

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Elective course the humanities II		Code 1010334161011154933
Field of study Control Engineering and Robotics	Profile of study (general academic, practical) (brak)	Year /Semester 3 / 6
Elective path/specialty -	Subject offered in: polish	Course (compulsory, elective) obligatory
Cycle of study: First-cycle studies	Form of study (full-time,part-time) part-time	
No. of hours Lecture: 15 Classes: 15 Laboratory: - Project/seminars: -		No. of credits 3
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art technical sciences		ECTS distribution (number and %) 3 2%
Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Management Engineering ul. Strzelecka 11 60-965 Poznań		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Student knows basic knowledge of interpersonal rules.
2	Skills	Student is able to analyze factors related with the communication process.
3	Social competencies	Student is aware of the student is aware of the importance of communication in personal and professional life.
Assumptions and objectives of the course: The improvement by students of interpersonal skills: verbal and nonverbal communication, skills of listening, preparation of oral presentation.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Student knows the interpersonal rules. - [KW25] 2. The student has knowledge of verbal and nonverbal communication during public speeches - [KW25, KW26] 3. Student knows communication barriers. - [KW25, KW26]		
Skills:		
1. Student is able to apply the interpersonal rules in working life and private - [KU01, KU02] 2. Student is able to analyze the process of communication - [KU01, KU02] 3. Student is able to actively listen. - [KU01, KU02] 4. Student is able to prepare the presentation. - [KU01, KU02]		
Social competencies:		
1. Student can work in team. - [K_K01, K_K02, K_K03] 2. Student is able to prepare opinions in commonly understandable way. - [K_K05, K_K06]		
Assessment methods of study outcomes		
final test, 14 questions, 3,0 >7pkt., 3,5 >8,5 pkt, 4,0>9,75 pkt, 4,5 >11,5; 5,0>12,75pkt. Activity classes		

Course description		
<p>The meaning of communication in everyday life and professional. -Essence of interpersonal communication. The kinds of interpersonal communication: nonverbal communication and verbal (oral and written). Methods of informative communication. Types of persuasion. Communication barriers: technical, organizational, social. Communication competences and their influence on interpersonal reports: active listening, effective using the words, Oral presentations, Verbal and nonverbal communication during the presentation, skills of co-operation in group and the team. Communication in organization.</p>		
<p>Basic bibliography:</p> <ol style="list-style-type: none"> 1. 1. Gronbeck B., German K., Ehninger D., ?Zasady komunikacji werbalnej?, Poznań, 2001 2. 2. Nęcki Z., Komunikacja interpersonalna, Wrocław, 2002 3. 3. Stewart J., Podręcznik komunikacji interpersonalnej?, Warszawa, 2003 		
<p>Additional bibliography:</p> <ol style="list-style-type: none"> 1. 1. Jablonowska, L., Wachowiak, P., Winch, S., ?Prezentacja profesjonalna. Teoria i praktyka?, Difin, Warszawa, 2008 2. 2. Nęcki Z.,:;&#38;#34; Komunikacja międzyludzka&#38;#34;, Wydawnictwo Profesjonalnej Szkoły Biznesu, Kraków 1996r., 		
Result of average student's workload		
Activity	Time (working hours)	
1. classes	30	
Student's workload		
Source of workload	hours	ECTS
Total workload	70	3
Contact hours	45	3
Practical activities	25	3