

# Bloomberg Terminal

(Located in Stokley Management Center, room 440)

The **Bloomberg Terminal** is a computer system that enables financial professionals to access the **Bloomberg Professional**<sup>®</sup> service through which users can monitor and analyze real-time financial market data movements and place trades. The system also provides news, price quotes, and messaging across its proprietary secure network. The system provides news and analytics for over 129 countries and 250 exchanges. Bloomberg market coverage includes: *Governments, Preferred, Corporate's, Mortgages, Money Markets, Municipals, Equities, Commodities, Indices, Currency & Derivatives.*

## Get Bloomberg Certified!

Bloomberg offers a “global product certification” program, whereby students (in finance or in any other discipline) can become Bloomberg certified with equity and fixed income training. Being familiar with the resources available through Bloomberg is an invaluable tool for finance and other business classes. Also, employers place great emphasis on having well-trained employees. In an increasingly competitive market, the more tools you have in your educational arsenal the better.

You have the option of obtaining a certification in both fixed income and equity. You must pass 8 courses for both fixed income and equity (3 intro courses, then 5 courses for EQ or FI). Each course is interactive, and typically requires just 1-3 hours to complete. If you fail a level 1 course, you may take any elective courses until you have passed a total of 8 courses.

A sign-up sheet is available on the door of room 440. Make an appointment today to ensure you will have ample time to complete the program.

### Following are some frequently asked questions:

(1) How long does it take to get acquainted with Bloomberg (sign on, figure out what's going on)?  
[About 2 to 3 sessions.](#)

(2) How long to get certified for each module?

[Certification consists of passing 8 courses. Passing 1 course a day is reasonable, but most students who are serious and have achieved certification took between approximately 2 months to do so.](#)

(3) If no grade is assigned and the goal is to get certified, is there any problem with two or three students working as a team?

[Teamwork is a great idea. However, keep in mind that the system assumes one user at a time, so each person must take each individual exam. For example, if Josh is logged in and he and John are working together on an Equity exam, then only Josh will get credit. John will have to login later and take the same exam in order to get credit.](#)

Contact Alan Richmond, the graduate student assistant assigned to Bloomberg, for more information at [rrichmo3@utk.edu](mailto:rrichmo3@utk.edu).

## GETTING STARTED ON BLOOMBERG

(Must Have a Cell Phone With You For Initial Log In)

If computer is off, turn it on as you would any computer. The sign-on userid should default to **bloomberg**. For the password, type in **440**. If that does not work, try **bloomberg**.

Maximize the Bloomberg screen when it appears if it has been previously minimized.

Press red **DFLT** (default) key when prompted to login.

### Obtaining Initial Username and Password

If you need to obtain a password, hit the green **GO** key, and follow initial screen directions and fill out your personal information, using the **Tab** key to move between fields. The system defaults to all caps.

**Turn on your cell phone and wait for the Bloomberg representative to call you.** The representative will walk you through the initialization process.

You will be asked to log off by pressing the red **DFLT** key and to log back on, using the user id and password that you just set up for yourself.

### CURRICULUM

Please familiarize yourself with the CERT **<GO>** function. This can be used as a guide for a full course curriculum and guidelines. Use CERT **<GO>** to take courses and exams, and contact us with questions. You may also go to BU **<GO>** to watch online interactive seminars for each course.

### TRAINING VIDEOS

Once you have logged on, type **BU**, and hit the **GO** key, to go to the Bloomberg University screens.

**Hit Menu if you need to go back a page.**

For the certification modules, select **(9) GO** for Online Interactive Seminars, and then select the area in which you want to be certified.

### EXAM REQUEST

Hit **HELP** twice to access Help IB. Ask a help desk assistant to allow you to access the desired exam (ex. E200).

After the exam is enabled type **CERT** and hit **GO**. Select **(2)** for Exams option, then choose the enabled exam.

### EXAM SCORES

A grade of 70% or greater must be achieved in order to pass each course. If your score is lower than 70%, please note we no longer reset exams.

Help: If you need help, press the green **HELP** key twice, and it will open a dialog box with a Bloomberg help technician.

# ABOUT THE : CURRICULUM GUIDE

INTRODUCTORY COURSES	
1100: Getting Started	22:21
1200: Launchpad	23:54
1300: Introduction to API	33:06

EQUITY	
E100: Equity Idea Generation	31:34
E200: Equity Portfolios	35:33
T100: Technical Analysis	36:16
E300: Advanced API for Equity	47:49
E400: Fundamental Analysis	28:24

FIXED INCOME	
F100: Fixed Income Idea Generation	21:13
F200: Fixed Income Portfolios	31:32
CA01: Credit Analysis	30:35
F300: Advanced API for Fixed Income	46:55
F600: Fixed Income Valuation & Pricing	44:10

ELECTIVES*	
NRG: Energy	33:32
BLAW: BLAW	13:10
CD01: Credit Derivatives	23:01
IRS1: Interest Rate Swaps	23:27
MB01: Municipal Bonds	30:27
MB02: Mortgage Bonds	25:19
FX01: Intro to FX	24:29
E500: Equity Derivatives	29:56
FX02: FX Options Analysis	23:38
CGOV: Corporate Governance	32:19
AT01: Advanced Technical Analysis	33:36
EG00: Funds	28:47

\* Electives are not required to graduate from Program.