



AICA-Level-1 Reference Document for Participants -(AICA 7.0)

Participants	Chartered Accountants
Location	Physical at ICAI Branch Location/ICAI Center of Excellence Only.
Accommodation	<p>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.</p> <p>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.</p>
Pre-Requisites	<p>A. Basic Computer and Microsoft Office Knowledge: Concept of basic Finance, Audit and Statistics, Problem Solving Skills.</p> <p>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.</p> <p>C. Windows 10 or MacBook devices allowed if no alternative.</p> <p>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.</p> <p>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.</p> <p>F. This Document AICA 7.0 will be uploaded in DLH & Shared in WhatsApp Grp.</p> <p>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.</p>
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/-



AI FOR CHARTERED ACCOUNTANTS (AICA - LEVEL 1)



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:	<p>Final Test Structure: Module A & Module B</p> <ul style="list-style-type: none"> • 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. <p>Module B: 5-Minute Group Presentation of Use Case Demonstration – 20 Marks (4 Participants per Group) - Passing Marks: 10</p> <p>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.</p> <p>The group will choose their own presentation topic.</p> <p>Presentations will use the provided template (4 slides): 1. Problem Statement, 2. Technology Solution 3. Implementation Plan & 4. Conclusion</p> <p>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.</p>
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
Batch Size	50 (Minimum 40 Participants, Maximum 60 Participants)



AI FOR CHARTERED ACCOUNTANTS (AICA - LEVEL 1)



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	<p>Machine Learning Basic Understanding data types and Structure. Introduction to Machine Learning Concepts. Basic algorithms relevant to Finance & Audit.</p>
	Tea Break-1
Module 5 (Day-2) -2 Hrs 12 PM-2 PM	<p>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.</p>
	Lunch Break
Module 6 (Day-2) 2 Hrs (3 PM-5PM)	<p>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.</p>
Objective Test-2 (Day-2) 15 Minutes	<p>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.</p>
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 in AICA Group once it is available.
AI in ICAI Updates	<p>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</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <p style="text-align: center;">Twitter (Scan QR Code) WhatsApp (Scan QR Code)</p>
Guidelines for Participants of AI CA Certificate Course Batch 1	
Refund Policy	<p>Participants who are unable to attend all three days due to any reason are eligible for a full refund, which will be processed automatically in the Same Bank Account/Payment Source from which payment was made after the course concludes & Attendance from Branch.</p> <p>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.</p>
Batch Transfer Policy	<p>Batch transfers are not permitted. If you are unable to attend, Participants will receive refund automatically after the Batch concludes & Attendance from Branch. Participants may complete a new registration for the upcoming batch at https://ai.icai.org/aica.php</p>
Participants Replacement	<p>In case any participant is unable to join, replacement registration is not permitted. All batches are considered full, with additional waitlisted participants.</p>
Registration Query	<p>Registration is not possible once the batch is closed. However, if the local branch has the capacity to increase seats, they may request an extension, subject to a maximum of 60 registrations. Participants can register through the portal.</p> <p>The launch of new batches can only be requested by the branch to AI Committee and is subject to the availability of the lab.</p>
Notifications of New Batch	<p>Participants Can Follow AI in ICAI WhatsApp Channel to receive the Notifications of New Batch Opening.</p> <p>https://www.whatsapp.com/channel/0029VaThu9gCsU9SZu71gY30</p> <div style="text-align: right;">  </div>
Missed Days Attendance:	<p>If participants miss any sessions or group presentations, they must attend the missed portions in another batch at no extra cost.</p>



AI FOR CHARTERED ACCOUNTANTS (AICA - LEVEL 1)



