

# COMMUNICATION IN ORGANIZATION - course description

General information	
Course name	COMMUNICATION IN ORGANIZATION
Course ID	04.0-WZ-P-CiO-S18
Faculty	<a href="#">Faculty of Economics and Management</a>
Field of study	WEiZ - oferta ERASMUS
Education profile	-
Level of studies	Erasmus programme
Beginning semester	winter term 2023/2024

Course information	
Semester	2
ECTS credits to win	5
Course type	obligatory
Teaching language	english
Author of syllabus	<ul style="list-style-type: none"><li>dr inż. Hanna Bortnowska</li></ul>

Classes forms					
The class form	Hours per semester (full-time)	Hours per week (full-time)	Hours per semester (part-time)	Hours per week (part-time)	Form of assignment
Lecture	15	1	-	-	Exam
Class	30	2	-	-	Credit with grade

## Aim of the course

The aim of the course is to develop students' verbal, nonverbal, visual and written communication skills. These skills will be useful in their future professional work, for example in cooperation between employees, with the supervisor, subordinates, during business negotiations.

## Prerequisites

Positive assessment in the subject of Basics of management.

## Scope

Lecture: The importance of communication in the organization. One-way communication and bi-directional (two-way) communication. Components of communication in the organization. Verbal communication - advantages and disadvantages. Listening - the process and rules of listening. The types of non-verbal communication: proxemics, kinesics, vocalics (paralanguage).

Exercises: The importance of communication in the organization. One-way communication and bi-directional (two-way) communication. Components of communication in the organization. Verbal communication - advantages and disadvantages. Listening - the process and rules of listening. The types of non-verbal communication: proxemics, kinesics, vocalics (paralanguage). The differences in nonverbal communication among people from different nationalities (cultures).

## Teaching methods

PowerPoint presentation, discussion, essay

## Learning outcomes and methods of theirs verification

Outcome description	Outcome symbols	Methods of verification	The class form
Students can use their knowledge to improve the communication process in the organization.		<ul style="list-style-type: none"><li>a written assignment</li><li>an ongoing monitoring during classes</li></ul>	<ul style="list-style-type: none"><li>Class</li></ul>
Students can characterize various forms of communication in the organization.		<ul style="list-style-type: none"><li>a written assignment</li><li>activity during the classes</li></ul>	<ul style="list-style-type: none"><li>Lecture</li><li>Class</li></ul>
Students are able to present and interpret non-verbal messages, also those ones which are specific to different cultures.		<ul style="list-style-type: none"><li>a written assignment</li><li>activity during the classes</li></ul>	<ul style="list-style-type: none"><li>Class</li></ul>
Students can characterize the components of communication.		<ul style="list-style-type: none"><li>a written assignment</li><li>activity during the classes</li></ul>	<ul style="list-style-type: none"><li>Lecture</li><li>Class</li></ul>
Students are able to use different forms of interpersonal communication in practice.		<ul style="list-style-type: none"><li>a written assignment</li><li>activity during the classes</li></ul>	<ul style="list-style-type: none"><li>Class</li></ul>

## Assignment conditions

Final test covering the contents of lectures and exercises (open-ended questions). The student can get a total of 10 points, including: 3,0 from 6.0 points; 3,5 from 7.0 points;

4,0 from 8.0 points; 4,5 from 9.0 points and 5,0 from 9.5 points

Correctly made written works.

## Recommended reading

Antos, G., Handbook of interpersonal communication. The Hague, Mouton De Gruyter, 2011.

Reynolds, S., Valentine, D., Munter, M. M., Guide to Cross-Cultural Communications, Prentice Hall, 2011.

DeVito, J. A., Interpersonal Communication Book, Global Edition, Pearson Education Limited, 2022.

## Further reading

Cooper, P. J., Calloway-Thomas, C., Simonds, C. J., Intercultural Communication: A Text with Readings, Pearson, 2007.

Holliday, A., Hyde, M., Kullman, J. Intercultural Communication: An Advanced Resource Book for Students, Routledge, 2010.

## Notes

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Modified by dr inż. Hanna Bortnowska (last modification: 30-05-2023 11:48)

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