



governmentattic.org

"Rummaging in the government's attic"

Description of document: Securities and Exchange Commission (SEC) University Course Catalog, 2012*

Requested date: 19-February-2017

Released date: 28-March-2017

Posted date: 07-August-2017

* Note: Document undated – date derived from contents

Source of document: FOIA Request
Securities and Exchange Commission
100 F Street NE
Mail Stop 2465
Washington D.C. 20549
Fax: 202-772-9337
[Online Request for Copies of Documents](#)

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
STATION PLACE
100 F STREET, NE
WASHINGTON, DC 20549-2465

Office of FOIA Services

March 28, 2017

RE: Freedom of Information Act (FOIA), 5 U.S.C. § 552
Request No. 17-01783-FOIA

This letter is in response to your request, dated February 19, 2017 and received in this office on February 21, 2017, requesting a digital/electronic copy of the course catalogue/listing/course description for the SEC University.

Our search for responsive records has resulted in the retrieval of the enclosed requested catalog, totaling 54 pages of records that may be responsive to your request.

If you have any questions, please contact me at wadeo@sec.gov or (202) 551-8323. You may also contact me at foiapa@sec.gov or (202) 551-7900. You also have the right to seek assistance from a FOIA Public Liaison, Ray J. McInerney at (202) 551-7900.

Sincerely,

A handwritten signature in black ink that reads "Ollie R. Wade".

Ollie R. Wade
FOIA Research Specialist

Enclosures

SEC University



Course Catalog



SEC University Course Descriptions

Series 7

Description: The Series 7 Exam is the NASD (FINRA) license for general securities representative. This Series 7 training course will cover all of the topics that are needed to pass the Series 7 exam including Stocks, Debt Securities, Investment Banking, Securities Markets, Taxes, Securities Analysis, Self-Regulatory Organizations (SRO's), Mutual Funds and Investment Companies, Annuities, Margin, Options, Money Market Instruments, Direct Participation Programs and Municipal Securities.

Series 7 Online

Series 7 ONLINE - General Securities Representative Examination This registration qualifies a candidate for the solicitation, purchase, and/or sale of all securities products, including corporate securities, municipal securities, municipal fund securities, options, direct participation programs, investment company products, and variable contracts.

Series 55

The Series 55 course is a one-day program designed to cover the content required by the FINRA defined term "Equity Trader". Topics include, The OTC Marketplace, The Nasdaq Market, FINRA Trading Rules, SEC Trading Rules, FINRA Trading-related conduct rules, Syndicate related rules and Trade reporting.

Consulting Skills for Trainers

Learning and performance professionals must exhibit strong consulting skills in order to achieve success as business partners to the organizations they serve. The ASTD Consulting Skills for Trainers Certificate Program demonstrates the behaviors and processes for effective internal consulting and allows participants to practice fundamental consulting competencies with tools, templates, and checklists that can be put to use on the job immediately. In a recent analysis of application and behavior change, after completing the ASTD Consulting Skills for Trainers Certificate Program, 85% of participants studied were applying what they learned back on the job. This interactive workshop is for professionals new to an internal consulting role or those who want to prepare to assume this role in the future. Experienced learning and performance professionals, as well as external consultants who want to sharpen their consulting skills will also benefit. The ASTD Consulting Skills for Trainers Certificate Program demonstrates the behaviors and processes for effective internal consulting, including the actions to take to achieve desired outcomes, establishing goals and managing expectations, guiding clients through the process, building credibility to influence decision-making, and overcoming obstacles and resistance.

Designing Learning

Developed for participants new to instructional design, this workshop focuses on designing outcome-based programs. The three-day workshop follows a human performance improvement approach to designing learning and includes practice in performance analysis, needs assessment, job/task analysis, and course design using templates exclusive to ASTD. The content is based on the key actions and knowledge defined by the ASTD Competency Model for designing learning. After the workshop, participants will know how to design a program including participant guides, instructor guides, and other necessary materials that directly correlate to the organization's business goals. In addition, participants will bring an existing project to the program and get real-time feedback on it from the facilitator and their peers. *(Please be thinking about what project you would like to work on in this class.)* Designed by industry expert Dr. Ruth Clark, the class provides you with all the tools necessary to develop powerful, bottom-line focused training.

Advanced Designing Learning

ASTD's Advanced Designing Learning Certificate Program is a two-day workshop with a deep focus on designing and developing tools and techniques that promote a richer level of learning using projects you are currently working on and covers the following:

- In depth instruction on how to design and implement different active learning activities including but not limited to: role plays, case studies, games, stories, collaborative learning and other complex, higher level activities
- Opportunities to practice and apply principles of designing learning activities using a current project from your organization
- Methods and tools for accelerating and simplifying designing learning
- Activities on how to effectively design non-learning solutions
- How to design feedback sessions and other means to help the transfer of learning
- How to effectively engage with subject matter experts.

Professional Writing

The College of Securities and Investor Protection is excited to offer you a half-day writing course. In this course, you will learn to: Identify, and write for, your audience, Structure your writing to increase understanding and focus, Write coherent paragraphs and unambiguous sentences, Write concisely, Punctuate correctly, Edit your own writing to ensure the meaning is clear, Use active voice and appropriate vocabulary for your audience, and Use professional writing skills to be more efficient and productive.

The Writing course is one of the four courses of the National Exam Program Curriculum for Fall 2011. All examiners are strongly encouraged to take this course. This course will also meet the SEC's Plain Writing requirement.

Professional Writing for ENF

The College of Securities and Investor Protection is excited to offer you a half-day writing course. In this course, you will learn to: Identify, and write for, your audience, Structure your writing to increase understanding and focus, Write coherent paragraphs and unambiguous sentences, Write concisely, Punctuate correctly, Edit your own writing to ensure the meaning is clear, Use active voice and appropriate vocabulary for your audience, and Use professional writing skills to be more efficient and productive.

Professional Writing for NEP

The College of Securities and Investor Protection is excited to offer you a half-day writing course. In this course, you will learn to: Identify, and write for, your audience, Structure your writing to increase understanding and focus, Write coherent paragraphs and unambiguous sentences, Write concisely, Punctuate correctly, Edit your own writing to ensure the meaning is clear, Use active voice and appropriate vocabulary for your audience, and Use professional writing skills to be more efficient and productive.

The Writing course is one of the four courses of the National Exam Program Curriculum for Fall 2011. All examiners are strongly encouraged to take this course. This course will also meet the SEC's Plain Writing requirement.

Advanced Analytical Interviewing

"Advanced Analytical Interviewing," a professional interviewing course, is a one-day course that will focus on developing practice skills in regard to rapport building, interviewing techniques, the detection of deception and creativity, admissions, and witness interviews. It will provide examiners with new research and techniques regarding rapport building strategies, mirroring techniques, personality types and emotional make-up that will help examiners build better relationships with their subjects.

TRENDS for Examination Staff

TRENDS IA/IC Workbook Training – The general learning objectives for this training are: *Provide all staff with an understanding of how to use the National Exam Program's new exam tracking and documentation system; *How to complete an Exam Workbook by properly identifying the scope of exams; *How to handle uploading workpapers; *How to complete the Exam Summary Report, and *Prepare deficiency letters, among other things.

TRENDS for Managers

TRENDS IA/IC Workbook Training – The general learning objectives for this training are: *Provide all staff with an understanding of how to use the National Exam Program's new exam tracking and documentation system; *How to complete an Exam Workbook by properly identifying the scope of exams; *How to handle uploading workpapers; *How to complete the Exam Summary Report, and *Prepare deficiency letters, among other things.

Data Analysis with Excel

This course focuses on how to effectively and efficiently utilize Microsoft Excel for data analysis. A financial analyst will not only use Excel to build financial models, but also to crunch a large data dump. Learn how to minimize as much manual labor as possible, thereby saving time and performing more detailed analysis quickly. Apply commonly-used formulas in new and different ways; uncover often over-looked Excel formulas; streamline number crunching and analysis via functions and tools including pivot tables, sumif, sum+if, transpose, working with arrays, vlook-up, subtotals, and regression analysis; enhance your spreadsheets with drop-down boxes, data validation techniques, automation of alternate row shading; take Excel to the next level!

How to Analyze a 10k

"How to Analyze a 10K" builds upon basic accounting and financial statements concepts to focus on the major components of a 10K SEC filing, including the Management Discussion & Analysis, Financial Condition and Results and how to analyze the myriad of footnotes. It's simply not enough to merely analyze the financial statements, but especially critical to plow through and understand the footnotes and the management discussion & analysis, where the most of the qualitative information is contained. The challenge is that there are a myriad of footnotes and figuring out which are the important and relevant ones is no small feat. This course provides the overview and analysis for most major common footnotes and gives you a starting point to plow in deeper when we build our financial models. The irony is that in the process of crunching numbers and building numbers, reading comprehension, particularly on the 10K is probably even more important in terms of getting the right inputs.

Lifecycle of an Exam

Discuss lifecycle of an exam, mythbusters, and exam-based staffing

Mandatory Annual Ethics for Exam Staff

This training course will provide basic information regarding: various ethics regulations and certain statutes applicable to Federal government employees in the executive branch (including all Commission staff); the Commission's supplemental ethics regulations (applicable to all Commission staff); and the NEP's ethics policies (applicable only to Commission examination staff). After completing this course, you should be able to: 1. Understand the relationship between the various sources of ethical obligations applicable to Commission examination staff (i.e., statutes, regulations, and NEP policies/guidance). 2. Understand the role and significance that ethics plays in the Commission's examination program. 3. Understand (on a basic level) the ethics obligations applicable to Commission examination staff. PANEL: Carlo di Florio (OCIE), Shira Pavis Minton (Ethics Office), Danae Serrano (Ethics Office), Melinda Hardy (OGC), Chuck Koretke (OCIE, Compliance), and Andrew Shanbrom (OCIE, Office of Chief Counsel) Location: Headquarters and VTC to Regions.

Financial Statement Integration

This is not an Accounting class, but rather, is a perfect course for those needing a refresher or those desiring a financial statements crash course as it relates to financial analysis. Learn the most important and relevant areas of financial statements for financial modeling. This program covers the basics of financial accounting including the major financial statements (Income Statement, Balance Sheet and Cash Flow) and the most important components of each as it relates to financial analysis. Concentration is placed on the integration of the financial statements and provides a full integrated grasp of accounting from a finance perspective.

Cooperators: How to Get Them In; How to Get it Done

Cooperation Program Coordinator Steve Jones will give an overview of the program's first two and half years, including success stories and lessons learned. Besides reviewing the opportunities and risks associated with the program, he will give practical guidance when thinking about using cooperators, such as how to approach cooperation with opposing counsel, do's and don'ts, and other strategic and practical considerations. Come to this training for practical tips, as well as a review of Cooperation Program policies and procedures.

Exchange Traded Funds

The purpose of this 2-hour workshop is to provide participants with a broad understanding of Exchange Traded Funds (ETFs). Participants will learn what an ETF is and how ETFs differ from Closed-End or Open End Mutual Funds. In addition, participants will also gain an understanding of how an ETF is structured and how trades operate as well as how ETF market prices and underlying values are determined. This course will also provide a discussion of current market trends from an industry perspective.

Accounts Training

This training session provides a quick overview of accounting and disclosure deficiencies in financial statements. After completing this course you will be able to identify accounting and/or disclosure deficiencies in your financial statement reviews in the following areas: Goodwill impairment, Accounting for refundable payments to acquire unapproved medical formulas for branded products.

Using Social Media in Collections

In this live audio conference from Lorman Education Services, you will learn how to find debtors using social networking websites, as well as the risks of using social media as a collection tool. Although this training is geared toward commercial and consumer debtors, the information covered should be useful to those who collect amounts owed to the government. Learn how these websites can improve collections, what some of the most common mistakes are when using these websites, and how to avoid them.

CSIP-IM-Income Taxes for Registered Investment Companies

Income Taxes for Registered Investment Companies A general overview of the taxation of Regulated Investment Companies under Subchapter M of the Internal Revenue Code, with an emphasis on the Regulated Investment Company Modernization Act of 2010 and the expected disclosure changes for financial statements and regulatory filings of Registered Investment Companies. Course objectives: Understand changes to disclosure requirements resulting from the Regulated Investment Company Modernization Act of 2010. Obtain an understanding of qualifications of an investment company as a Regulated Investment Company under Subchapter M of the IRC. Basic calculation of taxable income including selected book/tax differences. Financial statement disclosures of income taxes for RICs. Participants will be eligible for 2 Tax CPE credits.

Anti-Money Laundering

This course will cover a quick overview of the basics couched in the economics that drive the incentive to both steal and launder funds. The focus is on what a broker, trader, firm, or regulator may see and is directed away from banking and street-level "smurfs." There will also be concrete examples of how fraudsters, criminals, and terrorists function to manage their ill-gotten gains. Several examples of how to use the exchange industry to launder funds will be given, and the day will finish up with some simple case studies to get participants to grapple with the most important part of AML - learning to ask the right questions and backing the questions with action. Course Objectives By the end of the course, participants will be able to: * Define money laundering and explain how it works * Recognize and discuss flagged transactions * Identify the "Who, What, and How" in money-laundering transactions * Discuss emerging technologies and the future of regulation (time permitting).

Critical Thinking Analysis

The College of Securities and Investor Protection, SEC University is pleased to offer a half-day Critical Thinking course, for anyone responsible for making decisions that impact the organization, customers, or colleagues. In this course, you will learn how to: * Challenge what you "know" to be a fact and see viable new avenues open up before your eyes. * Overcome biases you probably didn't even know you had and make more informed and objective decisions. * Develop "detective" skills so you ask all the right questions required to reach on-target conclusions. * Assess the risks of any situation * Generate creative alternatives to the way you do things now. Successful completion of this course will increase participant knowledge and ability to: * Explain how their biases affect their capability to creatively and critically think. * Seek out knowledge and facts to dissolve assumptions and lead to better options. * Use a variety of techniques to generate creative ideas and solutions. Ask applicable questions that lead to creative problem solving. * Generate more ideas. * Factor the unknown and uncertainties into decision making. * Assess risks in any situation. * Make well-informed decisions.

Fundamentals of the Securities Industry

This one day course will provide an overview of the major securities markets and their instruments. Facilitated by the portfolio manager of a successful private investment fund, the different types of securities markets instruments will be defined and described through real-world examples. Attendees will also learn about the risks posed by the instruments for investors and the capital markets in general.

Learning Objectives:

- Identify the main securities markets in the United States and explain how they function
- Define and describe the principal instruments traded in the main securities markets
- Explain the risks for the investor for each of the principal securities instruments

Session 1: Introduction

- Rationale for capital markets
- Types of securities markets
- Key terminology

Session 2: Equity Markets and Instruments

- Major equity markets
- Characteristics of common and preferred stock and other equity-related securities
- Equity trading terminology

Session 3: Debt Markets and Instruments

- Time value of money
- Bond characteristics
- Government bonds
- Corporate bonds
- Mortgage and other asset backed securities
- Agency debt
- Municipal bonds
- Money Markets

Session 4: Derivatives Markets and Instruments

- Derivatives as forward contracts
- Distinguishing between forwards and futures contracts
- Plain vanilla option contracts
- Swaps
- Credit default swaps

Session 5: Investment Vehicles and Industry Players

- Mutual funds
- Private investment funds
- Exchange Traded Funds
- Advisory firms
- Alternative Investments

Introduction to Derivatives

How do asset managers, dealers and corporations use derivatives to manage risk? This interactive course evaluates the features and characteristics of various derivative products, including interest rate swaps, futures and forwards and options. Various applications are explained along with fundamental pricing and the risks inherent in using derivative products. This interactive, hands-on course is designed for participants that have little to no knowledge of derivatives.

Introduction to Exchange Traded Funds

Exchange Traded Funds (ETFs) come in all shapes and sizes. This course explores the different asset classes found in ETFs as well as the differences between ETFs and other investment vehicles, such as Mutual Funds. The motivations behind asset managers to buy or sell the underlying asset will be explored. In addition, the impact of ETFs on valuations and volatility in the market will be discussed. Specific prospectuses will be evaluated.

Derivatives: Applications in Equity and Bond Portfolio Management

This interactive one-day course describes how various asset managers apply derivatives. Based on their objectives, portfolio managers will use derivatives to hedge, speculate, increase return, or arbitrage. Although the main focus will be on mutual funds, other asset managers such as insurance companies, pension funds and hedge funds will also be evaluated. Annual reports and prospectuses will be used to determine portfolio objectives and derivative applications in a case study format.

Fixed Income

This one-day interactive course introduces the participant to the expansive world of Fixed Income. The course evaluates the features of a government bond and uses it as a foundation to describe the dizzying array of other bonds ranging from plain vanilla corporates to asset backed securities. A variety of applications will be analyzed including various issuers to asset managers to arbitrageurs. Particular focus will be on mutual funds and how they create alpha. Risks, including credit and market, are identified and discussed. Risk measurements such as duration and convexity are described and how they are used to help manage and control market risk will be discussed.

Mandatory Electronic Filing of Complaints in US District Court for the District of Columbia

Effective July 1, 2012, all non-emergency, new civil complaints filed by members of the bar of the US District Court for the District of Columbia must be filed electronically. On June 26, from 3-4 p.m., a court employee will lead training to help you understand how to use the new system which has the following benefits: *Attorneys can open a new civil case and receive a case number immediately, 24 hours a day, 7 days a week. *Summonses are available immediately upon issuance; no trip to the courthouse required, and no waiting for them to arrive via first class mail. *Filing fee is paid online; no need to send a check via messenger to the Clerk's Office. *Reduced costs associated with paper filings. Prior to the training session, please review the tutorials provided at these links (please cut and paste the links into a web browser):

<http://www.dcd.uscourts.gov/captivates/PartyNames2011.swf>

<http://www.dcd.uscourts.gov/captivates/OpeningACivilCase2011.swf>

<http://www.dcd.uscourts.gov/captivates/FilingACivilComplaint2011.swf> This is not a mandatory training, but is being offered to assist in understanding the court's e-filing system. In the Home Office, this session will take place in conference room SP14000. In the regions, please contact your IT/AV Specialist.

Bloomberg Terminal

This class will cover: Basic system logic, including navigation tools Help resources, including training materials and using the real-time Help feature, Searching the News platform, Searching for company information, including assets, holders, events, and ratings, Using the Financial Analysis platform, including ways to compare fundamentals on an individual basis and across an industry, Searching for SEC information, including filings and guidance documents.

