctions will be illustrated; and there will be some consideration of some central philosophical questions that they raise.

(b) An introduction to the formal logic of simple and compound statements. Here we are chiefly concerned with the ways in which one statement may bear upon or support or limit another. This topic will include some treatment of the commoner structures of arguments.

(c) The leading logical and philosophical features of scientific inquiry. The characters and requirements of scientific hypotheses; the nature of proof, verification, and falsification. Inductive and deductive procedures. A brief consideration of some philosophical questions raised by conventional accounts of scientific method.

52.032 Scientific Method

A course of 30 lectures, for which 52.031 is a prerequisite. The topics treated include:—

(1) Empirical and natural science. The theory of primary and secondary qualities.
(2) Scientific explanation and scientific laws.
(3) The nature of evidence. Confirming and falsifying predictions and hypotheses.
(4) The problem of induction. Causal explanation.
(5) Physical science and social sciences: is there a difference of method? Values and norms.

52.033 Philosophy (Elective)

An account will be presented of some of the central problems of modern philosophy. The course will begin with a detailed study of one of the most outstanding of recent philosophical works: Gilbert Ryle's *The Concept of Mind.* Other works will then be referred to as occasion arises.

SCHOOL OF POLITICAL SCIENCE

54.021 Political Science (Elective)

This course will introduce students to two main aspects of politics, namely, the study of political ideas and the study of political institutions. Discussion will cover some of the fundamental questions in political theory. In the third term there will be a closer study of some problems in Australian politics, for example, the role of pressure groups, aspects of Australian foreign policy and questions of freedom and security in Australia.

54.031 Political Science (Special Subject)

The first part of this course will be of an introductory character along the lines of 54.021 Political Science. This will be followed by a fairly close study of a selected book dealing with Australian politics, for example, Leicester Webb, *Communism and Democracy in Australia*, or Leicester Webb (Editor), *Legal Personality and Political Pluralism*, or J. Wilkes (Editor), *Liberty in Australia*, or a book dealing with a general contemporary political problem, such as the problem of political liberty and social planning, as discussed by Hayek.

SCHOOL OF APPLIED PSYCHOLOGY

12.111 Psychology

Two hours per week

This course may be the only contact many students have with psychology. It is therefore planned to be appropriate to the largest number of students as well as a suitable introduction to more advanced work. The topics to be studied are the subject matter and methods of psychology, the determinants of behaviour, the basic processes of development of personality, motivation, perception, thinking, learning, individual differences, and ability. Throughout the course attention is given to the nature and kinds of methods used in psychology, observation, experiment and measurement.

12.311 Psychology

Two hours per week

This course includes an introduction to mental measurement, its antecedents and types of scales, followed by a study of selected aspects of psychological testing: the purpose, application, and value of sampled tests, technical features and administration of tests, and interpretation of test scores. Students are required to submit reports on practical work in individual testing and psychometric problems, accompanied by analysis of results using appropriate statistical procedures.

12.501 Psychology

Two hours per week

This course provides a detailed study of social psychology. It includes a study of contemporary theories of social behaviour, an analysis of social organisation, the effects of

group membership, and attitude formation and change. Problems of method in social psychology are treated in conjunction with a study of the techniques of data collection and analysis. Industrial and other groups will be taken as examples in the discussion of these topics.

12.601 Seminar in Psychology
One hour per week

Guided reading and discussions on applied and theoretical psychological problems selected in the main by the students in consultation with the supervising lecturer.

12.651 Psychology (Industrial Relations)
Two hours per week

This course will have as its main theme industrial relations and industrial conflict from the point of view of their psychological elements. Building upon the basis of the earlier study of social psychology, it will discuss psychological factors in industrial organisation, the relationships between executives and operatives, the group dynamics of the factory, and the general cultural climate of Australian industry. Some treatment will be given to the more common personnel techniques.

12.701 Psychology
Two hours per week

Developmental psychology. This course first examines human development descriptively, both from a longitudinal point of view, and from the viewpoint of stages from the neonate to senescence. Secondly, theories of development are treated by means of two-hour seminars, and will give an introduction to the work of all the major developmentalists of this century. Thirdly, on the basis of both empirical results and theoretical positions a further series of seminars will treat outstanding issues of Developmental Psychology.

