

Data Quality Curriculum (DQC)
ENTRY LEVEL PIMS ADMINISTRATOR TRACK SYLLABUS

COURSE INFORMATION

Course Description:

The DQC Entry Level PIMS Administrator Track will test knowledge of PIMS reporting resources and will reinforce the understanding of the PIMS process, terminology and accuracy review measures. Previous completion of the New PIMS Administrator Track is required for this track.

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). 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 track is eligible for 30 Act 48 hours

Forum Guide to Privacy of Student Information

- Data Entry FERPA and HIPAA Quiz
- NCES Forum Guide to Building a Culture of Quality Data Quiz

Data Entry

- Data Entry Acronym Quiz
- Data Entry Term Quiz
- Part 1: Data Entry Scavenger Hunt
- Part 2: Data Entry Scavenger Hunt

Life Cycle of DQE

- PIMS Data Errors Quiz
- Data Audit PIMS Checklist Assignment

Acronym Matching Quiz

Resource Navigation

- Resource Navigation Quiz
- Part 1: Scavenger Hunt Quiz
- Part 2: Scavenger Hunt Quiz
- Part 3: Scavenger Hunt Quiz

Student Information System Data Errors Quiz

Residency and Enrollment Quiz

Data Quality Reports Quiz

Final Exams

- Entry Level PIMS Administrator Exam
- Part 1: Term Matching Quiz
- Part 2: Term Matching Quiz

DQC Certificate of Completion