BLOOMBERG LAW IV Training

Here's what your colleagues say about Bloomberg Law: BLAW is the only resource that combines financial and legal information in an easy to use format. It is not perfect but it is a powerful single resource. It combines what's in PACER and CourtLink, and most federal docket documents are free to read. Dockets searches are simple and intuitive. It also has expansive coverage that includes Canada, the Cayman Islands, the UK, Europe, and Hong Kong. Come to this training for tips on how to create a docket alert on Bloomberg Law for all your cases; set up a docket alert using key names or words, and to use Bloomberg Law for docket updates and document retrieval. Charlotte Harrington, a research specialist for Bloomberg Law, and SEC attorney Jennifer Carr will cover court dockets, Edgar filings, and using Bloomberg workspace to share, save and organize documents.

Liquidity Risk Management

This program is designed to give the participants the necessary foundation and analytical skills needed to understand the practical problems that arise in assessing and managing liquidity risk. The course is designed to expose participants to practical management concepts and give them the tools needed to conduct sources and uses of funds analysis and liquidity risk management. Actual applications of these tools will be reviewed and discussed. The course begins with a description of the various ways that firms' measure liquidity, including commonly used financial ratios. The second section evaluates the way that firms raise funds, both in the short term money markets and the long term capital markets. The third section assesses some common approaches to maintaining liquid investments to balance liquidity against desirable return targets. The next sections look at liquidity management at banks, which are major providers of liquidity to many firms, as well as asset managers. The course closes with best practices in developing and implementing a Liquidity Contingency Plan (LCP). There will be a strong emphasis on hands-on analysis and group discussion.

Introduction to Securitization/Asset Backed Securities

Asset Backed Securities (ABS) are created through a process called securitization. This interactive course examines the features and characteristics of ABS. A variety of deals in different asset classes will be analyzed using actual pre-sale reports. Factors influencing pricing such as prepayments and default rates will be evaluated. A brief overview of the factors causing the credit crisis will be discussed. The Dodd Frank Act and other current issues will be considered. Changes in the methodologies used by rating agencies since the credit crisis will also be discussed.

Speed Reading for Enhanced Productivity

Do you have the reading and comprehension skills you need to be most effective in your job? How adept are you at quickly applying written materials to a problem you are trying to solve? If the answer is you would like to be better at reading, comprehension and problem solving, then this one-day workshop taught by Al Tuve, the founder and president of American Speed Reading Corporation, might be for you. Overview: The goal of the American Speed Reading Corporate Program is to enable clients to improve their productivity in the workplace through learning a faster, innovative way of reading and synthesizing printed material. This goal will be achieved through the following objectives. Clients will: Identify and learn to break old reading habits. Visualize word groups and concepts at an accelerated rate. Rapidly process a variety of information. Double or triple current reading speeds while maintaining or improving comprehension. Learn an innovative style of note-taking.

Counterparty Credit Risk

The global credit crisis has brought on an increased focus on counterparty credit risk (CCR). Understanding derivatives and their respective cash flows is the starting point of identifying credit exposure faced by counterparties. This course defines CCR and how to mitigate and quantify it. The course will explore pricing and hedging CCR.

Derivatives: Applications in Equity and Bond Portfolio Management

This interactive one-day course describes how various asset managers apply derivatives. Based on their objectives, portfolio managers will use derivatives to hedge, speculate, increase return, or arbitrage. Although the main focus will be on mutual funds, other asset managers such as insurance companies, pension funds and hedge funds will also be evaluated. Annual reports and prospectuses will be used to determine portfolio objectives and derivative applications in a case study format.

Intensive US Brokerage Operations

This two-day program provides an intensive overview of Brokerage Operations in the U.S. securities industry. A detailed picture of operations encompasses the trade lifecycle process for both equity and fixed income products, from order and trade execution through clearance and settlement. Custody and control topics include a description of stock record, margin, stock loan and asset services. Participants gain an understanding of the way a typical broker/dealer firm organizes its operation within functional areas. Process flows that support these functional areas are a major focus of the program, but attention is also given to potential gaps and exposures that present operational risk. Highlighted interdependencies in brokerage operations among entities such as investment managers, custodians, clearing houses and depositories are included. The program content promotes discussion of real-life “war stories” involving operational risk indicators, such as trade breaks, fails, suspense entries, DK’s, and cancels/corrects. Participants will learn how these events, if not properly managed and reported, can have a negative impact on broker/dealer firms, customers, counterparties, and marketplaces.

eDiscovery Essentials: Avoiding Discovery Disasters

Have you heard the e-discovery horror stories and hoped they were urban legends? Have you wondered, “Just what do I have to save so we can litigate my case?” Have you ever cried, “You mean I need to save all of those documents!?” If so, come to this course to learn why preserving documents is important—to the SEC; to you, as an investigator or trial attorney; and to your case. Get practical tips on document preservation, review the process for sending litigation hold notices, and learn what is available to help you with document preservation and control. “Avoiding Discovery Disasters” is the first in a multi-part series on eDiscovery Essentials. Future sessions are planned for the Offensive Use of eDiscovery (strategies for obtaining electronic data in investigations and litigation); Discovery Obligations under Brady and Jencks (understanding what materials may need to be produced in criminal or civil/regulatory proceedings to satisfy obligations under Brady, Giglio, and Jencks); and more.

FINRA's New Suitability and Know Your Customer Rules

Course Outline

Suitability (Rule 2111)

- Background Information
- What triggers the suitability requirement?
 - Recommendation of purchase, sale, or exchange of security
 - Recommendation of investment strategy
- Broker-dealers' retail suitability obligations:
 - Reasonable basis suitability
 - Reasonable diligence aspects of knowing the recommended security or strategy
 - Customer-specific suitability
 - Customer's investment profile
 - Use of a strategy
 - Quantitative suitability
- Generic material exclusion from suitability
- Use of disclaimers
- Recordkeeping related to suitability
- Application of FINRA suitability rules or guidance to specific types of securities (options, reverse convertibles, leveraged and inverse leveraged ETFs, variable annuities)
- Practical application (Churning, reverse churning, multiple accounts with different objectives; supervision through use of exception reports)
- Recent SEC Enforcement Issues involving suitability
 - Institutional suitability and reasonable basis suitability

Know Your Customer (Rule 2090)

- Background Information
- What triggers KYC obligations?
- Reasonable diligence aspects of knowing the customer
 - Account opening and ongoing maintenance
 - "Essential facts"
- Practical application

Course Objectives

By the end of the program, participants will be able to:

- Identify recent changes to FINRA Rules 2111 and 2090
- Recognize what triggers suitability and KYC requirements at broker-dealers.
- Describe suitability determination requirements and KYC obligations at broker-dealers.
- Apply FINRA Rules 2111 and 2090 during examinations of broker-dealers.

Overview of Article 11 of Reg. S-X

Overview of the requirements of Article 11 of Regulation S-X on pro forma financial information. Prerequisite: Review case study provided separately in e-mail.

GFMI-Introduction to Municipal Securities

This one-day course is designed to deepen participants' knowledge of the municipal market and municipal securities. Participants will gain an understanding of how state and local governments raise capital, different types of short- and long-term municipal debt, the ratings process and the implication of ratings on municipal securities. The course will be a combination of lecture, group and individual exercises, and group discussion. One case study will be used throughout the course to highlight specific learning points.

All-Introduction to Portfolio Management

The last few years have witnessed unprecedented volatility in the capital markets. Active managers have switched between risk on and risk off trades. As the markets continue to evolve, a thorough understanding of the basics is essential. This hands-on course examines the investment process, risk and return and strategies to increase return. Differences between asset managers and institutional fund managers are explored. The course wraps up by analyzing metrics on the portfolio's performance.

Top Ten Issues in a Fraud case ENF

The Division of Enforcement's Chief Counsel, Joe Brenner, and Chief Litigation Counsel, Matt Martens, join forces to discuss their list of the top ten issues presented in a fraud case. This session will cover issues arising under Janus and Morrison, as well others that Enforcement staff face in bringing fraud cases. This training will be broadcast to the regions and recorded. CPE will be offered for this course.

Conducting Privilege Reviews or the "Taint Team Review" ENF May 1, 2012

The Division of Enforcement's Chief Litigation Counsel, Matt Martens, will conduct training on identifying and analyzing potentially privileged information. This session will cover privileges recognized under federal law; identify potentially privileged information; and outline procedures to follow in conducting privilege reviews. Please register for this course at the link above. This training will be broadcast to the regions and recorded.

Behind The Corporate Veil Course

This course will examine the structure, tactics and strategies of those within the "zone of interest" of staff investigations and provide a window into the boardroom of a public company that has received a call or subpoena from ENF staff. It is directed toward staff who are relatively new to securities law and will focus on financial disclosure fraud. Instructors from the Division of Corporate Finance will open the course with an overview of the '33 and '34 Acts during the first two sessions. The remaining eight weeks of the course will be taught by Assistant Chief Litigation Counsel Alan Lieberman, who is also an adjunct professor at Georgetown University Law Center. The course will cover the inter-relatedness of the attorney-client and corporate privileges, the work product doctrine, and professional responsibility in the context of the corporate internal investigation; how privilege and work product impact your investigation and the limits of each; and the impediments posed by multiple representations and conflicts of interests to "getting the truth" and maximizing value to staff under the cooperation initiative. Charging decisions and settlement negotiations will be considered in the context of the overall strategy of an investigation. Issues that arise in dealing with the Department of Justice will also be addressed. Finally, Alan will give you a trial lawyer's perspective on maximizing the value of the investigative testimony and exhibits.

Options Industry Council Seminar

Includes a discussion on options fundamentals, a presentation on risk management, a presentation on covered calls and buywrite options, a panel on new developments in the options, and a panel discussion on Dodd-Frank rulemaking and other regulatory initiatives and their effect on the options industry.

Research Seminar: Velocity of Pledged Collateral

Large banks and dealers use and reuse collateral pledged by nonbanks, which helps lubricate the global financial system. The supply of collateral arises from specific investment strategies in the asset management complex, with the primary providers being hedge funds, pension funds, insurers, official sector accounts, money markets and others. Post-Lehman, there has been a significant decline in the source collateral for the large dealers that specialize in intermediating pledgeable collateral. Since collateral can be reused, the overall effect (i.e., reduced 'source' of collateral times the velocity of collateral) may have been a \$4-5 trillion reduction in collateral. This decline in financial lubrication likely has impact on the conduct of global monetary policy. And recent regulations aimed at financial stability, focusing on building equity and reducing leverage at large banks/dealers, may also reduce financial lubrication in the nonbank/bank nexus.

Accounting Basics for Finance Professionals (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify how income statement transactions impact the balance sheet and the cash flow statement - recognize how transactions impact both the asset side as well as the liabilities and equity side of the balance sheet, and how these transactions subsequently impact the cash flow statement - explain the use of the 'accounting matrix' Tutorial Overview This tutorial is designed for financial professionals who would like to obtain a better understanding of accounting. While most financial professionals have taken one or more accounting courses at some point in their careers, they frequently do not have a solid understanding of how various accounting transactions impact financial statements. There is a tendency to look at the statements themselves as static, standalone chronicles of what has transpired within a company, rather than as dynamic, interrelated recordings of events. Specifically, the tutorial will address the ways in which accounting transactions flow through the various financial statements, and how the statements relate to each other

Bonds - Primary & Secondary Markets (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - identify the characteristics of primary bond markets - describe the pricing and underwriting practices in the primary market - explain the operations of secondary bond markets Tutorial Overview The bond market can be broken down into the primary market (where new bonds are distributed and sold for the first time) and the secondary market (where bonds are traded between investors after they have been issued on the primary market). The procedure for trading bonds differs in these markets. This tutorial provides a general overview of how bonds are traded on both primary and secondary markets. Prerequisite Knowledge Bonds - An Introduction Tutorial Level: Introductory Tutorial Duration: 75 mins.

Business of Commercial & Wholesale Banking (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - outline the key features and characteristics of corporate/wholesale banking - describe the product and services offered by wholesale banks, including credit extension and non-credit services - explain the measurements generally used to assess performance in wholesale banking - outline the key aspects of regulation relating to wholesale banking Tutorial Overview Wholesale banking is not simply about providing loan finance. Commercial and corporate banking departments offer other services such as treasury management, trade finance, and foreign exchange. Wholesale banking is in fact quite hard to define. The product mix is close to that of typical retail banking, but the client set has considerable overlap with investment banking. As regulatory barriers receded, universal banks emerged to offer all services. Today, wholesale banks do not necessarily compete with investment banks – “wholesale products are complementary components of an offering from a single banking organization. This tutorial is intended as an introductory-level description of the distinctive features of commercial/corporate/wholesale banking. For a more rounded understanding of the banking world, ideally it should be studied in conjunction with the analogous tutorials on the Business of Retail Banking and the Business of Investment Banking. Prerequisite Knowledge Financial Markets - An Introduction Tutorial Level: Introductory Tutorial Duration: 75 mins.

Business of Investment Banking (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - outline the basics of investment banking and how investment banking activities are not unique to investment banks - describe the key investment banking functions, including M&A/advisory, underwriting, trading, and investment management - describe the structure of the investment banking market and the typical institutions within this market Tutorial Overview The financial crisis generated numerous comments linking investment banking to casinos and gambling. However, this fails to recognize the breadth of investment banking functions and the variety of risk exposures. Much of investment banking is about raising capital for third parties; where banks act as advisors, or agents rather than principals, their own capital is not at risk. Concerns that investment banking activities were a significant cause of the broader financial crisis have their roots in the organizational structure of the overall financial system rather than many business areas. Commercial banks operate in many investment banking areas and vice versa. This interconnected structure links crises in lending areas (such as US subprime) with securities problems (such as ownership of subprime-related assets). This tutorial aims to analyze the individual businesses of investment banking, independently of the issues raised by financial market infrastructure. Prerequisite Knowledge Equities - Issuing Bonds- Primary & Secondary Markets Tutorial Level: Introductory Tutorial Duration: 75 mins.

Business of Retail Banking (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - describe how retail banking structures have evolved across the globe - describe the products and services offered by retail banks, including savings products, money transmission and payment systems, and credit extension - identify the sources of profitability for a retail bank - explain the measurements generally used to assess performance in retail banking - outline the key aspects of regulation relating to retail banking

Tutorial Overview The retail banking sector is perhaps the least glamorous part of the banking world. However, retail lending can often be more important to a bank than the corporate equivalent. Furthermore, for the vast majority of people, retail banking is banking. Where are salaries paid to? Where are the ATMs? Who is going to extend credit when somebody wants to buy a house or a car? The answers to these questions may not seem exciting, but they emphasize how retail banking contains many key strands in the financial web of sophisticated modern economies. This tutorial looks at the role of modern retail banks. The key issues addressed include the structure of the retail banking sector, the product offerings, the drivers of profitability, and the role of regulation.

Prerequisite Knowledge Financial Markets - An Introduction

Tutorial Level: Introductory

Tutorial Duration: 75 mins.

Canadian Equity Market (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - list the stock exchanges, market regulators, stock indexes and types of security in the Canadian market - state the issuing procedures and listing requirements for equities in Canada - describe trading operations and market conventions for Canadian equities - explain how clearing and settlement procedures are organized in Canada

Tutorial Overview This tutorial provides an introduction to Canadian equity markets. It primarily focuses on the workings of the Toronto Stock Exchange. It examines the regulators, indexes and types of securities in the market and also general trading practices, market conventions and clearing and settlement procedures.

Prerequisite Knowledge Equities - An Introduction

Equities - Issuing

Tutorial Level: Introductory

Tutorial Duration: 60 mins.

Singapore Equity Market (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - list the stock exchanges, market regulators, stock indexes, and types of security in the Singapore market - describe the listing, trading, and settlement procedures for equities in Singapore

Tutorial Overview Singapore is one of the key financial centers in Asia, being recognized in particular as the leading global foreign exchange trading hub outside London, New York, and Tokyo. It is also a major wealth management center in the Asia-Pacific region. Leading financial institutions and other market participants regard Singapore as a springboard to capture regional opportunities. Located at the heart of Southeast Asia, it is strategically well placed to serve the fast-growing markets of the Asia-Pacific region. This tutorial provides a detailed introduction to the various aspects of equity securities traded in Singapore, including the history and development of the market, the different securities traded, leading stock indexes, listing requirements and procedures, and trading operations.

Prerequisite Knowledge Equities - An Introduction

Equities - Issuing

Tutorial Level: Introductory

Tutorial Duration: 60 mins.

Equities - Issuing (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - explain why corporations decide to go public and distinguish between the different methods for issuing stock - describe how companies that have already issued stock can make follow-on or secondary offerings to new investors or existing shareholders

Tutorial Overview The term 'IPO' has been a buzzword for a number of years now, however it is just one of a number of potential sources of funds available to companies. Other sources include the lending markets (long- and short-term), the issuance of debt securities, private equity, the use of retained earnings, and so on. For many, however, in particular young or fast-growing companies, the raising of equity through IPOs to finance new projects or to take advantage of profitable growth opportunities is vital. This tutorial describes how companies can raise funds on the equity markets. It looks in detail not only at IPOs, but also at how firms can make secondary share offerings to raise further capital. As you will see, the implications of each approach can be profound, both in financial terms and in terms of a company's public profile.

Prerequisite Knowledge Equities - An Introduction

Tutorial Level: Introductory

Tutorial Duration: 60 mins.

Equity Portfolio Management - Risk & Return (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - describe the concepts of variance and standard deviation in the context of measuring the volatility associated with individual stocks - explain how portfolio risk is a function not only of the risk of the individual stocks, but also of the degree of correlation between the expected return on each stock in the portfolio

Tutorial Overview This tutorial looks at the fundamental concepts of expected return and risk (variance/standard deviation) in the context of equity portfolio management. Beginning with the idea of single stock risk, the tutorial then moves on to discuss risk in the context of a portfolio. The effect of correlation between stocks on a portfolio's standard deviation is described in detail. The tutorial also looks at the marginal contribution of an individual stock to the overall risk of a portfolio, before concluding with an explanation of semi-variance, a downside risk measure that is used as an alternative to variance/standard deviation. Prerequisite Knowledge Equities - An Introduction Probability Distributions & Hypothesis Testing Tutorial Level: Introductory Tutorial Duration: 75 mins.

Equity Program Trading (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - identify the key characteristics of equity program trading - recognize the various program trading strategies - outline the benefits of program trading

Tutorial Overview A program trade is a single transaction that involves the simultaneous execution of a number of securities. There are a variety of program trading strategies, such as equity index arbitrage and algorithmic trading, that are formulated for arbitrage purposes or rule-based buying/selling of stocks. In this tutorial, we outline the fundamentals of equity program trading and describe some of the most popular program trading strategies. Prerequisite Knowledge Prior to studying this tutorial, you should have a solid understanding of equities as detailed in the following tutorial: Equities - An Introduction Tutorial Level: Introductory Tutorial Duration: 50 mins.

