

# Syllabus

## 1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	International Business and Economics
1.3. Departments	Department of Management Information Systems
1.4. Field of study	Applied modern languages
1.5. Cycle of studies	Licence
1.6. Education type	Full-time
1.7. Study programme	Applied Modern Languages
1.8. Language of study	Romanian, English, French
1.9. Academic year	2023-2024

## 2. Information on the discipline

2.1. Name	<b>Applied IT</b>								
2.2. Code	<b>23.0223IF3.1-0005</b>								
2.3. Year of study	<b>3</b>	2.4. Semester	<b>1</b>	2.5. Type of assessment	<b>Test</b>	2.6. Status of the discipline	<b>O</b>	2.7. Number of ECTS credits	<b>4</b>
2.8. Leaders	C(C)	<b>conf.univ.dr. FELEAGA Iuliana Mariana</b>					iuliana.ionescu@cig.ase.ro		
	S(S)	<b>conf.univ.dr. FELEAGA Iuliana Mariana</b>					iuliana.ionescu@cig.ase.ro		
	S(S)	<b>prof.univ.dr. PUGNA D Irina Bogdana</b>					irina.pugna@cig.ase.ro		
	S(S)	<b>conf.univ.dr. ȚARȚAVULEA Cristina-Venera</b>					cristina.tartavulea@cig.ase.ro		

## 3. Estimated Total Time

3.1. Number of weeks	14.00
3.2. Number of hours per week	3.00 of which
	C(C) 1.00
	S(S) 2.00
3.3. Total hours from curriculum	42.00 of which
	C(C) 14.00
	S(S) 28.00
3.4. Total hours of study per semester (ECTS*25)	100.00
3.5. Total hours of individual study	58.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	15.00
Additional documentation in the library, on specialized online platforms and in the field	15.00
Preparation of seminars, labs, assignments, portfolios and essays	20.00
Tutorials	2.00
Examinations	5.00
Other activities	1.00

#### 4. Prerequisites

4.1. of curriculum	Academic communication and study skills and knowledge
4.2. of competences	Knowledge of English at B1-B2 level cf. Common European Framework of Reference for Languages (CEFR) General Knowledges and abilities in information technology and communication

#### 5. Conditions

for the C(C)	The lecture is in classrooms with desktop/laptop, videoprojector and projection screen, software applications for this discipline
for the S(S)	The lecture is in labs with multimedia equipment

#### 6. Acquired specific competences

PREFESSIONAL	C2	Adequate use of written and oral mediation techniques, as well as of translation and interpretation techniques from language B or C in language A and vice-versa, in general and semi-specialized fields;
PREFESSIONAL	C3	Adequate use of generally applicable documentation, information search, classification and storage techniques, adequate use of information resources (electronic dictionaries, databases), basic competences in text editing and correction, use of computer text editing programs and of document archiving techniques;

#### 7. Objectives of the discipline

7.1. General objective	Acquiring knowledge on the approach and treatment of translation work using computerized systems
7.2. Specific objectives	Acquiring the necessary skills of performing translation using computer systems

#### 8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Overview of the course topics Formatting the workspace using a spreadsheet program	Lectures are based on the Powerpoint slides/Excel files and debates where required	
2	Conditional formatting feature according to several selection criteria	Lectures are based on the Powerpoint slides/Excel files and debates where required	
3	Using the predefined functions in Excel worksheet	Lectures are based on the Powerpoint slides/Excel files and debates where required	
4	Managing Excel databases	Lectures are based on the Powerpoint slides/Excel files and debates where required	
5	Synthesizing data by performing a multidimensional analysis using the Pivot Table tool	Lectures are based on the Powerpoint slides/Excel files and debates where required	
6	Analyzing data by using the charts	Lectures are based on the Powerpoint slides/Excel files and debates where required	
7	The final assesment based on an application that combines the knowledges gained in courses and labs, as well	Exam on PC	

***Bibliography***

- Friedman, T., The world is flat: a brief history of the twenty-first century,, Farrar, Straus and Giroux,, New York,, 2005, Statele Unite ale Americii
- Laudon, K.C., Laudon, J.P. ,, Management Information Systems – Managing the digital firm,, Pearson education, 2012, <http://www.pearsonmiddleeastawe.com/pdfs/SAMPLE-MIS.pdf>
- Matthew Chalmers, Informatics, Architecture and Language, <http://www.dcs.gla.ac.uk/~matthew/papers/socnav.pdf>
- Friedman, T., The world is flat: a brief history of the twenty-first century,, Farrar, Straus and Giroux,, New York,, 2005, Statele Unite ale Americii
- Laudon, K.C., Laudon, J.P. ,, Management Information Systems – Managing the digital firm,, Pearson education, 2012, <http://www.pearsonmiddleeastawe.com/pdfs/SAMPLE-MIS.pdf>
- Matthew Chalmers, Informatics, Architecture and Language, <http://www.dcs.gla.ac.uk/~matthew/papers/socnav.pdf>

8.2. S(S)		Teaching/Work methods	Recommendations for students
1	App1. Formatting Excel workspace	Practical applications. Debates	
2	App 2. Conditional formatting by applying several selection criteria	Practical applications. Debates	
3	App 3. Using the predefined functions in worksheets. Mathematical functions	Practical applications. Debates	
4	App 4. Using the predefined functions in worksheets. Statistical functions	Practical applications. Debates	
5	App 5. Using the predefined functions in worksheets. Lookup functions	Practical applications. Debates	
6	App 6. Using the predefined functions in worksheets. Text and date-type functions	Practical applications. Debates	
7	App 7. Managing the Excel databases	Practical applications. Debates	
8	App 8. Synthesizing data by using the Pivot Table tool	Practical applications. Debates	
9	App 9. Creating charts in Excel worksheets	Practical applications. Debates	
10	Lab test. Spreadsheet program features	Explanation and exercises	
11	App 10. Merging a Word document with an Excel database	Practical applications. Debates	
12	App 11. Using templates in Word	Explanation and exercises	
13	App 12. Defining a hierarchy of Word document titles	Explanation and exercises	
14	Recap application	Practical application	
<b><i>Bibliography</i></b>			
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### **9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme**

The discipline address to Translation work, a major activity at national and international levels. Course content is circumscribed to the programs from major academic centers with similar profile in the country or abroad. To better adapt to labor market requirements Course contents held meetings with representatives of the business, analysts and practitioners in the field of discipline study.

### **10. Assessment**

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Lab test	Application assesment	50.00
10.2. Final assessment	Practical skills assesment in using MS Excel spreadsheet	Quiz on PC	50.00
10.3. Modality of grading	Whole notes 1-10		
10.4. Minimum standard of performance	The final grade will be calculated as average of quiz grade and the laboratory grade, only if the quiz grade exceeds 5.		

Date of listing,  
06/13/2026

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,