STUDY MODULE DESCRIPTION FORM

Name of the module/subject **Communication systems in organizations**		Code **1011105311011188868**
Field of study **Engineering Management - Part-time studies -**	Profile of study (general academic, practical) **(brak)**	Year /Semester **1 / 1**
Elective path/specialty **Communication Management in**	Subject offered in: **Polish**	Course (compulsory, elective) **elective**
Cycle of study: **Second-cycle studies**	Form of study (full-time,part-time) **part-time**	

No. of hours				No. of credits
Lecture: **16** Classes: **-** Laboratory: **-** Project/seminars: **-**				**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	ECTS distribution (number and %**)**

Responsible for subject / lecturer:	Responsible for subject / lecturer:
dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań	dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań

Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	The student knows basic concepts related with the social groups, knows interpersonal rules.
2	**Skills**	The student has skills of noticing, associating and interpreting occurrences in social groups.
3	**Social competencies**	The student is aware of the meaning of the social communication in the professional and private life.

Assumptions and objectives of the course:

Developing by students social abilities related with communication system in organization and communication audit

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. The student has knowledge about communication systems and styles in the enterprise. - [K1A_W06]

2. He knows methods of developing communication systems. - [K1A_W06; K1A_W08]

3. He has knowledge about communication audit. - [K1A_W15]

Skills:

1. He is able to analyze and to assess communication styles in the society. - [K1A_U01; K1A_U02]

2. He uses the acquired knowledge to develop communication systems. - [K1A_U03, K1A_U05; K1A_U08]

3. He can prepare communication audit.. - [K1A_U09; K1A_U10]

Social competencies:

1. He is able to act according to social rules in the given group. - [K1A_K01]

2. He is able to recognize and to solve social conflicts in teams. - [K1A_K04]

3. He is able to analyse independently social situations and to develop the knowledge concerning the social communication. - [K1A_K06]

Assessment methods of study outcomes

Discussions; written test

Course description

1. Organizational communication - Definition of internal communication. Pyramid of the communication process in organization. Formal and informal communication. Horizontal and vertical communication.

2. Communication systems in organization - The essence of the communication system

Research and analysis of communication systems in the enterprise

3. Types of information networks in organization.

4. Management styles and communication styles in the organization. Managerial skills.

5. Methods of improving communication in organization.

6. Effective communication systems in organization.

7. The essence and preparation of communications audit in organzation.

Organizational communication - Definition of internal communication of the organization. Pyramid of the communication process within the organization. Formal and informal communication. Horizontal and vertical communication.

2. Communication systems in the enterprise - The essence of the communication system

Research and analysis of communication systems in the enterprise

3. Types of information networks within the organization.

4. Management styles and communication styles in the organization. Management styles in an organization. Managerial skills. Styles of communication in the enterprise.

5. Methods of improving communication within the company.

6. Effective communication systems within the organization

7. The nature and preparation of audit communications in organziacji

Basic bibliography:

1. Mruk (red.), Komunikowanie się w biznesie, Poznań, 2002

2. Robbins S., Zachowania w organziacji, PWE, Warszawa, 1998

3. Stankiewicz J., Komunikowanie sie w organizacji, Wrocław, 1999

Additional bibliography:

1. Louart P., Kierowanie personelem w przedsiebiorstwie, Warszawa, 1995

2. Morreale S.P. Spitzberg B. H. Barge J.K., Komunikacja między ludźmi, PWN, 2007

Result of average student's workload

Activity	Time (working hours)
1. Lectures	16

Student's workload

Source of workload	hours	ECTS
Total workload	16	2
Contact hours	16	1
Practical activities	16	0