



## Subject card

Subject name and code	Professional Communication Fundamentals, PG_00024835						
Field of study	Management and Production Engineering, Management and Production Engineering						
Date of commencement of studies	October 2020	Academic year of realisation of subject	2020/2021				
Education level	first-cycle studies	Subject group	Humanistic-social subject group				
Mode of study	Full-time studies	Mode of delivery	at the university				
Year of study	1	Language of instruction	Polish				
Semester of study	1	ECTS credits	2.0				
Learning profile	general academic profile	Assessment form	assessment				
Conducting unit	Department of Energy and Industrial Apparatus -> Faculty of Mechanical Engineering and Ship Technology						
Name and surname of lecturer (lecturers)	Subject supervisor	dr inż. Marzena Banaszek					
	Teachers	dr inż. Marzena Banaszek					
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
	Adresy na platformie eNauczanie:						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan	Participation in consultation hours	Self-study	SUM		
	Number of study hours	15	0.0	0.0	15		
Subject objectives	The lecture aims to familiarize students with the basic issues of interpersonal communication, to develop the skills of noticing differences in communication in various social and cultural contexts and the ability to overcome conflicts and prejudices resulting from such differences. Classes are conducted using a workshop method based on activating students through work and discussions, case studies, genre scenes, individual work, simulations and mini-lectures with practical examples.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	K6_W09	The student knows the general principles of creating and developing forms of individual entrepreneurship and stimulating employee creativity, using the knowledge in the field of design, production and operation of machinery and technical devices.	[SW1] Assessment of factual knowledge [SW2] Assessment of knowledge contained in presentation [SW3] Assessment of knowledge contained in written work and projects
	K6_W10	The student has the basic knowledge necessary to understand the economic determinants of engineering activities and economic law, to improve the working environment affecting the efficiency, costs and quality of work.	[SW2] Assessment of knowledge contained in presentation [SW3] Assessment of knowledge contained in written work and projects
	K6_U06	The student is able, when formulating and solving engineering tasks, to see systemic aspects of management and organization of individual and team work, taking into account the human factor, has the necessary preparation to work in an industrial environment and knows the rules and standards related to occupational health and safety.	[SU2] Assessment of ability to analyse information [SU3] Assessment of ability to use knowledge gained from the subject
	K6_K02	The student is able to interact and work in a group, assuming different roles in it, is able to inspire and organize the learning process of other people, and properly sets priorities for the implementation of a task set by himself or others.	[SK4] Assessment of communication skills, including language correctness [SK5] Assessment of ability to solve problems that arise in practice [SK1] Assessment of group work skills

Subject contents	<p><b>COMMUNICATION PROCESS:</b> the concept of communication; characteristics of the communication process: features, elements, levels, functions, meaning of communication</p> <p><b>VERBAL COMMUNICATION:</b> general theory of signs; characteristics of the verbal communication process, murals, graffiti, inspirational quotes, memes, codes and ciphers</p> <p><b>NON-VERBAL COMMUNICATION:</b> paralanguage; meta-messages; unforgettable speeches: words that changed the world; message effectiveness; message meaning distribution; characteristics of non-verbal communication; functions of non-verbal communication; disruptions in non-verbal communication; body language in practice</p> <p><b>INTERCULTURAL COMMUNICATION:</b> diversity and cultural diversity, differences in intercultural communication; barriers in intercultural communication: stereotypes, prejudices, discrimination; conditions for successful intercultural communication; culture shock, children of the third culture</p> <p><b>EFFECTIVE COMMUNICATION:</b> principles of effective communication between people; the importance of listening in the process of obtaining information; active listening techniques</p> <p><b>ASSERTIVITY IN COMMUNICATION:</b> assertiveness as a form of communication focused on cooperation; assertive refusal; the ability to receive criticism and praise; assertive communication in difficult situations</p> <p><b>COMMUNICATION IN A TEAM:</b> team: the concept of the team and the group, team characteristics, stages of team development, roles in the team; team communication process; team communication in conflict situations</p> <p><b>COMMUNICATION FRAUD:</b> communication fraud; the motives and strategies of lies; portrait of a liar; signs of lying</p> <p><b>COMMUNICATION IN STRESS:</b> characteristics of stress: the concept of stress, phases, types, sources, physiology, effects; strategies for coping with stress; communication under stress</p> <p><b>MAKING SOCIAL IMPACT. MANIPULATION AND PERSVASION:</b> rules of exerting social influence; persuasion and manipulation in interpersonal communication; techniques for dealing with manipulation</p> <p><b>INTERNET COMMUNITY OR VIRTUAL SOCIETY:</b> the Internet in the 21st century; virtual world and cyberspace; interpersonal relations and internet communication: the phenomenon of cyber friends, network identity, cyberbullying, internet addiction syndrome; the future of the internet</p> <p><b>COMMUNICATION IN THE INFORMATION AGE:</b> information society: definition, characteristics, properties, functions; social changes in the information age; X, Y, Z generations - transformation of the way of communication</p> <p><b>PRACTICAL USE OF PERSONAL COMMUNICATION PRINCIPLES:</b> motivation, self-assessment, responsibility, functioning in a group</p>								
Prerequisites and co-requisites	No requirements								
Assessment methods and criteria	<table border="1" data-bbox="450 1630 1489 1704"> <thead> <tr> <th data-bbox="450 1630 794 1666">Subject passing criteria</th> <th data-bbox="794 1630 1139 1666">Passing threshold</th> <th data-bbox="1139 1630 1489 1666">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="450 1666 794 1704">Semester dissertation</td> <td data-bbox="794 1666 1139 1704">50.0%</td> <td data-bbox="1139 1666 1489 1704">100.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Semester dissertation	50.0%	100.0%
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Semester dissertation	50.0%	100.0%							

