AI FOR CHARTERED ACCOUNTANTS
(AICA - LEVEL 1)

AICA-Level-1 Reference Document for Participants -(AICA 6.0)

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 (Veg Only) will be provided at the ICAI Branch venue. **For ICAI Center of Excellence Hyderabad**: Accommodation with food 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. Windows 10 or MacBook devices allowed if no alternative. D. ICAI will arrange the Internet Connection at ICAI Venue, Participants may have backup arrangements i.e. Wi-Fi Dongle, Mobile Hotspot. If any Internet Issue, Participants may Use Case Practical Exercise in Groups. E. 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 and able to access AICA Course Module as Daily Assessment test and Certificate would be available on platform. Email on ai@icai.in for any issue. F. This Document AICA 6.0 will be uploaded in DLH & Shared in WhatsApp Grp. G. 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 only 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.
Duration:	3 Days (10 AM-6 PM). Further, Detail will be shared on AICA WhatsApp Group.
Course Fee	5000+GST/-

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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 – (10 Marks per Day) • Passing Marks: (5 Marks per Day) • Test Schedule: Three online assessment tests on Day 1, Day 2, and Day 3 from 5 PM to 10 PM. • Participants must ensure they can access the AICA course module in one day advance via https://learning.icai.org/iDH/icai/ • 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 (Online only) and inform them accordingly. The participant will be required to retake all three days of tests within specified time. **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 Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.
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

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

Particular	Details
8:30 AM-9:30 AM	**Breakfast or Tea (The respective branch will confirm the timings and schedule in AICA WhatsApp Group)**
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: 5 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. Participants, please ensure that detailed and accurate feedback is submitted to further improve AICA Course Structure.

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: 5 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. ` **The group will choose their own presentation topic.** All members must present 1 Minutes each, as marks are awarded individually. The presentations are scheduled from 4 PM to 6 PM on Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.
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: 5 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 only: 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 are unable to attend all three days are eligible for a full refund, which will be processed automatically after the course concludes & Attendance from Branch. Please note that this refund cannot be transferred or adjusted against any other batch; participants wishing to attend a future batch must complete a new registration and send email for refund at ai@icai.in
Batch Transfer Policy	Batch transfers are not permitted. If you are unable to attend, Participants will receive refund after the concludes & Attendance from Branch. Participants may complete a new registration for the upcoming batch at https://ai.icai.org/aica.php
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
Group Presentation:	Participants will be assigned to groups of four based on alphabetical order. Branches may reassign groups based on Day-1 Attendance & in case of last-minute changes to ensure each group has three to five participants.
WhatsApp Contact	An AI batch-specific WhatsApp group is being created for all participants. Please ensure you are added to the group named in the format: "AICA-Batch No-Location-Date. "The group link will be shared in the acknowledgment email sent from no-reply@icai.org at the time of registration. Joining the WhatsApp group is mandatory for all participants. If you have not joined the group within 10 days, please contact us by email at ai@icai.in or WhatsApp us at 9910568125.
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	The branch-authorized personnel will verify participant IDs at the time of attendance. Participants are required to present their original ID for verification

Reading Material	No Study material is provided in hard Copy Form. Soft Copy of PDF File (Course Module, Timing, Guidelines, Instructions, AI Tools Downloading, Online Assessment, Digital Certificate, Group Presentation. Everything is updated in this Document. AICA Document shall be uploaded in DLH and shared in WhatsApp Group. You May also Download from https://ai.icai.org/aica.php
Daily Assessment Test	It is mandatory to complete Daily Assessment test on Digital learning Hub on every day between 5 PM to 10 PM. The Participants shall open the assessment only after 5 PM & Completion of Class and confirmation from Faculty.
Internet Connection	ICAI will provide an internet connection at the ICAI venue. However, participants are advised to have backup arrangements such as a Wi-Fi dongle or mobile hotspot. In case of any internet issues, participants may collaborate and conduct practical exercises in groups. Additionally, participants are requested to avoid connecting multiple devices to the Wi-Fi network, as the router has a limited capacity for simultaneous connections. Therefore, participants should use a **laptop or desktop** exclusively for the certificate course and connect only one device to the internet. The provided internet connection should strictly be used for AICA course-related activities.
Annexure A	Recommended List of AI Tools
Annexure B	Steps to Access Daily Assessment Test in Digital learning Hub
Annexure C	Technical Issues & Solutions for the Daily Online Assessment Test
Annexure D	Steps for Downloading Digital Certificate
Annexure E	PPT Template for Group Presentation (Module B)

Annexure A: Recommended List of AI Tools

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

Participants must ensure they have signed up or installed the recommended 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. Recommended 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. 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: Please download before course begins.

