

ASQ Section 0511 CQA Spring 2014 Course

ASQ Section 0511 Northern Virginia certification preparation training for the Certified Quality Auditor certification test.

Course Description

This course is intended to prepare students who are taking the national CQA examination held on June 7, 2014. The American Society of Quality Section 0511 of Northern Virginia will present a training course to students for examination.

Course Objectives

1. To provide quality auditing fundamental training and to prepare students interested in passing the CQA examination.
2. For students to gain an understanding of quality auditing.
3. To work and improve on the student's areas of weakness.
4. To equip the student with skills and techniques to answer multiple choice questions and case study questions.
5. To prepare a professional who understands the standards and principles of auditing and auditing techniques of examining, questioning, evaluating and reporting, in order to evaluate a quality system's adequacy and deficiencies.

Course Schedule and Location

This is a 5 weekend accelerated course meeting on Saturday. Classes will run from Saturday 26 April through 31 May 2014. There is no class on the Memorial Day Saturday, May 24. The CQA Primer from the Quality Council of Indiana is our basic study material and it is a requirement for this course. Students are also encouraged to purchase the CD of test questions and read any CQA books and material they can acquire. All the 5 sessions will be conducted in Chantilly VA from 9.00 am to 4.00 pm with a break for lunch in nearby restaurants or students can bring their lunch.

Course Syllabus

Course Title:	CQA Examination Preparation Course
Course Schedule:	Starting Date 26 April 2014. Ending Date 31 May 2014.
Course Location:	14790 Flint Lee Road. Chantilly VA 20151
Course Times: Saturday,	9.00 AM to 4.00 PM
Course Materials:	CQA Primer: Quality Council of Indiana
Instructor's Name:	Joshua Chitsa
Telephone:	301-676-7663
E-mail Address:	jchitsa@msn.com
Communication:	Call or e-mail any time

Instructor Bio:

Mr. Chitsa has a Bachelor's degree in Educational Administration, Planning and Policy Making and MBA in Administration from Frostburg State University, MD. He has more than 10 years of experience working in biotechnology and pharmaceutical industries in the DC metro area.

Mr. Chitsa is a Certified Quality Auditor and a member of the Northern Virginia Section 0511. He is a Quality Assurance manager with Nutravail LLC in Chantilly Virginia.

Course Evaluation

The 5 week course will be graded based on weekly quizzes, participation and the final Examination as follows:

Work and Assignments	Due	Points
Quizzes	weekly	50
Class Participation	weekly	10
Final Examination	Week 5	40
Total		100

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
<59	F

Delivery Methods

Students are expected to have read the CQA Primer and done all the questions prior to attending the class. This is a traditional classroom environment where the instructor and the students work closely within a short space or time. The instructor will give students chapters to read before the next class.

Class Presence and Participation

Class presence and participation points are given to encourage your active class participation and discussion. You will be rewarded with a perfect score as long as you frequently come to class and actively contribute to the class discussion during lectures. Students who repeatedly arrive late to the lecture will have their Class Participation grade lowered. Please sign the attendance sheet when you come to the class. I strongly encourage you to ask questions in class. Framing questions is part of the learning process.

Privacy and Confidentiality in the Classroom

While personal experiences from your work place are very helpful in this class, it is important to maintain confidentiality because a breach of confidentiality can be very upsetting. Students should not share information that their organization considers private and confidential.

Learning Outcomes

The primary goal for this course for students to sit for the Certified Quality Auditor examination well prepared through class discussions, weekly quizzes and the final exam. This course is also intended to assist you to understand the basic principles in auditing. By the end of the course you will understand the responsibilities for the preparation, planning, conduct and close out both internal and external audits and write audit reports.