

(Art. 194, D.Lgs. 267/2000).  
Procedura di riconoscimento di legittimità di  
debiti fuori bilancio e competenza

Codice Amministrazione Digitale

Principali reati contro la P.A.

Piano esecutivo di gestione, DUP e gli altri strumenti di programmazione.  
(Artt. 169 e 170, D.Lgs. 267/2000 e All. 4/1, D.Lgs. 118/2011 paragr. 4.2).

(Art. 182, D.Lgs. 267/2000) Le fasi della spesa.

Art. 32. (Fasi delle procedure di affidamento.  
Quali sono i contenuti obbligatori della determina a contrarre

COSA SONO SPID E APP IO

LE VARIE UNITA' DI MISURA IN INFORMATICA  
E LE MODALITA' DI COMPRESIONE

IL CANDIDATO ESPONGA LE NOZIONI  
DI BACK UP, CLOUD E DISASTER RECOVERY

COME COLLEGARE  
UN COMPUTER IN RETE

GLI APPLICATIVI PIU' DIFFUSI  
NEL PACCHETTO OFFICE

WEBINAR E POD CAST

SI ESPONGA LA DIFFERENZA  
TRA MAIL ORDINARIA E PEC

Definizione dell'atto amministrativo  
e la sua invalidità

In quale casi, a norma del DPR n. 445/2000  
le PP.AA. sono tenute a effettuare idonei controlli  
sulla veridicità delle dichiarazioni sostitutive di certificazioni?

La potestà statutaria e regolamentare dell'Ente Locale

Diritto di accesso agli atti e accesso civico

Art. 143 Tuel. Scioglimento dei consigli comunali  
e provinciali conseguente a fenomeni di  
infiltrazione e di condizionamento di tipo mafioso

Il controllo di regolarità amministrativa e  
contabile sugli atti: i controlli preventivi e successivi

Piano triennale della prevenzione e della corruzione

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LE FORZE DELL'ORDINE SEGNALANO LA PRESENZA  
DI UNA MADRE VITTIMA DI VIOLENZA DOMESTICA:  
QUALI SONO GLI INTERVENTI A CURA DEL SERVIZIO  
SOCIALE E GLI ALTRI SERVIZI DA COINVOLGERE

IL CANDIDATO ESPONGA LA PROCEDURA  
PREVISTA DALL'ARTICOLO 403 DEL CODICE CIVILE

L'INTEGRAZIONE DELLA RETTA PER L'INSERIMENTO  
DI UN ANZIANO IN UNA RSA:  
GLI ELEMENTI PER LA VALUTAZIONE A CURA  
DEL SERVIZIO SOCIALE COMUNALE

LE FUNZIONI DELLA PUA (PORTA UNICA DI ACCESSO)  
E DELL'UNITA' DI VALUTAZIONE INTEGRATA

IL CANDIDATO ESPONGA LE COMPETENZE  
DELL'UFFICIO DI PIANO

ILLUSTRI LE DIFFERENZE TRA LE FUNZIONI  
DELL'AMMINISTRATORE DI SOSTEGNO  
E LE FUNZIONI DEL TUTORE

## Chapter 1. Amanda And Davide

Amanda is 25 years old. She is studying medicine in Bologna and has lots of friends because she is nice and kind.	1 2
She is going out with a young man called Davide.	3
He is 30 years old and works in Ferrara. Davide is an engineer. Davide loves going out in the evenings, going to the cinema and meeting friends.	4 5
Amanda and Davide have been engaged for three years. They live in different cities but luckily Ferrara and Bologna are not very far apart.	6 7
Amanda has the keys to Davide's house and Davide has the keys to Amanda's house: they don't have any secrets.	8 9
Today is Wednesday. Amanda doesn't have lessons at the university. She wants to surprise Davide because today is a special day. For Amanda, in fact, it is a very important day.	10 11 12

