



Subject card

Subject name and code	Digital Technologies for Business Communication, PG_00053094						
Field of study	Data Engineering						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2025/2026		
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. 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						
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	<p>The course is intended to:</p> <ul style="list-style-type: none">• Understanding the ways of communications in contemporary organizations• Understanding of different communication channels,• Understanding how to make appropriate communications,• Get the skill to use modern tools in communication proces						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[K6_U03] demonstrates professional and effective teamwork, both as a leader and as a team member		The student is able to collaborate effectively with others in organizing meetings and videoconferences, as well as jointly developing documents and other content, demonstrating professionalism both as a leader and as a team member.		[SU3] Assessment of ability to use knowledge gained from the subject		
	[K6_U02] prepares and presents convincingly professional presentations of the results of undertaken activities, with their advanced interpretation		The student is able to organize a videoconference and plan a meeting, as well as prepare and deliver a professional presentation of their results, including advanced interpretation		[SU5] Assessment of ability to present the results of task		
	[K6_W03] identifies veracious sources of information relevant to the analyzed issues		Student is able to identify reliable sources of information across various channels (intranet portal, emails, and others) and create reports and analyses based on them.		[SW3] Assessment of knowledge contained in written work and projects		

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

Document generated electronically. Does not require a seal or signature.