



## Subject card

Subject name and code	Digital Technologies for Business Communication, PG_00053094						
Field of study	Data Engineering						
Date of commencement of studies	October 2021	Academic year of realisation of subject			2022/2023		
Education level	first-cycle studies	Subject group			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	Full-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			English		
Semester of study	3	ECTS credits			3.0		
Learning profile	general academic profile	Assessment form			assessment		
Conducting unit	Department of Informatics in Management -> Faculty of Management and Economics						
Name and surname of lecturer (lecturers)	Subject supervisor	dr inż. Sebastian Wilczewski					
	Teachers	dr inż. Sławomir Ostrowski dr inż. Sebastian Wilczewski					
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	30.0	0.0	0.0	45
	E-learning hours included: 0.0						
Digital Technologies for Business Communication 2022/2023 - Moodle ID: 15077 <a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=15077">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=15077</a>							
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	45	6.0	24.0	75		
Subject objectives	The course is intended to: <ul style="list-style-type: none"><li>• Understanding the ways of communications in contemporary organizations</li><li>• Understanding of different communication channels,</li><li>• Understanding how to make appropriate communications,</li><li>• Get the skill to use modern tools in communication proces</li></ul>						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	[K6_W12] Knows the methods and tools for acquiring, collecting and processing data, in order to make business decisions using information systems and engineering technologies	Student can find appropriate content in different sources (intranet portals, e-mail sources and other) can create reports and other notes, basing on gathered information.			[SW3] Assessment of knowledge contained in written work and projects		
	[K6_K03] Knows how to cooperate or work in a project team and take managerial or executive functions.	Student can (in cooperation with other students) plan videoconference and meeting. Also he can work together with shared document and other kinds o content			[SK5] Assessment of ability to solve problems that arise in practice		
[K6_U13] Is able to prepare, independently and in a team, studies and analyses appropriate for the field of data engineering.	The student is able to organize videoconferencing, schedule a meeting and publish content on and with the portal manage.			[SU4] Assessment of ability to use methods and tools			

Subject contents	<p>Using e-mails in communication process</p> <p>Meetings and time management using IT tools.</p> <p>Using IT tools for content sharing</p> <p>Rights management for shared content.</p> <p>Content management in intranet</p> <p>Collaboration in teamwork</p> <p>Video conference management -- using tools for remote communication and remote work</p>		
Prerequisites and co-requisites	No requirements		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Final test	60.0%	50.0%
	Practical exercise	60.0%	50.0%
Recommended reading	Basic literature	<p>Quirke B. (2013). Komunikacja wewnętrzna krok po kroku. Wolters-Kluwer.</p> <p>Cornelissen, J. (2012). Komunikacja korporacyjna. Przewodnik po teorii i praktyce Wolters-Kluwer.</p>	
	Supplementary literature	<p>Żbikowska K. (2013). Komunikacja biznesowa oczami kierownika projektu. Helion OnePress.</p> <p>Rzepka B. (2012). Efektywna komunikacja w zespole. Wyd. Samo Sedno, Warszawa</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed	<p>Planning meetings and checking availability of all participants</p> <p>Creating spaces to share the content</p> <p>Assigning permissions to spaces with content</p> <p>Creating videoconference</p>		
Work placement	Not applicable		