

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