



The TIPS College of Accountancy (TCA)

STUDY PLAN FOR PCSC-I

Skills	Hours	Contents
1 Intellectual	2	A. Introduction to PCSC (1 hour) B. Openness and objectivity in giving and receiving feedback (1 hour) Note: After the completion of this segment, the students will be better able to understand practical communication. Recommended readings and sites 1. The Art of Giving and Receiving Feedback by Shirley Poertner and Karen Massetti 2. Handouts by the facilitator 3. http://www.csbsju.edu/ 4. http://careerplanning.about.com
2 Interpersonal and Communication	46	A. Writing information in word and numeric forms for clear communication (1 hour) a. Writing in present tense (20 min) b. Writing in future tense (20 min) c. Writing in past tense (20 min) d. Writing on different topics (1 hour) e. Some common errors and corrections (1hour) B. Depicting awareness of clear communication (1hour) C. Demonstrating listening skills and understanding given instructions (1 hour) D. Oral presentations a. Simple descriptions (classrooms, offices, persons, animals etc.) (2 hours) b. Describing the things in surroundings (2 hours) c. Describing different activities in present tenses (1 hour) d. Describing different activities in past tenses (1 hour) e. Describing different activities in future tenses (1 hour) f. Types of questions and the tunes for them (1 hour) E. Formal presentations a. Individual presentations (30 hours) (<i>6 short presentations: 10 minutes' presentation from every student individually</i>) b. Role-play and group discussions (2 hours) (<i>4 discussions: 30 minutes for every discussion</i>) (<i>6 groups comprising 5 students apiece will hold 4 different discussions on the topics assigned by the facilitator.</i>) Note: After learning these skills, the students will be better able to communicate interpersonally and express themselves in presentations. Recommended readings and sites 1. Practical English Grammar by Thomson and Martinet 2. Listening Skills by Routes: Interpersonal Communication 3. How to Prepare and Deliver a Presentation by Roberto Cipolla 4. Handouts by the facilitator 5. http://presentationsoft.about.com 6. www.englishclub.com

		<p>7. http://www.helpguide.org/ 8. http://learnenglish.britishcouncil.org</p>
3 Professional Skepticism and Professional Judgment	2	<p>Probing, and questioning the relevant facts (2 hours)</p> <p>Note: After the completion of this segment, the students will be able to develop professional skepticism to find their own, better solutions.</p> <p>Recommended reading and sites</p> <ol style="list-style-type: none"> 1. Enhancing Your Professional Skepticism by James D. Ratley 2. http://pakaccountants.com 3. http://www.sageworks.com
4*		<p>Write an essay on a topic generally known to a school leaver.</p> <p>Recommended reading and sites</p> <p>https://www.wikihow.com/Write-a-Descriptive-Essay https://www.wikihow.com/Write-an-Argumentative-Essay https://www.wikihow.com/Write-a-Narrative-Essay https://www.wikihow.com/Write-a-Persuasive-Essay https://www.wikihow.com/Write-an-Expository-Essay</p>
5*		<p>Write a meaningful and effective precis.</p> <p>Recommended reading and sites</p> <p>https://www.wikihow.com/Write-a-Precis http://evirtualguru.com/15-exercises-for-precis-writing-for-class-10-class-12-and-graduation-and-other-classes-solved-precise-1/ http://www.englishdaily626.com/summary.php?002</p>
6*		<p>Write a business letter on a well explained scenario. Write a business letter on a well explained scenario.</p> <p>Recommended reading and sites</p> <p>https://www.wikihow.com/Write-a-Business-Letter http://ebook247.blogspot.com/2009/08/1001-business-letters-for-all-occasions.html http://faculty.kfupm.edu.sa/mgm/danielm/SHORT%20REPORTS1%20format.htm https://www.wikihow.com/Write-a-Business-Report https://www.examples.com/business/short-report.html</p>

Signature of Principal
