

Hellenic American Union and H&F Analysis announces  
new preparation courses for the:

## Certificate in Investment Management (Approved by FSA)

*The Certificate covers the following functions:*

- Managing investments
- Advising on and/or dealing in securities and derivatives
- Managing investments in relation to venture capital investments
- Advising on investments in the course of corporate finance business
- Overseeing administration functions in relation to managing investments
- Undertaking activities as a broker fund adviser

Training Provider:

H&F Analysis



Presented in association with the  
Hellenic American Union



ACCREDITED TRAINING PROVIDER

Venue: Hellenic American Union, Athens

Dates: Oct 11 – Nov 24, 2005 Module 1 – Investment Management  
Dec 13, 2005 – Jan 19, 2006 Module 2 - Regulation

## Certificate in Investment Management - *CertIM*

This is a complete and relevant qualification specifically designed by practitioners to support Investment Managers and analysts in developing the necessary technical foundation to achieve competence. CertIM is a level 3 certificate approved by the FSA (Financial Services Authority), widely recognized and respected as a leading qualification, meeting the highest quality standards.

### Who should attend:

- Investment directors, managers and analysts
- Senior Corporate Management
- Finance directors, financial officers
- Bank employees, brokers, traders
- Professionals engaging in fund management, corporate finance, venture capital, asset management, financial planning
- Financial consultants
- Business school graduates

### How the Certificate benefits you:

- Candidates acquire a certificate recognized by world's leading financial organizations
- CertIM is approved by FSA, the regulator of Europe's largest financial centre (UK)
- CertIM Carries Securities & Investment Institute (SII) prestigious name
- Practical and analytical with an international perspective
- Candidates expand their skills in all related industry sectors
- Candidates gain recognition and acceptance as career professionals
- CertIM is the most complete certificate in investment management offered in Greece

### How the Certificate benefits your organization:

- Expands company's Know-How and demonstrates commitment in investing on human capital
- Certified executives provide a competitive edge against competition and show to clients the importance the organization places on investment management
- Recognized from all major financial institutions worldwide
- Facilitates international business
- Enhances organization's potential for new business development

*"Certificate in Investment Management thoroughly covers all tools necessary for operating in an international investment setting. It is a complete and up-to-date qualification, appropriate for investment professionals"*

*Michail Karamanof*

*Managing Director – Karamanof Securities*

### Requirements:

- No entry requirements
- Candidates are required to pass both modules (Module 1 - Investment Management and Module 2 – Regulation) in order to acquire the SII Level 3 Certificate in Investments (Investment Management)

However separate certificates are issued when passing one of the separate modules.

Candidates are expected to have some professional or academic exposure to business or investment related matters.

### About Securities & Investment Institute (SII):

Established in February 1992 with the endorsement of the FSA (formerly the Securities & Investment Board), the Bank of England, the London Stock Exchange and the London International Financial Futures and Options Exchange (LIFFE), Securities & Investment Institute is the largest and most widely respected professional body, representing over 17,000 members and affiliates working in the UK securities and investment industry.

Through membership SII offers practitioners professional recognition and the confidence of employers, peers and clients that they have attained the highest possible standard within their industry sector.

#### Some of the major firms using it:

- Bank of America
- Gartmore Investment Management
- Brewin Dolphin
- Goldman Sachs
- Brown Shipley & Co
- JP Morgan
- Liberty Ermitage UK
- Close Wealth Management
- Royal Bank of Scotland
- Credit Suisse Asset Management
- Deutsche Bank
- UBS Global Asset Management

### The Training Provider:

**H&F Analysis** through continuous training development and cooperation with Securities & Investment Institute has acquired the SII's Accredited Training Provider status in Greece.

H&F Analysis' instructors are trained and approved from Securities & Investment Institute. They are chosen to be highly qualified, market oriented practitioners with hands-on experience, well acquainted with SII's culture and methods.

Only SII's approved instructors present preparation courses for the Certificate in Investment Management and use strictly SII's copyrighted training material.

H&F Analysis follows interactive teaching methods with the support of high-tech infrastructure and has so far achieved well above average passing rates for attending candidates.

