

CONTABILITA' DI STATO

- 1) Cosa si intende per "buono-nota di carico", e quali elementi deve contenere questo documento?
- 2) In quali casi si deve rifiutare una fattura elettronica?
- 3) Cosa si intende con il termine "ammortamento"?
- 4) Quali sono le funzioni della Piattaforma dei Crediti Commerciali?
- 5) Per quali tipologie di spese può essere utilizzato il fondo economale?
- 6) Il regime giuridico delle uscite dello Stato: quali sono le fasi delle uscite dello Stato?

DIRITTO AMMINISTRATIVO – CODICE APPALTI

- 1) Cosa si intende per "sistema AVCPASS" e qual è il suo funzionamento?
- 2) Cosa si intende per "Programma Biennale degli Acquisti" e "Programma Triennale dei Lavori Pubblici"?
- 3) Cosa si intende per "beni patrimoniali indisponibili"?
- 4) La responsabilità amministrativa e contabile del dipendente pubblico
- 5) Cosa si intende per Avvalimento?
- 6) Cos'è il CUP e quali sono le sue tipologie?

INFORMATICA

- 1) In che cosa consiste un'operazione di download?
- 2) Definizione e funzione della PEC
- 3) Data una tabella in Excel contenente informazioni sui dati relativi ad un espletamento di una gara (nome di ditta, quantità di offerta, prezzo, etc) quali funzioni posso utilizzare per gestire questi dati se voglio trovare il prezzo migliore per quell'oggetto o tutte le società che offrono il medesimo oggetto, o semplicemente ordinarle per aspetto crescente o decrescente di quantità offerte?
- 4) Quali sono le modalità di creazione di un file e relativo salvataggio su specifica nuova cartella sul desktop?
- 5) In che cosa consiste un'operazione di backup?
- 6) Nella posta elettronica a cosa corrispondono i campi CC e CCN?

INGLESE

1) Going to work in the morning

My job is a long distance from my home, almost 50 miles away. I have to wake up early every morning, as I'm always in a rush. There's never enough time for a relaxed breakfast. At exactly 6:00 AM, I get into my car and start the long drive.

I usually like driving on the highway more than in the city. During the morning rush hour, though, it's not very enjoyable. The heavy traffic is a little bit annoying. So I always listen to my favorite classical music CD's in the car – Chopin, Mozart, and Bach. That cheers me up a lot.

The drive to work takes about one hour. Going back home in the evening after work takes even longer, maybe around 70 minutes. Lately I've been thinking about trying to take the train to work instead of driving. That way, I could still listen to my music with headphones, and even read a novel at the same time.

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2) Letter to a Friend

Hi, Fred!

It's been a while since we have been in touch. How has your semester been?

I wanted to send you an email update to let you know how things have been going during my semester abroad here in Málaga, Spain. I've already been here for six weeks, and I feel like I am finally adapting to the culture. I'm also speaking the language more fluently.

I arrived during the first week of September. The weather has been very nice. Even though it's October, it's still rather sunny and warm. In fact, I went to the beach and swam in the Mediterranean Sea earlier today.

I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together. On Sundays, we eat a big home-cooked paella for lunch. In Spain, lunch is usually the biggest meal of the day. It's also very common for the people to take a midday nap right after a big meal. I am actually just waking up from my nap right now!

On weekdays, I take classes at the local university. There, I met several native Spanish speakers. They have been very kind and patient with me. At first, I struggled to comprehend their Spanish, but now I understand most of our conversations. They have commented that my Spanish has improved a lot since we first met. Now, I am more confident to use the language in other places like stores and restaurants.

I am so glad that I decided to spend the semester here in Spain. We have an extended weekend coming up, so a group of my friends and I are going to travel to France for four days. It's so easy and inexpensive to travel internationally in Europe. I love it!

I look forward to hearing from you soon. Like I said, don't hesitate to stay in touch more often. Perhaps you could even come to visit! What do you think?

Best wishes,
Patrick

3) Meetings

Since 2000, the amount of time that we spend meetings has increased by an estimated 10% per year. An average meeting lasts 30 to 60 minutes, and we attend up to 10 meetings a week.

A recent study in the USA revealed that workers spend an average of two hours a week in pointless meetings. Two hours per person per week has been estimated at \$400 billion per year of lost productivity.

However, meetings are also important for connecting colleagues, sharing ideas and for fostering innovation and creativity.

Some tips to make meetings more productive include having an agenda and sharing it before the meeting. Limit the discussion time, take notes, and define clear action points to be followed afterwards.

Some companies have limited meetings to just one day per week. With this restriction, employees report that many issues are resolved without waiting until the next meeting day.

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4) Covid-19 – Financial Impact

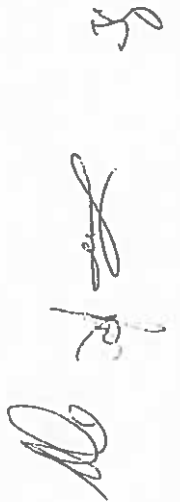
Covid-19 is an infectious disease that has created a global pandemic. It is named because it was discovered in 2019, however the main impact of the pandemic started in 2020.

The virus has had a devastating effect on the global economy. In the USA, the economy shrunk by 3.5% in 2020, the worst result since WW2. Retailer J.Crew filed for Bankruptcy in 2020.

However, not all companies had negative experiences. Businesses that produce alcohol saw sales rise in 2020. So did suppliers of cleaning and medical products, particularly Hand Sanitizer and Face masks. In most countries, Gyms had to close but sales of home exercise equipment increased.

Teleconferencing companies like Zoom enjoyed a boom as many people started to work from home. Zoom shares went up by 41% in September 2020 after they announced record sales.

Other winners include Facebook and E-commerce companies like Amazon and Shopify.

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5) Ship Blocks Suez Canal

On March 23, 2021, a ship travelling through the Suez Canal became jammed diagonally across the canal. The 400m long ship, called the Ever Given, was caught unexpectedly by high winds and got stuck in sand at the edge of the canal.

It took 6 days to rescue the Japanese-owned ship. Dredgers and excavators were used to move thousands of cubic meters of sand, and 14 tugboats were used to move the ship.

The canal was closed for 6 days and at least 369 vessels were left waiting to transit the 193km canal. This represented tens of billions of dollars in global trade. Oil prices rose as ships transporting oil were delayed.

Many other ships decided to take the longer route around the Cape of Good Hope. This diversion adds 9000km to their journey, takes 7-10 days longer and costs a lot more in fuel.

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6) Bill Gates

Bill Gates was born in Seattle, Washington. He has accomplished a lot in the business world, but his rise to fame came when he developed Microsoft. He co-founded the company in 1975 with business partner and childhood friend, Paul Allen. Microsoft became the world's largest computer software company.

Bill Gates was chairman of the company and Chief Executive Officer (CEO). He stepped down from his CEO position in January 2000, but continued as chairman and chief software architect.

In February 2014 he stepped down as chairman of Microsoft and put more effort into a charity founded by him and his wife, The Bill and Melinda Gates Foundation. He also takes time to focus on climate change, global health and development, and education.

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