



## **Introduction to Brokerage Operations - Online**

This module provides an introduction to back office operations of a brokerage firm.

This course replicates the content from module 1 of Brokerage Operations - Online.

This is an asynchronous eLearning course that can be accessed 24/7 from any internet enabled computer. Subscription period for this course is 90 days.

### **Targeted Audience**

Professionals new to the securities industry.

### **Advance Preparation**

No advance preparation required.

### **Learning Objectives**

Students will be able to:

- . Understand the importance of brokerage operations
- . Describe the roles of sales and new accounts departments
- . Explain different account types
- . Read stock listings

### **Follow-Up Courses**

Back Office: The Order Room - Online

Back Office: Purchase and Sales - Online

Back Office: The Margin Department - Online

Back Office: The Cashier's Department - Online

Current Trends in Brokerage Operations - Online

**Level: Basic**

**CPE Credits: 1**

**Instructional Method: Self-Study**

## **Detailed Outline**

### **Introduction to Brokerage Operations**

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

Duration: 1 hour

For more information regarding administrative policies such as complaints and refunds, please contact our offices at 212-641-6616.