12.711 Psychology

Two hours per week

This course aims to consider theories of personality and the criteria for the evaluation of personality theory. It should assist the student to develop a theory of personality which he can apply to his work. It considers the empirical aspects of personality as related to theories. Such topics as types of personality, social-cultural background of personality, factor analysis and personality, patterns of personality development, and personality and adjustment problems are studied. Some descriptive treatment of psychopathology is included.

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Time Tables

Time Tables for Commerce Courses

These time tables give the hours of the principal courses offered in the Faculty of Commerce.

The times given are, however, provisional and subject to alteration at short notice. Students should therefore consult the Faculty and School notice boards at frequent intervals and particularly in the first week of first term for supplementary or amending information.

Students are reminded that, where alternative times are available for any lectures or tutorials, they may select a suitable time when enrolling in the course. Any subsequent change can be made only with the approval of the head of the school concerned in response to a written application from the student.

For the times of those subjects which are not listed in the tables students should consult the School concerned.

Students reading for Honours should also consult the Head of the School concerned for their time tables.

These time tables provide for normal progression and no special provision can be made, whether by way of a modification of the time tables or otherwise, to enable students to follow an irregular course.

Students should note that the first year time tables are identical for all specialisations.

TIMES OF PRINCIPAL CLASSES

1961

SCHOOL OF ACCOUNTANCY

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
14.11 Accounting I Day	3–4		11–1*	10–12* 3–5*	3–4
14.11 Accounting I "A"†	7–8			6–7 7–9	
14.11 Accounting I "B"†			6–7 7–9		7–8
14.12 Accounting II		2–3 3–5*			2–3 3–5*
14.12 Accounting II		7–8	6–8*		6–7 7–9*
14.13 Accounting III		2–3 3–5		3–4	
14.13 Accounting III		6–7 7–9		8–9	
14.14 Accounting IV	3–4 4–5			4–5	
14.14 Accounting IV			6–7		6–7 7–8
14.15 Accounting Control .	4–5*			2–3* 5–6* 8–9*	

Times of Tutorials are shown underlined. † There are alternative first-year time-tables, "A" and "B" for part-time students. * Alternative times for these classes. Where there are alternative times or time-tables, allocation to one or the other will be made on enrolment and cannot be varied thereafter.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
14.16 Advanced Cost Accounting	7–8	7–8 8–9			
14.23 Auditing				6–8	
14.33 Taxation	2–3 3–4				
14.33 Taxation	6–7 7–8				
14.41 Law I				12–1* 5–6*	
14.41 Law I				8–9	
14.42 Law II				2–3	
14.42 Law II				7–8	
14.43 Law III					3–5
14.43 Law III	7–9				
14.52 Business Finance	6–8*		7–9*		
14.53A Production				6–8	
14.53B Marketing				6–8	
14.61 Accounting Seminar	5–6* 6–7*				
264 Company Secretarial Practice				5–6	
266/267 Psychology/ Management			7–9		
Option		7–9			

Times of Tutorials are shown underlined. * Alternative times for these classes. Allocation to one or the other will be made on enrolment and cannot be varied thereafter.

SCHOOL OF ECONOMICS

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
15.11 Descriptive Economics Day	11–12 11–12†				11–12
15.11 Descriptive Economics "A"*	6–7 6–7†				6–7
15.11 Descriptive Economics "B"*	8–9 8–9†				8–9
15.12 Economics I		2–3 2–3†		2–3	
15.12 Economics I "A"		6–7 6–7†		5.30–6.30	
15.12 Economics I "B"		8–9 8–9†		8–9	
15.13 Economics II	10–11 10–11†			10–11	
15.13 Economics II	6–7 6–7†			5.30–6.30	

Times of Tutorials are shown underlined. † Lectures and Tutorials are held on alternate weeks.

