

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Communication systems in organizations		Code 1011105311011158868
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 Lecture: 16 Classes: - 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		ECTS distribution (number and %)
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		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
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		

<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>Basic bibliography:</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>Additional bibliography:</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>Result of average student's workload</p>		
<p>Activity</p>		<p>Time (working hours)</p>
<p>1. Lectures</p>		<p>16</p>
<p>Student's workload</p>		
<p>Source of workload</p>	<p>hours</p>	<p>ECTS</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>