

Leaflet No. 6.

COVENTRY LOCAL EDUCATION AUTHORITY

THE TECHNICAL COLLEGE

COVENTRY

Principal : H. V. Field, B.Sc., Wh.Sch., M.I.E.E.

Organiser of Department : W. C. Fairman, B.Com.

SESSION 1950-51

COMMERCE

Full-time day commercial course

Part-time day courses for Office Staffs

General Commercial Course (day or evening)

Courses for Local Government Officers (day or evening)

Evening Courses for professional students :—

Institute of Bankers

Chartered Institute of Secretaries

Corporation of Certified Secretaries

Institute of Cost and Works Accountants

Institute of Export

Office Management Association

Purchasing Officers' Association

Incorporated Sales Managers' Association

Institute of Transport

Preliminary Examination in Economics (Univ. of London)

Courses in Management (evening)

Evening Classes for Office Staffs

Evening Classes for Teachers of Commercial Subjects

Courses for Meat Traders

College Prospectus

The complete prospectus consists of a number of separate leaflets arranged and numbered as follows:—

- No. 1. General Information, College Regulations, Class and Course Fees.
- No. 2. Mechanical Engineering, and allied courses.
- No. 3. Electrical Engineering and Physics.
- No. 4. Building and allied trades.
- No. 5. Chemistry, Metallurgy, Textiles, Pharmacy, First Medical.
- No. 6. Commercial.
- No. 7. Liberal Studies and Foreign Languages.
- No. 8. Matriculation and Degree courses.
- No. 9. Homecrafts, Bakery and Confectionery, Hairdressing.
- No. 10. Physical Education and Preliminary Courses.

Copies of the leaflets may be obtained at the College Office or the Education Office, Council House, Coventry.

College Office Hours : 8.30 a.m. to 7.30 p.m. on Mondays to Fridays.
8.30 a.m. to 12 noon on Saturdays.

College Telephone No. : Coventry 5032 or 5033.

College Refectory : Lunches daily from 12 to 1.30 p.m., except Saturdays.
Teas daily from 5 to 6.20 p.m., except Saturdays.

FULL-TIME COURSE FOR COMMERCIAL TRAINING.

Attendance is on five days weekly for one session of about nine months.

Subjects : English.

Commercial Mathematics.

French.

Economic History.

Economic Geography.

Commerce.

Book-keeping.

Shorthand.

Typewriting.

Notes for Students : The course is provided to meet the special needs of students who have completed a Secondary Grammar School Course, or its equivalent, have reached the age of sixteen, and require some specialised commercial training before entering business.

PRELIMINARY COMMERCIAL COURSE.

This is a general educational course for juniors to prepare them for entry to senior commercial and professional courses in Commerce.

The course will require attendance on one whole day or two half days per week and will comprise:—

English.

Economic History or Geography.

Commercial Mathematics.

French.

Book-keeping, or Shorthand, or Typewriting.

General Commercial Knowledge.

Class P(C)—Wednesdays at 9 a.m.

PART-TIME DAY CLASSES FOR OFFICE STAFF.

Attendance is for any number of days on which release is granted.

The programme is as follows :—

Class No.	Subject	Time	Room	Day
700	Shorthand I	4.30 to 6.30 p.m.	H1	Monday
701	Shorthand II	4.30 to 6.30 p.m.	H2	"
702	Shorthand Revision and Elementary Speed	4.30 to 6.30 p.m.	H3	"
703	Shorthand Speed 50-60 w.p.m.	4.30 to 6.30 p.m.	H4	"
704	Shorthand Speed 60-80 w.p.m.	4.30 to 6.30 p.m.	H5	"
705	Shorthand Speed 80-100 w.p.m.	4.30 to 6.30 p.m.	H7	"
706	Typewriting II	2.30 to 4.30 p.m.	C4	"
707	Typewriting I	4.30 to 6.30 p.m.	C4	"
708	Shorthand I	4.30 to 6.30 p.m.	H1	Tuesday
709	Shorthand II	4.30 to 6.30 p.m.	H2	"
710	Shorthand Revision and Elementary Speed	4.30 to 6.30 p.m.	H3	"
711	Shorthand Speed 50-60 w.p.m.	4.30 to 6.30 p.m.	H4	"
712	Shorthand Speed 60-80 w.p.m.	4.30 to 6.30 p.m.	H5	"
713	Shorthand Speed 80-100 w.p.m.	4.30 to 6.30 p.m.	H7	"
714	General Commercial Knowledge II	1.30 to 2.30 p.m.		"
715	Book-keeping II	2.30 to 4.30 p.m.		"
716	Typewriting I	2.30 to 4.30 p.m.	C4	"
717	Typewriting II	4.30 to 6.30 p.m.	C4	"
718	General Commercial Knowledge III	2.30 to 3.30 p.m.		Wednesday
719	Book-keeping III	3.30 to 5.30 p.m.		"
720	Typewriting III	4.30 to 6.30 p.m.	C4	"
721	General Commercial Knowledge I	1.30 to 2.30 p.m.		Thursday
722	Book-keeping I	2.30 to 4.30 p.m.		"
723	Book-keeping II	1.30 to 3.30 p.m.		"
724	General Commercial Knowledge II	3.30 to 4.30 p.m.		"
725	Shorthand I	2.30 to 4.30 p.m.		"
726	Typewriting I	4.30 to 6.30 p.m.	C4	"
781	Shorthand II	2.30 to 4.30 p.m.		"
727	Typewriting I	4.30 to 6.30 p.m.	C4	Friday

