

Advanced Excel Techniques for Loan Officers and Credit Department Team

Course Overview:

Proficiency in Excel is vital for staff working in loan or credit departments of financial services institutions such as banks, Microfinance, SACCOs, investment clubs, and more. This advanced Excel course focuses on industry-specific applications and techniques tailored to the needs of loan/credit professionals. Participants in this course will learn advanced financial analysis, modelling, and reporting skills to enhance their decision-making capabilities and efficiency in loan/credit management.

Delivery Mode:

Face-to-face hands-on training using real-world loan/credit scenarios and datasets.

Assessment Mode:

Practical exercises, case studies, and a final project to evaluate participants' mastery of advanced Excel skills in loan/credit contexts.

Course Objectives:

Upon completion of the course, participants will be able to:

- 1) Utilize advanced Excel functions and formulas for loan/credit analysis and modeling.
- 2) Develop sophisticated financial models for loan amortization, payment schedules, and risk assessment.
- 3) Apply data visualization techniques to effectively communicate loan/credit insights and trends.
- 4) Automate loan/credit calculations and streamline processes using Excel macros and VBA (Visual Basic for Applications).
- 5) Enhance loan/credit data analysis and reporting capabilities for informed decision-making.
- 6) Understand and apply advanced Excel techniques specific to loan/credit departments, such as loan portfolio analysis, risk management, and loan profitability analysis.
- 7) Improve data accuracy and integrity through data validation and auditing features in Excel.

Target Audience:

This course is designed for professionals working in loan/credit departments of financial services institutions, including loan officers, credit analysts, loan administrators, and loan portfolio managers. It is suitable for individuals who have

a foundational understanding of Excel and are seeking to enhance their skills for loan/credit analysis and reporting.

Learning Outcomes:

Upon completion of the training, participants will gain the following skills:

- 1) Advanced proficiency in using Excel for loan/credit analysis, modelling, and reporting.
- 2) Ability to create complex loan amortization schedules, payment plans, and risk assessment models.
- 3) Expertise in utilizing Excel functions and formulas specific to loan/credit departments.
- 4) Proficient in data visualization techniques to effectively communicate loan/credit insights and trends.
- 5) Competence in automating loan/credit calculations and improving efficiency using Excel macros and VBA.
- 6) Mastery of advanced Excel features for loan/credit departments, such as loan portfolio analysis, risk assessment, and loan profitability analysis.
- 7) Skill in ensuring data accuracy and integrity through data validation and auditing in Excel.

Training Software:

Microsoft Excel (latest version)

Fee:

600,000/= for the entire course.

Modules:

- 1) Advanced Functions and Formulas for Loan/Credit Analysis
- 2) Financial Modeling for Loan Amortization and Payment Schedules
- 3) Data Visualization for Loan/Credit Insights
- 4) Automation and Efficiency with Excel Macros and VBA
- 5) Advanced Excel Techniques for Loan/Credit Management
- 6) Data Validation and Auditing for Loan/Credit Data Accuracy
- 7) Loan Amortization and Payment Schedule Calculation in Excel
- 8) Advanced Data Validation and Protection in Excel
- 9) Financial Modeling and Scenario Analysis in Excel
- 10) Risk Management and Sensitivity Analysis with Excel
- 11) Advanced Charting and Graphing for Loan/Credit Reports
- 12) Pivot Tables and Data Analysis for Loan/Credit Evaluation

- 13) Using Macros and Automation to streamline Loan/Credit Processes
- 14) Advanced Lookup and Reference Functions for Loan/Credit Analysis
- 15) Loan Portfolio Analysis and Reporting with Excel
- 16) Advanced Conditional Formatting for Loan/Credit Management
- 17) Advanced Data Filtering and Sorting in Excel
- 18) Financial Statement Analysis using Excel
- 19) Advanced Data Manipulation and Cleansing Techniques in Excel
- 20) Forecasting and Budgeting with Excel for Loan/Credit Departments
- 21) Using Solver and Goal Seek for Loan/Credit Optimization
- 22) Loan delinquency analysis and reporting
- 23) Advanced Excel Add-ins for Loan/Credit Analysis and Reporting
- 24) Advanced Excel Tips and Tricks for Loan/Credit Professionals

Note: The modules can be customized based on the specific needs and requirements of the Loan/Credit Department staff in SACCOS, insurance companies, investment clubs, etc.