

Administration (ADMN) 100

Introductory Quantitative Skills for Business (Revision 4)

Delivery mode: [Individualized study online](#) or [Grouped study](#)
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](#)

Status: Replaced with new revision, see the [course listing](#)
for the current revision

Notes: Students registering in grouped study mode are advised that there may be some differences in the

evaluation and course materials information indicated below. To obtain the most up-to-date information, contact the Faculty of Business Student Support Centre at 1-800-468-6531.

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. 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: 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%

Activity	Weight
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

Introductory Quantitative Skills for Business, Custom Edition for Athabasca University. (2019). Pearson Learning Solutions. ISBN 13:

9781323957615  (eText)

eText

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

The eText for this course is a custom compilation of content from the following:

Hummelbrunner, S. A., Halliday, K., Hassanlou, R. R., & Coombs, K. S. (2018). *Contemporary Business Mathematics with Canadian Applications* (11th ed.). Toronto: Pearson Canada Inc.

Miller-Nobles, T. L., Mattison, B., Matsumura, E. M., Meissner, C. A., Johnston, J. L., & Norwood, P. R. (2020). *Hornsgren's Accounting* (11th Cdn ed.). Toronto: Pearson Canada Inc.





This is a custom publication, so there may be significant delays in receiving the book after you order it. Because it is a custom publication, acquiring the textbook on your own may not be possible.

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.

Opened in Revision 4, February 21, 2020

Updated August 9, 2022, by Student & Academic Services

View [previous revision](#) 

