

UNIVERSITY OF BUCHAREST
 FACULTY OF LETTERS
 Specialization: MANAGERIAL AND ADMINISTRATIVE ASSISTANCE
 Main field of study : Administrative Sciences
 Mode of study: Full time studies
 Length of the program of study: 3 years

CURRICULUM
 2020- 2023

No. cr.	Subject status	1* YEAR SUBJECTS 2020-2021	Subject type	No. of hours/ week for courses	No. of hours/ week for seminars	No. of ECTS/ SECT credits	Evaluation method	Total hours/ semester for courses	Total hours/ semester for seminars
1* SEMESTER (14 weeks)									
1	F	Contemporary Romanian Language	Mandatory	2	1	3	Cv.	28	14
2	C	Foreign Language 1	Mandatory	-	2	3	Cv.	-	28
3	S	Public and private institutions	Mandatory	1	1	3	Cv.	14	14
4	S	Introduction to Public Law	Mandatory	2	1	5	Ex.	28	14
5	S	Office Programs	Mandatory	2	1	5	Ex.	28	14
6	F	Secretariat and Managerial Assistance	Mandatory	2	1	5	Ex.	28	14
7	F	Organizational communication	Mandatory	2	-	4	Ex.	28	-
8	C	Academic writings, ethics and integrity	Mandatory	1	1	2	Cv.	14	14
9	C	Physical education	Mandatory	-	2	3		-	28
		TOTAL of mandatory courses/ ECTS/ SECT credits		12	10	33	V	168	140
10	C	Foreign language 2	Elective	-	2	3	V.	-	28
11	C	Institutional behaviour	Elective	2	-	3	V.	28	
2nd SEMESTER (14 weeks)									
1	F	Contemporary Romanian language	Mandatory	2	1	4	Ex.	28	14
2	C	Foreign language 1	Mandatory	-	2	3	Cv.	-	28
3	S	Private and public institutions	Mandatory	2	1	3	Ex	28	14
4	F	Administrative law	Mandatory	2	1	5	Ex.	28	14
5	S	Office programs	Mandatory	2	2	4	Ex.	28	28
6	C	Elements of statistics	Mandatory	1	1	3	Cv.	14	14
7	F	Secretariat and managerial assistance	Mandatory	2	1	5	Ex.	28	14
8	S	Practical Training	Mandatory	-	2	3	Cv.	-	28
		TOTAL of mandatory courses/ ECTS/ SECT credits		11	11	30		154	154

9	C	Foreign language 2	Elective	-	2	3	V.	-	28	
10	C	Physical education	Elective	-	2	2	V.	-	28	
No. cr.	Subject status	2nd YEAR SUBJECTS 2020-2021		Subject type	No. of hours/ week for courses	No. of hours/ week for seminars	No. of ECTS/ SECT credits	Evaluation method	Total hours/ semester for courses	Total hours/ semester for seminars
3rd SEMESTER (14 weeks)										
1	F	Contemporary Romanian Language	Mandatory	1	2	3	V.	14	28	
2	S	Foreign language 1	Mandatory		2	3	V.	-	28	
3	S	Office Programs	Mandatory	1	1	3	Ex	14	14	
4	S	Practical Issues in Secretarial Activities	Mandatory	-	2	3	V.	-	28	
5	S	Techniques and Methods in Document Archiving	Mandatory	2	1	3	Ex.	28	14	
6	F	Secretariat and Managerial Assistance	Mandatory	2	-	4	Ex.	28	-	
7	S	Optional course A. Optional course B.	Optional	2	1	4	Ex.	28	14	
8	F	Administrative Law	Mandatory	2	-	4	Ex.	28	-	
9	S	Practical Training	Mandatory	-	2	3	Cv.	-	28	
		TOTAL of mandatory courses/ ECTS/ SECT credits		10	11	30		140	154	
10	C	Foreign language 2	Elective	-	2	3	V.	-	28	
11	C	Physical education	Elective	-	2	2	V.	-	28	
12	C	Theory and Practice of Editing	Elective	1	1	2	V	14	14	
4th SEMESTER (14 săptămâni)										
1	F	Contemporary Romanian Language	Mandatory	1	2	3	Ex.	14	28	
2	F	Romanian culture and civilization in European perspective	Mandatory	2	-	3	Cv.	28	-	
3	S	Foreign language 1	Mandatory	-	2	3	Cv.	-	28	
4	S	Optional course A. Optional course B.	Optional	2	2	4	Ex.	28	28	
5	S	Practical Issues in Secretarial Activity	Mandatory	-	2	3	Cv.	-	28	
6	F	Professional ethics	Mandatory	2	-	4	Ex.	28	-	
7	S	Techniques and Methods in Document Archiving	Mandatory	1	1	3	Ex.	14	14	
8	S	Elements of Employment Law	Mandatory	2	-	4	Ex.	28	-	
9	S	Practical Training	Mandatory	-	2	3	Cv.	-	28	
		TOTAL of mandatory courses/ ECTS/ SECT credits		10	11	30		140	154	
10	C	Foreign language 2	Elective	-	2	3	V.	-	28	

No. cr.	Subject status	3 rd YEAR SUBJECTS 2020-2021	Subject type	No. of hours/ week for courses	No. of hours/ week for seminars	No. of ECTS/ SECT credits	Evaluation method	Total hours/ semester for courses	Total hours/ semester for seminars
11	C	Physical education	Elective	-	2	2	V.	-	28
SEMESTRUL 5 (14 săptămâni)									
1	F	Contemporary Romanian Language- Stylistics	Mandatory	2	1	3	V.	28	14
2	S	Foreign language 1	Mandatory	-	2	3	V.	-	28
3	S	Institutional Protocol	Mandatory	2	-	4	Ex	28	-
4	S	Correspondance and Negotiation for Business	Mandatory	2	2	5	Ex.	28	28
5	S	Management and Marketing	Mandatory	2	-	4	Ex.	28	-
6	S	Optional course A. Optional course B.	Mandatory	1	1	3	Cv.	14	14
7	S	Management of Electronic Documents	Mandatory	2	2	5	Ex.	28	28
8	S	Practical Training	Mandatory	-	2	3	Cv .	-	28
		TOTAL of mandatory courses/ ECTS/ SECT credits		11	10	30		154	140
9	C	Foreign language 2	Elective	-	2	3	V.	-	28
SEMESTRUL 6 (10 săptămâni)									
1	F	Cultural Forms and Identities	Mandatory	1	1	4	Cv.	10	10
2	S	Foreign language 1	Mandatory	-	2	3	Cv.	-	20
3	S	Automated Systems of Information Finding	Mandatory	2	2	5	Ex.	20	20
4	S	Protocol and Public Relations	Mandatory	2	-	3	Ex.	20	-
5	S	Correspondance for Business	Mandatory	2	2	5	Ex.	20	20
6	S	Management and Marketing	Mandatory	2	-	4	Ex.	20	-
7	S	Optional course A. Optional course B.	Optional	1	1	3	Cv.	10	10
8	S	Practical Training	Mandatory	-	2	3	Cv.	-	20
		TOTAL of mandatory courses/ ECTS/ SECT credits		10	10	30		100	100
10	C	Foreign language 2	Elective	-	2	3	V.	-	20

Bachelor's Degree Exam		Credite
1 st phase: Written exam		20
Total of credits		20

DEAN,
Prof.univ.dr. Emil Ionescu

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