

FACULTY OF COMPUTER SCIENCE AND MANAGEMENT**SUBJECT CARD****Name in Polish: Komunikacja w zarządzaniu****Name in English: Communication in management****Main field of study (if applicable): Management****Specialization (if applicable): Organizational Management****Level and form of studies: 1st level, full-time****Kind of subject: optional****Subject code: PSZ1157****Group of courses NO**

	Lecture	Classes	Laboratory	Project	Seminar
Number of hours of organized classes in University (ZZU)					30
Number of hours of total student workload (CNPS)					60
Form of crediting					crediting with grade
For group of courses mark (X) final course					
Number of ECTS points					3
including number of ECTS points for practical (P) classes					3
including number of ECTS points for direct teacher-student contact (BK) classes					1

*delete as applicable

PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES

- 1.
- 2.
- 3.

SUBJECT OBJECTIVES

C1 To give the main ideas about communication in organization

C2 To show how assess the communication in organization

C3 To teach how to use the main assessing methods and interpret collected data

SUBJECT EDUCATIONAL EFFECTS

relating to knowledge:

PEK_W01 The student has a knowledge about communication in an organization

PEK_W02 The student knows how to assess the communication processes in an organizations

...

relating to skills:

PEK_U01 The student is able to construct and use the main assessing communication tools
like questionnaire, interview, follow-up interview and focus group interview

PEK_U02 The student can synthesize and interpret collected data

...

relating to social competences:

PEK_K01 The student can collaborate with his/her colleagues in the team

PEK_K02 The student is a strong critical thinker and he/she is able to evaluate critically his/her

knowledge and professional skills		
PROGRAMME CONTENT		
Form of classes - lecture		Number of hours
Lec 1		
Lec 2		
Lec 3		
	Total hours	
Form of classes - class		Number of hours
Cl 1		
Cl 2		
Cl 3		
	Total hours	
Form of classes - laboratory		Number of hours
Lab 1		
Lab 2		
Lab 3		
	Total hours	
Form of classes - project		Number of hours
Proj 1		
Proj 2		
Proj 3		
	Total hours	
Form of classes - seminar		Number of hours
Sem 1	Communication in the work organization	2
Sem 2	Characteristics of communication assessments	2
Sem 3	Initiating and planning assessments	2
Sem 4	Conducting team audits; initiation, planning and data collection phases, interpretation and final report	2
Sem 5	Choosing focal areas to assess	2
Sem 6	Content analysis as a method	2
Sem 7	The interview; the most basic assessment technology	2
Sem 8	The International Communication Association survey	2
Sem 9	Another data collection methods; Critical Communication Experience Survey and ECCO Analysis	2
Sem 10	Another data collection methods; focus group interviews	2
Sem 11	Examples of organization communication based on audit case studies – student presentations	2
Sem 12	Examples of organization communication based on audit case studies –	2

	student presentations	
Sem 13	Examples of organization communication based on audit case studies – student presentations	2
Sem 14	Colloquium	2
Sem 15	Summary and final discussion	2
	Total hours	30
TEACHING TOOLS USED		
N1. Multimedia displays (by teacher) N2. Multimedia displays (by students) N3. Discussions N4. Teamwork		

EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT

Evaluation (F – forming (during semester), P – concluding (at semester end))	Educational effect number	Way of evaluating educational effect achievement
F1 Discussion during the seminar	PEK_W01, PEK_W02	Oral feedback
F2 Presentation the homework during the seminar.	PEK_U01, PEK_U02	Oral feedback
F3 Prepared by the teams case study final presentations	PEK_K01, PEK_K02	Grade for presentation and oral feedback
C test		

PRIMARY AND SECONDARY LITERATURE

PRIMARY LITERATURE:

- [1] Downs, C. W., Adrian, A. D. (2004) *Assessing Organizational Communication* New York, London: The Guilford Press
Hargie, O., Tourish, D. (ed) (2009) *Auditing Organizational Communication* London and New York: Routledge
[2] Downs, C. W., Adrian, A. D. (2004) *Assessing Organizational Communication* New York, London: The Guilford Press

SECONDARY LITERATURE:

- [1] Syphner, B., D. (ed) (1997) *Case Studies in Organizational Communication 2. Perspectives on Contemporary Work Life* New York, London: The Guilford Press

SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)

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MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT **Communication in management** AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY Management AND SPECIALIZATION Organizational Management

Subject educational effect	Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)**	Subject objectives***	Programme content***	Teaching tool number***
PEK_W01 (knowledge)	K1_ZARZ_W18	C1, C2, C3	S1 – S13	N1, N2, N3, N4

PEK_W02	K1_ZARZ_W18	C1, C2, C3	S1 – S13	N1, N2, N3, N4
PEK_U01 (skills)	K1_ZARZ_U10	C1, C2, C3	S6, S7, S8, S9, S10	N1, N3
PEK_U02	K1_ZARZ_U14	C1, C2, C3	S4, S6, S7, S8, S9, S10	N1, N3
PEK_K01 (competences)	K1_ZARZ_K04	C1, C2, C3	S11, S12, S13	N2, N3, N4
PEK_K02	K1_ZARZ_K01	C1, C2, C3	S11, S12, S13	N2, N3, N4

** - enter symbols for main-field-of-study/specialization educational effects

*** - from table above