* There are alternative first-year time-tables, "A" and "B" for part-time students. Allocation to one or the other will be made on enrolment and cannot be varied thereafter.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
15.14 Economics III	11–12 11–12†				11–12
15.14 Economics III	8–9 8–9†				8–9
15.15 Economics IV	10–11	10–11			
15.15 Economics IV	7–8	6–7			
15.21 Statistical Methods I		4–5 4–5†		12–1	
15.21 Statistical Methods I "A"		8–9 8–9†		7–8	
15.21 Statistical Methods I "B"		7–8 7–8†	6–7		
15.22 Statistical Methods II	12–1				
15.22 Statistical Methods II	8–9				
Special Subject I (Economic History)	3–4	3–4			
Special Subject I (Economic History)	7–8	6–7			

Times of Tutorials are shown underlined. † Lectures and Tutorials are held on alternate weeks.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Special Subject II (Public Finance)					2–4
Special Subject II (Public Finance)					6–8
Special Subject II (Financial Institutions and Policy)					2–4
Special Subject II (Financial Institutions and Policy)					6–8
Special Subject III (Growth and Development)	2–3	3–4			
Special Subject III (Growth and Development)	6–7	7–8			
Special Subject IV (History of Economic Thought)	11–12		11–12		
Special Subject IV (History of Economic Thought)	6–7		8–9		
Seminar in Economic Theory	3–5				
Seminar in Economic Theory			6–8		

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Seminar in Contemporary Economic Problems			6–8		
Special Subject I (Statistics) Maths I.			10–12	11–1	3–5
Special Subject I (Statistics) Maths I, Part A.			6–9		
Special Subject II (Statistics) Maths I, Part II		6–9			
Special Subject III (Statistics) Advanced Economic Statistics I	7–8				7–8
Special Subject IV (Statistics) Advanced Economic Statistics II	5–6			5–6	
Seminar in Statistics	3–5*		6–8*		
Special Subject V (Economics)	2–3	3–4			
Special Subject V (Statistics)	2–3	3–4			

* Alternative times for these classes. Allocation to one or the other will be made on enrolment and cannot be varied thereafter.

SCHOOL OF ECONOMICS—*continued*

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
15.31 Law A				6–8	
15.32 Law B		6–8			
15.33 Law C			6–8		
15.34 Law D—Part I				6–8	
15.34 Law D—Part II	5–7				
Seminar in Industrial Relations			6–8		
Mathematical Economics I		7–9			

TIMES OF PRINCIPAL CLASSES—*continued*

1961

SCHOOL OF APPLIED PSYCHOLOGY

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
12.111 Psychology	12–1 2–3*	11–1*			
12.111 Psychology			7–9*		7–9*
12.311 Psychology				3–5*	2–4*
12.311 Psychology	8–9*		6–7*		6–8*
12.501 Psychology**		2–3 4–5			
12.501 Psychology**		7–9			
12.601 Seminar in Psychology	6–7				
12.651 Psychology		5–6	5–6		
12.701 Psychology	2–4				
12.701 Psychology	6–8				
12.711 Psychology		2–3 4–5*			2–4*
12.711 Psychology		7–9*			6–8*
266 Psychology (Old Diploma)†			7–9		

**Option for 12.501 Psychology in specialisations other than Applied Psychology. † Half-year course.
* Alternative times for these classes. Allocation to one or the other will be made on enrolment and cannot be varied thereafter.

TIMES OF PRINCIPAL CLASSES—*continued*

1961

FACULTY OF ARTS

Subjects	Monday	Tuesday	Wednesday	Thursday	Friday
SCHOOL OF ENGLISH					
50.021 English	4–5				4–5
50.021 English "A"†	8–9				8–9
50.021 English "B"†	6–7				6–7
50.022 English (Elective)		7–9			
SCHOOL OF HISTORY					
51.021 History	4–5				4–5
51.021 History "A"†	8–9				8–9
51.021 History "B"†	6–7				6–7
51.022 History (Elective)		7–9			

† See note page 96.

