

Syllabus

1. Programme information

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| 1.1. Institution | THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES |
| 1.2. Faculty | International Business and Economics |
| 1.3. Departments | Department of Modern Languages and Business Communication |
| 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 | 2024-2025 |

2. Information on the discipline

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|--------------------|---|---|----------|-------------------------|-------------|-------------------------------|---------------------|-----------------------------|----------|--|
| 2.1. Name | Management of Educational and Interdisciplinary Projects | | | | | | | | | |
| 2.2. Code | 24.0223IF2.2-06.1 | | | | | | | | | |
| 2.3. Year of study | 2 | 2.4. Semester | 2 | 2.5. Type of assessment | Test | 2.6. Status of the discipline | A | 2.7. Number of ECTS credits | 3 | |
| 2.8. Leaders | C(C) | conf.univ.dr. DIMA Viorela Valentina | | | | | viorela.dima@ase.ro | | | |
| | S(S) | conf.univ.dr. DIMA Viorela Valentina | | | | | viorela.dima@ase.ro | | | |

3. Estimated Total Time

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|---|----------------|
| 3.1. Number of weeks | 14.00 |
| 3.2. Number of hours per week | 2.00 of which |
| | S(S) 1.00 |
| | C(C) 1.00 |
| 3.3. Total hours from curriculum | 28.00 of which |
| | S(S) 14.00 |
| | C(C) 14.00 |
| 3.4. Total hours of study per semester (ECTS*25) | 75.00 |
| 3.5. Total hours of individual study | 47.00 |
| <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 | 10.00 |
| Preparation of seminars, labs, assignments, portfolios and essays | 15.00 |
| Tutorials | 2.00 |
| Examinations | 4.00 |
| Other activities | 1.00 |

4. Prerequisites

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| 4.1. of curriculum | Study Skills and Academic Communication; Contemporary English Language. Advanced Business Communication Skills 1 and 2; Methodology of Qualitative Research in Social Sciences |
| 4.2. of competences | Knowledge of English at B1-B2 level, according to the European Reference Framework for Foreign Languages (CEFR) |

5. Conditions

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| for the S(S) | Seminars require rooms with internet access. Seminar attendance is mandatory. Assignments and other seminar task are compulsory. Plagiarism is forbidden. Students are not allowed to use their mobile op\phones during classes Students are not to be late for class |
| for the C(C) | Rooms with internet access and multimedia equipment. Students are not allowed to use their mobile phones during classes Students are not to be late for class |

6. Acquired specific competences

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| PREFESSIONAL | C6 | Communication in multilingual professional contexts requiring linguistic and cultural integration, negotiation and mediation; |
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7. Objectives of the discipline

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| 7.1. General objective | • Developing the skills to improve the educational environment at tertiary level through the implementation of project management |
| 7.2. Specific objectives | <ul style="list-style-type: none"> • Developing concrete project management models based on case studies. Inductive approach; • Identify and capitalize on elements that facilitate effective project management; • Investigating critical incidents, phasing out the project implementation process and developing an internal evaluation scale; • Assimilation of techniques designed to provide the project with the resources and support needed to complete and maximize impact. |

8. Contents

| 8.1. C(C) | | Teaching/Work methods | Recommendations for students |
|-----------|--|----------------------------------|--|
| 1 | Topic 1: Introductory course: Presentation of course objectives, Topics and bibliography. Assessing students' needs / expectations Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 2 | Topic 2: Understanding basic concepts in tertiary education organizations Valorisation of these concepts in educational projects Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 3 | Topic 3: Exploring and capitalizing on the ways of integrating the defining concepts for tertiary educational organizations in project managemen - Part 1 Exploring, capitalizing and streamlining collaborative learning and teamwork within projects and organizations Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |

