



HRVATSKO  
KATOLICKO  
SVEUČILIŠTE  
ZAGREB  
UNIVERSITAS  
STUDIORUM  
CATHOLICA  
CROATICA  
ZAGREBIA

# Detailed Course Syllabus

**Academic year:**

2024/2025

**Semester:**

Summer semester

**Study Program:**

Sestrinstvo (I) (elective)  
Komunikologija -  
Interkulturalna komunikacija  
i novinarstvo (R) (elective)  
Povijest (R) (elective)  
Sestrinstvo (R) (elective)

**Year of study:**

4

## I. BASIC COURSE INFORMATION

**Name:** Vođenje razreda i razrednički poslovi**Abbreviation:** IZBD219**ECTS:** 3**Code:** 235184**Prerequisites:** No*Total Course Workload***Teaching Mode****Total Hours**

Lecture

30

Auditory exercise

15

**Class Time and Place:** HKS - according to the published schedule

## II. TEACHING STAFF

*Course Holder***Name and Surname:** Puljizević Kristina**Academic Degree:****Professional Title:** izvanredni profesor**Contact E-mail:**[kristina.puljizevic@unicath.hr](mailto:kristina.puljizevic@unicath.hr)**Telephone:****Office Hours:** According to the published schedule*Course Assistant***Name and Surname:** Brković Vjera**Academic Degree:****Professional Title:** viši predavač**Contact E-mail:**[vjera.brkovic@unicath.hr](mailto:vjera.brkovic@unicath.hr)**Telephone:****Office Hours:** According to the published schedule

### III. DETAILED COURSE INFORMATION

**Teaching Language:** Hrvatski

#### Course Description

##### *Textbooks and Materials*

#### Required

A. Rađenović, M. Smiljanić: Priručnik za razrednike, Alinea, Zg., 2007. (str. 50-110.); C. Kyriacou; Temeljna nastavna umijeća, Educa, Zagreb, 1995. (str. 13-191.)

#### Supplementary

##### *Examination and Grading*

**To Be Passed DA**

**Exclusively Continuous Assessment NE**

**Included in Average Grade DA**

**Prerequisites to Obtain  
Signature and Take Final  
Exam**

#### Examination Manner

#### Grading Manner

#### Detailed Overview of Grading within ECTS

### IV. WEEKLY CLASS SCHEDULE