Notes for Students :—

In all subjects, except typing, students must provide textbooks and stationery. In typing classes the College will supply the textbooks. Students may take the Summer examinations of the Royal Society of Arts. For corresponding evening classes see later in this prospectus.

GENERAL COMMERCIAL COURSE LEADING TO THE NATIONAL CERTIFICATE IN COMMERCE.

	Class and Day of Attendance				
	Mon.	Tues.	Wed.	Thurs.	Fri.
Commerce ; Commercial Mathematics ; English ; Economic History or Geography ; Book-keeping.		2nd Yr. (C.2)		1st Yr. (C.1)	

The third year will not operate during 1950-51 session.

National Certificate examination taken at the end of the third year.

Notes for Students :—

- Students must qualify in each year of the course before proceeding to the next stage. The qualifying conditions are (i) 60 per cent. of the possible attendances, (ii) 40 per cent. of the possible marks for homework and classwork taken separately for each subject, and (iii) 40 per cent. of the possible marks in each subject in the examinations. In the Final Examinations, students must obtain not less than 50 per cent. of the grand total of possible marks obtainable in the final year. Of this grand total the possible marks in the Final Examination should constitute 70 per cent. and the remaining 30 per cent. should be the possible marks for homework and classwork in the final year.
- In order to exercise an option to take French or German, a student must be able in the first year to enter a stage IV class. Furthermore, the language must be continued throughout the three-year course.

**NATIONAL ASSOCIATION OF LOCAL GOVERNMENT OFFICERS
PROMOTION EXAMINATION.**

Attendance is on two half days per week (Monday and Wednesday).

- Subjects: English.
 Statistics.
 Economics.
 Elements of English Law.
 Central Government.
 Local Government.

Corporation employees are exempt from course fees, but all students must pay the 1/- subscription to the College Union, and provide their own stationery and any recommended textbooks.

For evening course see later in this prospectus.

EVENING CLASSES FOR PROFESSIONAL STUDENTS.

INSTITUTE OF BANKERS.

The College is recognised by the Council of the Institute of Bankers as a teaching institution entitled to hold examinations in all subjects of Part I of the Banking and Trustee Diplomas.

TIME TABLE

Part I.

<i>Subjects.</i>	<i>Time.</i>	<i>Evening</i>
Economics	6.30 to 8.30 p.m.	Monday
Geography	6.30 to 8.30 p.m.	Tuesday
Book-keeping	6.30 to 8.30 p.m.	Wednesday
Law and Practice relating to Negotiable Instruments	6.30 to 8.30 p.m.	Thursday
General Principles of Law	6.30 to 7.30 p.m.	Friday
English	7.30 to 9.00 p.m.	Friday

Part II.

Accounting	6.30 to 8.30 p.m.	Tuesday
Finance of Foreign Trade and Foreign Exchange	6.30 to 8.30 p.m.	Thursday
Monetary Theory and Practice	7.30 to 9.00 p.m.	Friday

Students are advised to make themselves familiar with the "Regulations of the Institute". Copies may be obtained from the Secretary, Institute of Bankers, 11, Birchin Lane, E.C.3.

CHARTERED INSTITUTE OF SECRETARIES.

INTERMEDIATE.

Part I.

Subjects: Economics	6.30 to 8.30 p.m.	Monday
Accountancy	6.30 to 8.30 p.m.	Wednesday
General Principles of English Law	6.30 to 7.30 p.m.	Friday

Part II.

Subjects: Company Law	7.30 to 8.30 p.m.	Tuesday
Secretarial Practice	6.30 to 7.30 p.m.	Tuesday
English	7.30 to 9.00 p.m.	Friday

CORPORATION OF CERTIFIED SECRETARIES.

INTERMEDIATE.

Section A.

