

# NACM Southwest presents: CAP I Business Credit Principles

*Instructor: Denise Certain CBF*

Saturday, October 9, 2010  
Saturday, October 23, 2010  
Saturday, November 6, 2010  
Saturday, November 20, 2010  
9:00a.m. – 4:00p.m.

**Classes will be held at the NACM Southwest offices 1915 Westridge Dr. Irving, TX 75038**

The Credit Administration Program is a series of college equivalent courses designed to prepare credit professionals for additional managerial responsibilities and for the Credit Business Association (CBA) Designation exam.

### **CAP I Objectives:**

To understand the concept and history of credit, the basics of evaluating credit risk, extending credit and collection of payments as well as the current mechanisms for marketing and conducting credit programs, both nationally and internationally.

### **Attendance:**

NACM Southwest and the instructor strongly recommend that all classes be attended and attendance is mandatory for students to earn a successful grade. The classes are held on Saturdays and meet the thirty-hour course requirements. Due to the "fast paced" schedule there will not be time to makeup any tests, classroom assignments or the classroom lecture series. **Please closely check the above schedule to make sure you will be able to attend all the classes.**

### **Refunds:**

We 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 Southwest initiates course cancellation, and NACM Southwest cannot reschedule the course within 30 days of notice of cancellation, 100% of paid tuition will be refunded.

### **Cancellation:**

NACM Southwest 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.

### **Textbook:**

**Principles of Business Credit, 6th Edition**

**Price: \$ 62.95**

**\*\*\*Order the CAP I textbook from the NACM National Bookstore [www.nacm.org](http://www.nacm.org) or call 410-740-5560.**

**Textbooks will be shipped. There will be an assignment prior to the first class. NACM Southwest suggests the textbook be ordered in time to receive your textbook at least **two** weeks prior to the class start date.**

### **Cost:**

**The cost for each CAP course is \$195.00.** The textbook is an additional expense and will be the student's responsibility to order and pay. Order the textbook **As Soon As Possible**

### **Registration:**

STUDENT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_ Mem: #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE#: CELL#: \_\_\_\_\_ HOME#: \_\_\_\_\_

(In case we need to contact you on the day of class)

E-mail address: \_\_\_\_\_

Return this form to KATIE SARTIN [katie@nacmsw.com](mailto:katie@nacmsw.com), fax 972/580-9089 OR call with questions 972/518-0019