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/

3. 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.

Helpline GPT for AICA Related Queries
https://chatgpt.com/g/g-F9aGz4TaY-aica-course-assistant

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Annexure B: Steps to Access Daily Assessment Test in Digital learning Hub

1. Click on "Digital Learning Hub" https://learning.icai.org/iDH/icai/
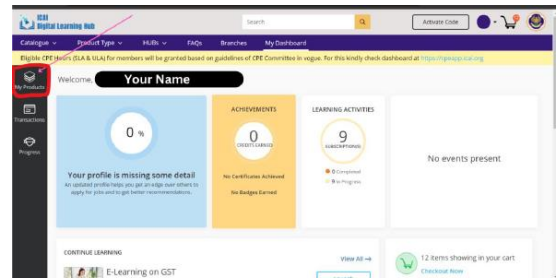(Note: Kindly do this on laptop or PC and use google chrome only)

2. Login with your SSP user credentials. In case any issue in Login, use Forget Password
(https://eservices.icai.org/) any issue email at **ssp.helpdesk@icai.in**

3. After successful login, you will be directed to "My Dashboard."

4. Click on "My Products" link located at the left   side
of the page as shown in image.

5. Make sure you can see your batch name for the
Course. If you do not see your assigned batch,
please contact us ai@icai.in

6. Click on the Batch name of the course you are
allotted to.
7. Click on the Launch button to access the
content.
8. You will see the below panel after clicking on
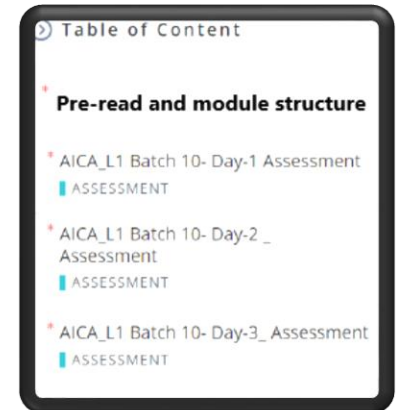"Launch" button.
9. You will see the below panel after clicking on "Launch"
button.
10. Kindly check "" Pre read & Module Structure "to access
AICA Document (Check this before 4-5 Days of Batch)
11. The Daily Assessment Test will be accessible after 5 PM on
each designated test day (Day 1, Day 2, and Day 3).
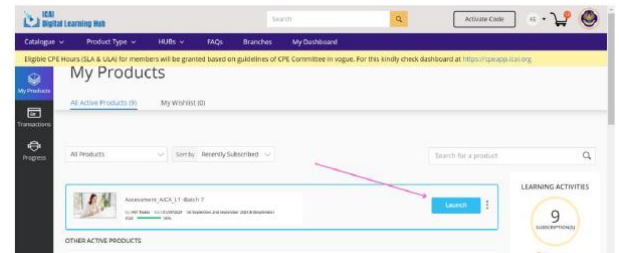
12. Before the Scheduled time, you will see following Screen.

You do not have access to this content.

**If you have any issue
regarding any of the steps or have not able to follow any
steps, please mail us at ai@icai.in or WhatsApp at +91
99105 68125.**

Annexure C: Technical Issues & Solutions for the Daily Online Assessment Test

1. **AICA Course Tab Not Visible:** If a participant registers at the last minute and isn't added to the course on the Digital Learning Hub by Day 1 after 5 PM, they won't be included in the current batch. They'll need to complete all three assessments in the next scheduled batch (online only).

2. **Technical Error during the Assessment Test**: If participants encounter technical issues during the test, such as the course tab or assessment not appearing, or blank windows, test is locked by admin, they should clear their browser history and cache as per below:

☐ **Clear History & Cache:**
   - Open Chrome.
   - Press Ctrl + Shift + Delete (Windows) or Command + Shift + Delete (Mac).
   - In the popup, select Time Range (choose "All time" for a full clear).
   - Check Browsing history and Cached images and files.
   - Click Clear data.

☐ **Open Incognito Window:**
   - Press Ctrl + Shift + N (Windows) or Command + Shift + N (Mac).
   - Or go to Chrome menu (three dots) > New Incognito Window.

