

## AFP Certified Treasury Professional (CTP) Certification Preparation Course

12 Sessions: Tuesdays, February 5 to May 15, 2019 - MCTC on Hennepin Ave, Mpls.

- 5:30 to 8:30 PM
- Note: Exact dates still subject to changes
- Class will end before April 30<sup>th</sup> MN AFP Conference

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. 2019 is year three 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.

**Instructors:**     Jeanne Hilpisch                     [jeanne.hilpisch@associatedbank.com](mailto:jeanne.hilpisch@associatedbank.com)  
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## AFP Certified Treasury Professional (CTP) Certification Preparation—Syllabus – Tentative

<b>Session 1</b> <b>Feb 5 (Tues)</b> <b>2019</b>	<u>Role of Treasury Management; Legal and Regulatory Environment</u> <ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Module 1: Chapter 1 and Module 2, Chapter 2</li> <li>• Assignment: Pre-test, Chapters and Web components</li> </ul>	Jeanne
<b>Session 2</b> <b>Feb 12</b>	<u>Banks and Financial Insts; Payments Systems; Money Mkts (start)</u> <ul style="list-style-type: none"> <li>• Module 2: Chapters 3-4; partial 5</li> <li>• Assignment: Chapters and Web components.</li> </ul>	Jeanne
<b>Session 3</b> <b>Feb 19</b>	<u>Money Mkts (cont); Cap Mkts; Relationship Mgmt and FSP Selection</u> <ul style="list-style-type: none"> <li>• Module 2: Chapters 5 (cont), 6, 7 partial</li> <li>• Assignment: Chapters and Web components.</li> </ul>	Jeanne
<b>Session 4</b> <b>Feb 26</b>	<u>Vendor Mgmt (cont); Financial Acctg and Reporting; FPA</u> <ul style="list-style-type: none"> <li>• Module 2: Chapters 7 (cont)</li> <li>• Module 3: Chapter 8, first half of 9 (1hr)</li> <li>• Assignment: Chapter and Web components</li> </ul>	Jeanne
<b>Session 5</b> <b>March 5</b>	<u>FPA (cont); Intro to Working Capital – do you want all of 9?</u> <ul style="list-style-type: none"> <li>• Module 3 &amp; 4: Chapter 9-10</li> <li>• Assignment: Chapters 9- 10 text and Web components</li> </ul>	Lisa
<b>Session 6</b> <b>March 12</b>	<u>Intro to Working Capital (cont); Working Cap Metrics; Disbursements Collections and Concentration</u> <ul style="list-style-type: none"> <li>• Module 4: Chapters 10, 11, 12 partial</li> <li>• Assignment: Chapters and Web components</li> </ul>	Lisa
<b>Session 7</b> <b>March 19</b>	<u>Disbursements, Collections and Concentration; ST Investing and Borrowing</u> <ul style="list-style-type: none"> <li>• Module 4: Chapters 12(cont), 13, 14</li> <li>• Assignment: Chapters and Web components.</li> </ul>	Lisa - MVHS Spring Break may change
<b>Session 8</b> <b>March 26</b>	<u>ST Investing and Borrowing (cont); Cash flow Forecasting</u> <ul style="list-style-type: none"> <li>• Module 4, Chapters 14 and 15 - do you finish 15?</li> <li>• Assignment: Chapters and Web Components</li> </ul>	Lisa
<b>Session 9</b> <b>April 2</b>	<u>Technology in Treasury; Enterprise Financial Risk Management;</u> <ul style="list-style-type: none"> <li>• Module 4: Chapter 15; Module 5: 16</li> <li>• Assignment: Chapter and Web components.</li> </ul>	Jeanne
<b>Session 10</b> <b>April 9</b>	<u>Financial Risk Management; Treasury Policies and Procedures</u> <ul style="list-style-type: none"> <li>• Module 5: Chapters 17 and 18</li> <li>• Assignment: Chapters and Web components</li> </ul>	Jeanne
<b>Session 11</b> <b>April 16</b>	<u>Treasury Policies and Procedures (cont); LT Investments; Capital Structure Decisions and Management</u> <ul style="list-style-type: none"> <li>• Module 5: Chapter 18 (cont), 19, 20 to finish chapters</li> <li>• Assignment: Complete all Chapters and Web components.</li> </ul>	Lisa
<b>Session 12</b> <b>April 23</b>	<u>Capital Structure Decision and Mgmt (cont.); Case Study and Practice Test</u> <ul style="list-style-type: none"> <li>• Wrap up: Web-based post-test and complete course evaluations</li> </ul>	Lisa Jeanne

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