## Chapter 2. The Anniversary

Today is May 15th. It's the anniversary of Amanda and Davide's engagement.	1
Amanda wants to surprise Davide: she is going to go to Davide's place in Ferrara so they can celebrate this special day together.	2 3
She knows Davide works until 5 o'clock, so she goes to the train station in Bologna to catch the 4.18pm train. The train times are perfect!	4 5
At the station there is a square with a big clock, and inside is the ticket office. Trains leave from here and travel all over Italy, so the station is very crowded.	6 7
Amanda goes to platform 4 and boards the train to Ferrara. Unfortunately the train leaves ten minutes late, but Amanda arrives in Ferrara at 5 o'clock. Just in time!	8 9 10
When she gets to Davide's house it's half past five already. "Davide is sure to be home" thinks Amanda, so she rings the bell and waits, but no one opens the door. Davide is not at home.	11 12 13

## Chapter 3. Looking For Davide

"No problem" thinks Amanda, "Luckily I have the keys!" She opens her bag and	1
searches for the keys. But the keys are not there. Where are they?! Then she	2
remembers, she left them on the table at home in Bologna!	3
Amanda can't get in and she doesn't want to waste time waiting. So she goes	4
to find Davide at work.	5
The office is very close. It is in a large and modern building.	6
When she arrives she asks the secretary where Davide is, but the secretary	7
replies: "I'm sorry, Davide is not at work today."	8
Fortunately, she meets Davide's colleagues on their way home from the office,	9
but they don't know where her boyfriend is either.	10
Amanda begins to worry.	11

## Chapter 5. Where Are You?

Amanda approaches Davide's friends, Matteo and Carlo.	1
“Hi! How are you both? How nice to see you!”	2
“Hi Amanda! What a surprise to see you here in Ferrara! We’re fine, and you?”	3
“I’m fine too, thank you. I’m here to surprise Davide. Do you know where he is?”	4 5
“Sorry, we don’t know. We haven’t seen Davide for two days. Why don’t you have a glass of wine with us?”	6 7
But Amanda doesn’t want to drink wine with Carlo and Matteo. She just wants to find her boyfriend and celebrate their anniversary!	8 9
Now Amanda is tired and confused. She doesn’t know where to go anymore. Davide is not at home, nor at the office, nor in the bar. Where can he be?	10 11



## Chapter 6. A Stupid Idea

Amanda leaves the bar. She must find a solution.	1
Usually, when she's walking, good ideas come to her, so she decides to walk around the city without any destination. She turns right, then left, crosses a square, waits for a green light before crossing a road, then turns back the way she came.	2 3 4 5
In the end she thinks, "I'll go back to Davide's place. If he's not there, I'll call him." It's already twenty to nine. It's late and she must hurry.	6 7
Once again, Davide is not home. All Amanda can do now is give up on the surprise and phone him.	8 9
Amanda calls him a second, a third and a fourth time, but Davide doesn't answer. Now Amanda is desperate. "What a stupid idea it was to surprise him! How stupid to have secrets from Davide! The entire day has been wasted!"	10 11 12

## Chapter 7. Back To Bologna

Amanda doesn't want to stay in Ferrara and can't wait any longer. The last train	1
to Bologna leaves soon, at eleven minutes past nine. Sad and disappointed, she	2
gives up on the surprise and goes home.	3
Before leaving she slips a note under Davide's door. On the note she writes:	4
"Hello darling! Happy Anniversary! I miss you so much... Amanda".	5
As she walks to the station, Amanda thinks about how useless her journey has	6
been. She is so angry she could cry!	7
Fortunately, the train journey is interesting. Around her are various other	8
people: a stylish gentleman who is asleep, a mother with a small, quiet child	9
and two students talking about philosophy.	10
Amanda spends the journey observing these people, and her sadness passes.	11

## Chapter 8. Surprise!

The train arrives in Bologna on time. Amanda goes straight home but, as she  
climbs the stairs, she spots some strange things: coloured balloons, red heart-  
shaped cards, red roses. "How strange" she thinks, "Perhaps there's a birthday  
party... I don't understand."

When Amanda reaches her apartment, she opens the door and... surprise!  
Davide is inside. He's sitting on the sofa reading a book. On the table, dinner is  
ready and there's a cake and a present for Amanda... and the keys to Davide's  
place that she forgot to take this morning!

Amanda is really happy. She hugs and kisses Davide, and then tells him about  
her terrible day in Ferrara. Finally they eat and celebrate their anniversary... in  
the end it has been a truly special day.