



# **VOCATIONAL EDUCATION INSTITUTE**

**ADRIANO OLIVETTI**

**Via Nolfi, 37 – 61032 Fano  
Marche Region, Italy**

# EDUCATIONAL PROPOSAL

2012/2013





ALL COURSES  
are recognized in the  
EU.

# At the end of the third year students achieve

## STATUS OF OPERATOR

that allows to:

- **PERFORM** obligation to education and training
- **CONTINUE** studies until graduation of five years
- **ENTER** the labour market in the fields:
  - enterprise and commercial offices
  - tourism
  - graphic

## AT THE END OF FIVE YEARS IT IS POSSIBLE TO ACHIEVE THE “STATE PROFESSIONAL DIPLOMA”



# Three years diploma

- ADMINISTRATIVE AND SECRETARIAL OPERATOR
- GRAPHIC AND MULTIMEDIAL OPERATOR

# ADMINISTRATIVE AND SECRETARIAL OPERATOR

Professional Area:

Computer specialist, technical and administrative management, Organization, personnel administration.

- **able to carry out tasks of preparation of ordinary correspondence in two foreign languages;**
- **able to carry out activities related to the management, processing and archiving of documents;**
- **able to produce accounting and administrative communications, with expertise in the planning and organization of events and meetings.**

# GRAPHIC AND MULTIMEDIA OPERATOR

Professional Area:

Computer specialist, Communication techniques,  
Graphic design.

- **able to carry out basic activities relating to the design and manufacture of the graphic product**
- **knows how to use the tools and techniques commonly used for the production of visual messages and advertising**

.....and..... at the end of the five years it is possible to obtain:

– **STATE DIPLOMA**

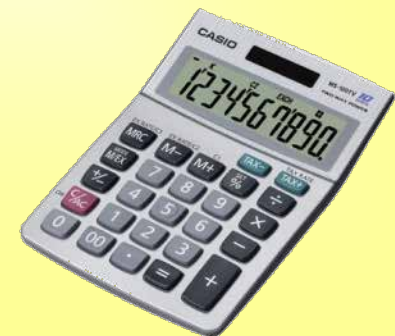
Which allows:

- to enter the labour market
- To enroll in any university



# The Graduate of Commercial Services, Administrative Sector

Can operate in companies of various types and sizes, both in the industrial and service sector and is part of the company's administrative function, particularly in management control, planning and finance with mastery of media and communication tools in several languages.



## Activities and compulsory subjects

- Computer and laboratory
- Professional techniques of business services
- Second language
- Law / Economics,
- Communication techniques.

# CAREER OPPORTUNITIES

## — PRIVATE COMPANIES:

- Crafts and trade sector
- Banks
- Insurance
- Department stores
- Professional offices
- Travel agencies
- Tour operator
- Big hotels
- Holiday parks

## — PUBLIC ADMINISTRATION:

- Government
- Regions
- Provinces
- Municipalities
- Local Health Authority



## INTERACTIVE-MULTIMEDIA LAB 28 PCs FOR STUDENTS



## MULTIMEDIA LINGUISTIC LAB 30 STATIONS FOR STUDENTS



## **The Graduate in "Commercial Services" Sector GRAPHIC-MULTIMEDIA**

*Is a professional person of great interest capable of achieving effective communications using different languages. Knows new multimedia technologies and how to program and implement communication media of this type.*

# Activities and compulsory subjects

- Graphic design
- Information technology
- Communication theory
- Multimedia design
- Technical laboratories



# CAREER OPPORTUNITIES

Advertising agencies such as:

- Publishers;
- Typographies Office of Public Relations;
- Own activity (Graphic studio).





# SCHOOL TIME

*for all curricula*

1<sup>^</sup> hour = 8.10 – 9.00

2<sup>^</sup> hour = 9.00 – 9.50

3<sup>^</sup> hour = 9.50 – 10,40

interval 10,40-10,50

4<sup>^</sup> hour = 10.50 – 1140

5<sup>^</sup> hour = 11,40- 12,30

6<sup>^</sup> hour = 12,30 – 13,20

.



# Planned projects

- **Health education projects**
- **Environmental Education**
- **Psychological counselling: individual dialogues to support students**
- **Cultural trips abroad**
- **License for mopeds**

- **Guidance activities in lower secondary schools of the territory**
- **European license for PC**
- **School-work, business internships**
- **Musical Group**
- **Dancing at school**
- **Sports team**
- **Participation in exhibitions and events**

## Ideal students for the "A.Olivetti" school

- Students with practical, creative and operative minds
- Students who are interested in computer technology, multimedia and communication
- Students who have an interest in the acquisition of a well-defined and usable profession in the labour market

# Our fundamental ideas

- HOME - attention to the individual student and his family
- "NOT ONE LESS" - combating early school leaving
- PROFESSIONALISM - provide all students with good professional skills in the chosen field

# OPEN DAYS

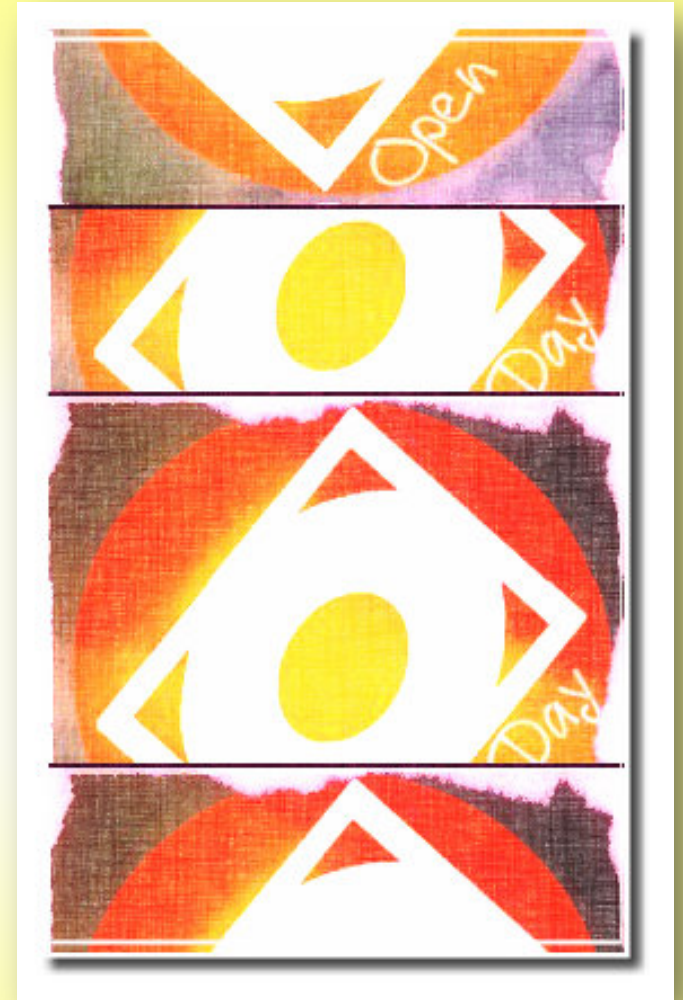
Saturday 15th December

Saturday 12th January

Sunday 20th January

Sunday 27th January

from 15.30 to 17.30





*VISIT OUR WEB PAGE  
WWW.ADRIANOLIVETTI.IT*

*VISIT OUR BLOG  
WWW.ADRIANOLIVETTI.IT/BLOG*