

REGISTRATION FORM

Location: NACM Midwest • 3005 Tollview Drive • Rolling Meadows, IL

Time: All classes are from 9 a.m. – 4 p.m. (Continental breakfast served at 8:30 a.m.)

Cost: Members \$230 (per class) • Non-Members \$460 (per class)

Please register me for:

CREDIT 101

February 8, 2012

June 13, 2012

October 17, 2012

CREDIT 102

March 14, 2012

July 11, 2012

November 7, 2012

CREDIT 103

April 18, 2012

August 8, 2012

December 5, 2012

Member Number _____

Name _____

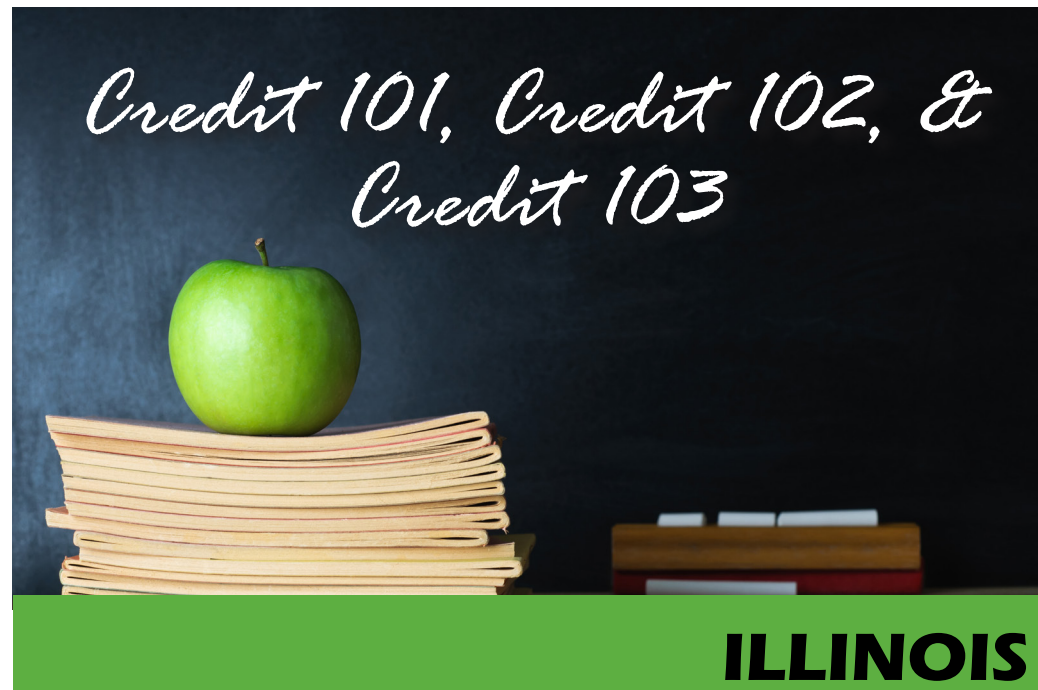
Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____



ILLINOIS



PAYMENT METHODS

Check

Payable to NACM Midwest and mail to: 3005 Tollview Drive, Rolling Meadows, IL 60008

Credit Card

For security reasons, please do not include your credit card number on this form. Call Kathy Berendsen at 800-935-6226, ext. 6410 to make your payment.

Please Note:

- Payment must be received one week prior to class start date
- Maximum two NACM Midwest coupons will be accepted
- "No Shows" will be responsible for full amount
- Classes subject to cancellation based on enrollment
- 0.6 CEUs available

Cancellation Policy: Cancellations must be received in writing (via fax e-mail or mail) no later than one week prior to the class date to qualify for a full refund. Cancellations received later than one week prior to the class date do not qualify for a refund of registration fees. Sorry, phone cancellations cannot be honored. A 20% surcharge applies to late registrations and rebooking. If you have any questions, e-mail info@nacmconnect.org.

Fax this form to 847-253-6241. Please use this form as your invoice.

MSC
Midwest School of Credit

COURSE CATALOG

Credit 101, Credit 102, & Credit 103

Course Objectives

Credit 101 and Credit 102: An Introduction to Credit Management

Credit 101 and Credit 102: An Introduction to Credit Management provides a thorough foundation for credit staff to advance in the commercial credit world. The completion of this program ensures that each employee will be able to effectively contribute to both minute and complex changes made within an organization.

Credit 101 is a basic-level orientation program that introduces newcomers to the multifaceted field of credit management. This session examines the credit function, the procedures and tasks performed in a typical credit department, and how those procedures impact an entire organization.

Credit 102 is an intermediate-level program designed for inquisitive credit personnel who wish to exceed the basics of credit management. This professional educational program examines the underlying knowledge required to successfully function and advance in today's ever-changing credit department.

Credit 103: Grounded in Basics—Advancing Toward Goals

Credit 103: Grounded in Basics—Advancing Toward Goals is designed for mid-level credit professionals who would like to learn where they fit into the corporate structure and give them tools, which are not widely talked about and creating a positive impact on the mission of their credit department. This course is interactive and will include scenarios that will teach students ways to use the tools presented in the class.

Credit 101, 102 and Credit 103 are interactive and invite the class to give real world examples of the credit department environment. In each class, NACM Midwest provides a textbook for each student to take back to the office and use as a reference guide.

The intention of these courses is to teach students about credit and prepare them for the work place. These classes also set the stage for continuing education in future seminars and MSC classes, in which students prepare to earn their professional designations.

Course Curriculum

Credit 101

- The credit department function
- Credit investigation
- Credit policy
- The legal forms of business
- Basic bankruptcy
- Sales/credit relationship
- NACM Midwest Education and the Midwest School of Credit



Credit 102:

- Credit decisions
- Legal issues and out-of-court settlements
- Negotiable instruments
- Bankruptcy
- Financial statements
- NACM Education and what it can do for you



Credit 103:

- The role of the credit department within an organization
- An ethical look at the credit department
- Choosing professional vendors
- Putting the pieces together; how to use the tools
- The importance of education and obtaining your certification