	<p>Participants should send an email to ai@icai.in and the respective Branch, mentioning the following details:</p> <p>Original Batch Number, Missed Day, Membership Number, Name, Mobile Number, Batch Number in which they wish to attend the missed session, Participants must also mark their manual attendance in the attendance sheet, clearly mentioning their original batch number.</p>
Daily Assessment Test	<p>Participants must complete the Daily Assessment Tests for Day 1, Day 2, and Day 3 on the Digital Learning Hub each day between 5 PM and 10 PM.</p> <p>To ensure a smooth experience, participants should verify a day in advance that the course is available on their dashboard. The test should only be attempted after 5 PM, following the completion of the class and confirmation from the faculty.</p> <p>If a participant misses a test or does not pass, ICAI will automatically enrol them in a designated online batch, titled "Special AI Batch," which will be conducted from the 4th (starting at 10 AM) to the 10th (ending at 10 PM) of the following month. Participants will receive an email notification from the Digital Learning Hub (DLH) once Online Assessment is Available.</p> <p>To successfully complete the AICA-Level Course and qualify for certification, participants must attempt and pass all three tests within the designated period. They have the option to complete all three tests in a single sitting as well.</p>
Group Presentation:	<p>Participants will be grouped in sets of four based on alphabetical order. However, branches may reassign groups on Day 1 Attendance or due to last-minute changes to ensure each group consists of three to five participants.</p> <p>If a participant misses their group presentation, they must complete it in the next available batch at any ICAI branch in India physically to be eligible for the AICA Level 1 Certificate. Participants must email ai@icai.in to request the same.</p> <p>To complete the group presentation, participants can join the respective branch, mark their attendance, and provide their previous batch number along with the reason for missing the original presentation (i.e., "Missed Group Presentation").</p>
WhatsApp Contact	<p>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.</p>
Other Queries:	<p>For any questions, email ai@icai.in from your registered email ID with your membership number and name. Expect a response within 24 hours.</p>
ID Proof	<p>The branch-authorized personnel will verify participant IDs at the time of attendance. Participants are required to present their original ID for verification</p>

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
Internet Connection	<p>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.</p> <p>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.</p>
Tax Invoice	Tax invoices will be issued monthly after the batch is completed in the following month. They will be sent to SSP registered email IDs from icaireceipt@icai.in between the 11th and 15th of each month.
AICA Course Assistant	<p>Participants with any queries related to the AICA Certificate Course can ask queries by Prompt to AICA Course Assistant. Refer below url or Scan QR Code for AICA Course Assistant</p> <p>https://chatgpt.com/g/g-F9aGz4TaY-aica-course-assistant</p> 
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 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



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.

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

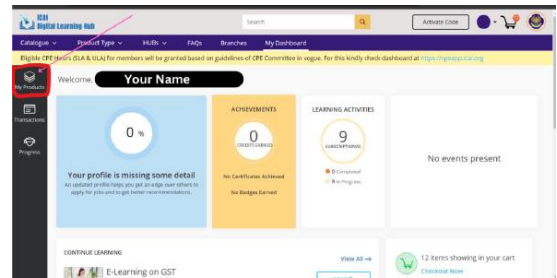
1. Click on "Digital Learning Hub" <https://learning.icai.org/iDH/icai/>
(Note: Kindly do this on laptop or PC and use google chrome only)



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 of the page as shown in image.



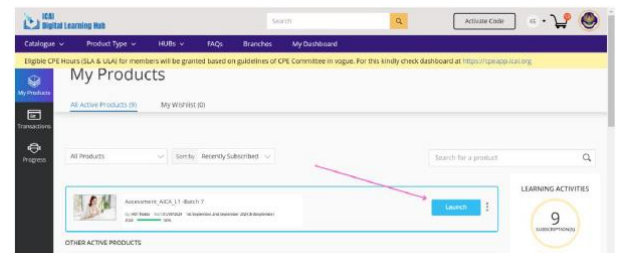
side

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.

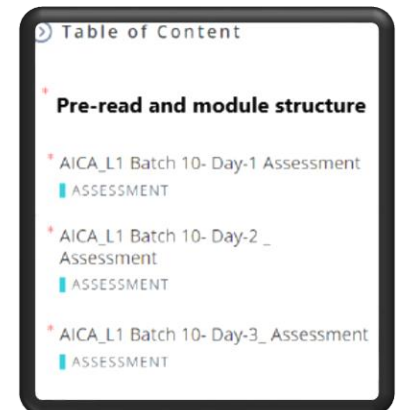


9. You will see the below panel after clicking on "Launch" button.

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.

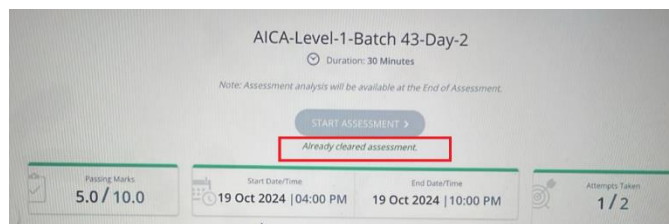
Annexure C: Technical Issues & Solutions for the Daily Online Assessment Test

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.



