

P. C. E. T.'s

S. B. Patil Institute of Management

**907 – Certification Course for Finance
Syllabus for 2019 – 20**

Syllabus for Certification Course for Finance

Module No. – 1

Microsoft Excel and Advanced Excel

Details:

- Introduction to Microsoft Excel
- Organizing and printing
- Sorting & Filter
- Concatenate and Trim
- Group
- Sum and Sum If
- Sum Product
- Average and Average If
- V and H Lookup
- Pivot
- If and If Error
- Small
- Prop
- What are macros and what do they do
- Data Tables
- Goal seek
- Trace
- 2 Axis Chart
- Rank
- Index
- Match
- Data Tables
- XIRR
- Rate
- Key Board shortcuts and how to use any function in excel

Module No. – 2

Microsoft PowerPoint course

Details:

- Formatting the content
- What is Slide Master and when to use it
- Understanding the slide interface
- Types of slides
- Align function
- Crop
- Graphs
- Line Chart
- Pie Graph
- 2 Axis Chart
- Bubble Chart
- Image formatting
- Key Board shortcuts and how to use any function in MS PowerPoint

Module No. – 3

Forecasting Financial Statements, DCF Valuation & Relative Valuation

Details:

- Accounting Equation
- Financial Statements
- Accounting Principles
- Basic Accounting Concepts
- Time Value of Money
- WACC
- What is financial modelling?
- Revenue Driver
- Income Statement forecast
- Balance Sheet Forecast
- Cash Flow Calculations
- Balancing Balance Sheet
- Debt Repayment Schedule
- Fixed Asset Schedule
- Equity Module
- Dividend Module
- FCFF, FCFE

- Dividend Discount Model
- Enterprise Value
- Estimating Terminal Value
- Scenario Analysis
- Ratio calculation
- Accounting Ratios
- Valuation Ratios (P/E, P/S, EV/EBITDA, etc.)
- Peer analysis
- Trading Comps
- Transaction Comps
- Relative Valuation

Module No. – 4

Pitch Book Preparation and Forecasting of Merger Model

Details:

- What To Include In A Pitch Deck
- Step by step guide to create great presentation for investor using PowerPoint
- Do's and Don'ts for writing storyline
- Case study – Real time pitch deck case study
- Merger & Acquisition Theory
- Goodwill Calculation
- Merger Modelling