







# School courses and organization

- **Business administration**
- **tourism**
- **graphics for advertising**

## Professional profiles

At the end of the **third year** the student gets a **certificate** in business, tourism or graphic advertising.

At the end of the **fifth year** the student gets a **diploma** in the fields of business management, tourism or graphic publicity.

Both the certificate and the diploma allow our students to find a job in public and private firms. Diplomas allow access to University courses.

## SCHOOL TIMETABLES

### COURSE IN BUSINESS ADMINISTRATION

SUBJECTS	I	II	III	IV	V
ITALIAN	4	4	3	3	3
HISTORY	2	2	2	2	2
INFORMATION AND COMMUNICATION TECHNOLOGY	2	2			
SCIENCE	2	2			
MATHEMATICS AND INFORMATICS	3	3	2	3	3
LAW AND ECONOMICS	2	2	3	3	4
ENGLISH	3	3	3	3	3
FRENCH	3	3	2		
BUSINESS ECONOMY	5	5	7	6	7
LABORATORY OF INFORMATICS	1(+3)	1(+3)	1(+2)	(3)*	(3)*
GEOGRAPHY			2	2	
MANAGERIAL INFORMATICS			2	3	3
PHYSICAL EDUCATION	2	2	2	2	2
RELIGION	1	1	1	1	1
INTEGRATED COURSES/PROFESSIONAL AREA	4	4	4	6	6
<b>WEEKLY HOURS</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>

### COURSE IN TOURISM MANAGEMENT

SUBJECTS	I	II	III	IV	V
ITALIAN	4	4	3	3	3
HISTORY	2	2	2	2	2
INFORMATION AND COMMUNICATION TECHNOLOGY	2	2			
SCIENCE	2	2			
HISTORY OF ART			1	2	2
COMMUNICATION AND RELATION TECHNIQUES				2	2
MATHEMATICS AND INFORMATICS	3	3	2	3	3
LAW AND ECONOMICS	2	2	1		
ENGLISH	3	3	4	3	3
FRENCH	3	3	2	3	3
BUSINESS AND TOURIST ECONOMICS	5	5	7	5	5
LABORATORY OF INFORMATICS	1(+3)	1(+3)	2(+2)		
TECHNIQUES OF SERVICES				(3)*	(3)*
GEOGRAPHY			3	2	2
PHYSICAL EDUCATION	2	2	2	2	2
RELIGION	1	1	1	1	1
INTEGRATED COURSES/PROFESSIONAL AREA	4	4	4	6	6
<b>WEEKLY HOURS</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>

## COURSE IN GRAPHICS FOR ADVERTISING

<b>SUBJECTS</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
ITALIAN	4	4	3	3	3
HISTORY	2	2	2	2	2
INFORMATION AND COMMUNICATION TECHNOLOGY	2(+1)	2(+1)			
SCIENCE	2	2			
MATHEMATICS AND INFORMATICS	3	3	2	3	3
LAW AND ECONOMY	2	2			
ENGLISH	3	3	2	3	3
PROFESSIONAL DESIGN	3	3			
GRAPHIC DESIGN	3	3	6		
GRAPHIC PLANNING				4	4
ADVERTISING PLANNING				3	3
HISTORY OF VISUAL ARTS	3	3	2	3	3
PHOTOGRAPHIC TECHNIQUE			3	2	2
ADVERTISING TECHNIQUE			3		
VISUAL COMMUNICATION			4		
PSYCHOLOGY OF COMMUNICATION				2	2
PHYSICAL EDUCATION	2	2	2	2	2
RELIGION	1	1	1	1	1
INTEGRATED COURSES/PROFESSIONAL AREA	4	4	4	6	6
<b>WEEKLY HOURS</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>

## USEFUL NEWS

### Headmaster office

The Headmaster (or one of her assistants) receives in her office by appointment.

### Secretarial offices timetable:

	<b>Didactics/Registry</b>	<b>Personnel</b>	<b>Administration</b>
<b>Monday</b>	8,00 - 10,00	8,00 - 10,00	8,00 - 10,00
<b>Tuesday</b>	11,00 - 13,00 2,45 -4,45 p.m.	11,00 - 13,00	11,00 - 13,00 2,00 - 3,00 p.m.
<b>Wednesday</b>	8,00 - 10,00 2,45 -4,45 p.m.	8,00 - 10,00	8,00 - 10,00 2,00 - 3,00 p.m.
<b>Thursday</b>	11,00 - 13,00 5,00 -8,00 p.m.	11,00 - 13,00 3,00 - 5,15 p.m.	11,00 - 13,00 5,00 - 8,00 p.m.
<b>Friday</b>	8,00 - 10,00	8,00 - 10,00	8,00 - 10,00
<b>Saturday</b>	8,00 - 10,00	11,00 - 13,00	11,00 - 13,00

### Teachers

Teachers may talk to the students' parents according to a fixed timetable and, on special occasions, by appointment.

## DAILY LESSONS TIMETABLE

The school year is divided into two terms, one of three months (ending before Christmas) and another one of five months.

Lessons last 50 minutes and take place from Monday to Saturday. They usually start at 7.55 a.m. and finish at 1.10 p.m., but sometimes they may vary.

## DISCIPLINE RULES

Art. 1 – RIGHTS

Art. 2 – DUTIES

(...)

### Art. 3 Discipline and lack of discipline

1. Discipline responsibility is personal. Nobody can be submitted to any disciplinary sanctions without having the opportunity to express his/her reasons. Disciplinary violations may influence evaluation.
2. The free expression of opinions, if correctly expressed, cannot be sanctioned. Sanctions are always temporary, proportioned to the disciplinary violation and inspired, when possible, by the idea of repairing a damage.
3. Infractions to the above-mentioned duties are:
  - Express oneself in an arrogant or impolite way
  - Damage the school premises or other students' belongings
  - Behave violently from both a psychological and physical point of view
  - Fail to respect other religions and/or cultures and individual, psychical and intellectual characteristics of teachers and students;
  - Leave the Institute without a written consent (authorization).

Art. 4 – DISCIPLINARY SANCTIONS

Art. 5 – APPLICATION OF SANCTIONS

Art. 6 – APPEALS AND CLAIMS

(...)