



The TIPS College of Accountancy (TCA)
STUDY PLAN FOR PCSC-II

Skills	Hours	Contents
1 Intellectual	2	<p>A. Introduction to PCSC (.5 hour)</p> <p>B. Openness and objectivity in giving and receiving feedback (.5 hour)</p> <p>C. Reasoning, critical analysis and innovative thinking, and recommending solutions to problems (1 hour)</p> <p>Note: After the completion of this segment, the students will be better able to understand practical communication.</p> <p>Recommended readings and sites</p> <ol style="list-style-type: none"> 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	45	<p>A. Writing information in word and numeric forms for clear communication (.5 hour)</p> <ol style="list-style-type: none"> a. Writing on different topics (1 hour) <p>B. Depicting awareness of clear communication (.5 hour)</p> <p>C. Demonstrating listening skills and understanding given instructions (.5 hour)</p> <p>D. Applying consultative skills to minimize or resolve conflict and solve problems (.5 hour)</p> <p>E. Presenting ideas and influencing others to provide support and commitment (1 hour)</p> <p>F. Formal presentations</p> <ol style="list-style-type: none"> a. Individual presentations (40 hours) <i>(8 short presentations: 10 minutes' presentation from every student individually)</i> b. Role-play and group discussions (1 hour) <i>(2 discussions: 30 minutes for each discussion)</i> <i>(6 groups comprising 5 students apiece will hold 2 different discussions on the topics assigned by the facilitator.)</i> <p>Note: After learning these skills, the students will be better able to communicate interpersonally and to express themselves in individual presentations.</p> <p>Recommended readings and sites</p> <ol style="list-style-type: none"> 1. Practical English Grammar by Thomson and Martinet 2. Consultative Skills: For Customer-Driven Sales Conversations 3. Managing Conflict at Work by Chartered Institute of Personnel and Development 4. Listening Skills by Routes: Interpersonal Communication 5. How to Prepare and Deliver a Presentation

		<p>by Rpberto Cipolla</p> <p>6. Handouts by the facilitator</p> <p>7. http://presentationsoft.about.com</p> <p>8. www.englishclub.com</p> <p>9. http://www.helpguide.org/</p> <p>10. http://learnenglish.britishcouncil.org</p>
<p>3</p> <p>Professional Skepticism and Professional Judgment</p>	<p>1</p>	<p>A. Probing, and questioning the relevant facts (.5 hour)</p> <p>B. Identifying and evaluating reasonable alternatives to reach well-reasoned conclusions based on all relevant facts and circumstances (.5 hour)</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</p> <p>1. Enhancing Your Professional Skepticism by James D. Ratley</p> <p>2. http://pakaccountants.com</p> <p>3. http://www.sageworks.com</p>
<p>4</p> <p>Ethical Principles</p>	<p>2</p>	<p>A. Applying the fundamental ethical principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior to respond to ethical dilemmas (2 hours)</p> <p>Note: After the completion of this segment, the students will be better able to understand objective approach and others' values.</p> <p>Recommended reading and sites</p> <p>1. Enhancing Your Professional Skepticism by James D. Ratley</p> <p>2. http://www.wisegeek.com</p> <p>3. http://ethics.iit.edu/</p>

Signature of Principal
