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Name of the module/subject Communication systems in organizations								
Field of study Engineering Management - Part-time studies -	Name	- £ 4b	STUDY MODULE D		N- d-			
Elective participations of study (brain) Communication Management in Cycle of study (brain) Second-cycle studies No. of hours Lecture: 16 Classes: Laboratory: Project/seminars: No. of credits Cotate of study (brain) Status of the course in the study program (Basic, major, other) (braik) Responsible for subject / lecturer: dr inz, Malgorzata Spychala @put, poznan,pl tel. 61 665 34 15 Faculty of Engineering Management ut. Strzelecka 11 60-965 Poznan The student has skills of noticing, associating and interpreting occurrences in social groups. Knowledge The student has skills of noticing, associating and interpreting occurrences in social groups. Social competencies: Developing by students social abilities related with communication systems and styles in the enterprise [K1A_W06] Le has knowledge about communication systems and styles in the enterprise [K1A_W06] Le is able to analyze and to assess communication systems and styles in the enterprise [K1A_W06] Le is able to act according to social rules in the given group [K1A_K04] Le is able to act according to social rules in the given group [K1A_K04] Le is able to act according to social communication. Le is able to act according to social rules in the given group [K1A_K04] Le is able to act according to social communication. Le is able to act according to social rules in the given group [K1A_K04] Le is able to act according to social rules in the given group [K1A_K06] Le is able to act according to social rules in the given group [K1A_K06] Le is able to act according to social rules in the given group [K1A_K06] Le is able to act according to social rules in the given group [K1A_K06] Le is able to act according to social rules in the given group [K1A_K06] Le is able to act according to social confilicts in teams [K1A_K06] Le is able to act according to social confilicts in teams [K1A_K06] Le is able to act according to social confilicts in teams [K1A_K06] Le is able to recorpice and to so			tems in organizations					
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Education areas and fields of science and art ECTS distribution (number and %)	Lectu	re: 16 Classe	s: - Laboratory: -	Project/seminars:	3			
Responsible for subject / lecturer: dr in2. Malgorzata Spychala emait: 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: Knowledge The student has skills of noticing, associating and interpreting occurrences in social groups. Skills 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 know methods of developing communication systems and styles in the enterprise [K1A_W06] 3. He has knowledge about communication systems and styles in the enterprise [K1A_W06] 3. He has knowledge about communication systems [K1A_W06; K1A_W08] 3. He has knowledge about communication systems [K1A_W06; K1A_W08] 3. He has prepare communication audit [K1A_W15] Skills: 1. He is able to analyze and to assess communication systems [K1A_W06; 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] 3. He is able to analyse independently social situations and to develop the knowledge concerning the social communication	Status	of the course in the study	program (Basic, major, other)	(university-wide, from another field	d)			
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dr inż. Małgorzata Spychala email: malgorzata spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań Ul. Strzelecka 11 60-965 Poznań Prerequisites in terms of knowledge, skills and social competencies: The student knows basic concepts related with the social groups, knows interpersonal rules. Knowledge	Educat	ion areas and fields of sci	ience and art					
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Assessment methods of study outcomes				
Discussions; written test				
Course description				

Faculty of Engineering Management

- 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 organization.

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