European Equity Markets (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - list the stock exchanges, market regulators, stock indexes, and types of security in the French, German, and Italian markets - cite the differences in issuing procedures and listing requirements between these three markets - describe how trading operations and market conventions differ between the three markets - explain how clearing and settlement procedures are organized in the three markets

Tutorial Overview A single, integrated cross-border securities market in Europe may ultimately be a pipe dream, yet the rate of consolidation between exchanges would suggest that it may actually be possible at some point. The Euronext merger between exchanges in Paris, Brussels, Amsterdam, and Lisbon, the merger between the London Stock Exchange and the Borsa Italiana, and the public listing of Deutsche have perhaps been the most significant events in this regard. This tutorial looks in detail at equity market structures, procedures, and trading practices in three of Europe's leading markets: Germany, France, and Italy. Prerequisite Knowledge Equities - An Introduction Equities - Issuing Tutorial Level: Introductory Tutorial Duration: 120 mins.

Foreign Exchange - Market Overview (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - identify the major foreign exchange trading centers, the most actively traded currencies, and the different types of exchange rate system - identify the major participants in the FX market and recognize their roles

Tutorial Overview The FX market is the most liquid capital market in the world, with daily volume figures of over USD 3 trillion according to the latest BIS survey. The sheer size of the FX market makes it one of the most exciting markets for trading. Currencies can be bought or sold round the clock. At all hours, a market is open for trading; banks and other institutions can exchange currencies, all day and night, with only minor gaps during the weekend. This tutorial introduces the basics of the foreign exchange market, looking at concepts such as exchange rates and exchange rate systems, in addition to describing the participants in the FX market, and the leading currency trading centers and pairs. Prerequisite Knowledge No prior knowledge is assumed for this tutorial. Tutorial Level: Introductory Tutorial Duration: 50 mins.

Hong Kong Equity Market (Intuition-On Demand ELearning)

On completion of this tutorial, you will be able to: - list the stock exchanges, market regulators, stock indexes, and types of security in the Hong Kong market - describe the listing, trading, and settlement procedures for equities in Hong Kong Tutorial Overview Hong Kong is seen as the gateway to Mainland China; a commercial dynamo, strategically located in a region renowned for high levels of growth, and with close trading and business links to the rest of the Asian region. The Hong Kong equity market is an important source of capital for local companies and increasingly for companies incorporated in the People's Republic of China (PRC), with the result that it has managed to attract a significant amount of investment interest from overseas. This tutorial provides a detailed introduction to the various aspects of equity securities traded in Hong Kong, including the history and development of the market, the different securities traded and trading locations, leading stock indexes, listing requirements and procedures, and trading operations. Prerequisite Knowledge Equities - An Introduction Equities - Issuing Tutorial Level: Introductory Tutorial Duration: 60 mins.

Bonds - An Introduction (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - describe the basic features of a bond - explain the functions of the primary and secondary markets for bonds - identify the different types of bonds issued in the market Tutorial Overview Bond markets are a critical source of finance for governments and corporations, and offer investors a practically unlimited array of risk and reward profiles. The global bond market is enormous, and growing - most surveys estimate the market to be just under USD 50 trillion in size. The market has become progressively more sophisticated with new instrument variations and a widening range of issuers. This tutorial will introduce you to the fundamentals of bonds as a fixed income investment, covering the key terminology associated with these instruments in addition to describing many of the different structures now issued in the market. Prerequisite Knowledge Financial Markets - An Introduction Tutorial Level: Introductory Tutorial Duration: 60 mins.

Equities - An Introduction (Intuition-On Demand ELearning)

On completion of this tutorial, you will be able to: - describe the key features of common and preferred stock, and the differences between the two - explain the different systems used to classify stocks - understand that the stock markets provide both a primary and secondary market for equities Tutorial Overview The purpose of a stock market is to facilitate the exchange of equity securities between buyers and sellers, thus providing a marketplace. For hundreds of years, stock market trading was very distinct and defined. Trading generally took place at a physical location, usually a stock exchange, within specified trading hours. However, equity markets have undergone profound changes in recent years - the emergence of alternative (non-exchange) execution venues, the amalgamation of stock exchanges, both within and across borders, and the growth in online trading have all contributed. Despite some high profile downturns, equity markets remain the best source of long-term profit potential for both institutional and individual investors. This tutorial provides an introduction to equity markets, from the basics, such as the differences between common and preferred stock, to understanding stock price quotations. Other topics covered include the various classification systems for stocks and the functioning of the stock market itself. Prerequisite Knowledge Financial Markets - An Introduction Tutorial Level: Introductory Tutorial Duration: 90 mins.

Financial Markets - An Introduction (Intuition- On Demand ELearning)

This course introduces the major financial markets, from stocks and bonds to foreign exchange and money markets. Who needs these markets? What products do they offer? Where are they located? How do they operate? How are they changing? The course examines the people and firms involved (such as investors or borrowers), the products offered (equities, fixed income, deposits, foreign exchange, and so on), and the location (physical or electronic) of these markets. Objectives In this course, you will explore:- the fundamentals of the following financial markets, including issuing and trading procedures: money market, FX market, bond market, and equity market- the investment banking industry and the key functions performed by institutions operating in this space Prerequisite Knowledge Previous knowledge of this area is not required. Learner Profile This course is designed for:- new recruits to banking and financial institutions - operations and support staff - sales and marketing executives - finance and accounting staff - compliance and regulatory staff

Money Markets - An Introduction (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - outline the fundamental characteristics and functions of the money market - explain how the money market evolved and developed - identify the products that form part of the money market - list the major participants in the market

Tutorial Overview Each day, billions of dollars in payments are made and received. Every user of the financial system ends the day with either a debit or credit in their account. Every debit, however, has to be covered by borrowing, and every credit will look for a return. The key purpose of the interbank deposit market - the money market - is to offset the payments system. When customers deposit money into their accounts, the bank will want a return on that money. To get that return, it will lend the money to other customers or banks using the short-term money market (maturities of one day to one year). This tutorial will look at the methods used to fund short-term borrowing and lending requirements, the participants in the money market, and the main instruments available to those participants. Prerequisite Knowledge No prior knowledge is assumed for this tutorial. Tutorial Level: Introductory Tutorial Duration: 50 mins.

Japanese Equity Market (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - list the stock exchanges, market regulators, stock indexes, and types of security in the Japanese market - describe the listing, trading, and settlement procedures for equities in Japan

Tutorial Overview Despite more than a decade in the doldrums, the value of the Japanese stock market still ranks among one of the biggest in the world. The Tokyo Stock Exchange, or TSE, is the second largest stock market in the world by monetary volume, second only to the NYSE Group. This tutorial examines in detail not only the Tokyo Stock Exchange, but also the Japanese equity market as a whole. It provides a detailed introduction to various aspects of Japanese equity securities, including the history and development of the market, the various securities traded and trading locations, leading stock indexes, listing requirements and procedures, and trading operations. Prerequisite Knowledge Equities - An Introduction Equities - Issuing Tutorial Level: Introductory Tutorial Duration: 60 mins.

Credit Analysis - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - understand the fundamental question that credit analysts must ask and the framework for answering that question - describe why assessing the appropriate ratio of debt to equity in a company's capital structure is one of the key tasks of credit analysis

Tutorial Overview The foundations of modern credit analysis can be traced back to the 19th century when the debt markets began to issue and trade bonds in greater numbers. However, despite the passing of time, the basic challenge for a credit analyst remains the same today - assessing the risk that an obligor will have sufficient cash to pay back an obligation on a timely basis. This tutorial looks in detail at the goals and nature of modern day credit analysis, and the foundations of such analysis - namely capital structure and debt capacity. Tutorial Level: Introductory Tutorial Duration: 60 mins.

Credit Derivatives - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - define a credit derivative - outline the basic structures of credit derivatives - describe the risks associated with credit derivative transactions

Tutorial Overview Credit derivatives are instruments that allow one party to transfer an asset's credit risk to another party without transferring ownership of the underlying asset. Credit derivatives have a wide range of structures and can be used for both credit risk management and for speculation. This tutorial explains what credit derivatives are and examines a basic credit derivative transaction. The evolution of the trillion-dollar credit derivatives market and the risks involved in dealing with credit derivatives are also presented. Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Dark Pools (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - describe the practice of dark pool trading, as well its attractions and drawbacks - differentiate between the different types of dark pool operating in the market - outline some of the challenges that dark pools face, including increased scrutiny from regulators

Tutorial Overview Global equity market structure has undergone profound changes in recent years. The explosive development and continued maturation of the dark pool model are key factors in this. Equity trading is increasingly shifting from traditional securities exchanges to so-called dark trading venues. This tutorial describes dark trading in detail, including its attraction to investors and traders. It also differentiates between the different types of dark pool operating in the market, as well looking at some of the challenges facing the business model, not least the increased regulatory scrutiny. Prerequisite Knowledge Equities Trading

Tutorial Level: Intermediate

Tutorial Duration: 50 mins.

Derivatives - An Overview (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different types of derivatives and the market for these instruments - list the different players in the derivatives market, and outline some of the applications of derivatives

Tutorial Overview Financial derivatives are instruments whose value is based on or derived from another financial instrument or variable (referred to as the 'underlying'). By linking their payoffs to changes in the value of the underlying assets, derivatives enable market participants to trade in the price fluctuations of the underlying without the necessity of trading directly in that asset. Although generally viewed as a recent innovation, primitive derivatives have existed in one form or another for thousands of years; Thales, regarded by many as the first philosopher in the Greek tradition, is often credited as creating the first known derivative contract approximately 2,500 years ago. Today, the industry continues to grow at a rapid pace with both exchange-traded and OTC derivatives volumes increasing year-on-year, and new, more exotic structures being developed on ongoing basis. As this tutorial will demonstrate, the explosion in both the size of the derivatives market and the variety of instruments available is proof of their widespread application in the financial world.

Tutorial Level: Introductory

Tutorial Duration: 90 mins.

UK Equity Market (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - list the stock exchanges, market regulators, stock indexes, and types of security in the UK market - describe the listing, trading, and settlement procedures for equities in the UK

Tutorial Overview The history of trading equity securities in London can be traced back over three centuries to the coffee houses of London. From such humble beginnings, the London Stock Exchange has grown to become generally regarded as the world's most active international equity market. It is also the world's leading location for initial public offerings (IPOs). This tutorial provides a detailed introduction to the various aspects of equity securities traded in London, including the history and development of the market, the different securities traded, the leading stock indexes, listing requirements and procedures, and trading operations. Prerequisite Knowledge Equities - An Introduction

Equities - Issuing

Tutorial Level: Introductory

Tutorial Duration: 75 mins.

US Equity Market (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - list the stock exchanges, market regulators, stock indexes, and types of security in the US market - describe the listing, trading, and settlement procedures for equities in the US

Tutorial Overview The fortunes of the US stock market are felt worldwide, with the market inextricably linked to global equity market performance and significantly influencing the overall global economy. It is by far the most important market of its kind, containing not only the largest stock market in the world (the New York Stock Exchange) but also the world-famous NASDAQ, an electronic stock market that lists more companies and, on average, trades more shares per day than even the NYSE. This tutorial examines not only the NYSE and the NASDAQ, but the US equity market as a whole. Prerequisite Knowledge Equities - An Introduction

Equities - Issuing

Tutorial Level: Introductory

Tutorial Duration: 90 mins.

Accounting - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the fundamental role of accounting and outline the structure of the three main financial statements - describe the key accounting concepts and conventions used in the preparation of financial statements Tutorial Overview For many, the term 'financial accounting' brings to mind the endless struggle to balance accounts and the confusion associated with double-entry, debits, credits, and so on. From the non-specialist's perspective, however, the important skills to develop are not the skills of double-entry or accounts preparation, but the skills required to navigate and analyze financial statements so as to be able to make informed decisions. This tutorial introduces the subject of financial accounting to those new to the area. It starts off with a broad look at what exactly financial accounting involves, before discussing the different types of financial statements. It also describes the main accounting concepts and conventions, including a look at the important role of accounting standards and standard setters. Prerequisite Knowledge No prior knowledge is assumed for this tutorial. Tutorial Level: Introductory Tutorial Duration: 60 mins.

Algorithmic Trading (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - outline the development of algorithmic trading and the reasons why it has become so popular - describe some of the different algorithmic trading strategies - explain the risks and concerns surrounding algorithmic trading Tutorial Overview Algorithmic trading involves the use of computer algorithms to automatically make certain trading decisions, submit orders, and manage those orders after submission. A key attraction for traders is that it enables large orders to be broken up into smaller tranches to avoid moving the market against them. This tutorial describes the growth and development of algorithmic trading, discusses the main features and strategies, and outlines some of risks and concerns associated with this form of trading. Prerequisite Knowledge Equities Trading Tutorial Level: Intermediate; Tutorial Duration: 60 mins.

Alternative Assets - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the main characteristics of alternative assets - outline the different types of alternative asset Tutorial Overview Alternative assets are those that are not included in the traditional (or 'mainstream') investment classes of equities, fixed income, and cash. 'Alternatives' typically include assets such as real estate, private equity, hedge funds, structured products, and commodities, although in practice this investment category is fluid with new products coming to market on a fairly regular basis. Many alternative assets exhibit a low (or negative) correlation with traditional asset classes, thus providing investors with opportunities for improved portfolio diversification and enhanced returns. This tutorial looks at the defining characteristics of alternative assets and describes the main sub-classes in this asset category. Tutorial Level: Introductory Tutorial Duration: 60 mins.

Analysis of the Balance Sheet (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the different types of asset and liability and the components of shareholders' equity - consolidate a company's balance sheet - perform ratio analysis of balance sheet items Tutorial Overview The balance sheet provides a 'snapshot' of an organization at a particular point in time. It indicates the organization's financial strength, providing information about what it owns (assets), what it owes (liabilities), and the 'book value' of the business. Ratio analysis can also be performed on the balance sheet in order to gain valuable insight into the organization's performance. This tutorial introduces the various elements that make up a balance sheet and shows where these are positioned on the balance sheet itself. It also discusses consolidated balance sheets (the balance sheet of a group of businesses), before concluding with balance sheet ratio analysis. Prerequisite Knowledge Accounting - An Introduction Tutorial Level: Introductory Tutorial Duration: 75 mins.

Analysis of the Cash Flow Statement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the importance of cash to a business - prepare a cash flow statement - interpret a cash flow statement - identify how entities can maintain a strong liquidity position with proper working capital management Tutorial Overview Using balance sheets and income statements, accountants are able to draw up cash flow statements that detail the areas where cash is being generated and 'burned' by a business. This is of crucial importance as it gives the users of accounts essential 'supplementary' information on which to base their decisions. The cash flow statement, while not a headline accounting statement, details how well cash is being managed and focuses the investment mind on the adage that 'cash is king'. This tutorial explains the important difference between cash and profit. It also shows how to classify activities in a cash flow statement and how to prepare and interpret such statements. The limitations of cash flow statements are also explained, in addition to the relationship between working capital and cash flow. Prerequisite Knowledge Analysis of the Balance Sheet Analysis of the Income Statement Tutorial

Analysis of the Income Statement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the key elements of the income statement - calculate key ratios associated with the income statement Tutorial Overview Users of financial statements attach great importance to the income statement (or P&L) statement. It's easy to see why; the income statement shows a company's revenue, its expenditure incurred in earning that revenue, and, finally, its net income or profit. A company's net income is an important indicator of its long-term prosperity and ability to create shareholder value. Investors, analysts, and other interested parties should not focus on income exclusively, however. Depending on accounting policies employed, the effect on reported income in the financial statements can be significant. This tutorial introduces the various elements of the income statement, enabling you to look behind the key figures. With this knowledge, you should be able to make an informed judgment on a company's performance. Prerequisite Knowledge Accounting - An Introduction Tutorial Level: Introductory Tutorial Duration: 75 mins.

Equities - Research & Valuation (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - separate a company's return on equity into a number of key financial metrics in order to identify where within the firm superior/inferior returns are being earned - describe the different models used to estimate the fundamental value of a stock Tutorial Overview Fundamental analysis of stock markets has a broad scope, incorporating both a qualitative and quantitative assessment of companies, in an attempt to derive an intrinsic value for the stocks. While a qualitative assessment is essential, it naturally incorporates factors that are difficult or impossible to quantify. This tutorial focuses on the quantitative side of things. Ratio analysis, the subject of the first part of the tutorial, is one form of quantitative assessment. It provides a way of summarizing a large volume of financial accounting information into simple measurements. The second part of this tutorial looks at stock valuation models, beginning with the oldest and simplest method of valuing stocks - the dividend discount model - which equates the fundamental value of a stock to the present value of the stock's expected future dividends. The dividend discount model is regarded by many analysts these days as conservative and outmoded, although much of the intuition from the model is also embedded in other valuation models. Two of these - the discounted cash flow model and residual income model - are also covered in this tutorial. Prerequisite Knowledge Equities - An Introduction Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Equities - Returns-Based Valuation (Intuition- On Demand E Learning)

On completion of this tutorial, you will be able to: - outline the differences between return on equity (ROE) and return on invested capital (ROIC) - understand and apply Economic Value Added (EVA) as a technique for assessing shareholder value creation - identify the differences between cash returns versus accounting returns on invested capital - convert enterprise value into a single stock price target

Tutorial Overview Research analysts typically focus on market multiples and discounted cash flow (DCF) techniques to derive estimates of valuation for a company. In times of economic uncertainty, however, with volatile markets and opaque forecasts, it can be extremely challenging to derive reliable estimates using these techniques. In this tutorial, we examine alternative 'returns-based' valuation techniques, which can be used to determine how efficiently a company is using its capital resources. In particular, the concept of EVA as a method of calculating shareholder value creation is explored in detail. We demonstrate how EVA can be reconciled to the DCF valuation technique and compare the differences between accounting returns and cash returns used for discounting. Finally, we highlight what adjustments should be made to enterprise value in deriving a single stock price target.

Prerequisite Knowledge Equities - Research & Valuation Corporate Valuation - Discounted Cash Flow (DCF) Analysis

Tutorial Level: Intermediate

Tutorial Duration: 75 mins.

Equities - Trading (Intuition- On Demand E Learning)

On completion of this tutorial, you will be able to: - recognize the key drivers of the changing structure and growth in global equity trading - explain how the use of numerous information sources and models is fundamental to effective equity trading - understand the decisions involved when determining the most appropriate trade execution strategy and the various transaction costs associated with equity trading

Tutorial Overview Equity trading is big business - each day, billions of dollars worth of shares change hands. The market has experienced unprecedented growth in recent years, with global trading volumes now exceeding USD 50 trillion according to some surveys. Technology has played a major part in enabling equity markets to grow on such a large scale, facilitating the movement of equity trading from traditional high-touch channels toward low- or no-touch channels. This tutorial identifies the changing structure and the key drivers of the equity market trading. Sources of information and models that make equity trading effective are identified, while various trading strategies and transaction costs associated with equity trading are also discussed.

