

UNIVERSITY OF BUCHAREST
 FACULTY OF LETTERS
 Main field of study: COMMUNICATION
 SCIENCES

Specialization: INFORMATION AND DOCUMENTATION SCIENCES
 COMMUNICATION SCIENCES Department

Form of study: full time study

Length of the programme of study: 3 years

RECTOR APPROVAL

CURRICULUM

2020-2023

No. cr.	Subject status	1st YEAR SUBJECTS	Subject type	No. hours/ week for courses	Nr. hours/ week for seminars	No. of ECTS/ SECT credits	Evaluation methods	Total no. of hours/ semester for courses	Total no. of hours/ semester for seminars
1st SEMESTER (14 weeks)									
1	F	Basics of Biblioteconomy	Mandatory	2	2	5	Ex.	28	28
2	F	Filing	Mandatory	2	2	5	Ex.	28	28
3	C	Introduction to Archiving	Mandatory	2	-	3	Ex.	28	-
4	S	Management of Documentary Structures	Mandatory	1	1	3	Cv.	14	14
5	S	History of Writing, the Book and Libraries	Mandatory	2	-	3	Ex.	28	-
6	C	Cyrillic Paleography and Old Church Slavonic - practical course	Mandatory	-	2	2	V.	-	28
7	S	Contemporary Romanian	Mandatory	1	1	2	Cv.	14	14
8	S	Information Organizing and Knowledge Taxonomy	Mandatory	2	-	3	Ex.	28	-
9	S	Speciality Training	Mandatory	-	2	2	Cv.	-	28
10	C	Academic writing, ethics and integrity	Mandatory	1	1	2	Cv.	14	14
TOTAL of hours and ECTS/SECT credits				13	11	30			
11	C	Foreign language	Elective	-	2	3	V.	-	28
12	C	Physical education	Elective	-	2	3	V.	-	28
13	S	Elective course	Elective	2	2	4	Cv.	28	28
2nd SEMESTER (14 weeks)									
1	F	Basics of Biblioteconomy	Mandatory	2	2	5	Ex.	28	28
2	S	Documentary Structures for Children and Teenagers	Mandatory	2	2	5	Ex.	28	28
3	C	National Archives. Dealing with Contemporary Documents	Mandatory	2	-	3	Ex.	28	-
4	S	Management of Documentary Structures	Mandatory	1	1	4	Ex.	14	14
5	F	General Bibliography	Mandatory	2	-	3	Cv.	28	-
6	C	Cyrillic Paleography and Old Church Slavonic - practical course	Mandatory	-	2	2	Cv.	-	28
7	S	Introduction to Automatic Systems of Information and Documentation	Mandatory	1	1	4	Cv.	14	14

8	S	Contemporary Romanian	Mandatory	1	1	2	Ex.	14	14
9	S	Speciality Training	Mandatory	-	2	2	Cv.	-	28
TOTAL of hours and ECTS/SECT credits					11	11	30		
10	C	Physical Education	Elective	-	2	3	V.	-	28
11	C	Foreign language	Elective	-	2	3	V.	-	28
12	S	Elective course	Elective	2	2	4	Cv.	28	28

