Course Title: AI for Chartered Accountants (AICA)-Level 1

Participants	Chartered Accountants
Location	Physical at ICAI Branch Location/ICAI Center of Excellence Only.
Accommodation	**For ICAI Branches:** Outstation participants are requested to arrange their own accommodations at their own expense. Tea & Lunch will be provided at the ICAI Branch venue. **For ICAI Center of Excellence Hyderabad**: Accommodation is available at an additional cost for double occupancy, subject to availability. After registration, email coehyd@icai.in with your check-in/check-out and batch details. Payment of INR 1000 per day is to be made at COE at the time of checkout.
Pre-Requisites	A. Basic Computer and Microsoft Office Knowledge: Concept of basic Finance, Audit and Statistics, Problem Solving Skills. B. Participants are required to bring their own laptops. (Minimum Configuration of Laptop Windows 11, 8 GB RAM, i3 Processor), If using a corporate laptop, please ensure that the firewall allows connections to other Wi-Fi networks and permits downloading AI tools. Otherwise, you may bring a personal laptop. C. ICAI will arrange the Internet Connection at ICAI Venue, Participants may have backup arrangements i.e. Wi-Fi Dongle, Mobile Hotspot. D. Login Account on Digital learning Hub: https://learning.icai.org/iDH/icai/ Participants shall ensure that members are able to login in Digital learning Hub as Daily Assessment test and Certificate would be available on platform E. Pre-Read material will be uploaded in Digital learning Platform. F. AI in ICAI will create the WhatsApp Group of all participants for Sharing knowledge updates, Certificate Course Material, Use Cases etc. Email at ai@icai.in for Any query or WhatsApp at 9910568125.
Course Objective	To develop a foundational understanding of AI concepts, enhance proficiency in using AI tools relevant to both practitioners and industry professionals, and build AI skills to effectively leverage AI technologies in professional practices.
Course Duration:	3 Days (10 AM-6 PM)
Course Fee	5000+GST/-
CPE Hours	18 (Structured)

Teaching Methods: (Physical-Class Room)	The Teaching methodology in the physical classroom will encompass lectures and presentations, interactive discussions, practical exercises, and hands-on sessions. Participants will engage in a capstone project for an immersive learning experience, incorporating real-life AI applications in finance and audit practices. Additionally, group projects and case study analyses will be used to enhance participant engagement and understanding.
Assessment Methods:	**Final Test Structure: Module A & Module B** • **Module A**: Objective Paper - 30 Marks (10 Marks per Day) • Passing Marks:15 Marks (5 per Day) • Test Schedule: Three online assessment tests on Day 1, Day 2, and Day 3 from 4 PM to 10 PM. • Participants must ensure they can access the course module via https://learning.icai.org/iDH/icai/ • Log in after 4 PM each day to complete the assessment by 10 PM. • Clear a minimum of 5 out of 10 questions per test, with two attempts allowed. • If a participant is unable to attempt or pass any of the tests, ICAI will assign them to a new batch and inform them accordingly. The participant will be required to retake all three days of tests. **Module B**: 5-Minute Group Presentation of Use Case Demonstration – 20 Marks (4 Participants per Group) - Passing Marks: 10 Participants will be divided into groups of four, based on the alphabetical order of their first names. Each group will deliver a 5-minute presentation starting at 4:00 PM on Day 3. Groups will be formed and informed in advance to allow preparation time. **The group will choose their own presentation topic.** Presentations will use the provided template (4 slides): 1. Problem Statement 2. Technology Solution 3. Implementation Plan 4. Conclusion All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day 3, with additional slots from 9 AM to 10 AM, if needed.
Certificate	AI for Chartered Accountants (AICA)-Level1
Future Roadmap	ICAI plan to Introduce 2 More level of AI Certification Course AICA-Level2 & AICA-Level-3

Course Modules -Day-1 (Module 1, 2 & 3)

