



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	The course is intended to: <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	<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
	Practical exercise	60.0%	50.0%
	Final test	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	Adresy na platformie eNauczanie:	
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		

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