

AFP Certified Treasury Professional (CTP) Certification Preparation Course

12 Sessions: Tuesdays, February 27 to May 15, 2018 - MCTC on Hennepin Ave, Mpls.

- Tentative class 4/24 for MN AFP Conference; may move to alternative night if needed
- 5:30 to 8:30 PM
- Note: Exact dates still subject to changes

With new and changing regulations concerning financial reporting and the complexities of business on a global scale, more employers are demanding that persons in treasury positions be certified by the Association for Financial Professionals (AFP). MCTC's program follows the AFP-recommended system for exam preparation, using AFP materials and covering all the content needed to pass the CTP exam, as well as help you in everyday work practice. The five modules, the problem questions, and online tests are based on the format of the exam.

The materials are based on the Certified Treasury Professional (CTP) Body of Knowledge (BOK) prepared by AFP. 2018 is year two of the BOK. It is revised every three years. This BOK expires at end of 2019 and there will be new course materials. Testing periods are Dec-Jan and June-July.

Objectives:

- Maintain optimal cash positioning through forecasting and short-term investing and borrowing activities.
- Employ working capital strategies and tools to efficiently manage current assets and liabilities.
- Utilize various types of payment systems and Internet technologies to transfer monetary value and business documents between parties.
- Monitor and control corporate exposure to financial and operational risks.
- Determine proper capital structure, manage costs of long-term capital and quantitatively evaluate capital resource investments.
- Manage cross-border funds movement and utilize international trade financing methods.
- Coordinate financial functions and sharing of financial information with other internal departments.
- Exhibit appropriate ethical behaviors expected in business activities.
- Recognize corporate governance issues that arise from the separation of corporate ownership and control.
- Build relationships with financial services providers.

Prerequisite:

The program is designed for individuals seeking to broaden their knowledge and skills in the areas of treasury and cash management and those who want to successfully prepare for the Certified Treasury Professional Certification exam.

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 Lisa Broom lisa.broom@usbank.com

AFP Certified Treasury Professional (CTP) Certification Preparation—Syllabus – Tentative

Session 1 Feb 27 (Tues) 2018	<u>Role of Treasury Management; Legal and Regulatory Environment</u> <ul style="list-style-type: none"> • Course Introduction • Module 1: Chapter 1 and Module 2, Chapter 2 • Assignment: Pre-test, Chapters and Web components 	Jeanne
Session 2 March 6	<u>Banks and Financial Insts; Payments Systems; Money Mkts (start)</u> <ul style="list-style-type: none"> • Module 2: Chapters 3-4; partial 5 • Assignment: Chapters and Web components. 	Jeanne
Session 3 March 13	<u>Money Mkts (cont); Cap Mkts; Relationship Mgmt and FSP Selection</u> <ul style="list-style-type: none"> • Module 2: Chapters 5 (cont.), 6 and 7 partial • Assignment: Chapters and Web components. 	Jeanne
Session 4 March 20	<u>Vendor Mgmt (cont); Financial Acctg and Reporting; FPA</u> <ul style="list-style-type: none"> • Module 2: Chapters 7 (cont.) • Module 3: Chapter 8, 9 (1hr) • Assignment: Chapter and Web components 	Jeanne
Session 5 March 27	<u>FPA (cont); Intro to Working Capital</u> <ul style="list-style-type: none"> • Module 3 & 4: Chapter 9-10 • Assignment: Chapters 9- 10 text and Web components 	Lisa
Session 6 April 3	<u>Intro to Working Capital (cont); Working Cap Metrics; Disbursements Collections and Concentration</u> <ul style="list-style-type: none"> • Module 4: Chapters 10, 11, 12 • Assignment: Chapters and Web components 	Lisa
Session 7 April 10	<u>Disbursements, Collections and Concentration; ST Investing and Borrowing</u> <ul style="list-style-type: none"> • Module 4: Chapters 12, 13, 14 • Assignment: Chapters and Web components. 	Lisa
Session 8 April 17	<u>ST Investing and Borrowing (cont); Cash flow Forecasting</u> <ul style="list-style-type: none"> • Module 4, Chapters 13 and 14 • Assignment: Chapters and Web Components 	Lisa
Session 9 April 24 (Conference)	<u>Technology in Treasury; Enterprise Financial Risk Management;</u> <ul style="list-style-type: none"> • Module 4: Chapter 15; Module 5: 16 and 17 • Assignment: Chapter and Web components. 	Jeanne
Session 10 May 1	<u>Financial Risk Management; Treasury Policies and Procedures</u> <ul style="list-style-type: none"> • Module 5: Chapters 17 and 18 • Assignment: Chapters and Web components 	Jeanne
Session 11 May 8	<u>Treasury Policies and Procedures (cont); LT Investments; Capital Structure Decisions and Management</u> <ul style="list-style-type: none"> • Module 5: Chapter 18 (cont), 19, 20 • Assignment: Complete all Chapters and Web components. 	Lisa
Session 12 May 15	<u>Capital Structure Decision and Mgmt (cont.); Case Study and Practice Test</u> <ul style="list-style-type: none"> • Wrap up: Web-based post-test and complete course evaluations 	Jeanne Lisa

Certificate Requirements: 70% Attendance (miss only 3-4 classes)
 70% or greater on the post-test (you may retake).