### How to have this program conducted on-site at your location:

On-site training for own company employees can be offered according to present schedule or we can tailor a more intense and compressed training course (minimum 5-day crash course) to meet your company's requirements in less time.

**Call for details:** Hellenic American Union, tel: 210 3680907

# SII's Certificate in Investment Management Preparation Course

SII is the UK's largest and most widely respected professional body in the securities & investment industry. The Certificate in Investment Management is the most complete professional certification offered in Greece. Attending the preparation courses designed by SII's approved professionals, candidates maximize chances to pass the rigorous exam and gain this supreme professional distinction.

The modular teaching and examination approach enables candidates to concentrate separately on regulation and technical material, and expand their skills, strengthen weaknesses and thus increase their success potential.

**Module 1, Investment Management**, covers 57 hrs of training, which will help you:

- manage portfolios effectively, dealing with securities, derivatives and investments
- manage venture capital investments
- understand corporate finance
- explore the accounting, legal and regulatory foundations of the securities market and investment activities
- learn to exploit current market developments

**Module 2, Regulation**, is presented in 29 hrs and ensures candidates have a basic knowledge of the regulation and legislation underpinning the international financial markets and the conduct of investment business in Europe's largest Financial Center.

## Methodology

The combination of carefully prepared workbooks by industry professionals and the large data base of practice questions and mock exams in a stimulating learning environment, results in an across-the-board well above average pass-rate.

## Membership

Acquiring an SII certificate you gain eligibility to become an SII member and have the Institute's support to remain informed and competent throughout your career.

Becoming an SII member entitles you to:

- Attend free Continuous Professional Development (CPD) events and have access to online archives.
- Use designatory letters.
- Receive for free website updates on latest news and the bi-monthly magazine "Securities & Investment Review."
- Network with fellow professionals through social events and access to the Member's Directory.
- Free telephone legal advice via Law Express.
- Receive discounts on hotel rates, tickets and a diverse range of retail products and services.

For more information check [www.sii.org.uk](http://www.sii.org.uk) or e-mail: [memberservices@sii.org.uk](mailto:memberservices@sii.org.uk), or [info@hfanalysis.gr](mailto:info@hfanalysis.gr)

# Agenda Certificate in Investment Management - Syllabus

## Module 1 Investment Management

Chapter 1 - Economics  
- Microeconomic Theory  
- Macroeconomic Analysis

Chapter 2 - Financial Mathematics & Statistics  
- Financial Mathematics  
- Statistics

Chapter 3 - Regulation  
- Trustee Act 2000  
- Corporate Governance  
- The Companies Act 1985/89  
- Mergers and Acquisitions

Chapter 4 - Asset Classes  
- Equities  
- Fixed Interest  
- Cash  
- Derivatives  
- Property

Chapter 5 - Financial Markets  
- Stock Exchanges  
- Dealing and Settlement  
- International Markets  
- Foreign Exchange

Chapter 6 - Accounting  
- Basic Principles  
- Balance Sheet  
- Profit and Loss Account  
- Cash-flow Statement  
- Consolidated Company Reports  
- Accounting Developments

**Exam:**  
100 multiple choice questions  
Duration: 2 hrs

Chapter 7 - Investment Analysis  
- Fundamental and Technical  
- Ratio Analysis  
- Yields and Ratios  
- Valuation

Chapter 8 - Taxation and Trusts  
- Corporation Tax  
- Personal Taxes  
- Overseas Taxation  
- Trusts

Chapter 9 - Portfolio Management  
- Risk and Return  
- Role of the Portfolio Manager  
- Fund Characteristics

Chapter 10 - Performance Measurement  
- Performance Benchmarks  
- Performance Attribution  
- Performance Measurement

Chapter 11 - Industry Roles  
- Role of the Actuarial Consultant  
- Role of the Financial Adviser  
- Role of Credit Rating Agencies  
- Role of the Custodian and Administrators  
- Role of Trade Bodies