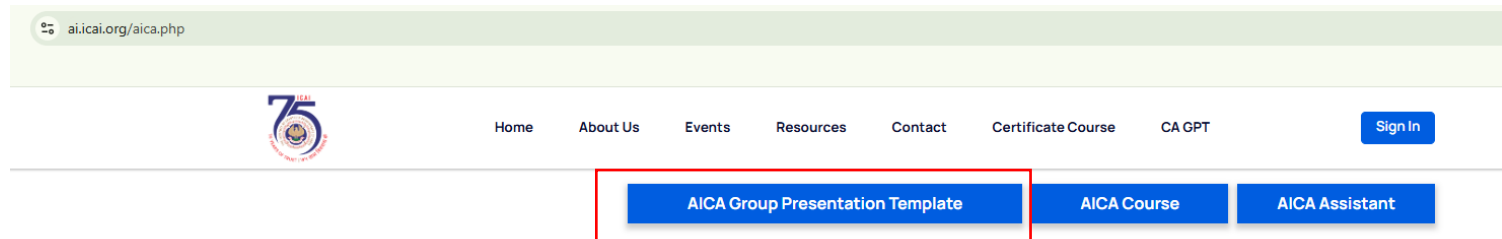
4. **Assessment Not Attempted/Not Cleared:** If a participant has missed or not cleared any of the assessment tests, they must retake all three tests in the next scheduled batch (online only). Participants will be automatically assigned to this batch and will receive an email notification with further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

AI FOR CHARTERED ACCOUNTANTS (AICA - LEVEL 1)		CA
	Group Name	
	Batch	
Presenter 1(Name and membership number)		Presenter 2(Name and membership number)
Presenter 3(Name and membership number)		Presenter 4(Name and membership number)

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



Or click below link for Downloading Presentation Template

https://ai.icai.org/assets/upload/attachment/AICA_Presentation_template.pptx

Or click below link for Downloading Presentation Template



Participants must coordinate with the Branch Coordinator to obtain details of their group participants. This will help in organizing and planning the Group Presentation on Day 1 itself.

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. Participants must verify their assigned group on Day 1 itself.

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.

Note:

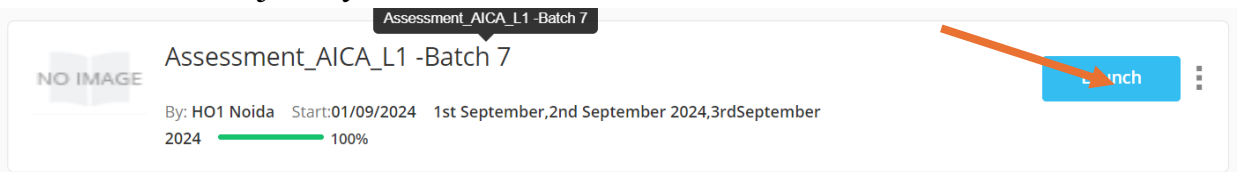
- All the Groups would be finalized by AI in ICAI Committee only based on the Alphabetical order. No Changes allowed in the Group.
- If a group is left with only 1 or 2 participants due to the absence of others, the branch coordinator will reorganize them into a different group.

Annexure E: Steps for Downloading Digital Certificate

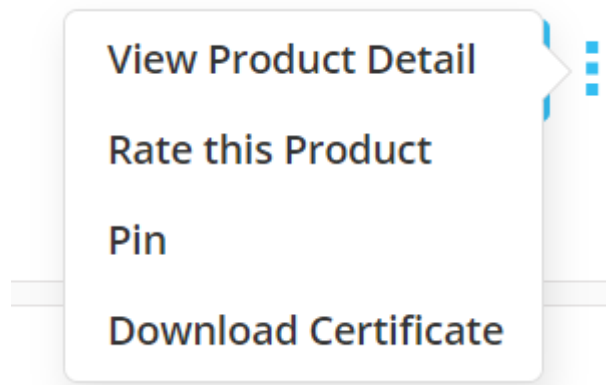
Participants will receive an email notification once the Digital Certificate is uploaded to the Digital Learning Hub. Additionally, an update will be posted in the AICA WhatsApp Group. Certificates are expected to be available approximately one month after course completion.

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.