Prerequisite Knowledge Equities - An Introduction

Tutorial Level: Intermediate

Tutorial Duration: 75 mins

Equity Portfolio Management - Indexes & Hedging (Intuition- On Demand E Learning)

On completion of this tutorial, you will be able to: - recognize the differences between the various types of stock index and construct each type of index - describe how stock index futures can be used to hedge an equity portfolio

Tutorial Overview Stock market indexes serve a number of important functions, such as providing a barometer of equity market performance, acting as benchmarks against which investment performance for portfolio managers is measured, and index investing. This tutorial looks at the different types of stock market index and the construction of these indexes. Examples of how each index is calculated are provided. The tutorial also looks at how equity portfolios can be hedged by using stock index futures.

Prerequisite Knowledge Equity Portfolio Management - Risk & Return Forwards & Futures - An Introduction

Tutorial Level: Intermediate

Tutorial Duration: 60 mins.

Financial Analysis - An Introduction (Intuition- On Demand E Learning)

Objectives On completion of this tutorial, you will be able to: - describe the uses of financial analysis - calculate and analyze various financial ratios for a range of different companies/industries - understand the drawbacks of reviewing a company's performance in the form of 'elevator analysis', an uncomplimentary term to describe how some analysts discuss companies

Tutorial Overview This tutorial looks at the subject of financial analysis, which is used to identify and assess all aspects of a company's performance, liquidity, and financial position. Credit analysts use financial analysis to determine whether or not a company's cash flow is stable or volatile, which can help them assess the degree to which an obligor can fulfill the terms of its debt obligations (short-term and long-term). Although financial analysis is well developed and the financial ratios used are well known, analysts will often differ significantly in their conclusions from the same analysis. The observation that a particular ratio is too high or too low depends on the perspective of the analyst. Furthermore, it is only really meaningful only when compared with some standard, such as a trend for the specific company being analyzed or the industry as a whole.

Prerequisite Knowledge Credit Analysis - An Introduction

Tutorial Level: Introductory

Tutorial Duration: 60 mins.

The Financial Crisis (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- describe the extraordinary growth and collapse of the US subprime mortgage market - explain how the securitization of subprime mortgages lay at the heart of the wider impact of the crisis - realize the magnitude of the crisis as emphasized by the number and type of institutions, markets, and countries affected- describe some of the main factors that caused the crisis- outline the response of governments and financial authorities to the crisis The degree to which the many components of the financial system are intermingled was made abundantly clear by the sequence of events that led to the global financial crisis. Before 2007, few people had heard much about the US subprime mortgage sector, and terms like credit crunch and toxic debt had yet to enter into everyday usage. However, problems in the subprime area and rapid declines in the values of some of the associated assets, led to unprecedented difficulties across the global financial system. This tutorial describes the unfolding of this watershed event, from the development of the crisis in the US subprime mortgage market to its spread across global markets and institutions. It also looks at how the authorities responded, and the lessons to be learned for future generations.

Understanding Financial Reports (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify some fundamental considerations underpinning the use of financial statements - recognize the significance of the notes to financial statements and other supplementary information - understand the value of a analyst and industry reports Tutorial Overview Those without a financial background commonly misunderstand the reality of financial reports and tend to assume that they are statements of unquestionable fact. In practice, financial reports are very often subjective in nature in that they allow latitude to those who prepare them. Different accounting treatments allow companies to 'window dress' their financial performance, thereby portraying a healthier picture of their financial position and performance. The focus of this tutorial is to examine the primary financial statements in context with other sources of information and beyond the pure mechanics of their creation. Only with a rounded view of the spectrum of available information can an interested party make an informed view on a company. Prerequisite Knowledge Accounting - An Introduction Analysis of the Balance Sheet Analysis of the Income Statement Analysis of the Cash Flow Statement Tutorial Level: Introductory Tutorial Duration: 60 mins.

Forwards & Futures - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the concept of 'prices in the future' - explain how the 'primitive derivative' is generally either a forward transaction or a futures contract, and understand the similarities and differences between them - identify the key participants in the futures and forwards markets, and describe their roles The idea of a 'price in the future' is arguably the most fundamental concept in the evolution of derivatives. One of the keys to risk management lies in the ability to fix a price today that will apply to the purchase or sale of something in the future. This tutorial introduces the concept of forward pricing. It illustrates the way in which forward prices can be manifested as either individual customized forward transactions, or else as standardized futures contracts. An overview of the differences between futures and forwards is given, as well as the scope of their usage. Prerequisite Knowledge Derivatives - An Overview Tutorial Level: Introductory Tutorial Duration: 75 mins.

Hedge Funds - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the development of the hedge fund concept - outline the defining characteristics of hedge funds - describe the key players in the hedge fund market

Tutorial Overview The hedge fund industry has been the subject of much publicity in recent years, but whether for good or ill, hedge funds represent a high-water mark in market investing. Supporters see them as the epitome of intelligent investment; highly skilled managers scour different markets looking for exceptional returns. By restricting investment to institutional investors or high net worth individuals (HNWIs), hedge funds are largely unencumbered by 'obstructive' investment legislation. Detractors see the very 'freedom' that enables the different strategies as potentially dangerous to the overall health of the financial system. As major hedge funds leverage their views, they become powerful players in the financial markets; so much so that critics argue that their influence is excessive. This tutorial describes the nature and development of the hedge fund concept, and also looks at the key players and intermediaries involved in the industry. Prerequisite Knowledge Alternative Assets - An Introduction

Tutorial Level: Introductory **Tutorial Duration:** 60 mins.

Margin (Intuition- On Demand ELearning)

On completion of this tutorial, you will be able to: - describe the role of margin in securities trading - explain the application of option margin - understand the use of margin in futures trading

Tutorial Overview The term 'margin' has different meanings when used in different contexts. For example, in the context of the securities market, margin trading refers to the buying or (short selling) of stock 'on credit' (thus permitting the leveraging of positions). However, margin plays a different role in the derivatives market, in effect acting as a 'good faith deposit' to ensure that an option writer or futures trader meets their contractual obligations should the market turn against them. This tutorial looks at the three main types of margin: ownership margin, as used in the securities market, options margin, and futures margin. Prerequisite Knowledge Options - An Introduction Forwards & Futures - An Introduction

Tutorial Level: Intermediate **Tutorial Duration:** 60 mins.

An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the basic terminology associated with the option markets - demonstrate how options are fundamental building blocks for financial practitioners - explain how options are found in many different markets and many different forms

Tutorial Overview Options have an ancient history; they can be found in ancient Babylon and Greece, and more recently in Holland and Chicago. The long history can be attributed to the fact that the uses of options are both straightforward and fundamental; options are building blocks in finance. A combination of options with other products allows almost infinite customization possibilities. This tutorial provides a basic overview of options. It covers the defining properties of options, the role of options in the panoply of financial instruments, the widespread nature of option use, and the many differing forms that options can take. It will also touch upon the complex issue of option valuation; more advanced concepts on option valuation can be found in subsequent tutorials. Prerequisite Knowledge Derivatives - An Overview

Tutorial Level: Introductory **Tutorial Duration:** 60 mins.

Real Estate - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - understand the terminology of real estate markets and outline the role of the key market participants - describe the characteristics of the two real estate sectors - residential and commercial - and their subsectors - explain the main features of real estate as an asset class

Tutorial Overview As a driver of both individual wealth and overall economic growth, real estate as an asset class has historically been hard to beat. This tutorial looks at the fundamentals of real estate and distinguishes between the residential and commercial real estate sectors. The characteristics of real estate as an asset class are also discussed and a comparison is made with other asset classes. Finally, the tutorial looks at the phenomenon of real estate cycles, with particular emphasis on the most recent cycle that culminated in a property crash that spilled over to global financial markets and economies. Prerequisite Knowledge Alternative Assets - An Introduction

Tutorial Level: Introductory **Tutorial Duration:** 75 mins

Risk Management - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- explain how a bank is a 'risk factory' and how regulators are concerned about survival in the face of these risks - describe the fundamentals of the risk management process in a bank - outline the major categories of risk that banks must address

Tutorial Overview Banks are in business in order to generate returns for their stakeholders. To achieve this, they must take risks and embed them in the products and services they provide. Risk management has become ever more important as the complexity of banking has increased and regulators attempt to more closely match capital with risk profiles. From a regulator's point of view, the most desirable aspect of banking is survivability rather than profitability; and the key to survivability is risk management. This tutorial looks at the links between risk, return, and survival, in addition to outlining the main types of risk that banks face and the key elements of an effective framework for the management of these risks. Tutorial Level: Introductory Tutorial Duration: 75 mins.

Securitization - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - define 'securitization' and explain how the process evolved - describe the process of securitization and the roles of the different players involved - explain how the resultant securities are constructed - explain the motivations involved in the securitization of a pool of assets

Tutorial Overview The process of securitization collects together financial assets, such as mortgages, into a single pool. The returns generated by a collection of such assets are more predictable than returns on individual assets. Securities backed by the pool can then be issued to investors and the returns on such securities are linked to the returns on the assets. This tutorial examines in detail the main elements of the securitization process, providing information on a variety of topics including the main players involved in the process, the construction of the securities, and the motivations for a securitization. Tutorial Level: Intermediate Tutorial Duration: 90 mins.

Stress Testing - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain why there has been increased focus on stress testing as opposed to value at risk (VaR) in recent years - outline how a stress testing program is implemented - describe the typical stress testing 'best practices' expected by regulators and the specific stress testing requirements imposed by regulators

Tutorial Overview Value at risk (VaR) techniques have been a mainstay of financial risk management since the 1990s. If a bank uses a 99% confidence level to calculate its value at risk, it generally expects to suffer a loss exceeding the VaR on one day out of every 100. What happens, however, on the one day when the VaR is exceeded? How large is the loss on this day? Could this be the one bad day required to break the bank? The criticisms that VaR was poor at estimating risk under non-normal conditions were seen as somewhat academic during the benign financial conditions of the early years of the century. However, there has always been an understanding of the need to go beyond VaR methods in order to gain a more holistic view of risk exposures. By its nature, stress testing compels risk managers to assess linkages between events and to more fully understand the nature of risk exposures. The global financial crisis damaged the reputation of some risk measurement techniques, including stress tests. However, the response has been not to abandon stress testing but instead to strengthen and extend it. This tutorial describes how the practice of stress testing has developed within financial risk management in recent years and highlights its growing importance following the events of the crisis. It also addresses the different types of stress test in terms of both institutional and regulatory contexts. Prerequisite Knowledge Risk- Measurement & Management Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Structured Products - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the basics of structured products (SPs) - describe how the market for SPs has developed - outline the lifecycle of a typical structured product - understand why investors might use SPs as opposed to other instruments - show how a simple SP is constructed and outline the key risks associated with SPs

Tutorial Overview Over the past two decades or so, investors have been given access to an ever widening universe of potential assets to invest in. The development of structured products (SPs) had allowed investors to take views on different asset classes in a more precise way than merely 'buying' or 'selling' an instrument. This tutorial describes the concept of structured products and examines the development of the market. Investor motivations, the basics of construction, and key risks are all investigated. Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Swaps - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - outline the basic structure and features of an interest rate swap - identify the fundamental characteristics of the swap market and the key trading conventions in this market Tutorial Overview Since currency swaps were first used in the 1970s, and interest rate, equity and commodity swaps were first used in the 1980s, these instruments have changed the face of finance. Swaps have a wide range of structures and can be used for both asset and liability management and for speculation. Understanding swaps, their pricing and their uses is fundamental to an understanding of today's financial world. This tutorial describes the basic structure of a swap and explains how these instruments are traded. The tutorial also looks at swap market conventions. Prerequisite Knowledge Derivatives - An Overview Interest Calculations Tutorial Level: Introductory Tutorial Duration: 60 mins.

Trade Processing - Equities (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different ways in which equity trades can be executed in the market - recognize the requirement for equity trades to be enriched and validated prior to settlement - explain the methods by which trade agreement can be reached between the parties to an equity trade - describe how an equity trade is settled on the value date and the implications of settlement failure - recognize the need for ongoing position and trade management in relation to equity trading Tutorial Overview An equity (stock or share) is a security that represents an ownership interest in a company and a claim on the company's earnings and assets. This tutorial focuses on the processing of equity trades and examines the key aspects of the trade lifecycle from trade execution right through to ongoing position and trade management tasks. Tutorial Level: Introductory Tutorial Duration: 75 mins.

Trade Processing - Fixed Income (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different ways in which fixed income trades can be executed in the market - recognize the requirement for fixed income trades to be enriched and validated prior to settlement - explain the methods by which trade agreement can be reached between fixed income trading parties - describe how a fixed income trade is settled on the value date and the implications of settlement failure - recognize the need for ongoing position and trade management in relation to fixed income trading Tutorial Overview A fixed income security is an investment that provides a return to investors in the form of periodic interest (coupon) payments and eventual return of the principal upon maturity. This tutorial focuses on the processing of fixed income trades and examines the key aspects of the trade lifecycle from trade execution right through to ongoing position and trade management tasks.

Trade Processing - Foreign Exchange (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different ways in which FX trades can be executed in the market - recognize the requirement for FX trades to be enriched and validated prior to settlement - explain the methods by which trade agreement can be reached between FX trading parties - describe how an FX trade is settled on the value date and the implications of settlement failure - recognize the need for ongoing position and trade management in relation to FX trading Tutorial Overview A foreign exchange (FX) transaction represents the sale of one currency against the purchase of another. The FX market is the largest and most liquid sector of the global financial markets and is the primary mechanism for making cross-border payments, transferring funds, and determining exchange rates between different currencies. This tutorial focuses on the processing of FX trades and examines the key aspects of the trade lifecycle from trade execution right through to ongoing position and trade management tasks.

Trade Processing - Futures (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different ways in which futures trades can be executed in the market - recognize the requirement for futures trades to be enriched and validated prior to settlement - explain the methods by which trade agreement can be reached between futures trading parties - describe how a futures trade is settled on the value date and the implications of settlement failure - recognize the need for ongoing position and trade management in relation to futures trading Tutorial Overview A future is a contract that sets the price today at which a delivery will be made at a future date. If the contract position remains open until the delivery date, the seller must deliver under the terms of the contract and the buyer must receive the underlying product for the agreed price, regardless of what the product is worth at that time. This tutorial explains the various stages of processing futures trades. It discusses the various stages of the trade lifecycle, starting from the order to buy/sell the future to the final settlement of the trade.

Trade Processing - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the roles of the key market players involved in the execution, clearing, and settlement of trades - recognize the typical organizational breakdown of a bank into front, middle, and back offices - explain the fundamentals of settlement and settlement instructions Tutorial Overview To some people, the whole area of trade processing represents the less glamorous side of the securities industry. However, without the efficient management of a trade throughout its lifecycle, the trade would be pointless in the first place. The risks to an organization from failed settlement can be considerable; these range from regulatory fines to interest charged on funding deficits. More serious consequences can also arise from poor procedures and controls in relation to operational activities, as evidenced by the failure to uncover rogue trading activity at Barings, Allfirst and, more recently, National Australia Bank. This tutorial covers the fundamentals of trade processing, looking at the main market participants and their roles, the functions of the front, middle and back offices, and introducing some key concepts in relation to the settlement of trades. Tutorial Level: Introductory Tutorial Duration: 75 mins.

Trade Processing - OTC Derivatives (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different ways in which OTC derivative trades can be executed in the market - recognize the requirement for these trades to be enriched and validated prior to settlement - explain the methods by which trade agreement can be reached between OTC trading parties - describe how an OTC derivatives trade is settled on the value date and the implications of settlement failure - recognize the need for ongoing position and trade management in relation to OTC derivatives trading Tutorial Overview An OTC derivative is a product that is custom-made to address a particular need or objective. As there isn't a set structure in terms of quantity, delivery or, in most cases, quality, OTC derivatives cannot be traded in an exchange environment. While there are many types of OTC derivative products, this tutorial will focus mainly on currency forwards and swaps, and will show how trades in these products are executed and settled.

Trade Processing - Options (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different ways in which option trades can be executed in the market - recognize the requirement for option trades to be enriched and validated prior to settlement - explain the methods by which trade agreement can be reached between option trading parties - describe option trade settlement in a certificate-less environment - recognize the need for ongoing position and trade management in relation to option trading Tutorial Overview It has been said that options are a tool and a tool in the hands of a fool is an accident. This saying is more true than not. Options are pure products that may be used to provide income, to reduce risk, to capitalize on expected or anticipated events, or as a hedge against a position. This tutorial explains the various stages of processing option trades. It focuses primarily on the trading, clearance, and settlement of listed options. These options are a certificate-less product that trade on exchanges.

COURSE CSIP-All-201-TradProcRisMgm (Rev 1 - 2/16/2012 04:22 PM Eastern) Trade Processing - Risks & Risk Management (Intuition- On Demand ELearning) Objectives On completion of this tutorial, you will be able to: - identify the types of risks encountered by banks (and broker/dealers) when processing trades - describe some of the methods and techniques used by banks to measure and assess these risks - identify the methods used for managing these risks Tutorial Overview Banks and broker/dealers face many risks when trading financial instruments and in the subsequent processing of these trades. The key for each institution is to ensure that each risk is managed appropriately. This tutorial describes the various types of risk that must be managed as part of the trade processing function. The tutorial also identifies and describes the various techniques for measuring and assessing the different risks. Finally, the tutorial looks at the methods used by banks to manage and mitigate the various risks. Prerequisite Knowledge Trade Processing - An Introduction Tutorial Level: Introductory Tutorial Duration: 75 mins.

Counterparty Credit Risk (CCR) - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - distinguish counterparty credit risk (CCR) from 'traditional' credit risk - identify the key sources of CCR - understand the key terms used in the measurement and calculation of CCR Tutorial Overview The global financial crisis focused attention on risks beyond 'simple' measures of credit exposure. Among many other issues, the crisis highlighted the problem of counterparty credit risk (CCR) when the demise of an institution causes losses in financial instruments where the credit of the counterparty is not referenced directly. In particular, the linkages between derivatives counterparties and the associated credit risks were at the root of concerns over the collapse of Lehman Brothers and the bailout of AIG. This tutorial analyzes how CCR is generated within financial markets and shows how the scale of exposure can be initially assessed. Prerequisite Knowledge Credit Risk - Identification & Measurement Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Counterparty Credit Risk (CCR) - Measurement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe how institutions calculate counterparty exposure - explain the key risks associated with securities loans - outline how institutions generate a 'fair' charge for their estimated credit exposure Tutorial Overview In recent years, accounting regulations and regulatory oversight have mandated that firms measure and manage their CCR exposure. These requirements generate a significant burden as regards data aggregation and the creation of complex measurement models. In addition, a major organizational development has been the creation of 'CVA desks' dedicated to active management of CCR. Further, the financial crisis has ensured that regulatory developments, as well as measurement and management techniques, are constantly evolving in this area. This tutorial moves beyond the identification of counterparty credit risk and focuses on the way it is measured today, while understanding that 'the only constant is change'. Prerequisite Knowledge Counterparty Credit Risk (CCR) - An Introduction Tutorial Level: Advanced Tutorial Duration: 50 mins.

