



## *The TIPS College of Accountancy (TCA)*

### ***STUDY PLAN FOR PCSC-I***

<b>Skills</b>	<b>Hours</b>	<b>Contents</b>
<b>1</b> <b>Intellectual</b>	<b>2</b>	<p>A. Introduction to PCSC (<b>1 hour</b>)</p> <p>B. Openness and objectivity in giving and receiving feedback (<b>1 hour</b>)</p> <p><b>Note:</b> After the completion of this segment, the students will be better able to understand practical communication.</p> <p><b>Recommended readings and sites</b></p> <ol style="list-style-type: none"> <li>1. The Art of Giving and Receiving Feedback by Shirley Poertner and Karen Massetti</li> <li>2. Handouts by the facilitator</li> <li>3. <a href="http://www.csbsju.edu/">http://www.csbsju.edu/</a></li> <li>4. <a href="http://careerplanning.about.com">http://careerplanning.about.com</a></li> </ol>
<b>2</b> <b>Interpersonal and Communication</b>	<b>46</b>	<p>A. Writing information in word and numeric forms for clear communication (<b>1 hour</b>)</p> <ol style="list-style-type: none"> <li>a. Writing in present tense (<b>20 min</b>)</li> <li>b. Writing in future tense (<b>20 min</b>)</li> <li>c. Writing in past tense (<b>20 min</b>)</li> <li>d. Writing on different topics (<b>1 hour</b>)</li> <li>e. Some common errors and corrections (<b>1hour</b>)</li> </ol> <p>B. Depicting awareness of clear communication (<b>1hour</b>)</p> <p>C. Demonstrating listening skills and understanding given instructions (<b>1 hour</b>)</p> <p>D. Oral presentations</p> <ol style="list-style-type: none"> <li>a. Simple descriptions (classrooms, offices, persons, animals etc.) (<b>2 hours</b>)</li> <li>b. Describing the things in surroundings (<b>2 hours</b>)</li> <li>c. Describing different activities in present tenses (<b>1 hour</b>)</li> <li>d. Describing different activities in past tenses (<b>1 hour</b>)</li> <li>e. Describing different activities in future tenses (<b>1 hour</b>)</li> <li>f. Types of questions and the tunes for them (<b>1 hour</b>)</li> </ol> <p>E. Formal presentations</p> <ol style="list-style-type: none"> <li>a. Individual presentations (<b>30 hours</b>) (6 short presentations: 10 minutes' presentation from every student individually))</li> <li>b. Role-play and group discussions (<b>2 hours</b>) (4 discussions: 30 minutes for every discussion) (6 groups comprising 5 students apiece will hold 4 different discussions on the topics assigned by the facilitator.</li> </ol> <p><b>Note:</b> After learning these skills, the students will be better able to communicate interpersonally and express themselves in presentations.</p> <p><b>Recommended readings and sites</b></p> <ol style="list-style-type: none"> <li>1. Practical English Grammar by Thomson and Martinet</li> <li>2. Listening Skills by Routes: Interpersonal Communication</li> <li>3. How to Prepare and Deliver a Presentation by Rpberto Cipolla</li> <li>4. Handouts by the facilitator</li> <li>5. <a href="http://presentationsoft.about.com">http://presentationsoft.about.com</a></li> <li>6. <a href="http://www.englishclub.com">www.englishclub.com</a></li> </ol>

		<p>7. <a href="http://www.helpguide.org/">http://www.helpguide.org/</a>  8. <a href="http://learnenglish.britishcouncil.org">http://learnenglish.britishcouncil.org</a></p>
<p><b>3</b>  <b>Professional Skepticism and Professional Judgment</b></p>	<p><b>2</b></p>	<p>Probing, and questioning the relevant facts <b>(2 hours)</b>  <b>Note:</b> After the completion of this segment, the students will be able to develop professional skepticism to find their own, better solutions.  <b>Recommended reading and sites</b>  <b>1.</b> Enhancing Your Professional Skepticism by James D. Ratley  <b>2.</b> <a href="http://pakaccountants.com">http://pakaccountants.com</a>  <b>3.</b> <a href="http://www.sageworks.com">http://www.sageworks.com</a></p>
<p><b>4*</b></p>		<p>Write an essay on a topic generally known to a school leaver.  <b>Recommended reading and sites</b>  <a href="https://www.wikihow.com/Write-a-Descriptive-Essay">https://www.wikihow.com/Write-a-Descriptive-Essay</a>  <a href="https://www.wikihow.com/Write-an-Argumentative-Essay">https://www.wikihow.com/Write-an-Argumentative-Essay</a>  <a href="https://www.wikihow.com/Write-a-Narrative-Essay">https://www.wikihow.com/Write-a-Narrative-Essay</a>  <a href="https://www.wikihow.com/Write-a-Persuasive-Essay">https://www.wikihow.com/Write-a-Persuasive-Essay</a>  <a href="https://www.wikihow.com/Write-an-Expository-Essay">https://www.wikihow.com/Write-an-Expository-Essay</a></p>
<p><b>5*</b></p>		<p>Write a meaningful and effective precis.  <b>Recommended reading and sites</b>  <a href="https://www.wikihow.com/Write-a-Precis">https://www.wikihow.com/Write-a-Precis</a>  <a href="http://evirtualguru.com/15-exercises-for-precis-writing-for-class-10-class-12-and-graduation-and-other-classes-solved-precise-1/">http://evirtualguru.com/15-exercises-for-precis-writing-for-class-10-class-12-and-graduation-and-other-classes-solved-precise-1/</a>  <a href="http://www.englishdaily626.com/summary.php?002">http://www.englishdaily626.com/summary.php?002</a></p>
<p><b>6*</b></p>		<p>Write a business letter on a well explained scenario.  Write a business letter on a well explained scenario.  <b>Recommended reading and sites</b>  <a href="https://www.wikihow.com/Write-a-Business-Letter">https://www.wikihow.com/Write-a-Business-Letter</a>  <a href="http://ebook247.blogspot.com/2009/08/1001-business-letters-for-all-occasions.html">http://ebook247.blogspot.com/2009/08/1001-business-letters-for-all-occasions.html</a>  <a href="http://faculty.kfupm.edu.sa/mgm/danielm/SHORT%20REPORTS1%20format.htm">http://faculty.kfupm.edu.sa/mgm/danielm/SHORT%20REPORTS1%20format.htm</a>  <a href="https://www.wikihow.com/Write-a-Business-Report">https://www.wikihow.com/Write-a-Business-Report</a>  <a href="https://www.examples.com/business/short-report.html">https://www.examples.com/business/short-report.html</a></p>

*Signature of Principal*

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