|  |  |
| --- | --- |
| Quadriennale SIA | **Primo anno** |
| Conoscenze | * **Language Revision level A2** del quadro comune europeo di riferimento per le lingue (QCER). * **Funzioni linguistiche**   Agreeing and disagreeing- Making arragements- Ordering Food- Asking about the weekend – Asking for and giving directions – Shopping for clothes – Making offers and requests- Apologising – Reacting to good and bad news – Asking for tourist information   * **Strutture grammaticali**   Present Simple- Adverbs and expressions of frequency- Like + ing form - Preposition of time – Present Continuous vs Present Simple – Future with Present continuous and Present Simple - Countable and uncountable nouns – Some and Any- How much, How many …? – Quantifiers- Past Simple (regular and irregular verbs) – Subject and object questions – Should, shouldn’t -Future: To be going to – Preposition of movement – Prepositions of place – Comparatives and Superlative adjectives – Future: will/won’t- Adverbs of probability – May / might – Zero and First conditionals- Have to / don’t have to – Must / mustn’t - Present Perfect Simple + ever and never; Been or gone? – Present Perfect Simple vs Past Simple – make: cause and effect – Present Perfect Simple + just, already, yet, still - Present Perfect Simple + for and since. |
|  | **Secondo anno** |
| Conoscenze | * **Language Revision level B1.1** del quadro comune europeo di riferimento per le lingue (QCER). * **Business background: Production** – Needs and Wants - Goods and services - Factors and Sectors of production - The supply chain-   **Commerce and Trade** - Home trade - International trade – The balance of Trade and Balance of Payments -Protectionism- International Trade Organisations – Trading block.   * **Methods of Communication in Business:** Written and Oral communication * **The Business world Structures:** Sole trade – Partnerships - Limited companies – Cooperatives - Franchising -The external growth of a Business. * **UK History, Politics and Institutions**  The Rise and Fall of Britain as a Political and Economic Power - Colonial Expansion and the British Empire - The Decline of the British Empire . Scotland - Devolution - Ireland JK Unwritten Constitution UK Politics and Institutions - The UK Government - The Crown The Three Branches of the UK Government - Legislative Branch - Executive Branch - Judiciary Branch UK Main Political Parties * **USA History, Politics and Institutions** Slave Trade and Segregation - Slave Trade - Discrimination and Segregation - The American Civil Rights Movement (1955-1970) USA Politics and Institutions - USA Constitution - The US Government The Three Branches of the US Government - Legislative Branch - Executive Branch - Judiciary Branch - USA Main Political Parties |
|  | **Terzo Anno** |
| Conoscenze | * **Marketing – Advertising:** The Marketing concept- The Marketing Plan and Process - Situation analysis - Market research – Marketing strategy – Marketing Tactics -Implementation and Control – Advertising * **World Economies:** Main Economic Systems - Free Market Economy - Planned Economy - Mixed Economy - The Public Sector -Privatisation Economic Indicators and Inflation - The Business Cycle - Unemployment The Four Industrial Revolutions * **Computer Basics:** Computer Architecture – History of Computers – The CPU – Memory –Binary codes and ASCII code * **Input, Output and storage devices** * **Types of computers:** Mainframes, PC, Notebooks, Tablets and smartphones * **Automation and Robotics** * **Operating systems and Software**: Main functions of Operating Systems * **Application Software**: Presentation Software, Graphics Software, Application packages * **Algorithms and Programming Languages** |
|  | **Quarto anno** |
| Conoscenze | * **Enquiring:** Contract of Sale and Sales Terms- Incoterms - Methods of Payment in International Trade Open Account - Bank Transfer - Payment in Advance - Documentary Collection - Documentary Credit Business Transactions. * **Ordering:** Documents in International Trade Customs Procedures -   The Commercial Invoice and Other Types of Invoices- IT Introduction to E-invoicing - Customs Procedures Within the EU - Customs Procedures Outside the EU - Ordering as a Private Customer - Ordering as a Business Customer - Order Form -How to Write an Order - Replying to Orders-   * **The Banking System:** Central Banks - The Main Types of Banks and Financial Institutions - Banking Services to Private Individuals - ATM, Debit and Credit Cards - IT Digital Banking - IT Future of Banks - IT Information Technology in Banking - IT SWIFT Transfers - IT Blockchain - Basic Banking Services to Businesses - Business Bank Accounts -Borrowing Money from a Bank - Ethical Banking - Microcredit * **Networking and telecommunications** * **Internet**: the Internet and its Core, The World Wide Web * **System administration and security** * **Databases** * **Jobs in ICT** * **Safety** |
|  |  |