Counterparty Credit Risk (CCR) - Management (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different tools and techniques used to manage CCR - explain the role of the CVA desk in CCR management - outline capital and regulatory perspectives in relation to CCR Tutorial Overview Once an institution has estimated its counterparty credit risk exposure, it must decide on the best method for managing this risk. A variety of risk management tools and techniques are available. This tutorial describes some of these, focusing on both settlement risk and pre-settlement risk. It also looks at how a CVA desk works and how it charges for its services. Finally, capital adequacy requirements and the regulatory perspective relating to CCR are examined. Prerequisite Knowledge Counterparty Credit Risk (CCR) - Measurement Tutorial Level: Advanced Tutorial Duration: 60 mins.

Cash Flow Forecasting (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe how a firm's debt capacity depends on its free cash flow - explain how lending decisions are based on forecasts of future free cash flow - detail how short-term lending is based on liquidity analysis - outline how long-term lending is based on forecasts of free cash flow Tutorial Overview A firm's debt capacity is a function of its free cash flow. The role of credit analysis is to forecast the amount and volatility of future free cash flow in order to measure a firm's debt capacity. If volatility of future cash flow is high, there is a substantial risk in the firm being highly leveraged, and vice versa. This tutorial looks at the how analysts forecast future free cash flow and how it influences a business enterprise's capital structure and debt capacity. A detailed examination of a long-term free cash flow forecast is also provided. Prerequisite Knowledge Debt Capacity & Cash Flow Analysis Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Corporate Actions - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe corporate actions from a number of different perspectives and outline the roles of the key participants in the corporate actions processing chain - identify the primary records that custodians maintain in order to process corporate actions Tutorial Overview When a company issues a corporate action, it sets in motion an event that brings material change to the company and has ramifications for its stakeholders. However, processing corporate action events is a complex business involving many different market participants and including many possible event types. This tutorial looks at the fundamentals of corporate actions from a number of different perspectives. It also discusses the role of the various participants in the corporate actions processing chain, with particular emphasis on the part played by custodians. A second tutorial will look at the major corporate action event types. Prerequisite Knowledge Role of a Custodian Tutorial Level: Introductory Tutorial Duration: 50 mins.

Corporate Actions - Major Types (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the main corporate action events, including mandatory actions, mandatory actions with options, and voluntary actions Tutorial Overview A key distinction needs to be made between corporate actions that are mandatory or compulsory and those that are voluntary or non-mandatory. From the point of view of stakeholders or investors, the distinction is important because mandatory events require no action on their behalf. Voluntary corporate actions, on the other hand, are those where investors opt to participate in the event or not. From the point of view of custodians and other participants involved in the corporate actions processing chain, the distinction is important because voluntary actions are generally more complex and hence involve greater risk. To complicate things even further, there are also a number of mandatory actions with options, where investors are required to make a choice among some alternatives offered to them as part of a mandatory corporate action. This tutorial looks at the main types of corporate action - mandatory, voluntary, and mandatory with options. Examples of each are provided, with the focus on the most popular events in the corporate actions marketplace. Prerequisite Knowledge Corporate Actions - An Introduction Tutorial Level: Introductory Tutorial Duration: 60 mins.

Credit Derivatives - Basket Default Swaps (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the mechanics of basket default swaps, with particular emphasis on first to default (FTD) basket swaps - outline the features of Nth to default basket swaps and other variations - understand the pricing, hedging, and other issues associated with basket default swaps

Tutorial Overview Credit default swaps (CDS) are the most common type of instrument used in the credit derivatives market. While most credit default swaps are single name, basket credit default swaps, in which the underlying consists of a basket of underlying credits, are growing in popularity. This tutorial focuses on basket CDS products, starting with the standard and most common basket CDS, the first to default (FTD) swap. Other variations, such as Nth to default baskets, are then described. The tutorial also discusses the pricing, hedging and other issues affecting these instruments.

Prerequisite Knowledge Prior to studying this tutorial, you should have a good understanding of the fundamentals of credit default swaps. We recommend you study the following tutorials: Credit Derivatives - An Introduction Credit Derivatives - Types Credit Derivatives - Credit Default Swaps

Tutorial Level: Intermediate **Tutorial Duration:** 75 mins.

Credit Derivatives - CDS Indexes (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the fundamentals of credit derivative indexes - outline the uses of credit derivative indexes and their advantages - explain the market for tranches on credit derivative indexes and the issues related to correlation

Tutorial Overview Credit derivative products and their applications are evolving rapidly, and CDS indexes have been one of the key drivers of credit product growth in recent times. Index products have been crucial in standardizing the credit product, enabling dealers to run larger books rather than the more time-consuming bespoke or tailored transactions. These products are also playing a key role in the shift from large, illiquid, long-maturity credit exposures to liquid credit risks. This tutorial explains the mechanics of CDS indexes and discusses the various investor strategies for credit derivative indexes. The tutorial also explains the market for CDS index tranches and the role of correlation trading in pricing CDS indexes.

Prerequisite Knowledge Credit Derivatives - Credit Default Swaps Credit Derivatives - Synthetic CDOs

Tutorial Level: Advanced **Tutorial Duration:** 75 mins.

Credit Derivatives - Capital Structure Arbitrage (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the mechanics of capital structure arbitrage and its development - estimate fair price CDS spreads using mechanical models.

Tutorial Overview Arbitrage refers to the opportunity that arises when similar assets are priced differently. Arbitrageurs can extract profits by selling 'short' the overpriced security, or by buying the underpriced security. Capital structure arbitrage uses credit derivatives to exploit mispricings between a company's equity instruments and its debt instruments. This tutorial explains how capital structure arbitrage is conducted, and how structural models are used to identify arbitrage opportunities.

Prerequisite Knowledge Credit Derivatives - An Introduction Credit Derivatives - Credit Default Swaps

Tutorial Level: Intermediate **Tutorial Duration:** 60 mins.

Credit Derivatives - Credit Default Swap Valuation (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - link credit spreads observed in the market to implied default rates - use assumed survival rates and default probabilities to value a risky bond - value credit default swaps and express CDS spreads against government and swap curves - anticipate CDS mark-to-market value sensitivity to changing credit spread levels

Tutorial Overview The pricing and valuation of credit default swaps has evolved over time and today adopts a pricing method based on calculated arbitrage-free market price relationships. This method involves using zero-coupon discount factors, recovery rates and default probabilities to price a default swap. In this tutorial, you'll learn how to calculate zero-coupon discount factors and default probabilities and use these together with recovery rates to price a CDS. You will also learn how to determine the mark-to-market value of the swap and measure its corresponding price sensitivity.

Prerequisite Knowledge Credit Derivatives - Types Credit Derivatives - Pricing Methods

Tutorial Level: Advanced **Tutorial Duration:** 180 mins.

Credit Derivatives - Credit-Linked Notes (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the structure of a credit-linked note - identify the characteristics of credit-linked note structures - recognize the different types of credit-linked notes

Tutorial Overview The credit derivatives market has been growing at a rapid rate. This can be attributed to various factors, including the growth in the number of companies seeking new ways of funding and banks looking for new methods of risk transfer. This tutorial focuses on credit-linked notes, a customized credit derivative structure normally incorporating credit default swaps, but with some distinct features and variations as well.

Prerequisite Knowledge Credit Derivatives - An Introduction Credit Derivatives - Types Credit Derivatives - Credit Default Swaps Credit Derivatives - Total Rate of Return Swaps Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Credit Derivatives - Credit Spread Options (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - calculate payoffs on bond yields spread call and put options and differentiate between the various types of credit spread options - recognize the characteristics of credit default swaptions and related products

Tutorial Overview The credit derivatives market has continued to grow at a rapid rate as credit markets mature, companies seek out new ways of funding and banks look for new methods of risk transfer. Credit derivatives appear in a number of guises - the focus in this tutorial is on credit spread option products. These are instruments designed to hedge against, or capitalize on, changes in credit spreads. There are a number of different spread measures used in the market. The focus in this tutorial is primarily on bond yields spread and credit default swap (CDS) spread measures used in credit spread option products.

Prerequisite Knowledge Credit Derivatives - An Introduction Credit Derivatives - Types Credit Derivatives - Credit Default Swaps Options - An Introduction Options - Introduction to Option Valuation Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Credit Derivatives - Synthetic CDOs (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the structure of synthetic CDOs and list their advantages - identify the main drivers in synthetic CDO tranche valuation - distinguish between synthetic CDO variations

Tutorial Overview Synthetic collateralized debt obligations offer many advantages compared to their traditional counterparts. These include reduced capital market placement and total cost of issuance. In this tutorial, you will learn how synthetic CDOs are structured and the key determinants for valuing them. This tutorial also provides an introduction to single tranche collateralized debt obligations (STCDOs) and correlation trading.

Prerequisite Knowledge Prior to studying this tutorial, you should have a sound knowledge of concepts discussed in the following tutorials: Securitization - Fundamentals Securitization - CDOs - An Introduction Securitization - CDOs - Structures & Ratings Credit Derivatives - Credit Default Swaps Tutorial Level: Advanced Tutorial Duration: 90 mins.

Credit Derivatives - Total Rate of Return Swaps (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the features of a TRORS - list the main uses of a TRORS - price a TRORS

Tutorial Overview A total rate of return swap (TRORS) is a credit derivative instrument that enables a counterparty to transfer the credit and market risk associated with a reference asset to another counterparty, without transferring the asset itself. TRORSs have many uses, including funding arbitrage, and represent an alternative to the repo market. This tutorial examines how total rate of return swaps are structured and priced, and describes the most common uses of these instruments.

Prerequisite Knowledge Credit Derivatives - An Introduction Credit Derivatives - Types Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Credit Derivatives - Credit Default Swaps (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the features of single-name credit swaps and the different settlement types - distinguish between the most common variations of credit default swaps
Tutorial Overview Credit default swaps are the most commonly-used credit derivative instrument, representing roughly 70% of total credit derivative outstandings. They facilitate the transfer of credit risk - but not market risk - whereby the protection seller (investor) makes a payment to the protection buyer in the event of default. In return, the seller receives a periodic protection premium. In this tutorial, we look at how a single-name CDS is structured and examine the most common variations of credit default swaps. Prerequisite Knowledge Credit Derivatives - An Introduction Credit Derivatives - Types Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Credit Derivatives - Pricing Methods (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - outline the factors involved in pricing a credit derivative - explain the current practice of pricing credit derivatives - describe the advanced modeling techniques used to price credit derivatives
Tutorial Overview The growth in the credit derivatives market has fueled the need for accurate ways of valuing these instruments. This tutorial looks at the relevant factors and approaches used to price credit derivatives. Prerequisite Knowledge Credit Derivatives - An Introduction Credit Derivatives - Types Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Credit Derivatives - Regulation & Documentation (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - assess the effect of Basel I and Basel II on credit derivatives - define the documentation requirements for credit derivatives
Tutorial Overview This tutorial examines the effect of Basel I and Basel II capital adequacy requirements for the credit derivative positions held by banks. It also looks at credit derivative definitions published by the International Swaps and Derivatives Association (ISDA). Prerequisite Knowledge Credit Derivatives - An Introduction Basel II - An Overview Tutorial Level: Intermediate Tutorial Duration: 55 mins.

Credit Derivatives - Types (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the different types of credit derivative structures available - state the uses and payoffs of the various structures
Tutorial Overview The credit default swap is the most popular form of credit derivative and was the first structure to be used in the credit derivatives market. As the market has developed and increased in sophistication, other credit derivative structures have been created. This tutorial introduces these structures and gives a brief description of their specific applications. Prerequisite Knowledge Credit Derivatives - An Introduction Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Credit Derivatives - Uses & Applications (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the uses of credit derivatives for protection buyers - identify the uses of credit derivatives for protection sellers
Tutorial Overview The market for credit derivatives continues to develop, servicing an ever-widening range of applications. The main use of these instruments is credit risk management, but investors also use credit derivatives to manage regulatory capital, exploit low funding costs to their advantage, or as an alternative to the cash market. This tutorial outlines the most important uses and applications of credit derivatives for both protection buyers and protection sellers. Prerequisite Knowledge Credit Derivatives - An Introduction Credit Derivatives - Types Tutorial Level: Intermediate Tutorial Duration: 55 mins.

Credit Risk - Identification & Measurement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- identify the key sources of credit risk for a financial institution- describe how credit risks are measured, both internally and by external agencies Tutorial Overview Notwithstanding all the innovation and complexity of recent decades, the fundamental business of a bank remains the lending of money and to make more money as the loan is repaid. The major risk is that of default when the money does not get paid. This tutorial describes how credit risk is generated both directly and indirectly from the business of a financial institution. It also addresses key measurements of such risks such as internal estimates of possible losses and credit ratings assigned to debt instruments by external agencies. Prerequisite Knowledge Risk Measurement & Management Tutorial Level : Intermediate Tutorial Duration: 75 mins.

Credit Risk - Management & Regulation (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- outline, for a typical institution, how credit risk management is organized- describe the credit risk regulatory context in which banks operate Tutorial overview The global financial crisis of 2007-09 has become a defining event in history and will cast a long shadow over financial markets for many years to come. The events of the period highlighted many issues, not least of which was some extraordinary mismanagement of credit risk. The crisis showed how banks can lose billions, or even go out of business, due to their failure to identify, measure, and manage credit risk correctly. This tutorial looks at the structures banks should have in place to manage credit risk, from the creation of a robust control environment with high-level participation to judicious usage of securitization and credit derivatives for more precise risk management. In addition to a bank's own risk tolerance, regulators concerned with systemic risk require banks to hold credit risk capital so that banks can survive most loss scenarios. The tutorial also examines this regulatory angle. Prerequisite Knowledge Credit Risk Identification & Measurement Tutorial Level : Intermediate Tutorial Duration: 75 mins Tutorial Duration: 75 mins.

Debt Capacity & Cash Flow Analysis (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - discuss the relevance of cash flow to a firm's debt capacity - describe how to use historical cash flow statements to predict future cash flow Tutorial Overview When the providers of liquidity (lenders, counterparties, suppliers) become severely concerned that a company will run out of cash, they tend to cut off credit, and a bankruptcy is often the result. This was the case with the collapse of Enron back in 2002 and more recently the demise of Bear Stearns in 2008. This tutorial looks at the importance of cash flow to a business and the different business activities that generate and use this cash flow. Two case studies are provided to show how a company's historical cash flow statements can be used to predict future free cash flow and debt capacity. Prerequisite Knowledge Principles of Credit Extension Analysis of the Cash Flow Statement Tutorial Level : Intermediate Tutorial Duration: 60 mins.

Exchange-Traded Funds (ETFs) (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the main characteristics of ETFs, including the creation process for these funds - understand the different structures and types of ETF that are available in the market Tutorial Overview Although stock market indexes have been around since the 19th century, the concept of index investing is far more recent. The concept was boosted significantly by the launch of exchange-traded funds (ETFs) in the early 1990s. After a relatively slow start, ETFs have subsequently grown to become a worldwide phenomenon. In line with increases in both the number and size of ETFs, the complexity and sophistication of the funds has also grown. For the first 10 years or so of their existence, ETFs were based almost exclusively on stock indexes. Sector-based ETFs then emerged, while diversification into new asset classes - such as fixed income, real estate, and commodities - gathered pace. The next generation included products such as leveraged ETFs and actively-managed ETFs. This tutorial covers the fundamentals of ETFs, including their creation, features, and market development. It also describes many of the different types of ETF available in the marketplace, including those we've just mentioned. Tutorial Level : Introductory Tutorial Duration: 75 mins.

Hedge Funds - Investing (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain why hedge fund investments are an acceptable alternative to more traditional investments through skill-based alpha - describe how key measurements of risk and return for hedge funds are calculated - show how these measurements and others can be used by investors to identify potential good hedge funds

Tutorial Overview The supporters of hedge funds characterize investments in these instruments as being fundamentally conservative, a sharp contrast with the popular conception of hedge funds. The positive view is founded on the absolute return/risk characteristics of hedge funds, rather than the relative return approach common to the 'traditional' investment industry. This tutorial aims to show why hedge fund returns and the prospect of alpha attracts investors. The tutorial investigates the risk and return measurements typically used when analyzing hedge funds, and outlines more detailed qualitative judgments.

Prerequisite Knowledge Hedge Funds - An Introduction Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Hedge Funds - Styles (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - show how hedge fund returns are related to market movements - describe the major hedge fund investment styles (such as relative value trading, event-driven strategies, and directional trading) and their different characteristics, market exposure, and leverage requirements

Tutorial Overview Hedge funds exist to make money from investing - anywhere. This leads to numerous different and ever-evolving investing styles. These hedge fund investing styles are the subject of this tutorial. It examines the key differences between such styles in terms of market exposure, required leverage, correlation to major markets, and gives a description of the key categories. It also briefly examines the topic of hedge fund factor analysis and replication.

Prerequisite Knowledge Hedge Funds - Investing Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Interest Rate Risk - Management (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- describe how most banks attempt to centralize the process of managing interest rate risk through a treasury function, which adopts both passive and active approaches to handling this risk - outline how derivative instruments are used to hedge interest rate risk

Tutorial Overview Interest rate risk is a phenomenon that is integral to the nature of banking. It is not always desirable to eliminate this risk, even if it is possible to do so, because banks would be denying themselves opportunities and hampering their ability to handle customer business profitably. This tutorial looks at the structures banks put in place to manage interest rate risk and the various approaches to such management from passive responses such as the imposition of limit systems to active responses involving hedging rate risk via derivatives.

Tutorial Level: Intermediate Tutorial Duration: 50 mins.

Interest Rate Risk - Identification & Measurement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- identify the key sources of interest rate risk for a banking business - describe how gap and duration measurements are used to quantify the extent of interest rate risk from different perspectives

Tutorial Overview Historically banking was seen as a simple business, but things have changed in recent times. As new products and services appear in the industry, they are affected by interest rates in different ways. For much of the 20th century, interest rates in major economies were docile creatures. There was little variation in absolute rates, and the term structures (yield curves) were mildly positive. More recent decades saw a dramatic change. Rates and curves became much more volatile, and yield curves would move from positive to negative (or vice versa) in short periods of time. This tutorial - the first of two on managing interest rate risk - looks at the issues surrounding the identification of this type of risk and the subsequent measurement of it. A second tutorial will focus on the structures banks put in place to manage interest rate risk and the various approaches to such management.