FACULTY OF ARTS—*continued.*

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
SCHOOL OF PHILOSOPHY					
52.031 Logic		3–4			
52.031 Logic "A"†					7–8
52.031 Logic "B"†	7–8				
52.032 Scientific Method		12–1			
52.032 Scientific Method		6–7			
52.033 Philosophy (Elective)		7–9			
SCHOOL OF POLITICAL SCIENCE					
54.021 Political Science (Elective)		7–9			
54.031 Political Science .... (Special Subject I)	3–4	3–4			
54.031 Political Science (Special Subject I)	7–8	6–7			

† See note page 96.

BACHELOR OF COMMERCE

Pass Degree

Full-time Curriculum—Timetable

This *Full-time* First Year program is common to all specialisations

Year	Subjects Studied	Hours	Time	Monday	Tuesday	Wednesday	Thursday	Friday
I	12.111 Psychology 14.11 Accounting I	2 4	10–11				Accounting I*†	
	15.11 Descriptive Economics 15.12 Economics I	2 2	11–12	Descriptive** Economics	Psychology†	Accounting I*†	Accounting I*†	Descriptive Economics
	15.21 Statistical Methods I 50.021 English **or** 51.021 History 52.031 Logic	2 2 1	12–1	Psychology†	Psychology†	Accounting I*†	Statistical Methods I	
			2–3	Psychology†	Economics I**		Economics I	
			3–4	Accounting I	Logic		Accounting I*†	Accounting I
		15	4–5	English **or** History	Statistical** Methods I		Accounting I*†	English **or** History

* Tutorial Classes. ** Lectures and Tutorial Classes are held in alternate weeks.
† Alternative times for these classes.

BACHELOR OF COMMERCE

PASS DEGREE—PART-TIME CURRICULUM

This *Part-time* First Year program is common to all specialisations.

FIRST YEAR TIMETABLE "A"†

Subjects Studied	Hours	Time	Monday	Tuesday	Wednesday	Thursday	Friday
14.11 Accounting I	4	6–7	Descriptive Economics**			Accounting I	Descriptive Economics
15.11 Descriptive Economics	2						
50.021 English **or**		7–8	Accounting I			Accounting I*	Logic
51.021 History	2						
52.031 Logic	1						
	9	8–9	English *or* History			Accounting I*	English *or* History

FIRST YEAR TIMETABLE "B"†

14.11 Accounting I	4						
15.11 Descriptive Economics	2	6–7	English *or* History		Accounting I		English *or* History
50.021 English **or**							
51.021 History	2	7–8	Logic		Accounting I*		Accounting I
52.031 Logic	1						
	9	8–9	Descriptive Economics**		Accounting I*		Descriptive Economics

† There are alternative first-year part-time timetables, "A" and "B". Allocation to one or the other will be made on enrolment and cannot be varied thereafter.

* Tutorial Classes. ** Lectures and Tutorials are held in alternate weeks.

BACHELOR OF COMMERCE (ACCOUNTANCY)

PASS DEGREE

FULL-TIME CURRICULUM—TIMETABLE

For Year I, see the common Full-time First Year Timetable.

Year	Subjects Studied	Hours	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	14.12 Accounting II	4	10–11	Economics II**			Economics II	
	14.15 Accounting Control ..	1						
	14.33 Taxation	2	11-12	Economics III**				Economics III
	14.41 Law I	1						
	14.52 Business Finance ..	2	12–1	Statistical Methods II			Law I	
	15.13 Economics II	2						
	15.14 Economics III	2	2–3	Taxation	Accounting II		Accounting Control†	Accounting II
	15.22 Statistical Methods II	1						
			3–4	Taxation*	Accounting II *†			Accounting II *†
			4–5	Accounting Control†	Accounting II *†			Accounting II *†
			6–7	Business Finance†				
			7–8	Business Finance†		Business Finance†		
		15	8–9			Business Finance†		

* Tutorial Classes. ** Lectures and Tutorials are held in alternate weeks. † Alternative times for these classes.

