

MEMO# 10053

June 24, 1998

UPDATED COMPUTER-BASED TRAINING COURSES

[10053] June 24, 1998 TO: CONTINUING EDUCATION/TRAINING MEMBERS No. 7-98 DIRECT MARKETING COMMITTEE No. 13-98 HUMAN RESOURCES FORUM No. 5-98 MARKETING POLICY COMMITTEE No. 19-98 OPERATIONS MEMBERS No. 16-98 PRIMARY CONTACTS - MEMBER COMPLEX No. 57-98 RESEARCH COMMITTEE No. 16-98 SALES FORCE MARKETING COMMITTEE No. 14-98 SHAREHOLDER COMMUNICATIONS COMMITTEE No. 15-98 RE: UPDATED COMPUTER-BASED TRAINING COURSES

The Institute has updated two of its popular computer-based training courses, Mutual Funds: Basic Training and Mutual Funds: Short Course that are designed for employees of mutual fund companies, banks, service providers to the mutual fund industry, and others who would like to learn more about mutual funds. Among the topics newly added to Mutual Funds: Basic Training are the following: ` the profile, ` the National Securities Markets Improvement Act, and ` the role of fund supermarkets in mutual fund distribution. Newly added to the Mutual Funds: Short Course is information about the profile and fund supermarkets. As explained more fully on the enclosed flyers, both courses cover the basics of mutual funds, including what mutual funds are, how they are organized and regulated, the types of securities they hold, and key fund disclosure documents. Mutual Funds: Basic Training is a 12-14 hour self-paced course, and Mutual Funds: Short Course is a 3-4 hour self-paced course. The enclosed flyers also include information about the technical requirements for running the courses and an order form. If you have any questions about the Institute's training and continuing education resources, please call Mary Gannon at 202/326-5871. Linda Brenner Director, Operations & Training Enclosures