

MEMO# 5204

October 5, 1993

NEW TRAINING COURSE ON THE BASICS OF MUTUAL FUNDS

October 5, 1993 TO: HUMAN RESOURCES AND TRAINING NO. 2-93 HUMAN RESOURCES AND TRAINING WORKING GROUP NO. 9-93 OPERATIONS COMMITTEE NO. 33-93 OPERATIONS MEMBERS NO. 33-93 SMALL FUNDS COMMITTEE NO. 20-93 SMALL FUNDS MEMBERS NO. 14-93 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. Here is a demonstration diskette and brochure describing 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. The enclosed demonstration diskette provides several samples of lessons from the course, as well as information on the benefits of computer-based training. 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, please call me at 202/955- 3536. Stephanie Brown Marketing Director Enclosures

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