BACHELOR OF COMMERCE (ACCOUNTANCY)—*continued.*

Year	Subjects Studied	Time		Monday	Tuesday	Wednesday	Thursday	Friday
III	14.13 Accounting III	4	12–1		Scientific Method			
	14.14 Accounting IV	3						
	14.23 Auditing	2	2–3		Accounting III		Law II	
	14.42 Law II	1						
	14.43 Law III	2	3–4	Accounting IV	Accounting III*		Accounting III	Law III
	52.032 Scientific Method	1						
	Option‡	2	4–5	Accounting IV*	Accounting III*		Accounting IV	Law III
			6–7				Auditing	
		15	7–8				Auditing	

* Tutorial Classes.
‡ Time of option will depend on subject chosen. See Tables headed: "Times of Principal Classes".

BACHELOR OF COMMERCE (ACCOUNTANCY)

PASS DEGREE—PART-TIME CURRICULUM

For Year I, see the common Part-time First Year Timetable.

Year	Subjects Studied	Hours	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	14.12 Accounting II 14.41 Law I	4 1	5–6				Law I†	
	15.12 Economics I .. 15.21 Statistical Methods I ..	2 2	6–7		Economics I**	Accounting II *†	Economics I(a)	Accounting II
			7–8		Accounting II	Accounting II *†	Statistical Methods I	Accounting II *†
		9	8–9		Statistical Methods I**		Law I†	Accounting II *†
III	14.13 Accounting III 14.42 Law II ..... 14.43 Law III ..... 15.13 Economics II	4 1 2 2	6–7	Economics II **	Accounting III		Economics II(a	
			7–8	Law III	Accounting III **		Law II	
		9	8–9	Law III	Accounting III **		Accounting III	

* Tutorial Classes.

** Lectures and Tutorials are held in alternate weeks.

† Alternative times for these classes.

(a) Time of this lecture is 5.30-6.30 p.m.

BACHELOR OF COMMERCE (ACCOUNTANCY)—*continued.*

Year	Subjects Studied	Hours	Time	Monday	Tuesday	Wednesday	Thursday	Friday
IV	12.111 Psychology 14.14 Accounting IV ..... 14.33 Taxation .... 15.14 Economics III	2 3 2 2 9	6–7	Taxation		Accounting IV		Accounting IV
			7–8	Taxation*		Psychology		Accounting IV*
			8–9	Economics III **		Psychology		Economics III
V	14.15 Accounting Control .... 14.23 Auditing .... 14.52 Business Finance .... 15.22 Statistical Methods II 52.032 Scientific Method .... Option‡	1 2 2 1 1 2 9	5–6				Accounting Control†	
			6–7	Business Finance†	Scientific Method	Scientific Method	Auditing	
			7–8	Business Finance†		Business Finance†	Auditing	
			8–9	Statistical Methods II		Business Finance†	Accounting Control†	

* Tutorial Classes. † Alternative times for these classes. ** Lectures and Tutorials are held in alternate weeks.
‡ Time of Option will depend on subject chosen. See the Tables headed: "Times of Principal Classes."

BACHELOR OF COMMERCE (ECONOMICS)

PASS DEGREE

FULL-TIME CURRICULUM—TIMETABLE

For Year I, see the common Full-Time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	14.15 Accounting Control 15.13 Economics II 15.14 Economics III 15.22 Statistical Methods II Special Subject 1 15.42 Special Subject 2 Option‡	10–11	Economics II**			Economics II	
		11–12	Economics III**				Economics III
		12–1	Statistical Methods II				
		2–3				Accounting Control†	Special Subject 2
		3–4	Special Subject 1	Special Subject 1			Special Subject 2
		4–5	Accounting Control†				

** Lectures and Tutorials are held in alternate weeks.

‡ Time of Option will depend on subject chosen. See the Tables headed: "Times of Principal Classes."

† Alternative Times for these classes. Allocation to one or the other will be made on enrolment and cannot be varied thereafter.

