

■ 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.