

**JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA**  
**PGDM / PGDM (SM)/ PGDM (M)**  
**2017-19 Batch**

<b>Course Title: MS Excel and Financial Modelling</b>
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<b>Course Code: CP-FIN01</b>
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### **Course Overview**

Financial modelling deals with the process of creating a mathematical model of company's current and projected financials with a view of taking informed decisions. In practice, these models are built using excel with aids from VBA to represent the performance of an asset, project, deal or other forms of investment. With a view of increasing importance of Financial Modelling in the finance industry and increasing job opportunities, this certification course aims to help students understand financial modelling. This is a workshop based certification course. After completing this course, students will be able to build up own financial models in MS Excel and do better in the companies coming for Valuation and Modelling profile for campus placement. Many companies recruit finance students for financial modelling/ valuation profiles like F1F9, Pulsar Knowledge Centre, Capital IQ, EXL, Copal Amba, Smart Cube, McKinsey Knowledge Centre, KPMG Global Services (Transactions & Restructuring – Business Modelling Group), Ernst & Young Global Shared Services, Fitch Ratings India Pvt Ltd, Crisil (Gurgaon), Evalueserve, Pipal Research, etc. to name a few.

This course is divided into two stages. Stage 1 will have 4 modules to be covered in 6 sessions of 4 hrs each totalling 24 hrs and Stage 2 is proposed to have 4 modules to be covered in 4 sessions of 4 hrs each thereby totalling 16 hrs as under:

**Stage 1** – Excel Tips and Financial Modelling (6 sessions of 4 hrs each = 24 hrs)

**Stage 2** – Advanced Excel and Project Finance Analysis (4 sessions of 4 hrs each = 16 hrs)

Stage 1 would cover excel tips and shortcuts to discuss the concepts that are employed for financial modelling. It would also cover discussion around building financial model from scratch through an extensive case study. Further there would be discussion around M&A modelling to acquaint the students with carrying out accretion/dilution analysis in a merger deal. This would also include learning practical procedural and legal aspects of a merger deal that an investment bank typically takes care of. Finally, there would be a module to cover concepts of preparing customized charts in MS Excel required for reports preparation.

Stage 2 would be focussed on acquiring advanced level skills and cover advanced MS Excel and practical application. There would also be a discussion to impart working knowledge of VBA Macros and core coding areas. This would be explained through a practical case study and application in financial modelling. Further, there would be a module to cover Project Finance and Joint Venture analysis. Finally, there would be a session on core areas to be focused while preparing investor presentations and pitch books.

## Certificate:

- Top 3 candidates would be identified and honoured.
- Certificate of Completion by Lex Bolster Global LLP would be given to candidates successfully passing the finance and excel test. The Certificate would carry the division category based on marks secured.
- Certificate of Participation would be given to other students.

## Learning Outcomes:

On successful completion of the course, students will be able to:

1. Develop an advanced proficiency on Excel as a financial tool
2. Develop understanding of VBA Macros for automation in financial model working
3. Develop their knowledge of creating Projected Financial Statements for financial decision making
4. Understand and carry out advanced financial analysis to facilitate complex business deals such as M&A, Project finance, etc.
5. Understand the best practices of Investor presentations and pitch books

## List of Modules and Content Coverage

Module	Contents/ Concepts
<b>Stage 1 – Excel Tips and Financial Modelling (6 days)</b>	
<b>Module 1: MS Excel Tips for Financial Modelling</b>  (4 hrs)	<ul style="list-style-type: none"><li>• Utility of Excel as an effective tool for financial modelling</li><li>• Tips to build robust and flexible financial models</li><li>• Excel Best practices of financial modelling</li><li>• Incorporating checks in financial model to debug any potential error prone area</li></ul>
<b>Module 2: Financial Modelling</b>  (8 hrs)	<ul style="list-style-type: none"><li>• Listing assumptions for projections based on a case study</li><li>• Understanding revenue &amp; cost drivers and preparing schedules</li><li>• Preparing debt and asset schedule</li><li>• Preparing integrated financial statements</li><li>• Sensitivity analysis through Excel Data Table</li></ul>
<b>Module 3: Merger &amp; Acquisition (M&amp;A) Modelling</b>  (8 hrs)	<ul style="list-style-type: none"><li>• Preparing financial projections for acquirer and target entities</li><li>• Listing out acquisition inputs</li><li>• Analysing cash vs stock purchase</li><li>• Scenario analysis</li><li>• Practical aspects of a merger deal to cover procedural and legal formalities</li></ul>
<b>Module 4: MS Excel Charting</b>  (4 hrs)	<ul style="list-style-type: none"><li>• Preparing customized charts in MS Excel</li><li>• Understanding various categories of charts</li><li>• Preparing waterfall chart</li><li>• Grouping charts</li><li>• Dynamic charts</li></ul>

<b>Stage 2 – Advanced Excel and Project Finance Analysis (4 days)</b>	
<b>Module 5: Advanced MS Excel</b>  (4 hrs)	<ul style="list-style-type: none"> <li>• Data validation list</li> <li>• Wild card characters</li> <li>• Dynamic ranges and depreciation calculation through OFFSET function</li> <li>• Data consolidation from multiple sheets through INDIRECT function</li> <li>• Dynamic TOC creation through HYPERLINK function and creation of link location</li> <li>• Array functions to find conditional max and min and process to be followed</li> <li>• Form Controls - Combo Box, Check Box, Option Button, Spinner, Scroll Bar</li> </ul>
<b>Module 6: VBA Macros</b>  (4 hrs)	<ul style="list-style-type: none"> <li>• Introduction and basics</li> <li>• Macro recorder and deciphering code</li> <li>• Basic and conditional coding</li> <li>• Loops in VBA coding</li> <li>• Using VBA macros to break circularity in financial model through code recorder and code debugging</li> </ul>
<b>Module 7: Project Finance and Joint Venture Analysis</b>  (4 hrs)	<ul style="list-style-type: none"> <li>• Creating extract of project finance model</li> <li>• Analysis and inclusion of IDC</li> <li>• Case study on Joint Venture and discussing cash distribution</li> </ul>
<b>Module 8: Investor presentations and pitch books</b>  (4 hrs)	<ul style="list-style-type: none"> <li>• Best practices to create equity and debt investor presentations</li> <li>• Showcasing sample presentations and discussing different ways to communicate similar message to investors</li> <li>• Understanding pitch books prepared by Investment Banking entities</li> </ul>

### **Evaluation Criteria:**

- **Project:** All participants will be allotted a project for financial modelling. This would be a group project. Timeline would be shared with the participants during the course.
- **Presentations:** Students in assigned group need to make presentations of their financial model.
- **Exam:** An excel-based exam will be conducted in Institute premises. It will be a case based exam and will test all modules covered.