

# Credit Business Fellow<sup>sm</sup> (CBF<sup>sm</sup>) Exam Study Guide

## About this Guide:

This guide is a listing of suggested study topics for the Credit Business Fellow (CBF) designation exam. The study topics are based on textbooks recommended and used by NACM. All textbooks listed may be purchased through the NACM Bookstore. This outline is intended to be used as a general guide for preparing for the examination. In-depth preparation (additional texts, study sessions, seminars, self-study courses, etc.) is recommended in conjunction with reviewing the material within this study outline.

## About the Exam:

The CBF exam typically consists of approximately 125-150 multiple-choice and true/false questions having equal point values. Candidates may take up to three hours to complete the exam and may use a hand-held calculator during the exam. Additionally, candidates will be given a list of ratio formulas with the exam. The exam covers topics presented in the CBF required courses:

- Business Law (the law of contracts and negotiable instruments)
- Credit Law
- Financial Statements: Interpretation and Credit Risk Assessment

Candidates may not use notes, reference materials, or books during the exam. Candidates must earn a final score of 70% to pass the exam. If you are uncertain about the references listed or the topics noted or have questions, please be sure to contact the National Education Department for clarification prior to the exam. You will also find the study outline on our web site at [www.nacm.org](http://www.nacm.org).

## Suggested Reading:

While the following list is based on the texts used by NACM, other college textbooks may be substituted. You should compare the topics listed in this guide with topics presented in any alternative texts used to prepare for this exam.

### ***Financial Statement Analysis (10th Edition) by Charles Gibson***

- Chapter 1: Introduction to Financial Reporting
- Chapter 2: Introduction to Financial Statements & Other Financial Reporting Topics
- Chapter 3: Balance Sheet
- Chapter 4: Income Statement
- Chapter 5: Basics of Analysis
- Chapter 6: Liquidity of Short-Term Assets/Related Debt-Paying Ability
- Chapter 7: Long-term Debt-Paying Ability
- Chapter 8: Profitability
- Chapter 9: For the Investor

Chapter 10: Statement of Cash Flows Summary Analysis: Nike, Inc.  
Chapter 11: Expanded Analysis

Chapters 6, 7, 16, and 17 from the **Essentials of Finance** text should also be reviewed for the CBF exam.

### ***Business Law Today (7th edition) by Miller and Jentz***

Chapter 1: The Legal Environment  
Chapter 2: Constitutional Law  
Chapter 3: Courts and Alternative Dispute Resolution  
Chapter 4: Torts and Cyber Torts  
Chapter 5: Intellectual Property and Internet Law  
Chapter 6: Criminal Law and Cyber Crimes  
Chapter 7: Ethics and Business Decision Making  
Chapter 8: Nature and Classification  
Chapter 9: Agreement  
Chapter 10: Consideration  
Chapter 11: Capacity and Legality  
Chapter 12: Genuineness of Assent  
Chapter 13: The Statute of Frauds  
Chapter 14: Performance and Discharge  
Chapter 15: Breach and Remedies  
Chapter 16: Third Party Rights  
Chapter 17: E-Contracts  
Chapter 18: The Formation of Sales and Lease Contracts  
Chapter 19: Title and Risk of Loss  
Chapter 20: Performance and Breach of Sales and Lease Contracts  
Chapter 21: Warranties and Product Liability  
Chapter 22: Negotiability and Transferability  
Chapter 23: Rights and Liabilities of Parties  
Chapter 24: Checks, the Banking System, and E-Money  
Chapter 25: Secured Transactions  
Chapter 26: Other Creditors' Remedies and Suretyship  
Chapter 27: Bankruptcy  
Chapter 28: Agency Relationships in Business  
Chapter 29: Sole Proprietorships and Franchises  
Chapter 30: Partnerships  
Chapter 31: Limited Liability Companies and Special Business Forms  
Chapter 32: Corporate Formation and Financing  
Chapter 33: Corporate Directors, Officers, and Shareholders  
Chapter 37: Antitrust Law  
Chapter 38: Consumer Law  
Chapter 39: Environmental Law  
Chapter 42: Liability of Accountants and Other Professionals

## **Additional Study Aids**

- **The CBA Practice Exam** is available through NACM-National's web site. From the home page go to "Certification->Practice Exams" and you may access this study option. Please be aware that the exam is intended as a sample of the actual exam's format and content. Additional study is recommended. Access to the CBF Practice Exam is currently free.

For information on study sessions in your location, please contact your Affiliated Association for assistance.

### **For more information please contact:**

NACM Education Department  
National Association of Credit Management  
8840 Columbia 100 Parkway  
Columbia, MD 21045-2158  
Telephone: 410-740-5560  
Fax: 410-740-5574  
E-Mail: [education\\_info@nacm.org](mailto:education_info@nacm.org)