



## Brokerage Operations - Online

Brokerage operations covers all phases of securities processing within a brokerage firm. This curriculum illustrates how orders move from the order room to purchase and sales and finally to the Cashier's Department and how the Margin Department monitors accounts. The course concludes with a look at current trends in the industry. Brokerage operations was designed for beginners, but supervisors and other experienced personnel can use it to gain a better understanding of the field.

Please note that this is a curriculum of individual course modules. You will need to pass each module exam in order to qualify for a certificate of completion.

This is an asynchronous eLearning program that can be accessed 24/7 from any internet enabled computer. Access is for 91 days.

### Targeted Audience

Professionals new to the securities industry. Personnel who support back office staff.

### Prerequisites

None

### Learning Objectives

Students will be able to:

- . Recognize the importance of brokerage operations
- . Identify the responsibilities of the broker
- . Define the different kinds of customer accounts
- . Identify the appropriate type of account for each customer
- . Identify the responsibilities of the New Accounts Department.

- . Identify how orders are received, tracked, and routed to the appropriate markets
- . Identify the types of orders and how they are implemented
- . Recognize how transaction details are tracked after the trade is executed.
- . Recognize how trades are recorded
- . Calculate the net amount due to a customer from a trade
- . Identify how trades are compared, reconciled confirmed, and booked.
- . Recognize margin accounts and the regulations affecting them.
- . Identify how margin accounts are used to purchase securities. Identify why positions are closed.
- . Recognize how delivery of securities is conducted.
- . Identify how settlement is performed using trade-for-trade and netted balance systems.
- . Recognize how firms meet funding requirements through bank loans, stock lending, and repurchase agreements.
- . Recognize how technology has automated back office procedures.
- . Identify how brokerage operations are changing globally.
- . Define how competition and technological advances are consolidating the financial services industry.

## **Alumni Comments**

*"I found it to be a good course overall, and has enhanced my current knowledge base a lot. Thank you for offering these courses."*

*"I enjoyed the flexibility of the course."*

*"The course was well packaged and thorough!"*

*"Simple and easy to understand format"*

*"Excellent course with well presented information."*

## **Follow-Up Courses**

Margin I: Introduction to Margin Regulations - Online

Anti Money Laundering - Online

Corporate Governance - Online

Sarbanes Oxley - Online

**Level: Basic**

**CPE Credits: 8**

**Instructional Method: Self-Study**

## **Detailed Outline**

### **Introduction to Brokerage Operations**

**Topics covered include:**

- . The importance of brokerage operations
- . Sales and new accounts departments
- . Account types
- . Reading stock listings

Duration: 1 hour

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### **Back Office: The Order Room**

**Topics covered include:**

- . Order processing and routing
- . The order form
- . Basic order types
- . Special orders

Duration: 1 hour

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### **Back Office: Purchase and Sales**

**Topics covered include:**

- . Recordation and Figuration
- . Calculating bond trades
- . Comparison
- . Trade-for-trade vs. systematized

Duration: 1 hour

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### **Back Office: The Margin Department**

**Topics covered include:**

- . Buying on margin and margin accounts
- . Calculating equity and debit balance
- . Reg T excess and buying power
- . Margin regulation
- . Close out

Duration: 1 hour

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## **Back Office: The Cashier's Department**

### **Topics covered include:**

- . Settlement
- . Trade for Trade
- . Netted Balance Systems
- . Funding requirements

Duration: 1 hour

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## **Current Trends in Brokerage Operations**

### **Topics covered include:**

- . Technology
- . Global back office operations

Duration: 1 hour

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## **New Regulations in Brokerage Operations**

### **Topics covered include:**

- . Sarbanes-Oxley
- . USA PATRIOT Act
- . Basel II

Duration: 1 hour

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## **Developments in International Brokerage Operations**

### **Topics covered include:**

- . How brokerage operations are changing globally
- . Different settlement periods for the various countries
- . International Trade
- . The role of the G30 in International Trade and Settlement
- . Global Straight-Through-Processing (Global STP)

Duration: 1 hour

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