**Course Dates & hrs**  
Oct. 11 – Nov. 24, 2005  
18.00-21.00 Tue & Thu  
9.00-14.00 Every 2nd **Saturday**

## Module 2 - Regulation

Chapter 1 - Regulatory Environment

Chapter 2 - Financial Services and Markets Act 2000

Chapter 3 - Associated Legislation and Regulation

**Exam:**  
50 multiple choice questions  
Duration: 1 hr

Chapter 4 - European Union Legislation

Chapter 5 - FSA Handbook

Chapter 6 - FSA Conduct of Business Sourcebook

Chapter 7 - Complaints and Redress

**Course Dates & hrs**  
Dec. 13, 2005 – Jan. 19, 2006  
18.00-21.00 Tue & Thu  
9.00-14.00 Every 2nd Saturday

*"CertIM is an excellent choice for people involved in the investment industry. The quality of education, the positive influences and experiences I received, provided me with a solid foundation to build my future career goals on. The instructors have a dedication and professional spirit that goes above and beyond expectations and that makes the course even more valuable."*

Antigoni Lympelopoulou  
Investment Manager – New Economy Development Fund SA.



## SII's Certificate in Investment Management

**I wish to register for the SII's Level 3 Certificate in Investment Management Preparation Courses:**

<input type="checkbox"/> Module I - Investment Management Dates: October 11 – November 24, 2005	57 hrs	Course Fee: €1650
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<input type="checkbox"/> Module II - Regulation Dates: December 13, 2005 – January 19, 2006	29 hrs	Course Fee: €550
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<b>SAVE MONEY</b> <input type="checkbox"/> Module I & II (Investment Management & Regulation)	86 hrs	Course Fee: €1950
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<b>Exam Fees (Payable directly to SII)</b>	
Paper 1 – Investment Management	Exam Fee: GBP 175
Paper 2 – Regulation	Exam Fee: GBP 110
<i>*Exam fee payment &amp; registration instructions are provided at the Hellenic American Union</i>	

### TO REGISTER

Complete and return Registration Form to the:

**HELLENIC AMERICAN UNION**

Eleni Tsirigoti

Co-ordinator,  
Vocational Training Section

**Fax: 210-3633174,**

E-mail: etsirigoti@hau.gr

[www.hau.gr](http://www.hau.gr)

*In order to guarantee a place on the course, delegates are kindly requested to register at least 10 working days before the course. Course fees include tuition documentation, course material, lunch and refreshments. An invoice will be sent upon receipt of registration form. Please note that payment must be received prior to the course start.*

**Discounts are available for group bookings. For more information, please call the Hellenic American Union.**

### PERSONAL DETAILS (Please print clearly)

Family Name _____	First Name _____
Company _____	Position/Title _____
Address _____	
City _____	Postal Code _____
Tel _____	Fax _____ Email _____
I have understood and accepted the booking terms and conditions of this registration form	
Signature _____	Date _____

### INVOICE DETAILS

Company Name _____	Area of Business _____
Address _____	
City _____	Postal Code _____
Tel _____	Fax _____
Tax Id. Nr. _____	Tax Registration Office _____

### PAYMENT DETAILS

Payments are made to the Hellenic American Union: by credit card by filling out the form below, by cheque made payable to Hellenic American Union or bank deposit: For bank deposit/transfer information please contact the Hellenic American Union. Please always quote the invoice number which you will receive once you have registered, or alternatively please quote your company's name or the delegates name in the transfer instructions.

#### Payment Method

<input type="checkbox"/> Please invoice my company	
<input type="checkbox"/> Cheque	
<input type="checkbox"/> Bank Deposit/Transfer	
Please charge my credit card:	
Visa <input type="checkbox"/>	Master card <input type="checkbox"/>
Card No. _____	_____
Card Expiry date _____	_____
Name of card holder _____	Signature _____ Date _____

#### Cancellation Policy

A full refund will be given for cancellation requests received up to 10 working days before the event. Cancellations must be made in writing (letter or fax) and reach this office before the 10 working days deadline. Delegates who cancel less than 10 working days before the event, or who don't attend, are liable to pay the full course fee and no refunds can be given. A replacement is always welcome.

Disclaimer: Hellenic American Union reserves the right to change or cancel any part of its published programme due to unforeseen circumstances.

