

## CREDIT BASICS

# THE CREDIT BASICS COURSE WAS VERY BENEFICIAL

**to my career in the Credit Industry. It enabled me to reach a higher salary as well as the respect of my peers. I have been in the Credit Industry for over 18 years and along with experience, a higher education is a must! You should always refresh your skills and keep a current updated resume.**

Christine Chase  
Collection Analyst  
Ryder Truck Rental

# CREDIT BASICS PROGRAM INFORMATION

## CREDIT BASICS CURRICULUM

Credit Basics is a program designed for entry-level to intermediate credit personnels. It provides students an excellent opportunity to learn the basics of credit and a good foundation to the CCP Program for those who decide to pursue credit as a career choice. The three courses that make up the full program are designed for self-study online delivery. The student, not the instructor, is responsible to organize his or her schedule to read, study, and work through review questions, prepare and submit assignments. Course graduates receive a certificate of completion. **Students who successfully complete all 3 modules are entitled to one free year of Credit Institute affiliate membership.**

### Basic Accounting

The immediate goal of this Credit Basics course is to provide a basic introduction to students in the preparation of accounting information. The long-term goal of this course is to provide students with the tools necessary to interpret and use the information that they or others prepare. There are 4 open-book assignments for this course.

### Basic Law

The purpose of this course is to give students a general understanding of Canadian law and the Canadian legal system. Students will also discover the principles of commercial law regulating modern business and gain an understanding of legal responsibilities and consequences attached to business transactions. There are 3 open-book assignments for this course.

### Basic Credit Practices

A Guide for Today's Credit, Collection and Receivable Roles. This course was developed to introduce and enhance the skills necessary for credit, collection and receivable clerks in today's business environment.

Topics include credit policies, credit procedures, credit applications, telephone collections, cash applications, customer service and communications. Students successful in this course will have the background skills required to enroll in the CCP Program's Credit Management course. There are 3 open-book assignments for this course.

### Time Schedule

Students are required to complete each course within 10 weeks after date of registration. The time frame to complete the entire program is 30 weeks from date of registration. If the course is not completed within the required time limit, students can request a 4 weeks extension or opt to re-enroll. Extension or re-enrollment fee will apply.

### Assignments

Instructions and course materials are issued at the time of enrollment. Students are required to complete the assignments according to instructions and submit them to the Credit Institute for marking. Students must have a computer with Internet connection to access course lectures and submit assignments.

## CREDIT BASICS FEES

Course	Fee
Basic Accounting.....	\$362.00
Basic Law.....	\$35-.00
Basic Credit Practices.....	\$35-.00
<b>Full Program (Save \$50).....</b>	<b>\$. - 15.00</b>

All fees are payable upon enrollment. Fees cover registration, course material, examinations and textbooks – where applicable. Course material for Basic Credit Practices is available online in its entirety. Course material for Basic Business Law and Basic Accounting are available online, with the addition of texts shipped to students prior to the registration activation.

### Refund Policy

Fees are non-refundable. Students should assess their position carefully before enrolling.





## Credit Basics Course Enrollment Application 2011/12

New Student <input type="checkbox"/> Re-Enrolling <input type="checkbox"/>		Student #:	Chapter:
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/>	Last Name:		First Name:
Middle Name:	Languages Spoken / Written:		/
Education: Grade 12 <input type="checkbox"/> College / University <input type="checkbox"/> Diploma / Degree <input type="checkbox"/>	Date of Birth: MM / DD / YYYY		
Home Address:			
City / Town:	Province:	Postal Code:	
Home Email:		Home Tel.: ( ) - -	
Employer:	Industry:	Position Title:	
Business Address:			
City / Town:	Province:	Postal Code:	
Business Email:		Business Tel.: ( ) - - Ext.	
Business Fax ( ) - -		Shipping Address: Home <input type="checkbox"/> Business <input type="checkbox"/>	
How did you hear about us / Referred by?			
Responsibility Scope: Local <input type="checkbox"/>		Regional <input type="checkbox"/>	National <input type="checkbox"/> International <input type="checkbox"/>
<b>Course Selection (flexible start date)</b>			<b>Fee</b>
Basic Accounting			\$325
Basic Law			\$325
Basic Credit Practices - A Guide for Today's Credit, Collection and Receivable Roles			\$325
Full Program (Save \$50.00)			\$925
			<b>Sub-Total</b>
Add GST/HST to all fees based on your province/territory of residence: AB NT NU MB PE QC SK YT: 5%   BC: 12%   NB NL ON: 13%   NS: 15%			<b>Tax</b>
			<b>Total</b>
<b>Payment Method</b> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> <i>Please make cheque payable to Credit Institute of Canada</i>			
Card Number _____		Cardholder's Name _____ <i>(Please Print)</i>	
Expiry Date ____ / ____		Signature _____	
<b>Refund Policy</b> Credit Basics fees are non-refundable. As no departure from this policy is permitted, students should assess their position carefully before enrolling.			
<b>Privacy Policy</b> The Credit Institute of Canada collects personal information from its members and potential students for the purpose of registration, admission, income tax receipts, scholarships and awards, student and member communication, membership roster, marketing research, planning, and qualification of educational and membership requirements and accomplishments. Information may be shared with educational partners and chapters. The Credit Institute of Canada values the privacy of its members and customers. All information collected is done so in accordance with our Privacy Policy (available on our website www.creditinstitute.org).			
I have read and understand the Refund Policy and Privacy Policy on this page and available on the Credit Institute's website at www.creditedu.org. By submitting this form, I am giving the Credit Institute of Canada consent to use information for the purposes specified. If accepted, I agree to comply with the Credit Institute of Canada By-Laws and Code of Professional Ethics.			
Signature:		Date:	

CREDIT INSTITUTE  
OF CANADA



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**Chapters**

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