

50:50 Technology for Senior CA Professionals (2026 Edition)

This contemporary programme is specially designed for senior Chartered Accountant professionals to strengthen confidence in modern digital tools for practice management, client servicing, regulatory compliance, communication, cybersecurity, and AI-assisted productivity.

Modules	Hours
Module 1: Digital Foundations & Everyday Technology (1–10) 1. Understanding modern computers, laptops, tablets, and smartphones 2. Managing files, folders, desktop, and downloads 3. Using internet browsers effectively and safely 4. Smart Google search techniques for professional research 5. Using AI tools for professional assistance and drafting 6. Managing email through Gmail and Outlook 7. Calendar, reminders, and task scheduling 8. WhatsApp Web and Telegram 9. Video meetings through Zoom, Microsoft Teams, and Google Meet	3 Hours
Module 2: AI, Automation & Future-Ready CA Practice (11–20) 10. AI-assisted drafting of emails, minutes, and proposals 11. Using AI for research and case summaries 12. Automation of repetitive office workflows 13. OCR and document digitisation 14. Voice typing and speech-to-text tools 15. Practice management software 16. CRM basics for relationship management 17. Data analytics basics for decision-making 18. Building a paperless and green CA office 19. Future technologies shaping CA practice 20. Cloud storage using Google Drive, OneDrive, and Dropbox	3 Hours
Module 3: Cybersecurity, Safety, & Digital Risk Management (21–34) 21. Password management and multi-factor authentication 22. Identifying phishing emails and fraud messages 23. Cybersecurity for CA firms and client data protection 24. Safe use of public Wi-Fi and remote working 25. Secure backup systems and disaster recovery basics 26. DPDP awareness and confidential information handling 27. Safe online transactions and UPI precautions 28. Device updates, antivirus, and malware prevention 29. Mobile security for senior professionals	3 Hours

30. Social media professionalism and digital reputation 31. UDIN generation and management 32. Digital payment systems and secure banking 33. Secure online client document collection 34. Biometric Authentication	
Module 4: Office Productivity for CA Practice (35–50) 35. Drafting professional letters and reports in MS Word (online or offline) 36. Formatting, templates, and standard office documentation 37. Track changes, comments, and collaborative review (online or offline) 38. PDF creation, editing, merging, and e-sharing 39. Digital signatures, DSC utilities, and e-signing workflows 40. Practical Excel for CA offices, Google spread sheets 41. Advanced Excel (limited aspects) for reconciliations and MIS 42. Charts, dashboards, and client presentation visuals 43. PowerPoint for seminars and client meetings 44. Using note-taking and annotation tools 45. E-office workflows & Paperless approvals 46. Confidential Information Handling 47. Communication Etiquettes & Safeguards 48. E learning Platforms (LMS) 49. You Tube for learning & Creation of channel 50. Linkedin for Professional Networking	3 Hours