Prerequisite Knowledge Risk - Measurement & Management Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Liquidity Risk - Identification & Measurement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- explain how different forms of banking business generate particular liquidity risks - describe how liquidity risks can be measured using gaps and ladders, and how such measurements can be adjusted to incorporate future uncertainty Tutorial Overview Liquidity risk is inherent in a bank's core business of maturity transformation. Management of this risk involves identifying and measuring the cash needs of a bank and then satisfying those requirements - in good times and bad. In the wake of severe liquidity difficulties encountered during the financial crisis, regulators have highlighted the importance of liquidity risk management within financial institutions and have reviewed the relevant legislation. This tutorial - the first of two on managing liquidity risk - looks at the issues surrounding the identification of this type of risk and the subsequent measurement of it. A second tutorial will focus on the structures banks put in place to manage this risk, as well as examining the liquidity risk regulatory environment. Tutorial Level : Intermediate Tutorial Duration: 75 mins.

Liquidity Risk - Management & Regulation (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- describe how financial institutions manage liquidity risk - explain how regulators dictate the context of liquidity management Tutorial overview The previous tutorial Liquidity Risk Management (Part I) looked at issues around the identification and measurement of liquidity risk. This tutorial extends that analysis to describe how banks actually manage liquidity risk. Sound management of this risk can reduce the probability of serious problems occurring. The tutorial also examines how regulators are becoming increasingly pro-active in establishing rules to be followed internally by institutions as well as in managing overall market liquidity. Tutorial Level: Intermediate Tutorial Duration: 50 mins.

Managing Credit Risk (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain how poor credit risk management contributed to the credit crisis - describe how credit risk can be effectively managed by thorough credit analysis and the avoidance of concentration risk - explain how credit risk can be transferred using instruments such as credit derivatives Tutorial Overview Credit risk portfolio management is about how to achieve the objectives of a risk portfolio - attaining high returns, meeting client needs, and not assuming concentration risks that can destroy the portfolio's return, or even the institution itself. This tutorial explains how the principles of good credit risk management were ignored by banks and other institutions in the period leading up to the credit crisis. The tutorial outlines how these institutions and business enterprises can manage their credit risk through good credit analysis and avoiding concentrations, and how they can transfer credit risk using instruments such as credit derivatives. Prerequisite Knowledge Risk & Credit Structure Tutorial Level : Introductory Tutorial Duration: 60 mins.

Market Risk - Identification & Measurement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- identify the typical sources of market risk for a financial institution - describe the different types of measurement used for the various forms of market risk Tutorial Overview Market risk is the risk that the value of an institutions positions may rise/fall due to changes in the market value of financial instruments. This may take the form of gains/losses arising from traded or non-traded positions. There are many influences on market positions, but the key drivers are interest rates, equity prices, foreign exchange rates, and commodity prices. This tutorial addresses some key issues associated with market risk in banking institutions: Where does it come from? How can it be measured? What are the difficulties associated with such measurements? A subsequent tutorial will look at how market risk can be managed and the regulatory context associated with this form of risk. Prerequisite Knowledge Risk Measurement & Management Derivatives An Overview Tutorial Level : Intermediate Tutorial Duration: 75 mins.

Market Risk - Management & Regulation (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- outline, for a typical institution, how market risk management is organized - describe the market risk regulatory context in which banks operate Tutorial overview The previous tutorial Market Risk Identification & Measurement looked at the first two elements of the market risk management framework. This tutorial moves beyond the identification and measurement of market risk to look at the structures banks put in place to manage market risk. The tutorial also examines how regulators are continuously attempting to ensure that banks hold sufficient capital to cover market risk, while also looking at other regulations that can help to rein in the excessive risk-taking that is perceived to have played a major role in the financial crisis. Prerequisite Knowledge Market Risk Identification & Measurement Tutorial Level : Intermediate Tutorial Duration: 60 mins.

Operational Risk - Identification & Measurement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- identify the typical sources of operational risk for a financial institution - describe the various approaches to assessing or measuring operational risk Tutorial Overview When people think of banking as a risky business, they are generally concerned with fundamental financial exposures such as credit or interest rate risk. However, the risks faced by banks today stretch well beyond these traditional banking exposures. Technological innovation, growing complexity, and ever-bigger transactions have increased the potential for losses due to non-financial causes. Modern-day institutions must deal with the full gamut of risk, from trade processing errors to rogue traders, technology failures to terrorist attacks. These non-financial types of risk are generally classified under the umbrella term 'operational risk'. The identification, measurement, and management of operational risk is thus a real issue for banks today. But what exactly is operational risk, and how should a bank deal with it? This tutorial along with the one that follows addresses these issues in detail. Prerequisite Knowledge Risk Measurement & Management Tutorial Level : Intermediate Tutorial Duration: 75 mins.

Operational Risk - Management & Regulation (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- outline, for a typical institution, how operational risk management is organized - describe the operational risk regulatory context in which banks operate Tutorial Overview Operational risk is not new it has existed ever since the first bank opened its doors for business. What is relatively new, however, is how modern-day financial institutions manage this category of risk. In the past, banks managed OpRisk almost exclusively through internal control mechanisms, supplemented by the internal audit function. While these remain very important, OpRisk management has evolved into a discipline in its own right with specialized personnel, policies, procedures, reporting, measurement techniques, and related technology. This tutorial looks in detail at this more holistic approach to managing this key category of risk. It also describes the Basel requirements for measuring and managing OpRisk, which will impact on how individual institutions organize their own risk frameworks. Prerequisite Knowledge Operational Risk Identification & Measurement Tutorial Level : Intermediate Tutorial Duration: 75 mins.

Principles of Credit Extension (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the basic principles underpinning the extension of credit - recognize that the principles of credit extension are fundamentally the same regardless of the nature of the obligor (consumer, commercial, or financial institution) Tutorial Overview Credit analysts work to determine the degree to which a company is able to service its debt in the near term and in the future. In order to gauge a company's ability to generate cash to service debt in the future, it is necessary to understand historic cash generation, and the means by which a company has been funding its assets. Many company failures were missed by analysts and bankers because they ignored a simple fact that the company's cash flow had not been sufficient to fund asset growth, even though it may have been reporting profits. This tutorial is about the basic principles of extending credit, covering the extension of credit to corporates, financial institutions, and retail clients (consumer credit). Prerequisite Knowledge Credit Analysis - An Introduction Lending - An Introduction Tutorial Level : Introductory Tutorial Duration: 60 mins.

Private Equity (Part I) (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the basic features of private equity and its development into a significant asset class - identify the two main types of private equity investing, namely venture capital and buyouts - explain the benefits of investing in private equity as an asset class Tutorial Overview Private equity is a specialized form of investing in companies whose shares are (generally) not traded on public markets. It represents a different way of 'owning' companies compared with the more familiar stock market investment. Funds provided by private equity firms now complement the provision of ongoing lending to firms by commercial banks and finance houses, and of longer-term financing in the form of debt securities and equity (in addition to some forms of direct lending) by the investment banking community. This tutorial - the first of two - looks at the fundamentals of the private equity industry. It covers topics such as the growth and importance of private equity as an asset class and the different types of private equity available (venture capital and buyouts). Tutorial Level: Introductory Tutorial Duration: 75 mins.

Private Equity (Part II) (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the methods, both direct and indirect, of investing in private equity - outline the investment process and the participants in that process Tutorial Overview Private equity has become an increasingly attractive asset class to various investors in recent years, offering potentially high returns on a risk-adjusted basis. The key to reaping these high returns lies in identifying and investing in the right opportunities. Entrepreneurs looking to start a new business or develop one further are afforded excellent opportunities of raising finance from private equity investment if they have a well-researched and documented business plan backed up by an experienced management team. This tutorial builds on the concepts described in Private Equity (Part I), focusing primarily on the private equity asset class from an investor's point of view. It outlines the different ways of investing in private equity, from direct investment to the various types of fund, and looks at the role of investors - in addition to the companies seeking financing - in private equity transactions. Prerequisite Knowledge Private Equity (Part I) Tutorial Level: Introductory Tutorial Duration: 60 mins.

Real Estate - Investing (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the differences between direct and indirect investment in real estate - describe the various ways that investors can gain exposure to real estate markets through indirect investment vehicles Tutorial Overview Real estate is generally considered to be an 'alternative asset', complementary in a portfolio context to stocks, bonds, and short-term financial assets. Long regarded as a vital 'return enhancer' in many investors' portfolios, property fell out of favor following its dramatic collapse during (and role in causing) the global financial crisis. While the crisis represented a stark reality check for real estate investors, it has not sworn them off the asset class for good. This tutorial looks at the various means of gaining exposure to real estate, from direct investment in 'bricks and mortar' to indirect investment vehicles such as REITs and ETFs. Prerequisite Knowledge Real Estate - An Introduction Accounting - An Introduction Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Registrar & Transfer (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - recognize the different forms of security ownership that may be maintained and the requirements for the various types of security registration - describe the role of a custodian when acting in the capacity of transfer agent, paying agent, or agent for corporate actions - understand the reasons why issuers convert domestic shares to depositary receipts Tutorial Overview The maintenance of accurate and timely recording of security registration is important as it affects entire post-trade operations. From processing dividend payments to security holders in relation to major corporate actions, the ability to control and identify who actually owns a security cannot be underestimated. This tutorial looks at the registration of the securities and, in particular, the role played in that process by registrars and transfer agents. The distinction between bearer and registered securities is explained, as well as the key differences between securities registered in the names of beneficial owners and those registered in nominee names. The functions of various other agents - many of which are performed by custodians - are described in detail, along with the requirements for the different types of security registration. Prerequisite Knowledge Role of a Custodian Tutorial Level: Introductory Tutorial Duration: 75 mins.

Risk & Credit Structure (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain how the risk of default on a loan can be mitigated by proper loan structuring - describe how a commercial loan can be structured in order to create a low risk obligation from a high risk obligor

Tutorial Overview All extensions of credit are based upon an understanding that cash will exist to repay the obligation. But, cash can come from two sources - cash flow from operations or the liquidation of an asset. When lenders believe that the risk of repayment from cash flow is too high relative to the anticipated return, the assignment of collateral can often be used to make the risk/reward equation acceptable. And, there are many cases where credit can be extended solely on the value of the collateral. But just as the lender against cash flow must understand all of the factors that impact future cash flow, the lender against an asset must fully understand the factors that will affect the value and marketability of that asset. This tutorial describes how loans can be structured with terms and conditions, covenants, and collateral in order to reduce the risk of default. It also looks at the role of collateral in the subprime lending crisis.

Prerequisite Knowledge Credit Analysis - An Introduction

Tutorial Level : Introductory

Tutorial Duration: 60 mins.

Risk-Measurement & Management (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to:- identify the key sources of interest rate risk for a banking business - describe how gap and duration measurements are used to quantify the extent of interest rate risk from different perspectives

Tutorial Overview Historically banking was seen as a simple business, but things have changed in recent times. As new products and services appear in the industry, they are affected by interest rates in different ways. For much of the 20th century, interest rates in major economies were docile creatures. There was little variation in absolute rates, and the term structures (yield curves) were mildly positive. More recent decades saw a dramatic change. Rates and curves became much more volatile, and yield curves would move from positive to negative (or vice versa) in short periods of time. This tutorial the first of two on managing interest rate risk looks at the issues surrounding the identification of this type of risk and the subsequent measurement of it. A second tutorial will focus on the structures banks put in place to manage interest rate risk and the various approaches to such management.

Prerequisite Knowledge Risk Measurement & Management

Tutorial Level : Intermediate

Tutorial Duration: 75 mins.

Risk Management for Senior Executives (Intuition- On Demand ELearning)

Tutorial Overview This tutorial is designed to identify the most important aspects of bank risk management processes and show how senior executives are central both to the construction of an appropriate framework and to the leadership that generates a risk management culture. Note that the tutorial is emphatically not a detailed description of individual risk management issues; as a senior executive, you may be comfortable with most of these issues already (if not, the detailed information is located in separate, specific tutorials). The approach in this tutorial is to provide an overview of where the key risks arise and the core management issues contained in these risks.

Objectives Topics covered in this tutorial include:- how risks arise in banking; certain risks are specific to financial institutions, while others are generated by any large organization - why it is not clear that quantitative techniques alone give sufficient guidance to senior executives when assessing the extent of various risks - what the key roles and responsibilities of senior executives are in ensuring that an institution conducts its business in accordance with the appropriate risk tolerance parameters - how the viewpoint of regulators often contrasts with that of banks, and places an increasing burden on banks; risk management teams

Tutorial Duration: 75 mins.

Role of a Custodian in Trade Processing & Settlement (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - understand the various capacities in which a custodian may operate in the life of a trade - describe the basics of trade execution - outline the role played by custodians in the recording and reporting of trades - explain the key role played by custodians in the settlement of transactions Tutorial Overview The extent of a custodian's role in the life of trade depends on the capacity in which the custodian is operating. In some cases, it may be operating purely in a custodial capacity - obtaining instructions from clients to receive/delivery securities versus cash and effecting the settlement of these instructions. In other situations, the custodian may be involved with the actual marketplace - executing and clearing trades, as well as effecting their settlement. This tutorial looks at the role played by custodians in the processing of trades, from trade execution right through to trade settlement. Prerequisite Knowledge Role of a Custodian Tutorial Level: Introductory Tutorial Duration: 60 mins.

Role of a Custodian (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the fundamental business of custodians and differentiate between the different types of custodian - describe some of the basic tools used by custodians in their business - understand the key role of custodians in relation to safekeeping, possession, and control of assets - outline some of the ancillary services provided by custodians Tutorial Overview The provision of custody services - basically the ability to gather assets from clients, hold them in safekeeping, and service them - is essential to the proper functioning of financial markets today. The custody business can trace its origins to the days when securities and other assets existed only in paper or certificate form and investors needed a safe place to hold these certificates. As the investment industry grew and became more sophisticated, so too did the custody business. This tutorial provides an overview of the role of custodians in modern-day financial markets. It explains the different aspects and dimensions of the custodial business, describes some of the basic tools used by custodians, and describes the key services they provide to their clients. Prerequisite Knowledge Trade Processing - An Introduction Tutorial Level: Introductory Tutorial Duration: 60 mins.

Securitization - Asset-Backed Securities (ABS) (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain how the securitization technique has extended beyond its roots in the US residential mortgage market - describe the various asset-independent structures of securitization - identify the key factors in a securitization that are examined by investors, rating agencies, or other analysts - explain how measurements of value have evolved beyond simple fixed interest paradigms Tutorial Overview Although the residential mortgage-backed securities (RMBS) market accounts for the majority of securitized transactions, the basic securitization technique is asset-independent. This tutorial looks at how securitization has evolved to face the challenges presented by different asset classes. In addition to descriptions of some of the major classes outside of RMBS, the tutorial also examines how the markets for the associated securities operate and how valuation techniques have been developed to cope with the idiosyncrasies associated with securitization. Prerequisite Knowledge Securitization - An Introduction Securitization - Mortgage-Backed Securities (MBS) Tutorial Level: Intermediate Tutorial Duration: 120 mins.

Securitization - CDOs - Structures & Ratings (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - define the structural specifics of cash flow and market value collateralized debt obligations - describe how rating agencies rate cash flow and market value collateralized debt obligations - identify the most commonly used exotic collateralized debt obligations Tutorial Overview In terms of structure, there are two types of collateralized debt obligation (CDO): cash flow CDOs and market value CDOs. They differ crucially in the way collateral is used to generate cash flows to pay noteholders, in how the structure is credit-enhanced, and in how the underlying collateral pool is managed. The ratings process for these structures also differs. In this tutorial, we will examine the structural differences between cash flow and market value CDOs. We will also observe how these instruments are rated, which is crucial to the pricing of a CDO. Finally, we will look at some commonly used exotic CDO structures. Prerequisite Knowledge Securitization - CDOs - An Introduction Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Securitization - CDOs - An Introduction (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the main features of collateralized debt obligations - differentiate between the variants of collateralized debt obligations - explain issuer and investor motivations in relation to collateralized debt obligations Tutorial Overview A collateralized debt obligation (CDO) is a security backed by a pool of loans, bonds or other securities. A CDO deal is broken into multiple tranches, each with separate maturity and credit risk, appealing to different classes of investors. Various forms of credit enhancement are used and CDO tranches are rated by the main credit rating agencies. CDOs represented the fastest growing segment of the securitization market in the years leading up to the global financial crisis of 2007/9. This tutorial explains how CDOs are issued and structured, and outlines the common issuer and investor motivations for entering CDO deals. Prerequisite Knowledge Securitization - An Introduction Tutorial Level: Intermediate Tutorial Duration: 60 mins.

Securitization - Commercial Mortgage-Backed Securities (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - outline the structure of commercial mortgage-backed securities and describe the dynamics of the commercial mortgage-backed securities market - analyze the collateral characteristics of a commercial mortgage-backed security (CMBS) - outline the rating process for CMBS transactions Tutorial Overview Mortgage-backed securities can be classified as residential or commercial mortgage-backed securities (CMBS). This tutorial focuses on the CMBS market, which is more varied and complex than its residential mortgage-backed equivalent. The CMBS market grew tremendously in the years leading up to the global financial crisis, as investor appetite for real estate products increased and interest rates remained relatively low. CMBS products were pivotal in distributing risk across a wide variety of investors. This tutorial will cover the mechanics and structures of CMBSs, the analysis of CMBS collateral, and the rating of CMBSs. As with the RMBS market, the CMBS market in the US developed much earlier, and has traditionally been the innovator of new products. In this tutorial, descriptions refer to the US CMBS market, unless otherwise stated. Prerequisite Knowledge Securitization - Mortgage-Backed Securities (MBS) Securitization - European Mortgage-Backed Securities Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Securitization - Credit Card ABS (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the mechanics of credit cards and credit card ABS - identify the importance of credit enhancement in credit card ABS - describe how credit card ABS performance is rated and analyzed Tutorial Overview Asset-backed securities (ABS) are bonds backed by a pool of financial assets that cannot easily be traded individually. Since 1987, when credit card asset-backed securities were first issued, the credit card ABS market has become the primary funding vehicle of unsecured loans to consumers within the credit card industry. The ABS market is a growing segment of the global capital markets. As of June 2005, nearly USD 1.85 trillion in ABS issues was outstanding - approximately 20% of this market is represented by securities backed by credit card receivables. This tutorial focuses on the functioning, importance, and performance evaluation of credit card ABS. Prerequisite Knowledge Prior to studying this tutorial, you should have a basic understanding of securitization and asset-backed securities.

