

BA 169Z Data Analysis Using Microsoft Excel

The following provides a summary of the 2024 Recommendation Report for the CCN Business Subcommittee. Transfer Council recommends that due to changes in course information under [OAR 715-025-0065 through 0115](#), colleges and universities should ensure students' academic progress is not disrupted. Courses completed before CCN changes should count toward graduation, even if requirements shift. Holding students harmless means honoring their efforts, supporting them through transitions, and keeping learning—not compliance—the central focus. CCN course information should be adopted as written. For more detailed information on what can be added to the course description and course learning outcomes, see the [CCN Revised Framework](#) and for more general information, see CCN Reports & Memos on the [Educator Resources—Common Course Numbering](#) webpage.

Approved CCN Course Information

Date Approved:

November 21, 2024

Catalog Dates:

Required to begin appearing in the 2025-26 catalog.

Review Timeline:

- First Annual Review: Winter 2027
- First Triennial Review: Winter 2030

Course Number and Prefix:

BA 169Z

Course Title:

Data Analysis Using Microsoft Excel

Course Credits:

4

Course Description:

Covers Microsoft Excel software skills necessary for evidence-based problem-solving, including workbook editing, formula creation, charting, and pivot tables. Emphasizes hands-on learning using Excel functions to perform data analysis to enhance decision-making.

Course Learning Outcomes:

1. Create and manage worksheets using appropriate data formatting.
2. Construct formulas with relative, absolute, and mixed cell references.

3. Analyze data using logical, lookup, mathematical, statistical, and text functions.
4. Manipulate large volumes of data using datasets and tables.
5. Interpret data using data visualization tools, including pivot tables and charts.

Review Cycle:

We recommend using the same review cycle established by the subcommittee for the prior three Business courses that were designated as common course numbered (BA101Z, BA211Z, BA213Z). There will be an annual review cycle beginning 2027 of these courses with a twofold purpose:

1. to review the transfer effectiveness of the courses and
2. to gather information about challenges, concerns, or changes needed from the OPU's and CCs.

These reviews are to take place in winter term.

Every third year beginning 2030, we will conduct a deeper review of the alignment of these courses; this is the only time that the subcommittee will consider a vote to modify the aligned content of the course, using the previous two years of data. The choice in these third-year reviews will be to either affirm our existing alignment decisions or to revise a particular aspect to keep our curriculum based on the data gathered from the previous two years. We would like as many members as possible of the original subcommittee to be invited to participate in these discussions. Historical memory and original context will be useful in informing future decisions.
