

# CERTIFIED AI POWERED ACCOUNTANT (CAPA)

## COURSE OVERVIEW

The Certified AI-Powered Accountant (CAPA) program equips accounting professionals with practical AI skills to modernize their workflows and enhance productivity. Participants learn AI fundamentals, including natural language processing and machine learning, and apply AI tools to bookkeeping, financial reporting, and Excel-based tasks. The program emphasizes automation, accuracy, and efficiency, enabling accountants to process data faster, reduce errors, and generate actionable insights. Through hands-on exercises, case studies, and real-world scenarios, participants will integrate AI into their day-to-day accounting processes, strengthening decision-making capabilities and preparing for the evolving finance landscape.

## TARGET COMPETENCIES

- Bookkeeping Automation
- Financial Reporting
- Excel Optimization
- Data Analysis
- Process Efficiency
- Error Reduction
- Accounting Insights

## TARGET AUDIENCE

Accountants, auditors, and finance managers seeking to leverage AI tools for automation, reporting efficiency, accurate bookkeeping, and smarter decision-making in daily accounting practices.

## COURSE OBJECTIVES

By the end of this course, attendees will be able to:

- Apply AI fundamentals to accounting workflows.
- Automate bookkeeping and transaction recording using AI tools.
- Streamline financial reporting and analysis with AI-driven processes.
- Utilize AI-assisted Excel formulas and functions for reporting.
- Enhance accuracy and reduce errors in accounting tasks.
- Extract actionable insights from accounting data using AI.
- Integrate AI tools to improve efficiency and decision-making.

# **COURSE METHODOLOGY**

Interactive lectures, hands-on exercises, and case studies demonstrate AI applications in accounting. Participants engage in practical automation tasks, Excel integration, and scenario-based exercises to strengthen efficiency and accuracy.

## **COURSE OUTLINE**

### **FOUNDATIONS OF AI IN ACCOUNTING**

- Introduction to AI concepts, machine learning, and NLP
- AI applications in accounting workflows
- Understanding AI capabilities for automation

### **AI-POWERED BOOKKEEPING**

- Automating transaction recording and reconciliation
- AI for error detection and anomaly identification
- Hands-on exercises with AI bookkeeping tools

### **AUTOMATING FINANCIAL REPORTING ANALYSIS WITH AI**

- AI-driven report generation and analysis
- Streamlining financial statements and KPI evaluation
- Scenario-based exercises for real-world reporting challenges

### **EXCEL FORMULAS USING AI**

- AI-assisted formulas and functions for accounting tasks
- Automating data processing and analysis within Excel
- Practical exercises integrating AI into Excel workflows

### **INTEGRATED AI APPLICATIONS IN ACCOUNTING**

- Case studies combining AI in bookkeeping, reporting, and Excel
- Scenario-based exercises for end-to-end accounting automation

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