Securitization - European Mortgage-Backed Securities (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - define the structure and mechanics of a European mortgage-backed security (MBS) - identify the criteria used to analyze and rate a European MBS - describe how the European MBS market evolved Tutorial Overview This tutorial focuses on European mortgage-backed securities (MBS). It is important to analyze MBS in Europe, as distinct from the United States, as there are important differences. The European MBS market originated in the UK in 1987, whereas the first MBS securitization in the US was way back in the 1960s. Despite significant progress in European integration, Europe still has different legal, political and economic country frameworks, whereas the MBS framework in the US is homogenous across all states. Prerequisite Knowledge Securitization - Mortgage-Backed Securities (MBS) Tutorial Level: Intermediate Tutorial Duration: 75 mins.

Securitization - Mortgage-Backed Securities (MBS) (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - identify the major features of mortgage-backed security markets in the United States and across the globe - explain the characteristics of mortgage collateral pools - describe how subsequent securities are differentially structured in order to balance investor appetite with collateral risk

Tutorial Overview This tutorial focuses on mortgage-backed securities, both in the United States and elsewhere on the globe. It examines the scale of the markets and the key characteristics as regards the underlying collateral and the construction of the subsequent securities. In particular, it highlights the areas of prepayment risk and the sequential repayment of different classes of mortgage-backed securities.

Prerequisite Knowledge Securitization - An Introduction

Tutorial Level: Intermediate

Tutorial Duration: 90 mins.

Structured Products - Major Types (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - describe the common elements utilized in structured products across different asset classes - outline the major structures used in specific asset classes

Tutorial Overview The first decade of this century saw an enormous expansion in the array of structured products available to investors. While common elements are utilized across asset classes, such as various forms of exotic option and structures referencing multiple assets, the fecundity of imagination shown by investment bankers and product investors is such that these various components can be rearranged into an almost infinite number of structures. This tutorial explores the most popular types of structured product and some of the structures that are specific to particular asset classes.

Prerequisite Knowledge Structured Products - An Introduction

Tutorial Level: Intermediate

Tutorial Duration: 60 mins.

Structured Products - Valuation & Risks (Intuition- On Demand ELearning)

Objectives On completion of this tutorial, you will be able to: - explain the issues involved in establishing both the values for structured products and in calculating the sensitivities of those values to changes over time - distinguish between 'theoretical' valuation and a trading price - outline the constant proportion portfolio insurance (CPPI) dynamic approach to structured product construction

Tutorial Overview This tutorial examines in more detail some of the key risks encountered by investors in structured products, and how the value of these products will vary as market parameters change. There is also an analysis of (constant proportion portfolio insurance (CPPI) and its use as an alternative to 'classical' principal-protected structures.

Prerequisite Knowledge Structured Products - Major Types

Tutorial Level: Advanced

Tutorial Duration: 75 mins.

201-Earnings Management

The Enforcement Division's Office of Chief Accountant presents a one-hour training session on earnings management. This training will cover common strategies used by management to deliberately manipulate a company's reported earnings, as well as investigative techniques to address such risks.

Bluesheets Training**Accounting for Derivative Financial Instruments & Hedging Activities****Research Paper Presentation - So That's Operational Risk****Bloomberg Law Training II****SEC Investigational Testimony****PCAOB Auditing Standards: Auditors Assessment of and Response to Risk****CSIP-201-Regional Office Investor Assistance Specialists Training****CSIP-301-Fair Value Accounting****CSIP-301-Loan Loss Reserve**

AD2- Accounting Technical Session

201-Lexis for Microsoft Office

Complex Offering Fraud & Ponzi Scheme

Leadership Fundamentals

LD 101 focuses on providing employees with a common understanding of the agency's leadership culture and values. The course introduces participants to the principles of effective leadership traits and behaviors while providing a foundation for further leadership development. Participants will examine their role in building the agency's corporate leadership culture, gain clarity on the role of employees at all levels in developing and practicing effective leadership skills, and have a unique opportunity to develop broader networks of colleagues across the agency.

Effective Team Leader

LD 201 focuses on strengthening the leadership skills of agency employees with responsibility for leading teams or working groups. The course provides an opportunity for participants to understand the dynamics of effective teams, to learn how to apply facilitation and leadership techniques to promote effective performance and how to reach desired goals through aligning vision, communicating effectively, managing change and resolving conflict.

Foundations of Supervisory Leadership Program: Leading Self

The Foundations of Supervisory Leadership and Management series is designed to help supervisors expand and develop their supervisory leadership and management skills. The course supports supervisors in developing the necessary skills to effectively manage people, proactively manage change, adapt leadership strategies to situational demands, promote high performance and motivate and develop employees.

Foundations of Supervisory Leadership Program: Leading People

The Foundations of Supervisory Leadership and Management series is designed to help supervisors expand and develop their supervisory leadership and management skills. The course supports supervisors in developing the necessary skills to effectively manage people, proactively manage change, adapt leadership strategies to situational demands, promote high performance and motivate and develop employees.

Foundations of Supervisory Leadership Program: Leading Results

The Foundations of Supervisory Leadership and Management series is designed to help supervisors expand and develop their supervisory leadership and management skills. The course supports supervisors in developing the necessary skills to effectively manage people, proactively manage change, adapt leadership strategies to situational demands, promote high performance and motivate and develop employees.

Leadership Essentials I

The Essentials of Leadership course provides tenured supervisors an opportunity to examine a wide range of best practices in leading effectively at an operational level. Participants will develop on the job case studies from which to apply best practice strategies and techniques.

Course topics will include: results-based leadership, managing and motivating performance, leading strategically, effective communication, leadership styles, managing change and transition.

Learning methodologies include lecture, case studies and individual 360 leadership assessment

Leadership Essentials II

The Essentials of Leadership course provides tenured supervisors an opportunity to examine a wide range of best practices in leading effectively at an operational level. Participants will develop on the job case studies from which to apply best practice strategies and techniques.

Course topics will include: results-based leadership, managing and motivating performance, leading strategically, effective communication, leadership styles, managing change and transition.

Learning methodologies include lecture, case studies and individual 360 leadership assessment

Executive Potential Program

The Executive Potential Program is a series of sessions held during a 12 month period designed to further develop the ability of SEC managers to build organizational effectiveness, lead change, and implement actions to transform the organization. The series is designed to explore critical leadership and strategic issues, provide exposure to

multiple perspectives on techniques for managing change and organizational transitions, and examine effective executive-level leadership skills. Selective site visits with benchmarking individuals and organizations will reinforce integration and on the job applications of effective leadership strategies.

Senior Officer Seminar

The Senior Officer Seminar is designed to expand the leadership skills and competencies of new Senior Officers and to assist them in the transition from a focus on the tactical skills of operational management to the strategic skills of enterprise-wide leadership. The Senior Officer Seminar includes small group discussion, interactive plenary sessions by private and public sector subject matter experts, case studies and simulations covering topics such as strategic thinking, enterprise-level vision, stakeholder relations, collaborative decision making, critical thinking, and proven strategies to execute effective organization-wide leadership. Participants will need to successfully complete a leadership in action project demonstrating mastery of core seminar components.

Leadership Momentum

Federal sector leaders are increasingly faced with competing expectations for leading effectively while managing unrelenting workloads, insufficient resources, significant change and a climate of uncertainty. These crisis conditions require sound leadership and management practices, resiliency and self-awareness yet most executives would be hard pressed to find time to invest in the development of leadership skills required of them. The Leadership Momentum Program provides a short-term immediate solution through a series of 2 to 4 hour seminars designed to provide pragmatic “snapshots” of effective leadership strategies, systems and assessments for executive leaders. These sessions are not meant as a substitute for in-depth leadership development activities but as an interim step to support leadership effectiveness in unique circumstances.

Series I - High Performance Leadership (Leadership is Strategic)

- High performance leaders focus on strategy.
- High performance leaders practice nimble use of resources.
- High performance leaders maintain feedback loops.
- High performance leaders create conditions where morale matters.
- High performance leaders understand the context in which they lead and actions they need to take.
- Results Based Leadership: Key Principles.
- Managing up: Building influence and communicating results.

Series II - Leading Performance (Leadership is Relational)

- Maxwell’s principles on leading people.
- Delegation strategies.
- Understand your feedback style and how to give and receive feedback.
- Motivating employees: the power of intrinsic motivators.
- Managing up: Building influence and communicating results

Series III - Leading Authentically (Leadership is Authentic)

- Emotional Intelligence in the workplace.
- Workplace Big 5 Assessment (requires 3-4 hours)
- 21 Habits you want to avoid
- Trust in the workplace

Series IV - Understanding your context (Leadership is Situational)

- Situational Leadership Assessment.
- Navigating Past Obstacles.
- Leading Transitions and Change.

Crucial Conversations (elective)

Carrying out crucial conversations when the stakes are high, opinions differ, and emotions run strong, is a critical life and leadership skill. How you behave and communicate during difficult conversations can dramatically improve your personal relationships, your career progress, and your team’s performance. Whether at home, social situations, or at the Commission, your ability to listen and facilitate crucial conversations will help you to achieve more satisfying outcomes in many of your communications. Participants are provided a set of tools to

promote agreement and strengthen interpersonal communication. Using instructor-led activities and course materials, you will examine and understand how to achieve spirited dialogue at all organizational levels to begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

ABCs of Effective Feedback (elective)

High performing organizations maintain effective feedback loops where important and critical information about performance, organizational goals and workplace climate are shared freely and routinely. Leaders at all levels (managerial and non-managerial) need to be well-versed in strategies for sharing information and giving and receiving feedback. This course will focus on the interpersonal communication skills essential to promoting effective feedback within critical relationships (peer to peer, managing up). Participants will develop feedback techniques to assist with problem solving, resolving conflict, reaching agreement, and promoting collaboration within workplace relationships.

Building & Sustaining High Performing Teams (elective)

Building and Sustaining High Performing Teams focuses on enhancing the skills of SEC employees in understanding the characteristics of effective teams and developing skills to contribute to team performance and effectiveness. The program provides an opportunity for participants to understand the characteristics of effective teams, and to learn how to apply effective team building skills in their roles as team members and team leaders.

Team Facilitation Skills (elective)

This two-day workshop provides participants with the foundational skills and tools for facilitating teams and managing outcomes. Participants will learn effective meeting facilitator techniques, how to establish and build rapport with their co-workers, and practice the art of listening for understanding through real meeting scenarios. Individuals will learn ways to work through group conflict while working on job related issues. Participants will then practice and apply facilitation tools for reaching agreement in complex settings – helping them gain confidence in their role as a team facilitator.

Coaching Tools (elective)

This two-day course provides participants with practical skills and tools to more effectively facilitate communication with employees through the use of Coaching Tools. This interactive course provides techniques to improve conversations and collaboration with peers and employees through utilization of tools and strategies for facilitating coaching opportunities, communicating effectively, and promoting effective workplace relationships. The instructors, both certified executive coaches, each bring a unique perspective and experience to the classroom.

Fundamentals of Human Resource Management

Course Description: Federal managers spend significant time addressing human capital issues such as recruiting, hiring, performance management, employee relations issues, employee development and labor relations. LD 307 provides an introductory overview for new or tenured supervisors on the role SEC supervisors serve in managing human resources, hotspots where supervisors often experience difficulties in their new roles and resources available through SEC/OHR. Participants will have an opportunity to examine case studies illustrating common problem areas, strategies and solutions. As part of the planned leadership development curriculum, LD 307 supports other on-going OHR/SME seminars, courses and just-in-time training.

Fundamentals of Human Resource Management (Distance Learning Format)

Federal managers spend significant time addressing human capital issues such as recruiting, hiring, performance management, employee relations issues, employee development and labor relations. LD 307's distance learning format presents new and tenured SEC supervisors with a foundational, on-line overview of federal sector human resources principles, the "people management process" and its terminology. This distance learning course provides introductory human resources management information and context for LD 307 classroom instruction. As part of the planned leadership development curriculum, LD 307 supports other on-going OHR/SME seminars, courses and just-in-time training.

Emotional Intelligence (elective)

This elective provides an introduction to the five general elements of emotional intelligence in the workplace. Participants will use a variety of tools to build or enhance their emotional intelligence skill sets.

Contracting Officers Representative (COR) - Basic

In partnership with the Office of Acquisitions, SEC University is pleased to announce the opportunity to attend an onsite COR Basics class (3-days) for those pursuing the Federal Acquisition Certification for CORs (FAC-COR) at Level II, the certification needed to be a COR on a contract of moderate to high complexity. This class is for new entrants to the FAC-COR program. This is not a recertification class for those who already have the FAC-COR. For complete information on the FAC-COR Level II certification, please review the document FAC-COR Application Instructions, Level II on the INSIDER. This course fulfills 24 of the required 40 hours to obtain the certification. Additional requirements include: A three-hour Pulling it All Together Workshop, offered from 1:00-4:00 p.m. on Tuesday, June 12 (watch for and register for the separate announcement); Fourteen hours of on-line training taken independently before or after the COR class, and upon certification, one year experience managing low-risk contracts as a FAC-COR Level I. After one year of experience, the COR would apply for the FAC-COR Level II without any additional requirements. Participants will receive resources for reference and self-study; some evening homework assignments should be expected.

Learning Objectives: At the end of this course, participants will be able to: Identify their responsibilities in the acquisition process and applicable policies/requirements. Address key elements of acquisition planning including market research, promoting full and open competition and small business goals, and effective source selection procedures. Prepare a procurement request including performance-based work statement, source selection criteria, and technical proposal instructions. Observe solicitation constraints including communication with prospective offerors, disclosure of information, and confidentiality. Understand their input to the source selection process including the technical evaluation plan, evaluating proposals and reaching an agreement, cost realism and best value analysis, and source selection. Plan for quality and schedule assurance, select the appropriate remedy for nonconforming or delinquent performance, and prepare contractor performance evaluation reports. Support timely execution of contract modifications and avoid unauthorized changes. Provide timely technical direction within the scope of the contract requirements. Review payment requests and provide timely feedback. Know and appreciate standards of procurement ethics including areas of prescribed conduct under the Procurement Integrity Act and criminal conflict of interest statutes.

COR - Pulling it All Together Workshop

This workshop is part of the curriculum for employees pursuing the Federal Acquisition Certification for CORs (FAC-COR) at Level II, the certification needed to be a COR on a contract of moderate to high complexity. Employees pursuing FAC-COR Level I may also attend. This workshop is for new entrants and is not meant to be a recertification class for those who already have the FAC-COR. For complete information on the FAC-COR Level II certification, please review the document FAC-COR Application Instructions Level II on the INSIDER.

Learning Objectives: - An introduction to the automated procurement and financial systems that CORs use; - Information on the FAC-COR program including recertification requirements and tracking tools; - A panel discussion with a variety of employees including CORs, contracting officers, and Office of Acquisitions staff on issues of importance to CORs. This course fulfills three of the required 40 hours required to obtain the certification. Additional requirements include: - A 24-hour COR Basics class offered through SEC University; - Thirteen hours of on-line training taken independently before or after the COR class, and - Upon certification, one year experience managing low-risk contracts as a FAC-COR Level I. After one year of experience, the COR would apply for the FAC-COR Level II without any additional requirements.

Pre-retirement Planning Workshop (CSRS/FERS)

This workshop provides individuals who are within 5-years eligibility of retirement important information as a part of their end-of-career planning process. The workshop is structured to provide guidance specific to the Civil Service Retirement System (CSRS and CSRS Off-Set) and Federal Employees Retirement System (FERS). The major topics to be addressed include: eligibility, computation of benefits, survivor benefits, federal insurances, taxes, Social Security (retirement and Medicare), Thrift Savings Plan (investing, managing investments, withdrawal choices), financial planning (emphasizing IRAs, budgeting after retirement, enhancing the employees financial knowledge), estate planning (wills, trusts, powers of attorney, holding title, beneficiary designation, working after retirement, and retirement living). The morning of the first day of class will be for CSRS and CSRS off-set employees only and will cover the CSRS retirement system, survivor benefits, federal insurances and Social Security/Medicare. The afternoon of the first day of class will be for FERS employees only and will cover the FERS retirement system, survivor benefits, federal insurances and Social Security/Medicare. The second day of class will be for both CSRS and FERS employees and will cover the TSP, financial planning, estate planning, working after retirement and retirement living.

On-Line Telework Training for Employees

The Telework Enhancement Act of 2010 requires that all employees are provided telework training. Employees must complete and certify that they have completed the training. Employees who have active telework agreements in place will be required to recertify every two years. A recertification email notification will be automatically sent to you at that time. If you have any questions concerning the SEC Telework Program, please contact Helena Inman, OHR, at 202-551-4025 or inmanh@sec.gov.

On-Line Telework Training for Managers

The Telework Enhancement Act of 2010 requires that all managers and employees are provided telework training. Managers must complete and certify that they have completed the training. Also, managers who have active telework agreements in place will be required to recertify every two years. A recertification email notification will be automatically sent to you at that time. If you have any questions concerning the SEC Telework Program, please contact Helena Inman, OHR, at 202-551-4025 or inmanh@sec.gov.

Ethics 450 Filer Training Instructor Led

This OGE 450 Training is an instructor-led course which accomplishes the annual ethics training requirement for OGE Form 450 filers who must receive in-person training in calendar year 2012. Training will cover government-wide conflicts of interest laws and ethics regulations, and the SECs ethics regulations.

TFER: The Tuesday Forum for Employee Relations (TFER) TFER Tuesdays (Series)

The Office of Human Resources introduces a new learning series for managers, The Tuesday Forum for Employee Relations (TFER) TFER Tuesdays. The Office of Human Resources has designed a new approach for managers to increase their strength, leadership and operational efficiencies in dealing with employment related matters. Research tells us that many managers in the US spend as much as 75% of their--your--time on employment matters. Our goal is to present an ongoing series of informative discussions to assist you in meeting this demanding area of your work. OHR leaders in Employee and Labor Relations will bring members of the SEC Management Community cutting edge learning opportunities to advance their understanding and skills in the area of employee relations. Topics to be discussed: telework; performance management; CBA updates and strategies; leave; disability accommodation; religious accommodation; probation; awards and recognition; preventing harassment; alternative works scheduling; diversity and inclusion; family friendly leave; team cohesion; QuickTime; unscheduled leave; leave without pay; managers liability insurance, and much more.

Sessions will be offered to managers in relatively short time frames, e.g., 30-40 minutes, to accommodate participants demanding schedules. Content will be agile to bring up-to-the-minute briefings and strategic recommendations to assist the SEC manager community in finding efficient, meaningful solutions to a full array of issues. Content will be dynamic and designed in response to input from managers both before and between session offerings.