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| 4 | Topic 4: Exploring and capitalizing on the ways of integrating the defining concepts for tertiary educational organizations in project management - Part 2 Exploring, capitalizing and streamlining collaborative learning and teamwork within projects and organizations Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 5 | Topic 5: Critical analysis and evaluation of educational project management - Part 1 Identifying strategies and milestones defining project management Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 6 | Topic 6: Critical analysis and evaluation of educational project management - Part 2 Identifying strategies and milestones defining project management Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 7 | Topic 7: Continuous evaluation of progress in project management - Part 1 - permanent adaptation to the dynamic requirements of the project and the environment in which it is carried out Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 8 | Topic 8: Continuous evaluation of progress in project management - Part 2 - permanent adaptation to the dynamic requirements of the project and the environment in which it is carried out Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 9 | Topic 9: Flexible approach to project management - Part 1 Negotiating the decision-making process at the level of the working group Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 10 | Topic 10: Flexible approach to project management - Part 2 Negotiating the decision-making process at the level of the working group Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 11 | Topic 11: Improving oral presentation skills in English - Part 1 Promoting projects. Creative use of multimedia to achieve greater impact Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 12 | Topic 12: Improving oral presentation skills in English - Part 2 Promoting projects. Creative use of multimedia to achieve greater impact Duration: 1 week | Interactive lecture and teaching | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 13 | Topic 13: Evaluation and self-evaluation - Part 1 Duration: 1 week | Assessment of accumulated knowledge and developed skills. Discussion of the evaluation results, feedback from the teacher at the seminar Feedback from students on their own and group work during the semester. | Revision for the test of the topics studied during the semester |

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| 14 | Topic 14: Evaluation and self-evaluation - Part 2 Duration: 1 week | Assessment of accumulated knowledge and developed skills. Discussion of the evaluation results, feedback from the teacher at the seminar Feedback from students on their own and group work during the semester. | Revision for the test of the topics studied during the semester |
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Bibliography

- Bruce, Andy, Lagdon, Ken, Project Management, a Doris Kindersley book, Essential Managers series, first American edition 2000
- Cooke, Helen, Tate, Karen, Project Management, McGraw-Hill, 2011, second edition
- Cotton, David, Falvey, David, Kent, Simon, Pearson-Longman and The Financial Times, Market Leader, upper intermediate, fourth impression, 2008pp 100-107, 68-71
- McCollum, James, Banacu, Cristian, Project Management. A Practical Approach, Editura Universitara, 2007
- www.projectmanagement.com
- Hall, Earl, Integrated project management, Upper Saddle River : Pearson , 2003, SUA
- Heerkens, Gary R., Project management, New York : McGraw-Hill , 2002, SUA
- Kemp, Sid, Project management made easy, Madison : Entrepreneur Press , 2006, SUA
- Maylor, Harvey, Project management, Englewood Cliffs : Prentice Hall , 2003, SUA

| 8.2. S(S) | | Teaching/Work methods | Recommendations for students |
|-----------|---|---|--|
| 1 | Topic 1: Introductory seminar: Presentation of seminar objectives, Topics and bibliography. Assessing students' needs / expectations Duration: 1 week | Interactive presentation | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 2 | Topic 2: Understanding basic concepts in tertiary education organizations Valorisation of these concepts in educational projects Duration: 1 week | Case studies Challenges and perspectives | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 3 | Topic 3: Exploring and capitalizing on the ways of integrating the defining concepts for tertiary educational organizations in project management - Part 1 Exploring, capitalizing and streamlining collaborative learning and teamwork within projects and organizations Duration: 1 week | Case studies Challenges and perspectives | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 4 | Topic 4: Exploring and capitalizing on the ways of integrating the defining concepts for tertiary educational organizations in project management - Part 2 Exploring, capitalizing and streamlining collaborative learning and teamwork within projects and organizations Duration: 1 week | Analytical activities | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 5 | Topic 5: Critical analysis and evaluation of educational project management - Part 1 Identifying strategies and milestones defining project management Duration: 1 week | Analytical activities | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 6 | Topic 6: Critical analysis and evaluation of educational project management - Part 2 Identifying strategies and milestones defining project management Duration: 1 week | Methodological guide for evaluating the success of a project: SWOT analysis | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 7 | Topic 7: Continuous evaluation of progress in project management - Part 1 - permanent adaptation to the dynamic requirements of the project and the environment in which it is carried out Duration: 1 week | Methodological guide for evaluating the success of a project: SWOT analysis | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |

