COURSE SYLLABUS

Excel, Finance, & Investing Summer Program NYC (High School & College)

Learn the most widely-used program in the world! This program consists of 10 three-hour sessions in which students explore both technical skills and finance theory. This bootcamp is ideal for students interested in finance, business, real estate, entrepreneurship, and many other related fields.

For more information, visit https://www.creativelive.com/classes/excel-finance-bootcamp-for-high-school



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Course Outline

Excel for Business Fundamentals

Introduction

- Interface
- Data Entry

Formulas

- Autofill
- Calculations
- True or False
- AutoSum Functions
- Text Functions
- Multi-Input Functions
- Absolute Cell References

Formatting

- Formatting
- Format Painter
- Conditional Format

Charts & Tables

- Line Chart
- Column Chart
- Pie Chart

- Tables

Workbook Management

- Printing
- Worksheets
- Repeat Action
- Shortcuts

End of Class Project

- Using Formulas to Analyze Financial Data
- Save and Close

Intermediate Excel for Business

Worksheet Management

- Navigation
- Paste Special

Working with Text

- Splitting Text
- Joining Text
- Named Ranges
- Data Validation
- Sort & Filter
- Remove Duplicates

Database Functions

- VLOOKUP
- HLOOKUP
- VLOOKUP - Closest Match

Logical Functions

- AND, OR
- IF statements

Pivot Tables

- Pivot Tables
- Pivot Tables & Grouping
- Multiple Pivot Tables

Statistical Functions

- Ranking
- COUNTIFS
- SUMIFS

Advanced Charts

- Combo Charts
- Use Charts & Functions to Build a Financial Summary Excel Sheet

Advanced Excel for Finance

Excel for Financial Modeling

- Advanced techniques to Expedite Workflow
- Advanced Analytical Tools & Sensitivity Analysis
- Database Functions for Finance
- Functions for Financial Analysis

Stock Market Fundamentals

Introduction to Stocks

- Stock Fundamentals
- Stock indices
- Liquidity
- Dividend Yields
- Exchange Traded Funds (ETFs)

Intermediate Stock Topics

- Market Capitalization
- P/E Ratios
- EV/EBITDA Multiples
- Stock Movement
- Earnings Release
- Interest Rates
- Economic Trends

Bond Investing + Stock Options

- Types of Bonds
- Bond Pricing, Yields, and Spread
- Credit Ratings & Risks
- Call & Put Options
- Option Strategies & Hedging

Foundational Accounting Topics

Intro to Accounting

- Financial Reports
- Types of Financial Statements
- GAAP
- Cash vs. Accrual Accounting

Income Statement, Balance Sheet, and Cash Flow Statement

- Essential Line Items
- Profit Ratios & Margins
- Depreciation and Amortization
- EBITDA
- Assets = Liabilities + Stockholder's Equity

- Changes in PP&E
- Working Capital
- Cash flow from Investing, Financing, and Operations
- Indirect Method

Corporate Finance & Financial Modeling

Introduction to Corporate Finance

- Enterprise value
- Financial Accounting & Statement Analysis
- Three Statement Model
- Intro to DCF Modeling
- Sensitivity Analysis

Company Analysis

- Discuss the business model and value drivers of a public restaurant company
- Capital Structure: Calculate the total enterprise value and build a capital structure table
- Ratios: Calculate the financial ratios
- Decide if this is a good or bad investment