



SYLLABUS

Information and Communication Technology 1

Academic year 2025-2026

1. Information about the study program

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| 1.1. University | Babeș-Bolyai University |
| 1.2. Faculty | The Faculty of Letters |
| 1.3. Department | Applied Modern Languages |
| 1.4. Field of study | Philology |
| 1.5. Study cycle (BA/MA) | University, Master's level |
| 1.6. Study programme/Qualification | European Master's Degree in Translationology-Terminology/ Master's Degree |
| 1.7. Enrolment frequency | Full time |

2. Information about the subject

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|--|---|--------------|--|-------------------------|--------------------------------|--------------------|-------------|----|---------|--|
| 2.1. Course title | | | Information and Communication Technology 1 | | | | Course code | | LMT1104 | |
| 2.2. Course tutor | | | | | | | | | | |
| 2.3. Seminar / practical course (laboratory) tutor | | | | | Cristina Varga, Ph.D. Lecturer | | | | | |
| 2.4 Year of study | 1 | 2.5 Semester | 1 | 2.6. Type of assessment | VP | 2.7. Course status | Contents | DA | | |
| | | | | | | | Mandatory | | | |

3. Total estimated time (teaching hours per semester)

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|---|--------------|----------------------|--|---|--------------|
| 3.1. Number of hours per week | 3 | of which: 3.2 course | | 3.3 seminar / practical course (laboratory) | 3 |
| 3.4. Total number of hours in the curriculum | 42 | of which: 3.5 course | | 3.6 seminar / practical course (laboratory) | 42 |
| Allotted time for individual study (ID) and self-study activities (SA) | | | | | hours |
| Study based on textbook, course manual, recommended bibliography, personal notes (SA) | | | | | 10 |
| Additional research (in the library, online scientific databases/platforms, or field documentation) | | | | | 30 |
| Preparation for seminars / laboratory classes/ essays/ projects/ homework/ portfolios and reports | | | | | 30 |
| Tutoring | | | | | 10 |
| Assessment (examinations) | | | | | 4 |
| Other activities: | | | | | - |
| 3.7. Total hours for individual study (ID) and self-study activities (SA) | 6 X 14 = 84 | | | | |
| 3.8. Total hours per semester | 9 X 14 = 126 | | | | |
| 3.9. Number of credits | 5 | | | | |

4. Prerequisites (if necessary)

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| 4.1. curriculum | Not applicable |
| 4.2. skills | Not applicable |

5. Conditions (if necessary)

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| 5.1. for delivering lectures | |
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| 5.2. for teaching seminars / practical courses (laboratory classes) | Computer lab, projector, laptop, internet connection |
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6. Acquired specific skills

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| Professional/essential skills | <ul style="list-style-type: none"> C1. Familiarity with and use of techniques, methods, and tools specific to specialized translation for various complex areas (science, technology, economics, and legal sector), according to student's option and language combination: A (Romanian), B and C (foreign languages) C4. Familiarity with and use of IT tools in computer-aided specialized translation C5. Familiarity with and use of marketing and management techniques, methods, and tools specific to professional specialized translation work |
| Transversal skills | <ul style="list-style-type: none"> CT1. Optimal management of professional tasks and ability to meet the deadlines in a rigorous, effective, and responsible manner. Knowledge acquisition relating to the Code of ethics and compliance with the rules of ethics specific to the field (e.g. fairness, confidentiality) CT3. Learning to use computer applications to assist translators and terminologists. |

7. Course objectives (derived from the acquired specific skills)

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| 7.1 General objective of course | <ul style="list-style-type: none"> to familiarise students with specific applications used in terminology, terminography and translation, both in the context of scientific research and in the professional context of the labour market. knowledge and correct use of these applications. |
| 7.2 Specific objectives | <ul style="list-style-type: none"> to know all the steps involved in terminology research/production of a terminology product; choose relevant sources of terminological information and documentation; know the standards (ISO) on which terminology research is based. |

8. Contents

| 8.2 Seminar / practical course (laboratory class) | Teaching methods | Remarks |
|--|---|---------|
| Theme: MsWord, MsExcel and Google docs - terminology applications; Students' obligation: to carry out text management exercises for translation and terminology research. | <ul style="list-style-type: none"> the use of an interactive lecture-based course; in-class discussion/examination based on film examples/sequences; presentation of papers in practical classes; debate on given topics. | |
| Topic: Electronic tools in terminology research. Collaborative terminology extraction: Google Docs. Students' assignment: reading the bibliography and completing the exercises proposed by the teacher. | | |