BACHELOR OF COMMERCE (ECONOMICS)— PASS DEGREE—FULL-TIME CURRICULUM —*continued.*

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
III	15.15 Economics IV	10–11	Economics IV	Economics IV			
	15.43 Special Subject 3	11–12	Special Subject 4		Special Subject 4		
	15.44 Special Subject 4 ..	12–1		Scientific Method			
	15.46 Seminar in Contemporary Economic Problems (a)	2–3	Special Subject 3				
	15.47 Seminar in Economic Theory (a)	3–4	Seminar in Economic Theory	Special Subject 3			
	52.032 Scientific Method	4–5					
		6–7			Seminar in Contemporary Economic Problems		
		7–8					

(a) Seminars are held in alternate weeks.

BACHELOR OF COMMERCE (ECONOMICS)

PASS DEGREE—PART-TIME CURRICULUM

For Year I, see the common Part-time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	12.111 Psychology 15.12 Economics I 15.21 Statistical Methods I 52.032 Scientific Method ..	6–7		Scientific Method	Statistical Methods I		
		7–8		Statistical Methods I**	Psychology		
		8–9		Economics I**	Psychology	Economics I	
III	14.15 Accounting Control 15.13 Economics II .... 15.22 Statistical Methods II Special Subject I .. Option‡	6–7	Economics II**	Special Subject 1		Economics II (b)	
		7–8	Special Subject 1				
		8–9	Statistical Methods II			Accounting Control	
IV	15.14 Economics III 15.42 Special Subject 2 15.43 Special Subject 3	6–7	Special Subject 4				Special Subject 2
		7–8					Special Subject 2
		8–9	Economics III**		Special Subject 4		Economics III
V	15.15 Economics IV 15.44 Special Subject 4 15.47 Seminar in Economic Theory (a) 15.46 Seminar in Contemporary Economic Problems (a)	6–7	Special Subject 3	Economics IV	Seminars		
		7–8	Economics IV	Special Subject 3			
		8–9					

(a) Seminars are held in alternate weeks.
(b) The time of this lecture is 5.30-6.30 p.m.
** Lectures and Tutorials are held in alternate weeks.
‡ Time of Option will depend on subject chosen. See the Tables headed: Times of Principal Classes".

BACHELOR OF COMMERCE (STATISTICS)

PASS DEGREE

FULL-TIME CURRICULUM—TIMETABLE

For Year I, see the common Full-Time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	10.1 Mathematics 14.15 Accounting Control 15.13 Economics II 15.14 Economics III 15.22 Statistical Methods II Option‡	10–11	Economics II**		Mathematics	Economics II	
		11–12	Economics III**		Mathematics	Mathematics	Economics III
		12–1	Statistical Methods II			Mathematics	
		2–3				Accounting Control†	
		3–4					Mathematics
		4–5	Accounting Control†				Mathematics

** Lectures and Tutorials are held in alternate weeks.

† Alternative times of these classes. Allocation to one or the other will be made on enrolment and cannot be varied thereafter.

‡ Time of Option will depend on subject chosen. See Tables headed "Times of Principal Classes".

BACHELOR OF COMMERCE (STATISTICS) PASS DEGREE—FULL-TIME CURRICULUM—*Continued.*

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
III	15.15 Economics IV	10–11	Economics IV	Economics IV			
	15.23 Special Subject 3	11–12					
	15.24 Special Subject 4	12–1		Scientific Method			
	15.26 Seminar in Statistics (a)	3–4	Seminar in Statistics				
	15.46 Seminar in Economic Problems (a)	4–5					
	52.032 Scientific Method	5–6	Special Subject 4			Special Subject 4	
		6–7			Seminar in Contemporary Economic Problems		
		7–8	Special Subject 3				Special Subject 3

(a) Seminars are held in alternate weeks.