Particular	Details
8:30 AM-9:30 AM	**Breakfast / Tea** **The respective branch will confirm the timings and schedule.**
9:30AM-10AM	**Introduction & Networking**
Module 1 (Day-1) -2 Hrs **(10 AM-12 Noon)**	**Overview of AI & Basic Concepts** Why this course for CA, Block Chain, Cloud Computing, Dx for Accounting, Ethics, Robotic Process Automation (RPA), Internet of things (IoT), World Wide Web.
	Tea Break-1
Module 2 **(Day-1)**-2 Hrs **(12 PM-2 PM)**	**Introduction to AI** Overview of Digital Transformation and AI. Discussion on use case creation Overview of emerging technologies. How digital changes will impact chartered accountants. Introduction to AI technologies impacting Finance & Audit. Evolution of AI in professional fields (e.g., machine learning, natural language processing).
	Group Photograph & Lunch Break
Module 3 **(Day-1)** **(3 PM-5 PM)**	**Natural Language Processing (NLP) in Finance &** **Audit** Generative AI in Finance & Audit. Understanding NLP and its applications in Finance & Audit. Automated document analysis and report generation. Case study: AI-driven tax and regulatory updates. Practical use cases and demonstrations. Automation of Transactional processed using AI.
	Tea Break-2
Objective Test-1 **(Day-1)** 15 Minutes	**Module A:** Objective Test Paper -1 (15 Minutes)- Module 1, 2 & 3 **Total Marks**-10 **Passing Marks**-5 **Mode:** Online **on Digital learning Hub** https://learning.icai.org/iDH/icai/ **(Time: 4 PM onwards till 10 PM from Branch Location)**
Feedback Submission (5 Minutes)	The Day-1 Faculty Feedback Form will be shared in the WhatsApp group. Submission of the daily Faculty Feedback Form is mandatory at the end of each session.

Course Modules –Day-2 (Module 4, 5 & 6)

9 AM-10:00 AM	**Breakfast/Tea**
Module 4 **(Day-2)-**2 Hrs **10AM-12 PM**	**Machine Learning Basic** Understanding data types and Structure. Introduction to Machine Learning Concepts. Basic algorithms relevant to Finance & Audit.
	Tea Break-1
Module 5 **(Day-2) -**2 Hrs **12 PM-2 PM**	**Dx for Accounting** Tools and techniques for data analysis in Finance & Audit. Case studies on data driven decision-making. Hands-on exercise with a popular Dx for Accounting tool. AI Use Cases for Members in Practice & Industry.
	Lunch Break
Module 6 **(Day-2)** 2 Hrs **(3 PM-5PM)**	**AI and ML application in Finance** Practical applications of AI & ML Concepts in the Finance Sector. Reporting and Dashboard. Fraud detection through pattern recognition. Predictive analytics in Financial Forecasting.
Objective Test-2 (Day-2) 15 Minutes	**Module A:** Objective Test Paper -2 (15 Minutes)- Module 4, 5 & 6 **Total Marks-**10 **Passing Marks-**5 **Mode:** Online **on Digital learning Hub** https://learning.icai.org/iDH/icai/ **Time: 4 PM onwards till 10 PM.** Participants are requested to complete the assessment at the branch location to receive any required technical assistance.
Feedback Submission	The Day-2 Faculty Feedback Form will be shared in the WhatsApp group. Submission of the daily Faculty Feedback Form is mandatory at the end of each session.

Course Content –Day-3 (Module 7, 8 & 9)

9 AM-10 AM	**Breakfast/Tea** **(Group Presentations - Optional) Based on requirements and availability.**
Module 7 (Day-3)-2 Hrs **10 AM-12PM**	**Implementing AI Projects in Finance &Audit** Steps for starting AI projects in finance. Managing AI project lifecycle: from planning to evaluation. Group project: Designing a small AI solution for Finance & Audit problem.
	Tea Break
Module 8 (Day-3)-1 Hrs **12 PM-1 PM**	**AI in Auditing & Tax** AI tools for risk assessment and compliance. Continuous auditing and real-time reporting systems.
	Lunch Break
Module 9 (Day-3)-2 Hrs **2 PM-3 PM**	**Ethical Considerations and Future Trends** Ethical issues and governance in AI applications. Responsible AI in alignment with government guidelines. Future trends in AI and Finance & Audit. Recap and examination. Include ISO 42001 for AI in business society. Consider ISO 23894:2023 for AI risk.
Use case Presentation 5 Minutes per team of 4 people (Day-3) 2 Hrs	All participants in the batch will be divided into groups of four, based on the alphabetical order of their first names. Each group will be invited to give a 5-minute presentation starting from 4:00 PM Onwards. Use cases will be provided to each group in advance tentatively at the end of Day 2, allowing time for preparation before the scheduled presentations.
Objective Test-3 (Day-3) 15 Minutes	**Module A:** Objective Test Paper -2 (15 Minutes)- Module 7, 8 & 9 **Total Marks-**10 **Passing Marks-**5 **Mode:** Online **on Digital learning Hub** https://learning.icai.org/iDH/icai/ **Time: 4 PM onwards till 10 PM.** Participants are requested to complete the assessment at the branch location to receive any required technical assistance.
Feedback Submission	The Day-3 Faculty Feedback Form & AICA-Level Course Feedback Form will be shared in the WhatsApp group. Submission of the Feedback Form is mandatory by all Participants.

