

# COURSE/APPROPRIATELY CERTIFIED MODULE SYLLABUS (ADVANCED)

## COURSE INFORMATION

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

The PIMS Course/Instructor data set has been included in PIMS since its inception in the 2007-08 school year. The data set contains lists of courses and the students and teachers related to those courses. The Course/Appropriately Certified Module provides an overview of the common errors and reports that are essential for validation of course data that determines instructor appropriately certified status.

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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## **Course/Appropriately Certified Resources**

- Course/Instructor Data Set How-To Guide
- Critical PIMS Reports - Course

## **Course Quiz**

## **DQC Certificate of Completion**