

Enrollment Deadline

March 22, 2010

Credit Administration Program

Join the Best in the Industry

NACM East Tennessee will conduct the Credit Administration Program (CAP) Class in Knoxville. The National Professional Designation Program enables business credit professionals to demonstrate their commitment to excellence with three professional designations:

- CBA - Credit Business Associate (Supervisory)
- CBF - Credit Business Fellow (Management Level)
- CCE - Certified Credit Executive (Upper Management Level)

Expand your knowledge, create career opportunities, and lead your company to profitability and growth. The course below prepares credit professionals for application to the Credit Business Associate (CBA) professional certification. The course will be instructed by Angela Duncan, CCE, Credit Manager of Holliston LLC, a certified instructor of the National Institute of Credit.

Business Credit Principles

April 6, 2010 - June 29, 2010

There will be no class the week of NACM Credit Congress, May, 16-19, 2010.

Topics covered in this class include:

- Credit in the Business World
- Organizing the Credit Department
- The Legal Environment of Credit
- Credit Policy and Procedures
- Terms & Conditions of Sale
- Negotiable Instruments
- Know Your Customer
- Credit Investigations
- Legal Forms of Business
- The Credit and Sales Relationship
- Bankruptcy Code & Procedures
- The Uniform Commercial Code

The objective of this 30-hour course is to understand the concept and history of credit and the basics of evaluating credit risk. The student will understand the role of credit in financial management and the components of effective credit department systems and procedures.

2727 E Magnolia Ave
Knoxville, TN 37914
(877) 646-NACM
www.nacmet.org

NACM East Tennessee



National Association of Credit Management

Enrollment Form

Students are responsible for ordering their textbooks. Please remember to do this ASAP

Student

Email

Company

Payment Options:

Check Enclosed

Invoice NACM-ET

Credit Card

Member # _____

Credit Card Number

Expiration Date

V-code

Name (as shown on card)

Signature

Billing Address

Billing City/State/Zip

Tuition:

NACM Member - \$425

Non-Member - \$475

Textbooks:

Textbooks can be ordered by contacting the NACM National Bookstore (800-955-8815 or www.nacm.org). Please allow enough time for the books to be shipped and to complete the first assignment which is reading the first three (3) chapters of the book prior to the first day of class.

Ordering all textbooks is the responsibility of the student!

Principles of Business Credit, 6th Edition, \$62.95 + shipping - required

Refunds:

NACM East Tennessee will refund 50% of tuition only if a student cancels (must be in writing) at least 5 days prior to the scheduled start date of any course. If at least 5 days notice is not given, there will be no refund issued. If NACM East Tennessee initiates course cancellation, and NACM East Tennessee cannot reschedule the course within 30 days of notice of cancellation, 100% of paid tuition will be refunded.

Cancellations:

NACM East Tennessee reserves the right to cancel or reschedule any course if the registration falls below a minimum number of students or due to circumstances beyond our control.

Class Dates and Times:

Tuesday, from 6:30 pm to 9:00 pm, April 6, 2010 - June 29, 2010

Location:

Sysco Food Services of Knoxville, 900 Tennessee Avenue, Knoxville, TN 37921

Register:

Email: jill@nacmet.org

Mail: NACM East Tennessee

Call: (865) 546-0452

Attn: Education

Fax: (865) 524-9855

PO Box 6809

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