Note	Module timings and breaks are tentative and may be adjusted as per the ICAI requirements.
Digital Certificate	Participants will receive the digital certificate approximately within one month. It can be downloaded from the Digital Learning Hub, and participants will be notified once it is available.
AI in ICAI Updates	Website: https://ai.icai.org/ **Helpline: ai@icai.in WhatsApp: 9910568125** **Please save this WhatsApp number to your contacts for group creation** **Registration link: https://ai.icai.org/aica.php** Twitter (Scan QR Code) WhatsApp (Scan QR Code)

Guidelines for Participants of AI CA Certificate Course Batch 1

Refund Policy	Participants who cannot attend all 3 days are eligible for a full refund, even if requested after course completion. Email ai@icai.in from your registered email ID to initiate the process. Batch transfers are not allowed.
Batch Transfer Policy	Batch transfers are not permitted. If you can't attend, request a refund via ai@icai.in and register for a new batch.
Missed Days Attendance:	If participants miss any sessions or group presentations, they are required to attend the missed parts in another batch at no extra cost. Email ai@icai.in to make arrangements.
Group Presentation:	Participants will be assigned to groups of four based on alphabetical order. Branches may reassign groups in case of last-minute changes to ensure each group has five participants.
WhatsApp Contact	Save the AI in ICAI WhatsApp contact (9910568125) to receive an invite to the course WhatsApp group.
Other Queries:	For any questions, email ai@icai.in from your registered email ID with your membership number and name. Expect a response within 24 hours.
ID Proof	Participants must present their original ID for attendance verification.

Pre-Read Material

Mandatory sign-up is required for the AI tools listed below

Participants must ensure they have signed up or installed the required tools before the course begins to ensure a smooth experience during the practical sessions in class

Disclaimer for AI Certificate Course Participants

The AI Certificate Course includes third-party AI tools, videos, and websites solely for knowledge sharing and learning. These tools may change periodically. ICAI neither endorses nor promotes any specific tools and is not responsible for their use. Members should use their discretion and professional judgment to ensure these tools suit their needs

A. **Required** Downloading of Tools (Free Version)

1. MS Office:

• **MS-Excel - https://www.microsoft.com/en-in/microsoft-365/excel**

• **MS-PowerPoint - https://www.microsoft.com/en-in/microsoft-365/powerpoint**

• **MS-Word - https://www.microsoft.com/en-in/microsoft-365/word**

MS-Excel   **MS- Power Point**   **MS-Word**

2. Power BI

https://www.microsoft.com/en-us/power-platform/products/power-bi/downloads

or

Download from Microsoft Power BI Desktop

Microsoft Store

Power BI Desktop
App
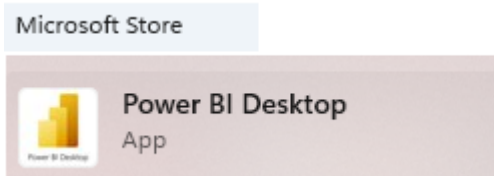
3. Tally Prime (4.0 or above)

https://tallymirror.tallysolutions.com/download_centre/Rel.5.0/TPEL/Full/setup.exe

TallyPrime

Rel 5.0

Download

Note:

1. **Please download and install these tools before the course begins to ensure you are fully prepared for the practical sessions.**

B. **Required Sign-in with following generative ai links** (Free Version)

1. ICAI CA GPT &   ChatGPT

https://ai.icai.org/cagpt/   https://chatgpt.com/

2. Claude.AI   **3. Gamma**   **4. AirTrain AI**

https://claude.ai/   https://gamma.app/   https://www.airtrain.ai/

4. Dante-ai   **5. Perplexity**   **6.Whatsapp Desktop**

https://www.dante-ai.com/   https://www.perplexity.ai/   www.whatsapp.com/download

Note:

Participants must have additional Gmail IDs for AI learning. Additionally, faculty members will share use case details in the AICA WhatsApp group one day prior to each session.