








Administration (ADMN) 100

Introductory Quantitative Skills for Business (Revision 5)

Status:	Replaced with new revision, see the course listing  for the current revision 
Delivery mode:	Individualized study online  with eText 
Credits:	3
Area of study:	Applied Studies (Business and Administrative Studies)
Prerequisites:	None. This course is recommended as an entry level university course designed to develop business math skills to prepare students planning to pursue a business program.
Precluded:	None
Challenge:	ADMN 100 is not available for challenge.
Faculty:	Faculty of Business 

Overview

Students planning to study Accounting, Management Science, Finance, Economics, and Marketing will need a solid background of mathematical skills in order to understand, analyze, and solve the types of problems they will encounter in these subject areas. *ADMN 100* has been designed to build the quantitative skills that will foster post-secondary success in the online learning environment in all key business areas. It will especially appeal to students who want to upgrade their quantitative skills to the level required to enter a typical degree program in business or economics. In addition to a review of basic arithmetic, statistics, and algebra, students will become familiar with the mathematics of business, management, finance, and investment. The course concludes with an introduction to the basics of accounting. We anticipate that, as a result of first working through *ADMN 100*, more students will successfully complete business-related degrees in a variety of specializations including Accounting, Finance, Management, Marketing, and Economics offered at Athabasca University and at post-secondary institutions anywhere in the world.

Outline



Each lesson consists of a lesson overview followed by a series of sections, each of which consists of key objectives, required reading(s), and assigned online and written exercises. If course material outside of your textbook is to be reviewed, this will be in the form of lesson notes that you will need to work through. You will complete each lesson by taking an online Quiz that is worth 10% of your final course grade.

ADMN 100 comprises the following ten lessons.


- Lesson 1: Review of Arithmetic
- Lesson 2: Review of Basic Algebra
- Lesson 3: Ratio, Proportion, and Percent
- Lesson 4: Linear Systems
- Lesson 5: Cost-Volume-Profit Analysis and Break-Even
- Lesson 6: Trade Discounts, Cash Discounts, Markup, and Markdown
- Lesson 7: Simple Interest
- Lesson 8: Compound Interest

- Lesson 9: Ordinary Simple Annuities
- Lesson 10: Accounting


Evaluation


To **receive credit**  for ADMN 100, you must complete one online quiz for each of the ten lessons in the course. Each quiz carries a credit weight of 10% of your final mark. Your course composite grade (the average of the grades you achieve on all ten quizzes) must be **D (50 percent)**  or higher.

Activity	Weight
Lesson 1 Quiz: Review of Arithmetic	10%
Lesson 2 Quiz: Review of Basic Algebra	10%
Lesson 3 Quiz: Ratio, Proportion, and Percent	10%
Lesson 4 Quiz: Linear Systems	10%
Lesson 5 Quiz: Cost-Volume-Profit Analysis and Break-Even	10%
Lesson 6 Quiz: Trade Discounts, Cash Discounts, Markup, and Markdown	10%
Lesson 7 Quiz: Simple Interest	10%
Lesson 8 Quiz: Compound Interest	10%
Lesson 9 Quiz: Annuities	10%
Lesson 10 Quiz: Accounting	10%
Total	100%



To learn more about assignments and examinations, please refer to Athabasca University's [online Calendar](#) .

Materials

Hummelbrunner, S. A., Halliday, K., Hassanlou, A. R. (2021). *Contemporary Business Mathematics with Canadian Applications* (12th ed.). Toronto: Pearson Canada Inc.  (eText)

Miller-Nobles, T. L., Mattison, B., Mowbray, G., Meissner, C. A., Johnston, J. L. (2023). *Horngren's Accounting* (12th Cdn ed.). Toronto: Pearson Canada Inc.  (eText)

eTexts





Registration in this course includes electronic textbooks. For more information on **electronic textbooks** , please refer to our [eText Initiative site](#) .

Other Materials

All other course materials will be accessed online.

A Texas Instruments *BA II Plus* calculator is included in your course package.

Important links

- › [Academic advising](#) 
- › [Program planning](#) 
- › [Request assistance](#) 
- › [Support services](#) 

Athabasca University reserves the right to amend course outlines occasionally and without notice. Courses offered by other delivery methods may vary from their

individualized study counterparts.

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View **previous revision** 
