



**CREDIT INSTITUTE OF CANADA**

PROVIDING PROFESSIONAL CREDIT ABILITY

## DEVELOP YOUR CORE COMPETENCIES WITH THE CREDIT INSTITUTE OF CANADA

CREDIT BASICS COURSES  
ARE NOW AVAILABLE  
ON LINE 24/7



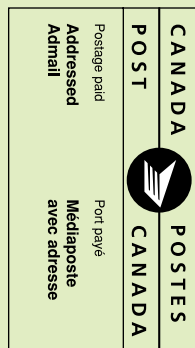
New course curriculum made possible through a grant from  
the Canadian Credit Institute Educational Foundation

[www.creditedu.org](http://www.creditedu.org)

Credit Institute of Canada:  
Providing Professional Credit Ability  
Resources, Education and Certification  
for Credit Professionals

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Credit Institute of Canada  
219 Dufferin Street, Suite 216C  
Toronto, Ontario M6K 3J1



# Discover a Rewarding Career in Credit.

**A career in the credit field can be a rewarding choice.** If you are tempted by opportunities for advancement, extended earning capacity and recognition and respect from your organization they are yours for the taking. Let the Credit Institute of Canada show you how. **Membership and education through the Credit Institute of Canada distinguishes you among your peers, enabling you to stand out amidst look-alike competition.**

The Credit Institute of Canada has been providing education for credit and financial professionals since 1928. The Credit Basics Program is an in-depth introduction to credit and collections for entry-level to intermediate credit personnel. Courses include basic accounting, business law and credit practices. It has recently been revised and updated thanks to the generous assistance of the Canadian Credit Institute Educational Foundation. Credit Basics is a stand alone program which provides essential training in credit and collections. It can also be a stepping stone to the Certified Credit Professional CCP Program for those who want to move on to advanced education levels.

## Students in Credit Institute of Canada courses receive:

- ✓ A selection of current, relevant collection and credit management education ranging from junior-level assignment based courses to advanced university-level designation program courses
- ✓ Education that is written and updated regularly by credit professionals
- ✓ Scholarships available for needy students
- ✓ Access to our other on line services such as webinars, newsletters and membership discounts for our biennial conference.

“The Credit Basics Program offered by the Credit Institute of Canada gives you a solid understanding of credit and collections.”

Sue Boulwood, CCP,  
Hewlett Packard (Canada)

## Credit Basics Course Curriculum:

**Basic Accounting** is an introductory financial accounting course intended for students with limited accounting background and experience. This on line, self-study, program is supported by technical manuals and materials. The focus is on interpretation and use of accounting information critical for credit and collections thereby providing the core accounting skills that are essential in any credit role.

**Basic Law** gives students a general understanding of Canadian law and the Canadian legal system. It provides an overview of the laws that govern the operation of credit and collections departments, including topics such as contract law and the sale of goods act, the courts and their jurisdiction, and federal bankruptcy legislation.

**Basic Credit Practices – A Guide for Today’s Credit, Collection and Receivable Roles** 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, and essential communication skills for credit and collections staff.

## Special Features:

- ✓ Multi-media lectures, on line 24 X 7
- ✓ Additional notes and reference materials
- ✓ Study at your convenience. Enrolment at any time to suit your schedule
- ✓ Technical help line
- ✓ Opportunity to network with fellow students
- ✓ Assessment through open book examinations
- ✓ Graduates receive a special certificate to display at work
- ✓ Dedicated course assistant [creditbasics@creditedu.org](mailto:creditbasics@creditedu.org)



**Enrol at: [www.creditedu.org](http://www.creditedu.org)**

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Pour des renseignements sur les cours en français, veuillez communiquer par courriel à [creditbasics@creditedu.org](mailto:creditbasics@creditedu.org) ou par téléphone au 1 888-447-3324