

# 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 10, 2010  
 June 9, 2010  
 October 6, 2010

**CREDIT 102**

- March 10, 2010  
 July 14, 2010  
 November 10, 2010

Member Number \_\_\_\_\_

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

## PAYMENT METHODS

**Check**

Payable to NACM Midwest and mailed 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@nacmmidwest.org.*

*An Introduction to Credit Management:  
Credit 101 & Credit 102*

**ILLINOIS**



Fax this form to 636-680-9219. Please use this form as your invoice.

**MSC**  
MIDWEST SCHOOL OF CREDIT  
COURSE CATALOG

# Credit 101 & Credit 102

## Course Objective

Today's global business environment demands that all employees thoroughly understand and promote the credit function. Training motivates an employee to become innovative, and implement new and unique methods and procedures into an organization. *Credit 101 and 102: An Introduction to Credit Management* provides professional and thorough field credit training, which ultimately benefits an entire organization and gives that company an advantage over the competition.

**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 in today's ever-changing credit department.

*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 knowledgeable about the credit function, and will, therefore, be able to effectively contribute to both minute and complex changes made within an organization.

The NACM Midwest Education Department has established a professional educational program for the purpose of encouraging attendees and their supervisors to broaden their professional horizons. *Credit 101 and Credit 102: An Introduction to Credit Management* has received enthusiastic responses from those across the country from those who have taken advantage of this unique educational program.

## 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, what can it do for you?



*Credit 101 and 102* are intended to be interactive and invite the class to talk about examples which go on in the work environment of a credit department. In each class, NACM Midwest provides a textbook for each student to take back to the office and use as a reference guide.

The pathway set up by *Credit 101 and 102* is intended to educate the student and prepare them for the workplace. Additionally, these classes will set the stage for continuing education in both future seminars, as well as classes at MSC, where students can prepare to earn their professional designations.

NACM Midwest has a tradition of educational offerings to the credit professional. The goal of MSC is to provide the educational tools for students who wish to succeed and advance in the credit profession.