Discussion objectives for these sessions include: 1. Increasing content knowledge of employment compliance based rules and practices; 2. Increasing manager leadership strengths; 3. Increasing repertoire and confidence in how to diagnose employment issues; 4. Strengthening practice consistencies across the enterprise for employment matters; and 5. Strengthening relationships and networking with participant managers from among the divisions and regions.

Ethics, Contracting and Procurement Integrity

This computer module provides participants with some basic rules of ethical conduct needed to know and abide by as Federal employees, especially if working in the contracting and procurement areas.

FSSP Accounts Receivable - Regional Offices

(1) Describe what items fall into the category of Accounts Receivable (2) Describe the process for customers, receipts and transactions (3) Find customers, receipts and transactions using the Delphi AR Inquiry responsibility (4) Run web and production reports for information on customers, receipts and transactions

ARRT/Performance Requirements Workshop

Two days of onsite training with two senior subject matter experts in Performance Based Services and ARRT. The participants will be able to develop an in-depth understanding of the 7-step process of PBA; build the skeletal structure of a PWS and QASP; use the ARRT PWS tool to build future requirements; and welcome customers into the ARRT Community of Practice for future use.

FSSP Account Payable (AP)

Training Includes both AP Workflow and AP/PO Inquiry: The course will teach the user the (1) Standard purchase order flow (2) Structure of a purchase order in Delphi (3) Purchase order information (4) Requisition information--workflow and approval (5) How to retrieve and interpret Purchase Order status and Purchase Order information web reports (6) How to document transaction flow (7) Invoice and corresponding information--workflow and approval (8) Find treasury payment information and supplier information (9) Query related Delphi web reports

FSSP Accounts Receivable - PART 1

(1) Describe what items fall into the category of Accounts Receivable (2) Describe the process for customers, receipts and transactions (3) Find customers, receipts and transactions using the Delphi AR Inquiry responsibility (4) Run web and production reports for information on customers, receipts and transactions.

FSSP Accounts Receivable - PART 2

(1) Describe what items fall into the category of Accounts Receivable (2) Describe the process for customers, receipts and transactions (3) Find customers, receipts and transactions using the Delphi AR Inquiry responsibility (4) Run web and production reports for information on customers, receipts and transactions.

FSSP Budget Execution

The Budget Execution training curriculum is designed to provide knowledge of the Budget Execution Module in the ESC Delphi Oracle Federal Financial Applications. You will learn through inquiry rights how to retrieve financial information for a particular program. Learning Objectives: (1) Define and identify budget execution module concepts and terms (2) Review budget execution module setup and concepts (3) Enter appropriation, apportionment & allotments transactions (4) How to analyze fund status reports.

FSSP Discoverer

The Discoverer course will provide users knowledge and experience with the ad-hoc reporting tool for the ESC Delphi Oracle Federal Financial Applications. The objectives are for the user to learn: (1) Discoverer terminology (2) How to access Discoverer (3) How to open an existing workbook (4) How to create a new workbook (5) How to customize user preferences (6) How to save a workbook to the database (7) How to edit a worksheet (8) How to create a cross-tab layout workbook (9) How to create parameters for a workbook or worksheet (10) How to create a Graph and (11) How to export, share and delete workbooks.

FSSP Fixed Assets

The curriculum is designed to provide users with knowledge of and experience with the Accounts Payable, Delphi PO, and Delphi Payables process flow. Users will learn the Fixed Asset Workflow, how to query Financial Data on Assets (i.e. Adding, Adjusting, Transferring Assets) and how to access the asset retirements and depreciation reports.

FSSP General Ledger

The curriculum is designed to provide users with knowledge of the Delphi Accounting Code, fund setup and cross validation rules. Users will view Delphi Financial Statement Solution (FSS) to include a sample statement, tie points, levels of detail, trial balance and FACTS I/FACTS II data. Users will also learn budgetary to proprietary (B2P) analysis, and the Journal Vouchers processes.

FSSP PRISM Buyer

Basic Navigation through new 7.1 upgrade of ESC PRISM. The training will also provide the user knowledge on how to create, route, and approve an award that will interface directly with the Delphi Financial System (1) Basic navigation of ESC PRISM (2) Changing password/ updating user profile (3) Querying documents and attaching a file to an award (4) Awarding requisition (5) Route an award for approval (6) Reviewing/ approving award (7) Awarding requisition for modification (8) Awarding requisition for Inter Agency Agreements (9) Creating a modification to an award (10) Creating initial BPA.

FSSP PRISM Inquiry

This course will teach the user basic navigation of ESC PRISM, how to change passwords, update user profiles, querying documents and how to attach a file to an award.

FSSP PRISM Requisitioner

The user will learn Basic Navigation through new 7.1 upgrade of ESC PRISM. The training will also provide the user knowledge on how to create, route, and approve a requisition that will interface directly with the Delphi Financial System. The learning objectives for the course are: (1) Basic navigation of ESC PRISM (2) Changing password/ updating user profile (3) Querying documents and attaching a file to an award (4) Create a new requisition (5) Route a requisition for approval (6) Assigning requisition to buyer (7) Reviewing/ approving requisition (8) How to correct disapproved requisition (9) Amending approved requisition (10) Cancelling requisition not awarded, routed, or closed (11) Creating a requisition for modification (12) Reviewing/ approving requisition for modification.

COTR Monthly Webinar

COTR Monthly Webinar offered in-person at HQ and virtually via MeetingPlace to the Regions. Content varies from month to month depending on the topic.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) TRAINING

The USERRA training includes two components: a document to review regarding USERRA and a small quiz on some USERRA aspects. Please complete both components to complete this training. USERRA training is required for hiring managers. The Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389, October 10, 2008, contains a key provision requiring all Federal agencies to provide Uniformed Services Employment and Reemployment Rights Act (USERRA) training. The USERRA training is to be provided any personnel of the agency who are authorized to recommend, take, or approve any personnel action that is subject to the requirements of this chapter with respect to employees of the agency. [\[2\]](#)

Windows 7 and Office 2010 What's New Hands-On Lab

Learn what is new and great in this open lab environment. Complete hands-on exercises on as many Microsoft applications as you desire. No pre-registration required, just stop by whenever you like; an IT Trainer will be standing by to answer your questions or assist you with an exercise.

Windows 7 - Up and Running: What's new, what works, what's better

This course provides participants with an introduction to the Windows 7 environment with a focus on new functionality. Course topics include: Start menu; Start menu search; Themes; Gadgets; Task Bar; Windows Explorer: digital bread crumbs, favorites, search, preview pane, libraries; Toolbars and menus.

Introduction to Windows 7

This course is designed for any employee who needs knowledge in operating systems and file management skills. Students will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

Windows 7/Introduction to Office 2010

Course topics include: Exploring the New Features on the Windows 7 Desktop, Working with Enhanced File and Folder Management, Working with the New and Enhanced Programs in Windows 7, Getting Started with Microsoft Office 2010, Modifying Documents Using Microsoft Office Word 2010, Working with Spreadsheets Using Microsoft Office Excel 2010, Creating Dynamic Presentations Using Microsoft PowerPoint 2010, Managing Tasks with Microsoft Office Outlook 2010, Sharing Microsoft Office 2010 Files.

Office 2010 - Up and Running: Introduction to the Office 2010 environment to include what's new.

Course Topics: Word 2010 and Outlook 2010 Fluent User Interface; Customizing the Environment; Contextual Tabs; Backstage View; Email automation: Quick Steps, Conversations; Working with Tables and Quick Tables; New Picture Tools; Managing Mail, Contacts, and Calendars.

Introduction to Word 2010

This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Intermediate Word 2010

Topics include: styles, formatting tables, printing labels and envelopes, templates and building blocks, and web features.

Word 2007 Intermediate: Customizing Formatting with Styles and Themes and Creating/Using Templates

This course was designed for persons who can create and modify standard business documents in Microsoft Word 2007, and who need to learn how to use Microsoft Word 2007 to create or modify complex business documents as well as customized Word efficiency tools. Upon successful completion of this course, students will be able to customize formatting with styles and themes and use templates to automate document creation. Course Topics: Create or Modify a Text Style; Create a Custom List or Table Style; Apply Default and Customized Document Themes; Using Templates to Automate Document Creation; Create a Document Based on a Template; Create a Template.

Advanced Word 2010

Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Word 2007 Advanced Topics: Creating TOCs, TOAs, Footnotes and Endnotes and Collaborating on Documents

This course is designed for persons who want to gain skills necessary to manage long documents and collaborate with others. Upon successful completion of this course, students will be able to collaborate on documents, add footnotes and endnotes, and make long documents easier to use with the addition of Table of Contents and Table of Authorities. This course is designed for users who have a solid knowledge of Microsoft Word 2007. In order to successfully complete this course, we recommend that you first take SEC's Introduction/Intermediate Word 2007 course and be familiar with using styles. Course Topics: Modify User Information; Send a Document for Review; Review a Document; Compare Document Changes; Merge Document Changes; Review Track Changes and Comments; Adding Reference Marks and Notes; Insert Footnotes and Endnotes; Making Long Documents Easier to Use; Insert Table of Authorities; Insert Table of Contents.

Introduction to Excel 2007 (Full Day)

In this course, students create and edit basic Microsoft Office Excel 2007 worksheets and workbooks. Students will become familiar with the following topics: Creating a Basic Worksheet; Performing Calculations; Modifying a Worksheet; Printing Workbook Contents; Managing Large Workbooks.

Intermediate Excel 2010

Topics include: Using multiple worksheets and workbooks, Advanced formatting, Outlining and subtotals, Web and Internet features, Advanced charting, and Templates and settings.

Excel 2007 Intermediate: Analyzing Data, Collaborating with Others and Working with Multiple Workbooks

In this course, students will learn how to apply advanced analysis techniques to more complex data sets, work with multiple workbooks, and collaborate on worksheets with others. Course Topics: Protect Files; Share a Workbook; Set Revision Tracking; Review Tracked Revisions; Merge Workbooks; Administer Digital Signatures; Restrict Document Access; Analyzing Data; Create a Trendline; Create Scenarios; Perform What-If Analysis; Perform Statistical Analysis with the Analysis ToolPak; Working with Multiple Workbooks; Create a Workspace; Consolidate Data; Link Cells in Different Workbooks; Edit Links.

Excel 2007 Intermediate: Working with Tables, Formulas and PivotTables

In this course, students use Excel 2007 to streamline and enhance spreadsheets with tables and formulas. Upon successful completion of this course, students will be able to calculate with advanced formulas, organize worksheet and table data using various techniques, and analyze data using PivotTables and PivotCharts. Course Topics: Calculating Data with Advanced Formulas, Organizing Worksheet and Table Data, Analyzing Data Using PivotTables and PivotCharts.

Advanced Excel 2010

Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.

Introduction to PowerPoint 2010

After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.

Intermediate PowerPoint 2010

Students will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, students will integrate PowerPoint with Word and Excel.

Introduction to Access 2010

After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

Intermediate Access 2010

Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and sub-data sheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

Advanced Access 2010

Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

Introduction to Project 2010

Course Topics include: Getting Started, Working with Tasks, Scheduling tasks, Managing resources, Working with views and tables, Filtering, grouping, and sorting, Finalizing the task plan, Tracking project work, Analyzing and adjusting the plan, Formatting and reporting, Customizing the project environment, Managing multiple projects, Project communications, and Exchanging project data.

Blackberry Tips

Participants will learn everything that they need to know to productively use their Blackberry. Topics include: the Blackberry usage policy; the parts of the Blackberry; how to enable international use; how to turn their Blackberry on/off and unlock their Blackberry; how to use the basic functions of the device - selecting an icon and exiting a screen; when and how to turn on/off the radio/wireless; how to read, reply, forward, and spell check e-mail; how to find their PIN number and how to send a PIN to PIN message.

Telework Tools

Participants will learn about the tools that the SEC uses to facilitate telework. Topics include: What Outlook Web Access is (OWA); Logging In And Out; What Is Citrix/ The Secret Portal?; The Differences Between The Secret & SoSecret Portals; Secret Portal Requirements; Location Of Citrix Portal Documentation; First-time Access And Subsequent Access.

Introduction to InfoPath 2010

You will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms.

Microsoft Internet Explorer 8

This instructor-led, demonstration course teaches students the basic skills needed to use the new features of Microsoft Internet Explorer 8. Course Topics: The Favorites Bar, Activating the Address History Drop-Down, Using Tabs, Suggested Search, Accelerators, Web Slices, RSS Feeds, Zoom In/Zoom Out.

Introduction to OneNote 2010

You will create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010. After completing this course the student should be able to: Explore the Microsoft OneNote 2010 interface and create a simple notebook, Create notes using Microsoft OneNote 2010, Organize content and search for information in a Microsoft OneNote 2010 notebook, Integrate OneNote 2010 with other applications, Use OneNote 2010 to share notes with other people.

Introduction to Publisher 2010

Students will learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

Introduction to Visio 2010

Students will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, students will create network and brainstorming diagrams, set shape properties, and create reports.

Adobe Acrobat 9 Basics

Topics include: What Adobe Acrobat 9 is. What is new in Adobe Acrobat 9. Learn how to identify the parts of the Acrobat interface, including the menus and the tool bars, use the Find Feature, create PDF files, work with PDF files, use the Acrobat 9 tools, use the editing tools, convert a .PDF file to a Word Document, use the Windows Tools, and make Acrobat files accessible to users with visual disabilities.

ITIL v3 Foundation Certification

Course Topics include: Prepare for and take the ITIL Foundation Certification Exam, Identify opportunities to develop IT processes using ITIL, Interact with IT teams using ITIL terminology and concepts, Explore the components of service management processes, Recognize the importance of IT and business integration, Explain the benefits of continual service improvement to the organization.

Introduction to Pointsec Device Protector

Course Description: This instructor-led, demonstration course is designed to teach participants how the Pointsec Device Protector encryption software works at the SEC. The course provides instruction and a general understanding of the different encryption policies and how to encrypt removable media devices. Prerequisites: This course is designed for personnel that need to use removable media with SEC computers. Students should have basic computer skills and feel comfortable using the Windows XP operating system. Course Topics: What does Device Protector do? What are the differences between the Device Protector policies? When do you need to use a password. What happens when you connect or insert a USB flash/hard drive, CD, DVD, or other removable media for the first time? How to access files on an encrypted removable drive or media on a computer with and without Device Protector. What to do if you forget your password.

Essentials of Captivate - Creating Self-Paced Training with Adobe Captivate

This course will provide students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations with Adobe Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects. Course Prerequisites: This course is for beginning and intermediate Captivate users who want to create software demonstrations and interactive simulations. Students must have a licensed copy, or access to a licensed copy, of Captivate or already have a request into OIT for a licensed copy. Course Objectives: Create interactive demonstrations and simulations, Easily modify and enhance presentations, Add animations and Flash video to a presentation.

Crafting High Quality Requirements

Crafting High-Quality Requirements will help participants develop a proactive environment for requirements gathering and analysis. This course explains ways to identify, document, analyze, and track requirements. It also illustrates the importance of allocating and tracing requirements, and discusses validation, and verification. Methods for developing tools and techniques used throughout the requirements process will be presented. Best practice templates and documents to reduce requirements induced defects will be created.

Using Outlook 2007 to Reserve Conference Rooms

Course Description: This instructor-led, hands-on course teaches students how to book conference rooms using the Outlook calendar. Prerequisites: In order to successfully complete this course, we recommend that you have a working knowledge of Outlook. Topics include: Finding the conference rooms in the GAL, Locating conference room size and resource information, How to reserve an OAS-managed conference or training room, How to check to see if a room is available, Sending a meeting invitation to attendees, How to revise or delete a reservation.

Introduction to Live Meeting 2007

Course Description: This instructor-led, hands-on course teaches participants how to create web conferences using Live Meeting. The course provides instruction in using the Live Meeting tools to hold successful webinars, presentations, or collaborative events. Prerequisites: In order to successfully complete this course, we recommend that you are comfortable in creating invitations in Outlook calendar. Course Topics: Create a Live Meeting Account, Schedule a meeting, Join a meeting from an e-mail invitation as a presenter or attendee, Share documents, applications, or your desktop, Share the White Board, Share a website, How to Configure your Meeting Options, How to Preload Meeting Materials, How to Ask and Answer Questions, How to Switch to Full Screen Mode, How to Request Control/Relinquish Control/Regain Control of a Meeting Session, End your session.

Introduction to MeetingPlace

Course Description: This instructor-led, hands-on course teaches participants how to create audio and web conferences using MeetingPlace. The course provides instruction in using the MeetingPlace tools to hold successful webinars, presentations, or collaborative events. Prerequisites: In order to successfully complete this course, we recommend that you have a MeetingPlace account and the Outlook plug-in installed on your desktop. Course Topics: What you can do with MeetingPlace, The various meeting types and permissions, How to create a MeetingPlace event, How to join a MeetingPlace event as a participant and a moderator, How to join a MeetingPlace event using audio only, How to share an application, the whiteboard, or your desktop, How to upload documents to MeetingPlace events, How to use the chat and polling tools, How to record a meeting, How to promote participants to other roles, How to mute and un-mute participant phones.

Overview of the Features and Benefits of SharePoint 2010

SharePoint provides users with a variety of browser based tools that significantly reduce workflow issues, increase productivity, provide auditing and reporting tools, increase collaboration, and allows for users to manage their own data with ease. This 60 minute presentation will introduce participants to the benefits of using SharePoint and discuss some of the new capabilities available in SharePoint 2010. Offered in-person at HQ and virtually via MeetingPlace. No pre-registration required.

Beyond the Essentials of Captivate - Creating Self-Paced Training with Adobe Captivate

This course will provide students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations with Adobe Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects. Course Prerequisites: This course is for beginning and intermediate Captivate users who want to create software demonstrations and interactive simulations. Students must have a licensed copy, or access to a licensed copy, of Captivate or already have a request into OIT for a licensed copy. Course Objectives: Import a PowerPoint Presentation, Use buttons to create a branch, Create Master Slides and Templates, Add accessibility features.

Introduction to Accellion

Course Description: This instructor-led, demonstration course teaches participants how to use the major features of the Accellion application, a secure file transfer tool that enables participants to send and receive encrypted information to/from SEC staff members to registrants and entities using a special electronic mailbox.

Prerequisites: Participants should have an Accellion account or be approved to receive one. Course Topics: What is Accellion?, How to obtain an account, How to login to the Accellion, How to invite a non-SEC User to Register, How to Send and Receive Files, How to add attachments to a file, How to handle large files, How to use the file manager - Cabinet, Inbox and Send History.