Subjects: Accountancy	6.30 to 8.30 p.m.	Wednesday
Elements of English Law	6.30 to 7.30 p.m.	Friday
Economics	6.30 to 8.30 p.m.	Monday

Section B.

Subjects: Secretarial Practice	6.30 to 7.30 p.m.	Tuesday
Company Law	7.30 to 8.30 p.m.	Tuesday
English	7.30 to 9.00 p.m.	Friday

INSTITUTE OF COST AND WORKS ACCOUNTANTS.

INTERMEDIATE

(For June, 1951).

Part I.

Subjects: Economics	6.30 to 8.30 p.m.	Monday
Book-keeping	6.30 to 8.30 p.m.	Wednesday
General—		
Commercial Knowledge	6.30 to 7.30 p.m.	Thursday
Mathematics	7.30 to 9.00 p.m.	Thursday

Part II.

Subjects: Costing	} 6.30 to 8.30 p.m.	Tuesday
Factory Organisation, etc.		

FINAL

(For June, 1951).

Advanced Costing	6.30 to 8.30 p.m.	Monday
The Law of Master and Servant	6.30 to 7.30 p.m.	Thursday
Factory Organisation Equipment and Construction Methods	7.30 to 8.30 p.m.	Thursday
Advanced Accounting	6.30 to 8.30 p.m.	Friday

INTERMEDIATE

(On and after June, 1952).

Part I.

Industrial Evolution and Management.
Economic Aspects of Industry and Commerce.
Commercial Practice, Office Management and Business Methods.
Book-keeping and Accounts.

Part II.

Production Methods and Services.
Costing.

Students just beginning their course of study should consult Mr. Wm. Fairman, Commerce Department.

INSTITUTE OF EXPORT.

The College offers a two-year course for the Intermediate Examination as follows:—

First Year.

Economics	6.30 to 8.30 p.m.	Tuesday
Interpretation of Accounts I	6.30 to 8.30 p.m.	Wednesday
Commerce I	6.30 to 7.30 p.m.	Thursday
Export Practice I	7.30 to 8.30 p.m.	Thursday

Second Year.

Economics	6.30 to 8.30 p.m.	Monday
Interpretation of Accounts II	6.30 to 8.30 p.m.	Wednesday
Commerce II	7.30 to 8.30 p.m.	Thursday
Export Practice II	6.30 to 7.30 p.m.	Thursday

INCORPORATED SALES MANAGERS' ASSOCIATION.

QUALIFYING EXAMINATION.

Economics	6.30 to 8.30 p.m.	Tuesday
Principles of Accounts	6.30 to 8.30 p.m.	Wednesday
Business Statistics	6.30 to 7.30 p.m.	Thursday
Commercial Law	7.30 to 8.30 p.m.	Thursday

NATIONAL ASSOCIATION OF LOCAL GOVERNMENT OFFICERS.

PROMOTION EXAMINATION.

Central and Local Government	6.30 to 8.30 p.m.	Monday
Economics	6.30 to 8.30 p.m.	Tuesday
Statistics	6.30 to 7.30 p.m.	Thursday
Elements of English Law	6.30 to 7.30 p.m.	Friday
English	7.30 to 9.00 p.m.	Friday

OFFICE MANAGEMENT ASSOCIATION.

PURCHASING OFFICERS' ASSOCIATION.

The Common Intermediate Certificate in Management exempts students from the Intermediate Examination of the above Associations.

Intending students should consult Mr. Wm. Fairman, Commerce Dept.

TRANSPORT.

For students wishing to qualify for membership of the Institute of Transport. Candidates for the Graduateship must be registered students of the Institute.

TIME TABLE.

<i>Subjects.</i>	<i>Time.</i>	<i>Evening.</i>
Part I.		
General Economics	6.30 to 8.30 p.m.	Monday
Elements of Transport	"	Tuesday
Elements of Statistics	"	Thursday
Part II.		
Economic Geography	6.30 to 8.30 p.m.	Tuesday
English	7.30 to 9.00 p.m.	Friday
Law of Inland Transport	6.30 to 7.30 p.m.	Friday

All students entering for the examination for the first time in or after May, 1952, should note that English will be transferred to Part I and General Economics to Part II.

Courses on Road Transport working to the Royal Society of Arts Scheme "B" for the Road Transport Diploma will be arranged if there is sufficient demand.

PRELIMINARY EXAMINATION IN ECONOMICS.

A part-time evening course for the above examination of the University of London for students having London matriculation or exempting qualifications. For details see Leaflet No. 8.

MANAGEMENT STUDIES.

(a) Personnel Management.

A series of weekly lectures and discussions arranged in conjunction with the Factory Department of the Ministry of Labour and National Service and The Institute of Personnel Management.

