



**Kenya School of
Credit Management**

P. O. Box 54340-00200. 4th floor, St. George's House, Parliament Road, NAIROBI. Telephone: +254-02-317872, 2212753, 720 100655. E-mail: info@creditschoolmanagement.net

CREDIT MANAGEMENT EXECUTIVE PROGRAM

OUTLINE

DURATION: 4 MONTHS

Promoting professionalism & excellence in Credit Management

INTRODUCTION

Kenya School of Credit Management is an Institution of its own kind in Kenya. We train people in the latest tools to manage **CREDIT AND CONVERSION OF THE SAME** into **MONEY**. We are registered with the Ministry of Education and National Industrial Training Authority.

We undertake an internal certification program at the Kenya School of Credit Management where we provide reading materials and administer internal continuous assessment tests. The School awards a certificate after completion of the course and passing the examinations.

The Program is designed to take 4 months and is administered online.

Why take this program?

- Enhances your credit management skills;
- A quick win to promotions, departmental transfer, change of jobs and recognition;
- A stepping stone to KASNEB exams/university Bcom-Credit Management option;
- A platform to credit management consultancy;
- A non-class program including on-line examinations;
- The program takes only four months;
- You become part of the school on any matters relating to credit management.

INTERNAL ASSESSMENT AND CERTIFICATION

This course is for those people who may be unable to physically come to class but would like to sharpen their knowledge and skills in Credit Management.

TARGET GROUP

1. Form four graduates who want to choose a good career;
2. Accountants who wish to enhance their knowledge in collections;
3. Lawyers who would wish to move with the demands in the society.
4. Officers dealing with Credit or Debt Management;
5. Credit Control Officers, Credit Controllers, and Finance Managers/Officers;

NOTES

- a) You can start the program at your convenient time;
- b) Course duration – 4 months;
- c) A Kenya School of Credit Management coach will be available throughout the program;
- d) Must sit the two continuous assessment tests and attain a pass;
- e) The continues assessment tests will be administered online with a specified timing of return;
- f) Repeat of failed continues assessment test will be at an additional cost of Kshs.1,500.00 for each repeat;
- g) The first continues assessment tests will be after two months from the date of commencement and the second at the end of the 4th months;
- h) A course outline and course reading materials will be provided.

COST

Kshs.25,000.00 (net of all taxes) per participant for the whole course including course reading materials, examinations and certification. This amount can be paid in instalments with prior arrangements with the school.

For more information, please call:

- Bernard M. Chege | Director of Training | Kenya School of Credit Management |
Tel: (office) +254 20 2212753 /317872 | (cell) +254 727-499561
- Patrick K. Kairu | Director of Studies | Kenya School of Credit Management |
Tel: (office) +254 20 2212753 /317872 | (cell) +254 722-712669

Sign up today and reap the benefits

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COURSE CONTENT/SYLLABUS

PART 1: 2 MONTHS

1.1 The Nature of Credit

- ❖ Credit as a product in its own right
- ❖ Costs of credit
- ❖ Calculating the cost of credit
- ❖ Consumer credit
- ❖ Trade credit
- ❖ Export credit
- ❖ Credit control

1.2 Managing a Credit Department

- ❖ Organizational structure of a credit department
- ❖ Qualifications and duties of credit department staff
- ❖ Role of the credit department within an organization
- ❖ Reporting lines of a credit department within an organization
- ❖ Reporting performance of a credit department
- ❖ Forecasting and planning

1.3 The Credit Policy

- ❖ Definition of Credit Policy
- ❖ Operating principles of a Credit Policy
- ❖ Advantages of a Credit Policy
- ❖ Contents of a Credit Policy
- ❖ Formulation and implementation of a Credit Policy
- ❖ Types of credit policies

1.4 Assessment of Credit Risks.

- ❖ Definition of credit risk
- ❖ Sequence of actions in risk assessment
- ❖ Marketing and risk assessment
- ❖ Sources of information and their importance
- ❖ Key data from financial statements
- ❖ Credit Cs'
- ❖ Credit rating

1.5 Sales Ledger Administration

- ❖ Increasing sales
- ❖ Importance and interpretation of a sales ledger
- ❖ Administration of a sales ledger

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- ❖ Sales ledger format
- ❖ Statements
- ❖ Accounts queries
- ❖ Order vetting
- ❖ Sales ledger control

1.6 Payment Terms and Methods

- ❖ Explanation of payment terms and methods
- ❖ Payment terms and methods-consumer
- ❖ Payment terms and methods-trade
- ❖ Payment terms and methods-export

PART 2: 2 MONTHS

1.7 Risk Management

- ❖ Non-financial factors affecting risks
- ❖ Credit scoring
- ❖ Overtrading
- ❖ Behavioral scoring
- ❖ Credit information
- ❖ Principles of reciprocity
- ❖ Predicting corporate failure

1.8 Export Credit and Finance

- ❖ Effective conditions of sale
- ❖ Agents, distributors and subsidiaries
- ❖ Export documents
- ❖ Counter trade
- ❖ Bonds and guarantee
- ❖ Evaluating customer's risks

1.9 Collection Practices

- ❖ Collection methods
- ❖ Identification and measures taken on default
- ❖ Making contact with defaulters
- ❖ Structuring of offers
- ❖ Rules for effective collection practices
- ❖ Mistakes made during collection.
- ❖ Reasons for delays in payments
- ❖ Reasons for payments being dishonoured

1.10 Legal Process for Debt Recovery

- ❖ Pre-requisites before legal action
- ❖ Making decision to sue
- ❖ Letters of demand
- ❖ Language used in litigation
- ❖ Commencing legal action
- ❖ Litigation
- ❖ Evidence
- ❖ Enforcement and execution

1.11 Planning and Measuring Debtors

- ❖ The need to plan and report debtors
- ❖ The powerful tool: the D.S.O ratio
- ❖ Budget and reports
- ❖ Measurable items
- ❖ Budget for debtors
- ❖ Credit operating reports

1.12 The Credit Cards.

- ❖ Historical developments of the plastic card in Kenya
- ❖ The credit card platform
- ❖ Main plastic card features
- ❖ Strategic card business planning
- ❖ Marketing of plastic cards
- ❖ Managing risk
- ❖ Managing fraud