

a) DIRITTO AMMINISTRATIVO

1. Cos'è il TAR e qual è la sua funzione?
2. Cosa si intende per Direttiva Comunitaria?
3. Quali sono gli elementi essenziali dell'atto amministrativo?

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b) CONTABILITA'

1. Che cosa si intende per Mandato Informatico?
2. Cosa si intende per DURC e quale è la finalità della verifica?
3. Cosa si intende per bilancio di cassa e bilancio di competenza?

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c) FONDI ESTERNI

1. Cosa si intende per CUP in un progetto?
2. Cos'è il Grant Agreement di un progetto europeo?
3. Cosa si intende per rendicontazione in base al timesheet in un progetto?

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d) ORDINAMENTO

1. Cos'è l'ARAN e quale funzione principale esercita?
2. Cos'è l'URP in una PA e qual è la sua funzione?
3. Cosa si intende per contratto collettivo nazionale e contratto integrativo nel pubblico impiego

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e) INFORMATICA

1. Qual è la differenza tra un file .doc e .xls?
2. A cosa serve un programma di backup?
3. Se il correttore automatico di Word sottolinea di rosso una parola, cosa vuol dire?

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f) INGLESE

TESTO 1: "THE LION AND THE MOUSE"

Once upon a time there lived a lion in a forest. One day after a heavy meal. It was sleeping under a tree. After a while, there came a mouse and it started to play on the lion. Suddenly the lion got up with anger and looked for those who disturbed its nice sleep. Then it saw a small mouse standing trembling with fear. The lion jumped on it and started to kill it. The mouse requested the lion to forgive it. The lion felt pity and left it. The mouse ran away. On another day, the lion was caught in a net by a hunter. The mouse came there and cut the net. Thus it escaped. There after, the mouse and the lion became friends. They lived happily in the forest afterwards.

TESTO 2: "HUNGRY WOLF"

This is a short story about Hungry Wolf. Once, a wolf was very hungry. It looked for food here and there. But it couldn't get any. At last it found a loaf of bread and piece of meat in the hole of a tree. The hungry wolf squeezed into the hole. It ate all the food. It was a woodcutter's lunch. He was on his way back to the tree to have lunch. But he saw there was no food in the hole, instead, a wolf. On seeing the woodcutter, the wolf tried to get out of the hole. But it couldn't. Its tummy was swollen. The woodcutter caught the wolf and gave it nice beatings.

TESTO 3: "TWO GOATS"

There were two goats. Over a river there was a very narrow bridge. One day a goat was crossing this bridge. Just at the middle of the bridge he met another goat. There was no room for them to pass. "Go back," said one goat to the other, "There is no room for both of us". "Why should I go back?" said the other goat. "Better you must go back." "You must go back", said the first goat, "because I am stronger than you." "You are not stronger than I", said the second goat. "We will see about that", said the first goat and he put down his horns to fight. "Stop!" said the second goat. "If we fight, we shall both fall into the river and be drowned and instead I have a plan. I shall lie down and you may walk over me." Then the wise one laid down on the bridge and the other goat walked highy over him. So they crossed the bridge comfortably and went on their ways.

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