

## Data Quality Curriculum (DQC) EXPERIENCED PIMS ADMINISTRATOR TRACK SYLLABUS

### COURSE INFORMATION

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- Course Description:** The DQC Experienced PIMS Administrator Track is designed for those individuals responsible for the collection and reporting of educational data.
- Course Objectives:** The objective of the DQC Experienced PIMS Administrator Track is to increase current skills and provide networking opportunities. Upon completion of this course, participants will increase skills in:
- Coordinating with LEA administration
  - Coordinating with data personnel
  - Incorporating prior knowledge to analyze complex data scenarios
  - Interpret how attribution and graduation rates impact state initiatives
- Course Requirements:** Participants in the Experienced PIMS Administrator Track will need the following to successfully meet all course requirements:
- Internet access
  - Access a Moodle account
  - Completion of Entry Level PIMS Administrator Track
  - Complete all assigned online coursework on time and receive a 90% or greater average.
- 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. Exercises will consist of quizzes, assignments, and discussion forums

**Moodle Access:**

To access the DQC Experienced PIMS Administrator Track on Moodle, participants will need access to the Internet and a supported Web browser such as Firefox, Google Chrome, or Safari.

Moodle login information will be provided for access to the course through the DQC registration form that can be found on the <https://www.padqc.org/learn> homepage.

**Technical Support:**

If you need technical assistance at any time during the course or to report a problem with Moodle, you can:

- Contact a member of the DQC team. Refer to your welcome email for information.

**General Information:**

*Tracking Progress:* Participants can review their progress throughout the track by locating the Assignments block in Moodle and clicking the quiz and assignment link. To review a combined list of completed assignments and quizzes, locate the Grades option under Settings.

- The Experienced PIMS Administrator Track consists of online exercises, including forum discussions, a simulation review, assignments, and quizzes.
- Assignments are to be submitted online as a Word Document or online text.
- Forums allow participants to reply and view others' posts. Always post respectfully.

*Grading:* Quiz questions will be graded automatically through Moodle. Assignments and open-ended questions will be assessed by an instructor and manually entered into the course.

**Contact Information:**

Please contact [RA-DDQDataCollection@pa.gov](mailto:RA-DDQDataCollection@pa.gov) with questions or for more information about DQC.

## COURSE OUTLINE

| <b><i>DQC Experienced PIMS Administrator Track</i></b>             |  |
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| <b><i>Exercise</i></b>   | <b><i>Quizzes and Assignments</i></b><br><i>All Resources and Assignment documents are available on Moodle.</i>  |
| <b><i>1: Resource Navigation Exercise</i></b>                      | <ul style="list-style-type: none"> <li>Resource Navigation Quiz</li> </ul> <b>Resource:</b> Resource Navigation Exercise   |
| <b><i>2: Key Concepts Exercise</i></b>                             | <ul style="list-style-type: none"> <li>Term Matching Quiz</li> </ul>   |
| <b><i>3: Experienced PIMS Scavenger Hunt Exercise</i></b>          | <ul style="list-style-type: none"> <li>Part 1 and Part 2 Scavenger Hunt Quizzes</li> </ul>   |
| <b><i>4: School Enrollment Template Exercise</i></b>               | <ul style="list-style-type: none"> <li>School Enrollment Template Quiz</li> <li>School Enrollment Template Scenario Quiz</li> </ul>                                |
| <b><i>5: Data Audit Exercise</i></b>                               | <ul style="list-style-type: none"> <li>Data Audit Assignment</li> </ul> <b>Resource:</b> Data Audit Example Submission   |
| <b><i>6: Data Quality Engine Exercise</i></b>                      | <ul style="list-style-type: none"> <li>Data Quality Engine Quiz</li> </ul>   |
| <b><i>7: PIMS Data Errors Exercise</i></b>                         | <ul style="list-style-type: none"> <li>PIMS Data Errors Quiz</li> </ul>  |
| <b><i>8: PIMS Reports Exercise</i></b>                             | <ul style="list-style-type: none"> <li>PIMS Reports Quiz</li> </ul> <b>Resource:</b> PIMSReportsV2 Training Guide  |
| <b><i>9: Course/Instructor Collection Exercise</i></b>             | <ul style="list-style-type: none"> <li>Course/Instructor Collection Quiz</li> </ul>  |
| <b><i>10: Graduate Attribution Exercise</i></b>                    | <ul style="list-style-type: none"> <li>Graduate Attribution Quiz</li> </ul>  |
| <b><i>11: Experienced PIMS Administrator Discussion</i></b>        | <ul style="list-style-type: none"> <li>Experienced PIMS Administrator Discussion Assignment</li> </ul> <b>Resource:</b> Experienced PIMS Admin Discussion Document |
| <b><i>12: FERPA/HIPAA Exercise</i></b>                             | <ul style="list-style-type: none"> <li>FERPA and HIPAA quiz</li> </ul>   |
| <b><i>13: NCES Building a Culture of Quality Data Exercise</i></b> | <ul style="list-style-type: none"> <li>NCES Forum Guide to Building a Culture of Quality Data and the Forum Guide to Data Ethics Quiz</li> </ul>                   |
| <b><i>14: Final Exam</i></b>                                       | <ul style="list-style-type: none"> <li>Final Exam Assignment</li> <li>Final Exam</li> </ul>  |
| <b><i>15: DQC Certificate of Completion</i></b>                    | <ul style="list-style-type: none"> <li>DQC Experienced PIMS Administrator Certificate</li> </ul>   |