

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Interpersonal communication</b>		Code <b>1010341561011157394</b>
Field of study <b>Mathematics</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>3 / 6</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>full-time</b>	
No. of hours Lecture: <b>2</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>4</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art <b>social sciences</b> <b>Social sciences</b>		ECTS distribution (number and %) <b>6 4%</b> <b>6 4%</b>
<b>Responsible for subject / lecturer:</b>  dr inż. Małgorzata Spychala email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Management Engineering ul. Strzelecka 11 60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Student knows basic knowledge of interpersonal rules.
2	<b>Skills</b>	Student is able to analyze factors related with the communication process.
3	<b>Social competencies</b>	Student is aware of the student is aware of the importance of communication in personal and professional life.
<b>Assumptions and objectives of the course:</b> The improvement by students of interpersonal skills: verbal and nonverbal communication, skills of listening, preparation of oral presentation.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
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]		
<b>Skills:</b>		
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]		
<b>Social competencies:</b>		
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]		
<b>Assessment methods of study outcomes</b>		
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		

<b>Course description</b>		
<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><b>Basic bibliography:</b></p> <ol style="list-style-type: none"> <li>1. 1. Gronbeck B., German K., Ehninger D., ?Zasady komunikacji werbalnej?, Poznań, 2001</li> <li>2. 2. Nęcki Z., Komunikacja interpersonalna, Wrocław, 2002</li> <li>3. 3. Stewart J., Podręcznik komunikacji interpersonalnej?, Warszawa, 2003</li> </ol>		
<p><b>Additional bibliography:</b></p> <ol style="list-style-type: none"> <li>1. 1. Jablonowska, L., Wachowiak, P., Winch, S., ?Prezentacja profesjonalna. Teoria i praktyka?, Difin, Warszawa, 2008</li> <li>2. 2. Nęcki Z.,:&amp;#34; Komunikacja międzyludzka&amp;#34;, Wydawnictwo Profesjonalnej Szkoły Biznesu, Kraków 1996r.,</li> </ol>		
<b>Result of average student's workload</b>		
Activity	Time (working hours)	
1. classes	30	
<b>Student's workload</b>		
Source of workload	hours	ECTS
Total workload	70	6
Contact hours	45	6
Practical activities	25	6