



The Trading Room (TTR) in the Business Leadership Building MISSION AND POLICIES AND PROCEDURES

Mission

The Mission of the Trading Room in the Business Leadership Building is to facilitate finance education and research through experiential learning. The Mission is accomplished by providing a state-of-the-art facility with cutting edge technology.

The Room

The Trading Room is equipped with stock tickers, 11 computer terminals and one lap top computer with Bloomberg Professional Access on 12 computers.

Bloomberg Professional

Bloomberg Professional is a service that allows users to monitor and analyze real-time financial market data and trades. The system is a secure, proprietary network that provides information from over 129 countries and 250 exchanges.

To access Bloomberg in the Trading Room, you must be sitting at a Bloomberg-enabled terminal and must have a current account. There is no limit to the number of accounts that can be created, but only 12 users can use Bloomberg simultaneously.

Students and faculty who wish to use Bloomberg are encouraged to complete the Bloomberg Essentials Online Training Program. The training is self-paced. Upon successful completion, the student or faculty member can request acknowledgment of completion. Students and faculty can utilize the terminals in the Trading Room to complete the training. A more complete description is found at the end of these policies.



Trading Room Availability

The Trading Room is open on the same schedule as the Computer Labs in the BLB. The Trading Room can be scheduled according to the priorities established below. To determine availability, check the Trading Room calendar on the COB web site.

Priority for use of the Trading Room and the Lap Top Bloomberg Terminal

#1 Only FIREL faculty members can reserve the Lap Top Bloomberg Terminal for out-of-room use for research and/or instructional purposes. The maximum amount of time for a single reservation is 24 hours.

#2: FIREL faculty members can schedule class meetings and laboratory times in the Trading Room. FIREL faculty members can also request that certain hours in the Trading Lab be restricted to use by their students. Requests for class meetings, laboratory time and open time for a specific class must be made at least one week in advance.

#3: The Student Investment Group (SIG) will determine at the beginning of the fall and spring semesters the hours during which it will utilize the Trading Room. The SIG can schedule exclusive use of the Trading Room for up to five (5) hours per week during the long semesters.

#4 Subject to Priorities #1 through # 3 above, FIREL faculty members will be given priority for scheduling research time in the BLB Trading Room.

#5 COB faculty members from departments other than FIREL can schedule class meetings and laboratory times in the Trading Room. Faculty members can also request that certain hours in the Trading Lab be restricted to use by their students. Requests for class meetings, laboratory time and open time for a specific class must be made at least one week in advance.



#6 Laboratory/Training times will be scheduled by the Department. These times will be staffed by graduate students who are trained in Bloomberg. Finance students can sign up for Bloomberg training during these times.

#67 From Noon to 2 p.m. on Sundays, the Trading Room will be restricted to persons who are seeking the **Bloomberg Acknowledgment** discussed below. Terminals will be available on a “first come, first served” basis during this time. Activity in the room will be limited to ensure that those studying and testing for the **Bloomberg Acknowledgment** have a quiet place to study and take the exams.

#8 Subject to the groups listed in 1 through 7 above, the Bloomberg terminals in the Trading Room (not the Lap Top Bloomberg Terminal) are available on a first come, first served basis to students who are enrolled in a COB class, COB faculty and COB doctoral students. Student sessions are limited to one hour per student, one session per day unless no other students are waiting to use the terminals.

Policies for the Trading Room

Absolutely no food or drinks of any kind are allowed in the Trading Room at any time.

Availability of the room can be determined by accessing the Trading Room Calendar in Outlook.

For Reservations in the BLB Trading Room or for reserving the Bloomberg Lap Top Computer, contact Michelle Bennett via email at Michelle.Bennett@unt.edu. Include in the subject line: RESERVATION REQUEST FOR TRADING ROOM

Access to Bloomberg is limited to students enrolled in COB classes, members of the SIG, and faculty and doctoral students in the College of Business.

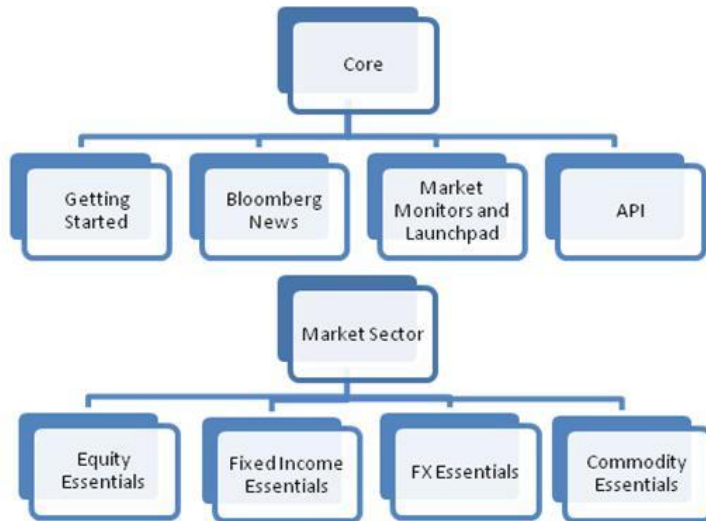


Use of Bloomberg is subject to the terms and conditions of the Bloomberg license. Any use of the license in violation of those terms and conditions will result in disciplinary action (including being barred from the Trading Room).

Earning a Bloomberg Acknowledgment

Hundreds of thousands of investment professionals around the world use Bloomberg. A Bloomberg Acknowledgment provides evidence of technical and financial technology skills. By completing the Bloomberg Essentials Online Training Program, students can earn an acknowledgment in Equities, Fixed Income, Foreign Exchange, and/or Commodities.

An **Acknowledgement of Completion** is available in up to four market sectors: *Equities, Fixed Income, Foreign Exchange and/or Commodities*. To earn an acknowledgement in any of the four market sectors, you must first watch four core videos (*Getting Started, Bloomberg News, Market Monitors and Launchpad, and API*), and then one of the market sector videos (*Equity Essentials, Fixed Income Essentials, FX Essentials, and Commodity Essentials*). The core videos provide information on basic Bloomberg functions, while the supplemental market sector videos provide information on major market fundamentals.



Obtaining a Bloomberg Acknowledgment

The Bloomberg Acknowledgement process requires students to watch videos and successfully complete a series of examinations.

A grade of 75% or greater must be achieved on each exam in order to pass. If a student scores lower than 75%, the student **cannot** retake an exam.

After watching the four core videos, students take a Core Exam. The Core Exam is 35 questions and takes approximately an hour to complete.

After passing the Core Exam with a grade of 75% or better, a student can earn an **Acknowledgement of Completion** in one or more market sectors.



To earn an acknowledgment in one market sector, the student must watch an additional exam in that market sector and pass that market sector exam. The same process is repeated for each market sector for which the student wants an **Acknowledgement of Completion**.

Each market sector course takes approximately one and half hours to complete. Each video is approximately 30 minutes in length; each market sector exam takes approximately one hour to complete.

Thus, a student can earn an **Acknowledgement of Completion** in all four market sectors by watching the four core videos and the four market sector videos, and by passing the core exam and all four market sector exams; i.e., watching a total of eight videos and taking a total of five exams.