

**MEMO# 5205**

October 5, 1993

## **NEW TRAINING COURSE ON THE BASICS OF MUTUAL FUNDS**

October 5, 1993 TO: ACCOUNTING/TREASURERS COMMITTEE NO. 31-93  
ACCOUNTING/TREASURERS MEMBERS NO. 29-93 BROKER/DEALER ADVISORY COMMITTEE  
NO. 29-93 BROKER/DEALER ASSOCIATE MEMBERS NO. 25-93 COMPLIANCE COMMITTEE NO.  
24-93 CUSTODIAN ADVISORY COMMITTEE NO. 2-93 DIRECT MARKETING COMMITTEE NO.  
52-93 INDEPENDENT ACCOUNTANTS ADV. GROUP NO. 4-93 INDUSTRY STATISTICS  
COMMITTEE NO. 15-93 INSURANCE BROKER-DEALER ADVISORY COMMITTEE NO. 19-93  
INTERNATIONAL MEMBERS NO. 25-93 INVESTMENT ADVISER ASSOCIATE MEMBERS NO.  
40-93 MARKETING POLICY COMMITTEE NO. 44-93 MEMBERS INTERESTED IN PUBLIC  
INFORMATION NO. 6-93 PUBLIC INFORMATION COMMITTEE NO. 56-93 RESEARCH  
COMMITTEE NO. 32-93 SALES FORCE MARKETING COMMITTEE NO. 50-93 SEC RULES  
COMMITTEE NO. 85-93 SEC RULES MEMBERS NO. 80-93 SHAREHOLDER COMMUNICATIONS  
COMMITTEE NO. 43-93 RE: NEW TRAINING COURSE ON THE BASICS OF MUTUAL FUNDS

To assist the industry in the orientation and education of its employees, the Investment Company Institute has developed a new training course, Mutual Funds: Basic Training. Enclosed is a brochure that describes the new course, as well as its cost. Mutual Funds: Basic Training is a self-paced, computer-based training program for the education of employees who are new to mutual funds, whether they are entry-level personnel or seasoned professionals who are new to the mutual fund industry. Trainees study at their own pace, while the course's computer-based format makes learning enjoyable and easy-to-retain. A demonstration diskette that provides several samples of lessons from the course, as well as information on the benefits of computer-based training, is available upon request. The training course is divided into six modules, each of which is followed by a module test. Upon completion of all six modules, trainees must pass a final exam to "graduate" from the course and receive a certificate of completion. The specific topics covered in the course are described in the enclosed brochure. Mutual Funds: Basic Training will be available from the Institute beginning November 30, 1993. For more information on the course, or to order a free demonstration diskette, please call me at 202/955-3536. Stephanie Brown Marketing Director Enclosure