3. **Assessment Test Score is not Visible**: If a participant has completed the daily assessment test and the score is not visible, the system will display a message indicating that the test is cleared. This confirms that the test is successfully completed, and participants can close the system. Scores will be available after 10 PM, once the assessment period has closed.
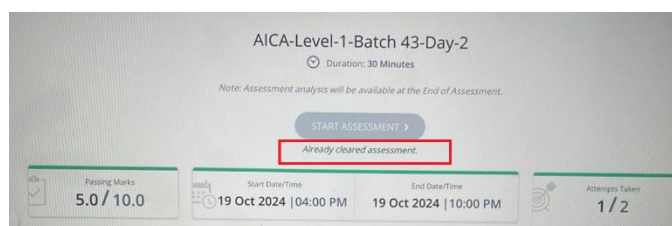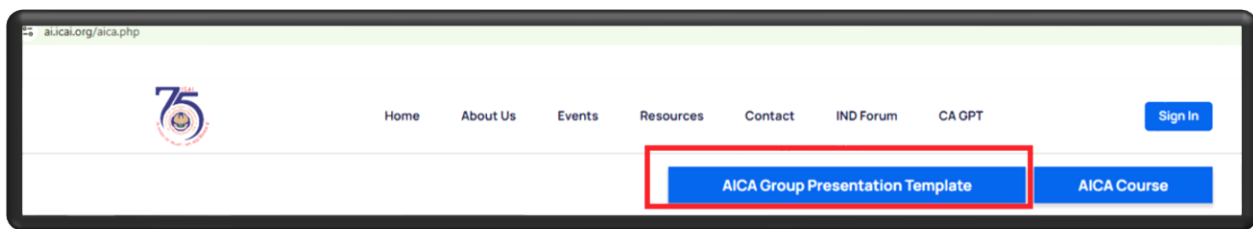

4. **Assessment Not Attempted/Not Cleared:** If a participant has missed or not cleared any of the assessment tests, they must retake all three tests in the next scheduled batch (online only). Participants will be automatically assigned to this batch and will receive an email notification with further details. Send email to ai@icai.in for any query.

Annexure D: PPT Template for Group Presentation (Module B)

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 on Day-3. Participants are required to make presentation in the below format only.

Participants can download the Group Presentation Template from AI in ICAI Website as highlighted below.

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 Day3, with additional slots from 9 AM-10 AM, if needed. After the presentation, Send PPTs in WhatsApp group only.

**Annexure E: Steps for Downloading Digital Certificate**

Participants will receive an email notification once the Digital Certificate is uploaded to the Digital Learning Hub. Additionally, an update will be posted in the AICA WhatsApp Group. Certificates are expected to be available approximately one month after course completion.

Login in Digital learning Hub https://learning.icai.org/iDH/icai/ and select the Batch for Which you want to access the Certificate.

A. Click on the three dots just by the side of Launch button.
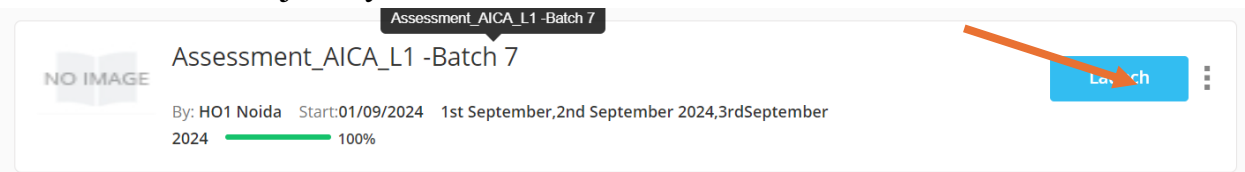
B. After that a dropdown menu will appear like this:
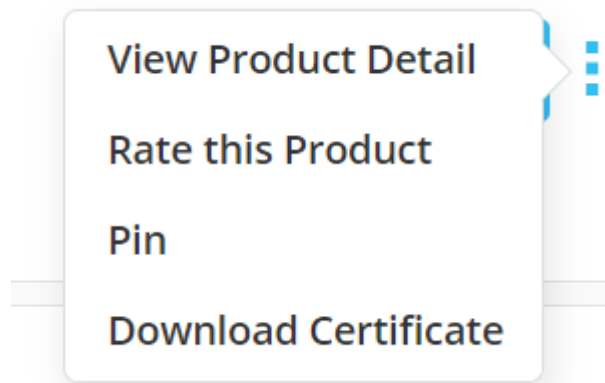
C. From this menu you can select to download certificate.

D. You will be able to download the certificate.

Note: In case any of the Participant absent any of the day, Missed Group presentation, not completed any of the assessment test. In such cases, participants certificate would not be generated. Participants is required to complete pending activity at any of the Batch informing at ai@icai.in . participant certificate would be generated only after completing all activities.