

# ■ 24-Week Excel Curriculum for Banking & Finance Students

This curriculum is designed to equip Banking and Finance students with essential Excel skills required in the financial industry. The program is project-based, practical, and progresses from beginner to advanced. By the end of the 24 weeks, students will be able to analyze data, build financial models, and create professional financial reports and dashboards.

## Module 1: Excel Foundations (Weeks 1–4)

- Week 1 – Introduction to Excel for Finance: Excel interface, worksheets, cell referencing, data entry, formatting. Activity: Simple cashbook.
- Week 2 – Basic Formulas & Functions: SUM, AVERAGE, COUNT, MIN, MAX. Activity: Monthly expense report.
- Week 3 – Cell Referencing & Formatting Tools: Relative/absolute references, conditional formatting. Activity: Overdue payments sheet.
- Week 4 – Sorting, Filtering & Data Cleaning: Sorting, filtering, removing duplicates. Activity: Clean customer deposits data.

## Module 2: Core Excel Functions (Weeks 5–8)

- Week 5 – Logical Functions: IF, AND, OR, IFERROR. Activity: Credit approval sheet.
- Week 6 – Lookup Functions: VLOOKUP, HLOOKUP, XLOOKUP, INDEX + MATCH. Activity: Loan officer dashboard.
- Week 7 – Text & Date Functions: LEFT, RIGHT, MID, CONCATENATE, TODAY, EOMONTH. Activity: Loan maturity dates.
- Week 8 – Data Validation: Drop-downs, input restrictions. Activity: Account opening form.

## Module 3: Data Analysis & Visualization (Weeks 9–12)

- Week 9 – PivotTables & PivotCharts: Summarizing data, grouping. Activity: Branch performance report.
- Week 10 – Charts & Dashboards: Line, bar, pie, combo, Sparklines. Activity: Loan portfolio growth.
- Week 11 – What-If Analysis: Goal Seek, Scenario Manager, Data Tables. Activity: Loan repayment scenarios.
- Week 12 – Ratio Analysis: Profitability, liquidity, solvency ratios. Activity: KPI dashboard.

## Module 4: Financial Functions & Modeling (Weeks 13–16)

- Week 13 – Loan & Investment Functions: PMT, PV, FV, RATE. Activity: Loan repayment calculator.
- Week 14 – Capital Budgeting Functions: NPV, IRR. Activity: Investment project evaluation.
- Week 15 – Amortization Schedules: CUMIPMT, CUMPRINC. Activity: Loan amortization schedule.
- Week 16 – Linked Financial Statements: Income, Balance Sheet, Cash Flow. Activity: 3-statement model.

## **Module 5: Advanced Excel Tools (Weeks 17–20)**

- Week 17 – Advanced Conditional Formatting: Using formulas. Activity: High-risk loan flagging.
- Week 18 – Power Query Basics: Importing, cleaning, merging. Activity: Consolidate branch reports.
- Week 19 – Power Pivot & DAX: Relationships, measures. Activity: Customer portfolio analysis.
- Week 20 – Dynamic Dashboards: Slicers, timelines. Activity: Management reporting dashboard.

## **Module 6: Automation & Reporting (Weeks 21–24)**

- Week 21 – Macros & VBA Basics: Recording macros, VBA intro. Activity: Reconciliation report.
- Week 22 – Automating Reports with VBA: Simple scripts. Activity: One-click report generator.
- Week 23 – Integration with Other Tools: Linking Excel with Word/PowerPoint. Activity: Financial presentation.
- Week 24 – Capstone Project: Build a full financial model & dashboard. Presentation & evaluation.