

General Advanced Credit Administration Program (ACAP) Information

The Advanced Credit Administration Program is a college-level, continuing education program designed by the Education Department of the National Association of Credit Management and offered locally through NACM Affiliated Associations.

It was designed to meet the needs of the working credit professional and offers an advanced understanding of credit, accounting and financial analysis. ACAP courses are offered through local NACM Affiliated Associations.

The National Education Department has applied to the American Council on Education for college-equivalency for each ACAP course.

Three courses comprise the ACAP Program:

1. *Business Law I*
2. *Business Credit Law*
3. *Financial Statement Analysis II*

Business Law I

The Business Law I course presents a comprehensive look at business law today covering topics such as:

Negotiable Instruments	Courts and Procedures
Criminal Law	Ethics and Social Responsibility
Third Party Rights and Discharge	Formation of Sales and Lease Contracts
Title and Risk of Loss	Warranties and Product Liability

Business Credit Law

The Business Credit Law course presents a thorough overview of today's credit laws, focusing on the following:

Rights and Liabilities of Parties	Checks and the Banking System
Creditors' Rights and Bankruptcy	Antitrust Law
Consumer and Environment Law	Corp. Directors, Officers & Termination
Special Business Forms and Private Franchises	Partners and Joint Ventures
Sole Proprietorships and Partnerships	

Financial Statement Analysis II

The Financial Statement Analysis II presents an advanced look into financial analysis. The course examines the following:

Income Statement
Statement of Cash Flows
Debt Paying Ability
Profitability

Balance Sheet
Liquidity of Short-Term Assets
Financial Reporting

ACAP Course Standards and Requirements

Each ACAP course must be at least 30 hours in duration and include as a minimum a midterm and final exam. Participants must attend at least 80 percent of the course and achieve a minimum score of 70 percent to be eligible for a passing grade. Grades may be either numeric or pass/fail. Your ACAP course sponsor (NACM Southwest) will provide you with a letter notifying you of your grade. Participants are also required to complete an evaluation of course at its conclusion. A complete list of required chapters for each text can be found on the CBF Designation Exam Study Guide.

All ACAP classes will be held from 8:30am to 4:30pm at the NACM Southwest office at 751 Plaza Blvd., Coppell, TX 75019. Please call Katie Sartin at (972) 518-0019 with any questions regarding the previous information.