

Data Quality Curriculum (DQC)
NEW PIMS ADMINISTRATOR TRACK SYLLABUS

COURSE INFORMATION

Course Description:

The DQC New PIMS Administrator Track is designed for those individuals with little experience submitting PIMS data. This Track will help gain familiarity with the resources available to PIMS Administrators as well as an understanding of the basic process and skills needed to submit high quality data to PIMS.

No prerequisite 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

FERPA/Data Privacy

- FERPA/Data Privacy Resources
- Privacy Terms Quiz
- Safeguarding Student Information Quiz

New PIMS Administrator Checklist

New PIMS Administrator Resources

- Resource Matching Quiz

Intro to PIMS Reporting How-To Guide

- Your Data Quality Teams Documents
- Identifying Your Data Quality Team Assignment
- Reading the PIMS Collection Calendar Quiz
- Using the PIMS Manual Quiz
- PIMS ReportsV2 Overview

PIMS Webpage Overview/Navigation Activity

- PIMS Webpage Overview Assignment

The Life Cycle of a PIMS Data Collection

- The Life Cycle of a PIMS Data Collection Assignment

Final Exam – New PIMS Administrator

- Vocabulary Quiz
- Final Exam

DQC Certificate of Completion