BACHELOR OF COMMERCE (STATISTICS)

PASS DEGREE—PART-TIME CURRICULUM TIMETABLE

For Year I, see the common Part-time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	12.111 Psychology	6–7		Scientific Method	Statistical Methods I		
	15.12 Economics I	7–8		Statistical Methods I**	Psychology		
	15.21 Statistical Methods I	8–9		Economics I**	Psychology	Economics I	
	52.032 Scientific Method						
III	10.1 Mathematics Part I	6–7	Economics II**		Mathematics	Economics II (a)	
	14.15 Accounting Control	7–8			Mathematics		
	15.13 Economics II	8–9	Statistical Methods II		Mathematics		
	15.22 Statistical Methods II						

** Lectures and Tutorials are held in alternate weeks.
(a) The time of this lecture is 5.30-6.30 p.m.

BACHELOR OF COMMERCE (STATISTICS) PASS DEGREE—PART-TIME CURRICULUM—*continued.*

	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
IV	10.1 Mathematics Part II	6–7		Mathematics			
	15.14 Economics III	7–8	Special Subject 3	Mathematics			Special Subject 3
	15.23 Advanced Economic Statistics I (Special Subject 3)	8–9	Economics III **	Mathematics			
V	15.15 Economics IV	5–6	Special Subject 4			Special Subject 4	
	15.24 Advanced Economic Statistics II (Special Subject 4)	6–7		Economics IV	Seminars		
	Option‡	7–8	Economics IV				
	15.26 Seminar in Statistics						
	15.46 Seminar in Economic Problems						

** Lectures and Tutorials are held in alternate weeks.

‡ Time of Option will depend on subject chosen. See the Tables headed: "Times of Principal Classes".

BACHELOR OF COMMERCE (INDUSTRIAL RELATIONS)

PASS DEGREE— FULL-TIME CURRICULUM TIMETABLE

For Year I, see the common Full-Time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	12.501 Psychology	3–4					Psychology 12.711
	12.711 Psychology	4–5		Psychology 12.501			
	14.15 Accounting Control	2–3		Psychology 12.501		Accounting Control	Psychology 12.711
	15.13 Economics II	10–11	Economics II **			Economics II **	
	15.14 Economics III	11–12	Economics III **				Economics III
	15.22 Statistical Methods II	12–1	Statistical Methods II				
	15.31 Law A	6–7			Law C	Law A	
	15.33 Law C	7–8			Law C	Law A	

** and Lectures and Tutorials are held in alternate weeks.

BACHELOR OF COMMERCE (INDUSTRIAL RELATIONS) PASS DEGREE—FULL-TIME CURRICULUM —*continued.*

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
III	12.651 Psychology	10–11	Economics IV	Economics IV			
	15.15 Economics IV	12–1		Scientific Method			
	15.32 Law B	5–6	Law D 2	Psychology 12.651	Psychology 12.651		
	15.34 Law D Parts 1 and 2	6–7	Law D 2	Law B	Seminar in Industrial Relations	Law D 1	
	15.36 Seminar in Industrial Relations						
	52.032 Scientific Method	7–8		Law B		Law D 1	

BACHELOR OF COMMERCE (INDUSTRIAL RELATIONS)

PASS DEGREE—PART-TIME CURRICULUM TIMETABLE

For Year I, see the common Part-time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	12.111 Psychology	6–7		Scientific Method	Statistical Methods I	Law A	
	15.12 Economics I	7–8		Statistical Method I**	Psychology	Law A	
	15.21 Statistical Methods I	8–9		Economics I**	Psychology	Economics I	
	15.31 Law A						
	52.032 Scientific Method						
III		6–7	Economics II **		Law C	Economics II (a)	
	12.501 Psychology	7–8		Psychology 12.501	Law C		
	14.15 Accounting Control	8–9	Statistical Methods II	Psychology 12.501		Accounting Control	
	15.13 Economics II						
	15.22 Statistical Methods II						
	15.32 Law B						

** Lectures and Tutorials are held in alternate weeks.
(a) Time of this lecture is 5.30-6.30 p.m.

BACHELOR OF COMMERCE (INDUSTRIAL RELATIONS) PASS DEGREE—PART-TIME CURRICULUM —*continued.*

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
IV	12.711 Psychology 15.14 Economics III 15.32 Law B 15.34 Law D, Part 1	6–7		Law B		Law D 1	Psychology 12.711
		7–8		Law B		Law D 1	Psychology 12.711
		8–9	Economics III **				Economics III
V	15.15 Economics IV 12.651 Psychology 15.34 Law D, Part 2 15.36 Seminar in Industrial Relations	5–6	Law D 2	Psychology 12.651	Psychology 12.651		
		6–7	Law D 2	Economics IV	Seminar in Industrial Relations		
		7–8	Economics IV				

