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| **Course title** | **Parish Administration** | | | | | | |
| **Course director** | Assist. Prof. Zdenko Ilić, Ph.D. | | | | | | |
| **Learning outcomes** | After successfully completing the course, the student will be able to:  1. Identify the types of church documents.  2. Fill out certain church documents.  3. Write a valid response to inquiries of the parties.  4. Correctly keep all parish books and records.  5. Maintain written correspondence between ecclesiastical legal persons. | | | | | | |
| **The link between learning outcomes, teaching methods and evaluation** | Teaching activity | ECTS | Learning outcome | Student activity | Methods of assessment | Points | |
| min | max |
| Lecture attendance and active involvement | 1 | 1-4 | Presence at classes and active participation | Records | 20 | 30 |
| Continuous assessment | 0.5 | 1-4 | Preparation for the written exam | Written exam | 15 | 20 |
| Final exam | 0.5 | 1-4 | Revision | Oral exam | 20 | 50 |
| Total: | 2 |  |  |  | 55 | 100 |
| **Class hours per week** | 1/WS | | | | | | |
| **Teaching language (min. 5 students)** | Italian, English | | | | | | |
| **Language of consultation** | Italian, English, German, Spanish | | | | | | |