

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Communication systems in organizations</b>		Code <b>1011105211011108868</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>1 / 1</b>
Elective path/specialty <b>Communication Management in</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>16</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>3</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		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b> 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		<b>Responsible for subject / lecturer:</b> 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
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student knows basic concepts related with the social groups, knows interpersonal rules.
2	<b>Skills</b>	The student has skills of noticing, associating and interpreting occurrences in social groups.
3	<b>Social competencies</b>	The student is aware of the meaning of the social communication in the professional and private life.
<b>Assumptions and objectives of the course:</b> Developing by students social abilities related with communication system in organization and communication audit		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
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]		
<b>Skills:</b>		
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]		
<b>Social competencies:</b>		
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]		
<b>Assessment methods of study outcomes</b>		
Discussions; written test		
<b>Course description</b>		

<p>1. Organizational communication - Definition of internal communication. Pyramid of the communication process in organization. Formal and informal communication. Horizontal and vertical communication.</p> <p>2. Communication systems in organization - The essence of the communication system          Research and analysis of communication systems in the enterprise</p> <p>3. Types of information networks in organization.</p> <p>4. Management styles and communication styles in the organization. Managerial skills.</p> <p>5. Methods of improving communication in organization.</p> <p>6. Effective communication systems in organization.</p> <p>7. The essence and preparation of communications audit in organization.</p>		
<p>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.</p> <p>2. Communication systems in the enterprise - The essence of the communication system          Research and analysis of communication systems in the enterprise</p> <p>3. Types of information networks within the organization.</p> <p>4. Management styles and communication styles in the organization. Management styles in an organization. Managerial skills. Styles of communication in the enterprise.</p> <p>5. Methods of improving communication within the company.</p> <p>6. Effective communication systems within the organization</p> <p>7. The nature and preparation of audit communications in organizacji</p>		
<p><b>Basic bibliography:</b></p> <p>1. Mruk (red.), Komunikowanie się w biznesie, Poznań, 2002</p> <p>2. Robbins S., Zachowania w organizacji, PWE, Warszawa, 1998</p> <p>3. Stankiewicz J., Komunikowanie się w organizacji, Wrocław, 1999</p>		
<p><b>Additional bibliography:</b></p> <p>1. Louart P., Kierowanie personelem w przedsiębiorstwie, Warszawa, 1995</p> <p>2. Morreale S.P. Spitzberg B. H. Barge J.K., Komunikacja między ludźmi, PWN, 2007</p>		
<p><b>Result of average student's workload</b></p>		
<p><b>Activity</b></p>		<p><b>Time (working hours)</b></p>
<p>1. Lectures</p>		<p>16</p>
<p><b>Student's workload</b></p>		
<p><b>Source of workload</b></p>	<p><b>hours</b></p>	<p><b>ECTS</b></p>
Total workload	<p>16</p>	<p>2</p>
Contact hours	<p>16</p>	<p>1</p>
Practical activities	<p>16</p>	<p>0</p>