Full details available on application to the College.

(b) Courses in Foremanship.

For full details see Leaflet No. 2 of the Prospectus and special circular obtainable at the College Office.

INTENSIVE SHORTHAND COURSE FOR BEGINNERS.

Attendance is on two evenings a week (Tuesday and Thursday) from 6.30 to 8.30. Class No. 740.

The textbook used is Pitman's Modern Course, together with the appropriate Exercise and Drill Notebooks.

EVENING CLASSES FOR OFFICE STAFFS.

<i>Class No.</i>	<i>Subject.</i>	<i>Time.</i>	<i>Day.</i>
739	Shorthand I (Theory)	6.30 to 8.30	Tuesday
740	Shorthand I (Intensive Course)	6.30 to 8.30	Tuesday and Thurs.
741	Shorthand II (Theory)	6.30 to 8.30	Tuesday
742	Shorthand (Revision and Elementary Speed)	6.30 to 8.30	Tuesday
728	Shorthand Speed (50-60 w.p.m.)	6.30 to 8.30	Tuesday
729	Shorthand Speed (60-80 w.p.m.)	6.30 to 8.30	Monday
785	Shorthand Speed (60-80 w.p.m.)	6.30 to 8.30	Monday
730	Shorthand Speed (80-100 w.p.m.)	6.30 to 8.30	Thursday
731	Shorthand Speed (100-120 w.p.m.)	6.30 to 8.30	Monday
732	Typewriting I	6.30 to 8.30	Monday
766	Typewriting I	6.30 to 8.30	Monday
751	Typewriting II	6.30 to 8.30	Thursday
761	Typewriting III	6.30 to 8.30	Tuesday
756	Book-keeping I	6.30 to 8.30	Wednesday
771	Book-keeping I	6.30 to 8.30	Wednesday
760	Book-keeping II	6.30 to 8.30	Friday
772	Book-keeping III	6.30 to 8.30	Wednesday
		6.30 to 8.30	Friday
738	Commerce	6.30 to 7.30	Monday
562	Commercial Mathematics	7.30 to 8.30	Monday
753	Company Law	7.30 to 8.30	Monday
754	Costing	7.30 to 8.30	Tuesday
		6.30 to 8.30	Tuesday
745	Economics	6.30 to 8.30	Tuesday
746	Economic Geography	6.30 to 8.30	Tuesday
750	Economic History	7.30 to 8.30	Tuesday
749	English	6.30 to 7.30	Tuesday
768	General Commercial Knowledge	6.30 to 7.30	Thursday
779	Income Tax	6.30 to 7.30	Friday
770	Mercantile Law	7.30 to 8.30	Thursday
752	Secretarial Practice	6.30 to 7.30	Tuesday

EVENING CLASSES FOR TEACHERS OF COMMERCIAL SUBJECTS.

Courses of lectures on the theory of teaching the following subjects. Demonstration lessons and opportunities for teaching practice will be prominent features of each course. "

Shorthand **6.30 to 8.30 Thursday**

A speed of 80 w.p.m. is necessary before entry.
The qualification prepared for is R.S.A. Shorthand Teacher's Diploma.

Typewriting. **6.30 to 8.30 Friday**

Students must be touch typists and should hold a Typewriting qualification such as R.S.A. Stage II or III.

Students may take either the Pitman's Typewriting Diploma or that of the Faculty of Teachers in Commerce.

The qualification prepared for is R.S.A. Typewriting Teachers' Diploma.

COURSES FOR THOSE ENGAGED IN THE MEAT TRADE.

First Year : Business Practice, etc. . . . 2.30 to 4.00 Monday
Elements of Book-keeping . . . 4.00 to 5.30 Monday
Technology—Commodity . . . 6.30 to 7.30 Wednesday
Science of Meat 7.30 to 8.30 Wednesday

Second Year : Business Practice, etc. . . . 6.30 to 7.30 Monday
Elements of Book-keeping . . . 7.30 to 8.30 Monday
Technology—Commodity . . . 7.30 to 8.30 Wednesday
Science of Meat 6.30 to 7.30 Wednesday

Third Year : As second year.

**COURSE OF ADVANCED LECTURES FOR MANAGERS AND EXECUTIVES
IN THE MEAT TRADE.**

A series of sixteen weekly lectures, under the title "Background to the Meat Industry" for Master Butchers and those holding executive or managerial positions in the industry.

Date of First Meeting. Tuesday, 9th January, 1951.

Lecturer : Cecil Ash, F.S.I.A., M.R.San.I., M.Inst.P.A.,
Senior Meat Inspector, City of Coventry.

Those interested should obtain the special circular from the College General Office.