

# 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 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

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

## 3. Estimated Total Time

3.1. Number of weeks	14.00
3.2. Number of hours per week	2.00 of which
	C(C) 1.00
	S(S) 1.00
3.3. Total hours from curriculum	28.00 of which
	C(C) 14.00
	S(S) 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

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

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
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

## 6. Acquired specific competences

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

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

## 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

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

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

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
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 presentation	- Active involvement in finding and presenting bibliographic resources relevant to the topic - Participation in debates
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- Gutsche, Jeremy, Exploiting Chaos: 150 Ways to Spark Innovation during Times of Change, Trend Hunter, 2008
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- [www.projectmanagement.com](http://www.projectmanagement.com)
- [www.slidefinder.net/project-management](http://www.slidefinder.net/project-management)
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- 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,