

Data Quality Curriculum (DQC)  
**EXCEL FOR PIMS MODULE SYLLABUS**  
**(BEGINNER)**

## COURSE INFORMATION

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### ***Course Description:***

The Excel for PIMS Module will provide hands-on exercises and examples that will demonstrate useful Excel tools that will simplify the process of reviewing and manipulating data for PIMS reporting. Any completed and passed PIMS Administrator Track is a prerequisite for this module.

### ***Course Requirements:***

Participants will need the following to successfully complete the track.

- Internet Access
- Moodle Access
- Completion of all assigned online coursework on time
- Receive a 90% or higher final grade

### ***Course Structure:***

This course will be delivered through Moodle, an online learning platform ([www.padqc.org/learn](http://www.padqc.org/learn)). Once on the DQC Moodle site, participants will access the online exercises, course materials, and resources. Moodle can be accessed through Firefox, Google Chrome, or Safari.

### ***Moodle Access and Technical Support:***

To gain access to Moodle, participants will need to register using the form on the DQC homepage. Moodle login information will be provided once the registration has been processed.

- Please allow 5-7 days for registration processing

If you need technical assistance at any time, please reach out to a DQC team member. You may refer to your welcome email for contact information.

### ***Grading Information:***

Quizzes are automatically graded through Moodle. You will have 3 attempts on all quizzes.

Assignments are uploaded into Moodle. They will be graded by an instructor.

- Please allow 7-10 business days for the grading of assignments

### ***Act45/Act 48 Information:***

This module is eligible for 8 Act 48 hours

# COURSE OUTLINE

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## **Excel for PIMS Training**

- Excel for PIMS Training Manual
- Training Manual Exercises Assignment

## **Excel for PIMS Quiz**

## **Bonus: Import CSV file in Excel**

## **Bonus: R1C1 Reference Style**

## **DQC Certificate of Completion**