Recommended reading	Basic literature	<p>1. Bieniok H.: Sztuka komunikowania się, negocjacji i rozwiązywania konfliktów. Wydawnictwo Akademii Ekonomicznej 2005</p> <p>2. Cialdini R.B.: Wywieranie wpływu na ludzi. Teoria i praktyka. Wydawnictwo GWP 2011</p> <p>3. Dobek-Ostrowska B.: Podstawy komunikowania społecznego. Astrum 2007</p> <p>4. Griffin E.: Podstawy komunikacji społecznej. Wydawnictwo GWP 2003</p> <p>5. McKay M.: Sztuka skutecznego porozumiewania się. Wydawnictwo GWP 2007</p> <p>6. Morreale S.P.: Komunikacja między ludźmi: motywacja, wiedza i umiejętności. PWN 2007</p> <p>7. Nęcki Z.: Komunikacja międzyludzka. Antykwa 2000</p> <p>8. Pease A.B. Mowa ciała. Dom Wydawniczy Rebis 2011</p> <p>9. Pease A.B. Mowa ciała w pracy. Dom Wydawniczy Rebis 2011</p> <p>10. Stewart J. (red.): Mosty zamiast murów. O komunikowaniu się między ludźmi. PWN 2000</p>
	Supplementary literature	<p>1. Bacon T., Sposób na opornych. Skuteczne wywieranie wpływu. Wydawnictwo GWP 2013</p> <p>2. Baran S., Davis D.: Teorie komunikowania masowego, Wydawnictwo Uniwersytetu Jagiellońskiego 2017</p> <p>3. Collin J., Hansen M.T.: Wielcy z wyboru, MT Biznes 2018</p> <p>4. Covey S.R.: Szybkość zaufania. Wydawnictwo Rebis 2016</p> <p>5. Dilts R.: Sztuka prezentacji i komunikacji z grupami, Wydawnictwo PINLP 2009</p> <p>6. Fiske J.: Wprowadzenie do badań nad komunikowaniem. Astrum 2008</p> <p>7. Ollivier B: Nauki o komunikacji. Oficyna Naukowa 2010</p> <p>8. Sinek S.: Zaczynaj od dlaczego. Jak wielcy liderzy inspirują innych do działania. Wydawnictwo Helion 2013</p> <p>9. Tokarz M.: Argumentacja, perswazja, manipulacja. Wydawnictwo GWP 2006</p> <p>10. Wiszniewski A.: Jak przekonywująco mówić i przemawiać. PWN 1994</p>

	eResources addresses	
Example issues/ example questions/ tasks being completed	<p>1. Why do people communicate with each other? What they want to achieve through communication and what methods they use to achieve their goals?</p> <p>2. How to talk so that others will listen. How to listen, to understand what others are saying.</p>	
Work placement	Not applicable	