** Lectures and Tutorials are held in alternate weeks.

BACHELOR OF COMMERCE (APPLIED PSYCHOLOGY)

PASS DEGREE

FULL-TIME CURRICULUM TIMETABLE

For Year I, see the common Full-Time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	12.701 Psychology 12.711 Psychology 14.15 Accounting Control 15.13 Economics II 15.14 Economics III 15.22 Statistical Methods II Option‡	10–11	Economics II **			Economics II	
		11–12	Economics III **				Economics III
		12–1	Statistical Methods II				
		2–3	Psychology 12.701	Psychology* 12.711		Accounting Control	12.711 Psychology*
		3–4	Psychology 12.701				12.711 Psychology*
		4–5		Psychology* 12.711			

* Alternative times for these classes.

** Lectures and Tutorials are held in alternate weeks.

‡ Time of Option will depend on subject chosen. See the Tables headed: "Times of Principal Classes".

BACHELOR OF COMMERCE (APPLIED PSYCHOLOGY)
PASS DEGREE—FULL-TIME CURRICULUM —*continued.*

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
III	12.311 Psychology	10–11	Economics IV	Economics IV			
	12.501 Psychology	12–1		Scientific Method			
	12.601 Seminar in Psychology	2–3		Psychology 12.501			Psychology 12.311
	15.15 Economics IV	3–4					Psychology 12.311
	15.46 Seminar in Economic Problems (2)	4–5		Psychology 12.501			
	52.032 Scientific Method	6–7	Seminar in Psychology		Seminar in Economic Problems (a)		
		7–8					

(a) Seminars are held in alternate weeks.

BACHELOR OF COMMERCE (APPLIED PSYCHOLOGY)—*continued.*

PASS DEGREE

PART-TIME CURRICULUM TIMETABLE

For Year I, see the common Part-time First Year Timetable.

Year	Subjects Studied	Time	Monday	Tuesday	Wednesday	Thursday	Friday
II	12.111 Psychology	6–7		Scientific Method	Statistical Methods I		
	15.12 Economics I	7–8		Statistical Methods I**	Psychology		
	15.21 Statistical Methods I	8–9		Economics I**	Psychology	Economics I	
	52.032 Scientific Method ..	—					
III	14.15 Accounting Control	6–7	Economics II **			Economics II (a)	
	15.13 Economics II	7–8					
	15.22 Statistical Methods II	8–9	Statistical Methods II			Accounting Control	
	Option‡						

** Lectures and Tutorials are held in alternate weeks.

(a) Time of this lecture is 5.30-6.30 p.m.

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BACHELOR OF COMMERCE (APPLIED PSYCHOLOGY) PASS DEGREE—PART-TIME CURRICULUM—*continued.*

Year		Time	Monday	Tuesday	Wednesday	Thursday	Friday
IV	12.701 Psychology 12.711 Psychology 15.14 Economics III	6–7					Psychology 12.701
		7–8		Psychology 12.711			Psychology 12.701
		8–9	Economics III **	Psychology 12.711			Economics III
V	12.311 Psychology 12.501 Psychology 12.601 Seminar in Psychology 15.15 Economics IV 15.46 Seminar in Contemporary Economic Problems	6–7	Seminar in Psychology	Economics IV	Seminar in Economic Problems (a)		Psychology 12.311
		7–8	Economics IV	Psychology 12.501			Psychology 12.311
		8–9		Psychology 12.501			

** Lectures and tutorials held in alternate weeks.

(a) Seminar held in alternate weeks.

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Socrates said:

"This is the bitter end!"

Fair enough that statement! After all he had done nothing but good. The fatal draught of hemlock was a most unfitting reward for a long life of thought and work in the service of mankind — he was 70 at the time of his death.

If we could be certain we would live to age 70 maybe we wouldn't buy life insurance. Things being as they are it is wise to have your A.M.P. man check over your life insurance programme at regular intervals.

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