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| 8 | Topic 8: Continuous evaluation of progress in project management - Part 2 - permanent adaptation to the dynamic requirements of the project and the environment in which it is carried out Duration: 1 week | Interactive presentation Methodological guide for project development for summative evaluation | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 9 | Topic 9: Flexible approach to project management - Part 1 Negotiating the decision-making process at the level of the working group Duration: 1 week | Interactive presentation Methodological guide for project development for summative evaluation | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
| 10 | Topic 10: Flexible approach to project management - Part 2 Negotiating the decision-making process at the level of the working group Duration: 1 week | Interactive presentation | - Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates |
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| 13 | Topic 13: Evaluation and self-evaluation - Part 1 Duration: 1 week | Assessment of accumulated knowledge and developed skills. Discussion of the evaluation results, feedback from the teacher at the seminar Feedback from students on their own and group work during the semester | Revision for the test of the topics studied during the semester |
| 14 | Topic 14: Evaluation and self-evaluation - Part 2 Duration: 1 week | Assessment of accumulated knowledge and developed skills. Discussion of the evaluation results, feedback from the teacher at the seminar Feedback from students on their own and group work during the semester. | Revision for the test of the topics studied during the semester |

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- Cotton, David, Falvey, David, Kent, Simon, Pearson-Longman and The Financial Times, Market Leader, upper intermediate, fourth impression, 2008pp 100-107, 68-71
- Gutsche, Jeremy, Exploiting Chaos: 150 Ways to Spark Innovation during Times of Change, Trend Hunter, 2008
- McCollum, James, Banacu, Cristian, Project Management. A Practical Approach, Editura Universitara, 2007
- www.projectmanagement.com
- www.slidefinder.net/project-management
- Hall, Earl, Integrated project management, Upper Saddle River : Pearson , 2003, SUA
- Heerkens, Gary R., Project management, New York : McGraw-Hill , 2002, SUA
- Kemp, Sid, Project management made easy, Madison : Entrepreneur Press , 2006, SUA
- Maylor, Harvey, Project management, Englewood Cliffs : Prentice Hall , 2003, SUA

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 content of the curriculum/ syllabus is based on the requirements of the labor market regarding the training of specialists in the field of Applied Modern Languages.
 Permanent contact with representatives of professional associations in the field.

10. Assessment

| Type of activity | Assessment criteria | Assessment methods | Percentage in the final grade |
|---------------------------------------|---|--|-------------------------------|
| 10.1. C(C) | Preparing and attending courses, formulating some questions and relevant comments | Recording attendance and the quality of individual contributions | 15.00 |
| 10.2. C(C) | Short presentations during the course, based on individual prior research | Recording attendance and the quality of individual contributions | 10.00 |
| 10.3. S(S) | Engaging in debating the issues in question | Recording attendance and the quality of individual contributions | 15.00 |
| 10.4. S(S) | Brief group and individual presentations in the seminar on the basis of preliminary documentation | Recording attendance and the quality of individual contributions | 10.00 |
| 10.5. Final assessment | Elaboration and oral presentation of a project and contribution to the evaluation of the project and the presentation | Summative evaluation | 50.00 |
| 10.6. Modality of grading | Whole notes 1-10 | | |
| 10.7. Minimum standard of performance | Active participation in at least half of the courses and seminars; - doing at least half of the seminar assignments; - making an oral presentation on a given topic and in accordance with the requirements specified at the seminar; Drawing up and presenting a project and contributing to the evaluation of the project and the presentation | | |

Date of listing,
06/13/2026

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,