No. cr.	Subject status	2nd YEAR SUBJECTS	Subject type	No. hours/ week for courses	Nr. hours/ week for seminars	No. of ECTS/ SECT credits	Evaluation methods	Total no. of hours/ semester for courses	Total no. of hours/ semester for seminars
3rd SEMESTER (14 weeks)									
1	F	Developing and Recording Collections in Libraries and Infodocumentary Structures	Mandatory	2	2	5	Ex.	28	28
2	S	Systems of Document Classification	Mandatory	2	2	5	Ex.	28	28
3	C	Automatic Systems and Networks for Information and Documentation	Mandatory	1	1	4	Ex.	14	14
4	F	Marketing Structures of Intermediation of Information and Documents	Mandatory	2	-	5	Ex.	28	-
5	S	Forms of Cultural Mediation in Documentary Science for Non-Adult Users	Mandatory	2	2	5	Cv.	28	28
6	S	Specialized practice in documentation centers	Mandatory	-	2	2	Cv.	-	28
7	S	Optional course I A, B	Mandatory	2	-	4	Cv.	28	-
TOTAL of hours and ECTS/SECT credits					11	9	30		
8	C	Foreign language	Elective	-	2	3	V.	-	28
9	C	Physical education	Elective	-	2	3	V.	-	28
10	S	Elective course	Elective	2	2	3	Cv.	28	28
4th SEMESTER (14 weeks)									
1	F	Selecting and Deselecting Collections in Libraries and Infodocumentary Centers	Mandatory	2	2	5	Ex.	28	28
2	S	Systems of Document Classification	Mandatory	2	2	5	Ex.	28	28
3	S	Automatic Programs for Information and Documentation	Mandatory	2	2	5	Ex.	28	28
4	F	Marketing Structures of Intermediation of Information and Documents	Mandatory	1	1	4	Ex.	14	14
5	C	Forms of Cultural Mediation in Documentary Science for Non-Adult Users	Mandatory	2	-	5	Ex.	28	-
6	S	Specialized practice in documentation centers	Mandatory	-	2	2	V.	-	28
7	S	Optional course I A, B	Mandatory	-	2	4	Cv.	-	28
TOTAL of hours and ECTS/SECT credits					9	11	30		
8	C	Foreign language	Elective	-	2	3	Cv.	-	28
9	C	Physical education	Elective	-	2	3	V.	-	28
10	S	Elective course	Elective	2	2	3	Cv.	28	28

		3rd YEAR SUBJECTS								
No. cr.	Subject status		Subject type	No. hours/ week for courses	Nr. hours/ week for seminars	No. of ECTS/ SECT credits	Evaluation methods	Total no. of hours/ semester for courses	Total no. of hours/ semester for seminars	
5th SEMESTER (14 weeks)										
1	F	Management and Communication of Documents in Libraries and Infodocumentary Centers	Mandatory	2	2	5	Ex.	28	28	
2	F	Information and Document Users	Mandatory	2	-	3	Ex.	28	-	
3	S	Documentary Productivity and Scientific Evaluation	Mandatory	1	1	2	V.	14	14	
4	C	Web Design and Programming	Mandatory	1	1	2	Cv.	14	14	
5	S	Organization and Functioning of Infodocumentary Centres in Schools	Mandatory	2	2	5	Ex.	28	28	
6	S	Practical training	Mandatory	-	2	3	Cv.	-	28	
7	S	Optional course I A, B	Mandatory	2	-	5	Ex.	28	-	
8	S	Optional course II A, B- practical course	Mandatory	-	2	5	Ex.	-	28	
TOTAL of hours and ECTS/SECT credits				10	10	30				
9	C	Foreign language	Elective	-	2	3	V.	-	28	
10	S	Elective course	Elective	2	2	3	Cv.	28	28	
6th SEMESTER (10 weeks)										
1	C	The Great Themes of Romanian Literature	Mandatory	2	-	5	Ex.	20	-	
2	S	Bibliometrics and Platforms of Bibliometric Indices	Mandatory	1	1	3	Cv.	14	14	
3	S	Performance Criteria in Documentary Science	Mandatory	1	2	5	Ex.	10	20	
4	F	Systems of Information Retrieval	Mandatory	1	1	3	Cv.	10	10	
5	F	Documental Languages	Mandatory	2	1	3	Ex.	20	10	
6	S	Providers of Electronic Products for Documentary Science	Mandatory	1	1	3	Cv.	10	10	
7	S	Practical training	Mandatory	-	2	2	Cv.	-	20	
8	S	Optional course I A, B	Mandatory	2	-	3	Ex.	20	-	
9	S	Optional course II A, B- practical course	Mandatory	-	2	3	Ex.	-	20	
TOTAL of hours and ECTS/SECT credits				10	10	30				
10	C	Foreign language	Elective	-	2	3	Cv.	-	20	
11	S	Elective course	Elective	2	2	3	Cv.	20	20	

Bachelor Degree Examination	No. of EACTS/SECT credits
Presenting the Bachelor Thesis	10

DEAN,
Prof. univ. dr. Emil Ionescu

CHIEF OF COLLECTIVE
Prof. univ. dr. Ionel Enache