

Business Organisation and Scientific Management.

A course of lectures extending over the second and third years and dealing with the following subject-matter:

I. Commercial Organisation: Development of organisation; study of markets; organization of an export business; sources of information; consular service; fundamental principles of banking and exchange; study of the various problems connected with distribution; the purchasing department; the sales department; the credit department; the traffic department; advertising; organisation of accounts; preparation of periodical reports.

II. Industrial Organisation: The launching of an industrial enterprise; the planning of a factory; departmental functions; the purchase and control of raw materials; labour, and its control; wage systems; welfare work; power and its transmission; the reorganisation of a factory; the committee system; the location of industries; principles of management; types of management; departmental relations; standardisation and equipment; standardised operations; written standard-practice instructions; adequate records; efficiency rewards.

The student will be required to write in idiomatic English a summary of each lecture.

Economic Geography.

Course extending over the first two years.

General.

The solar system; epochs in the history of the earth; divisions of the surface of the earth into land and water; notions of geology; effect of the sun's heat and rays; effect of altitude; effects of moisture, temperature, and winds; movements of the sea; the great ocean currents; mankind, the different races and their characteristics; distribution of natural products; centres of population, and reasons why they have developed; trade; chief commercial products, their production, and distribution; chief traffic movements.

Canada.

General configuration of Canada,—mountains, seas, lakes, rivers; climatic conditions; natural products of Canada,—products of agriculture and the farm, products of the mine, products of the sea and rivers; population centres, their history and growth.

Canadian Products:—

- (1) For home consumption: (a) to satisfy the needs of the population, (b) as raw materials in industry; location of the important industries, reasons for such location; markets available; means of distribution, roads, canals, rivers, railroads; cost of distribution; possible improvement and development of established industries; creation of new industries and markets.