To be filled in by the Field of Study Committee							
	Module (course block) name: **ELECTIVE COURSE**						Module code: B
	Course name: **Business Communication**						Course code: 9.
	Organisational Unit conducting the course/module: **Economics Institute**						
	Field of study: ***management and law studies***			Study cycle: ***second-cycle studies***			
	Mode of study: **part-time study**			Study profile: ***practical***			
	Year / semester: **I/II**		Course/module status: **optional**		Course/module language: **English**		
	Form of tuition	lecture	class	laboratory	project	seminar	other (please, specify)
	Course load (hrs)		**9**				

Module/course coordinator	dr Marta Aniśkowicz
Lecturer	dr Marta Aniśkowicz
Course/module objectives	The objective of this module is to provide the participants with good knowledge about different cultures in the world using a case studies approach, based on authentic situations or extensive cultural research, cultural differences, methods of avoiding of misunderstandings and conflicts in the business context, solving problems, consequences of lack of intercultural competence in business and in various situations of professional and private life.
Entry requirements	English language competence level B1/B2, no other prerequisites

LEARNING OUTCOMES

No.	Learning outcome description	Reference to the learning outcomes for **Field of Study**
Knowledge – the student:		
1	Know and discuss intercultural Communications and differences between cultures arround the Word.	K2P_W08
2	Know and dicuss communication process, verbal communication and body language.	K2P_W11
Skills – the student:		
3	Apply business communication strategies and principles to prepare effective communication for domestic and international business situations.	K2P_U04 K2P_U08
4	Can prepare and present in Polish and English oral presentation including the elements of correct presentation	K2P_U08 K2P_U09
Social competences – the student:		
5	Participate in team activities that lead to the development of collaborative work skills.	K2P_K01 K2P_K02

CURRICULUM CONTENTS

Classes

Communication Process ; Verbal Communication and Body Language; Why study Intercultural Communication; Stereotypes vs. Cultural Generalizations; Initial Contacts in Business; Hospitality Across Cultures; Decision Makers – Different Negotiator Qualities; Negotiations; Contracts; Marketing Across Cultures; Employment in International Companies

Basic literature	1. Bartosik-Purgat, *Otoczenie kulturowe w biznesie międzynarodowym*, Warszawa 2010. 2. Gesteland R., *Różnice kulturowe a zachowania biznesowe*, Wydawnictwo Naukowe PWN, Warszawa 2000 3. Głażewska E., *Komunikacja niewerbalna. Płeć i kultura. Wybór zagadnień*, Lublin 2012. 4. Goman C.K., *Komunikacja pozawerbalna. Znaczenie mowy ciała w miejscu pracy*, Warszawa 2012. 5. *Komunikacja międzykulturowa w integrującej się Europie,* red. K. Karcz, Katowice 2004. 6. Reynolds S., Valentine D., *Komunikacja międzykulturowa*, ABC a Wolters Kluwer business, Warszawa 2009.
Additional literature	-
Teaching methods	Case studies based on authentic situations, teamwork- interactive problem-solving activities, discussions, role-playing.
Form and terms of awarding credits	Presentation or essay, case studies, teamwork, continuous assessment at every classes (oral answers) rewarding the increasing skills of use the known principles and methods

Learning outcomes verification methods	Learning outcome number
Continuous assessment, at every classes (observation duringdiscussion)	1,2,3,4,5
Case study	3,5
Oral presentation or essay	1,2,4

STUDENT WORKLOAD

Type of activity/tuition	Number of hours	
	Total	Activities related to practical professional preparation
Participation in lectures		
Independent study of lecture topics	10	10
Participation in classes and laboratories*	9	9
Independent preparation for classes*	18	15
Preparation of projects/essays/etc. *	13	10
Preparation for examination/credit awarding test		
Participation in consultation hours	1	1
Other		
TOTAL student workload in hours	51	45
Number of ECTS credits for the course	**2**	
Number of ECTS credits assigned to the scientific discipline	**Management sciences 2**	
Number of ECTS credits associated with practical classes*	**1,8**	
Number of ECTS credits for classes which require direct participation of lecturers	**0,4**	