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| Topic: Collaborative documentation of terms: Google Docs. Students' assignment: reading the bibliography and completing the exercises suggested by the teacher. | | |
| Topic: Designing and making conceptual schemes. Establishing relationships between concepts and delimiting the domain. Students' assignment: reading the bibliography and carrying out the exercises proposed by the teacher. | | |
| Topic: Terminology extraction issues: identification, delimitation and terminology extraction. Students' assignment: reading the bibliography and carrying out the exercises suggested by the teacher. | | |
| Topic: Documentation of terms. Selecting and analysing documentation sources. | | |
| Topic: Specialised translation. Computer-assisted translation programs: OmegaT. Translation project, glossaries and translation memories. Students' assignment: reading the bibliography and carrying out the exercises suggested by the teacher. | | |
| Homework: Creating and managing complex terminology records; Students' obligation: to carry out exercises to create and manage complex terminology records. Types of terminology records. | | |
| Topic: strategies for identifying and documenting online terms: advanced search operators Google Search. Student assignment: conduct terminology search exercises using advanced search operators. Students' assignment: reading the bibliography and carrying out the exercises suggested by the teacher. | | |
| Topic: specialised translation. Computer-assisted translation programs. WordFast Pro. Translation project, glossaries and translation memories. Students' assignment: reading the bibliography and carrying out the exercises suggested by the teacher. | | |
| Topic: post-scheduling. Proofreading and revising a specialized text translated with a machine translation program. Identifying translation problems, correcting errors. Students' assignment: reading the bibliography and carrying out the exercises proposed by the teacher. | | |
| Topic: Creation of a corpus of specialized texts based on the bibliography studied. Structuring and describing a corpus. | | |



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| Topic: Correctness/Revision in terminology. Students' assignment: to carry out revision and proofreading exercises on terminology projects. | | |
| <p>Bibliography</p> <p>Geoffrey Samuelsson-Brown (2010): A Practical Guide for Translators, Bristol: Channel View Publications / Multilingual Matters.</p> <p>Didier Bourigault, Christian Jacquemin, Marie-Claude L'Homme (2001): Recent advances in computational terminology, Amsterdam: Benjamins.</p> <p>Sue Ellen Wright, Gerhard Budin (2001): Handbook of terminology management: Application-oriented terminology management, Amsterdam: Benjamins.</p> <p>Guzmán, R. (2011): 'Translation Memory Maintenance: Playing Hide and Seek', Translation Journal, vol. 16, No. 3. (to be published in July 2011)</p> <p>Guzmán, R. (2009): 'Uncontrolled Terminology and MT: The Importance of Making Good Comparisons', Translation Journal, vol. 13, No. 2.</p> <p>Guzmán, R. (2008): 'Advanced automatic MT post-editing', Multilingual, #95, vol. 19, issue 3, pp. 52-57.</p> <p>Guzmán, R. 2007, 'Manual MT Post-editing: "if it's not broken, don't fix it!"', Translation Journal, vol. 11, No. 4.</p> <p>Ciobanu, Georgeta; Varga, Cristina (2010): Les compétences du terminologue rapportées au Web 2.0, Realiter, URL: http://realiter.net/spip.php?article2011;</p> <p>Varga, Cristina (2006): „Instrumente Informatic Implicate în Cercetarea Terminologică” in Uniterm, Timisoara, URL: http://ubbcluj.academia.edu/CristinaVarga/Papers/701296/Instrumente_Informatic_Implicate_in_Cercetarea_Terminologica</p> | | |

9. Validating course contents based on the expectations of epistemic communities, professional associations and of potential employers related to the field of study.

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| <ul style="list-style-type: none"> Our academic objectives are correlated with and permanently checked against the directions of the epistemic community and the expectations of employers recruiting graduates of Applied Modern Languages programs, such as chambers of commerce and industry, European institutions, national and international bodies and companies, diplomacy structures, media, translation and tourism agencies, economic factors, and public establishments, to name a few. The Department of Applied Modern Languages collaborates on an ongoing basis with a number of socio-economic and professional stakeholders, namely with Viking, WeLocalize, Alstom, EXL, XTENSOS, in compliance with the standards issued by the Romanian Agency for Quality Assurance in Higher Education (ARACIS). |
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10. Assessment (examination)

| Type of activity | 10.1 Assessment criteria | 10.2 Assessment methods | 10.3 Weight in the final grade |
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| 10.4 Course | | | |
| 10.5 Seminar/ practical course (laboratory class) | Assessment will be done both during the semester and in the final exam. | <ul style="list-style-type: none"> Attendance, homework, classwork and final exam each make up 25% of the final grade. The final grade is made up of the arithmetic mean of attendance, homework, classwork and final exam. The exam timetable is presented to students in detail at the beginning and end of the semester. | <ul style="list-style-type: none"> 25% - final exam 75% - homework (25%), attendance and coursework (25%), project (25%). |



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| 10.6 Basic performance standard | | | |

11. Labels ODD (Sustainable Development Goals)

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|  | Eticheta generală pentru Dezvoltare durabilă |
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Date:

05.02.2025

Course tutor's name and signature,

Cristina Varga, Ph.D. Lecturer



Seminar tutor's name and signature

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Practical course tutor's (Laboratory tutor's) name and signature,

Cristina Varga, Ph.D. Lecturer



Date of approval:

14.02.2025

Head of Department's name and signature,

Renata Georgescu, Ph.D. Associate Professor

