


Louise-Schroeder-Schule

Oberstufenzentrum Bürowirtschaft und Verwaltung

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Berufsfachschule
Fachoberschule
Berufsoberschule
Berufliches Gymnasium

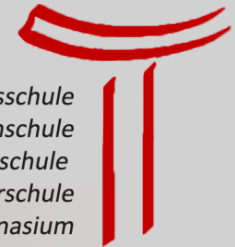


College of Office Management and Public Administration

Louise Schroeder

Louise-Schroeder-Schule OSZ Bürowirtschaft und Verwaltung, Berlin

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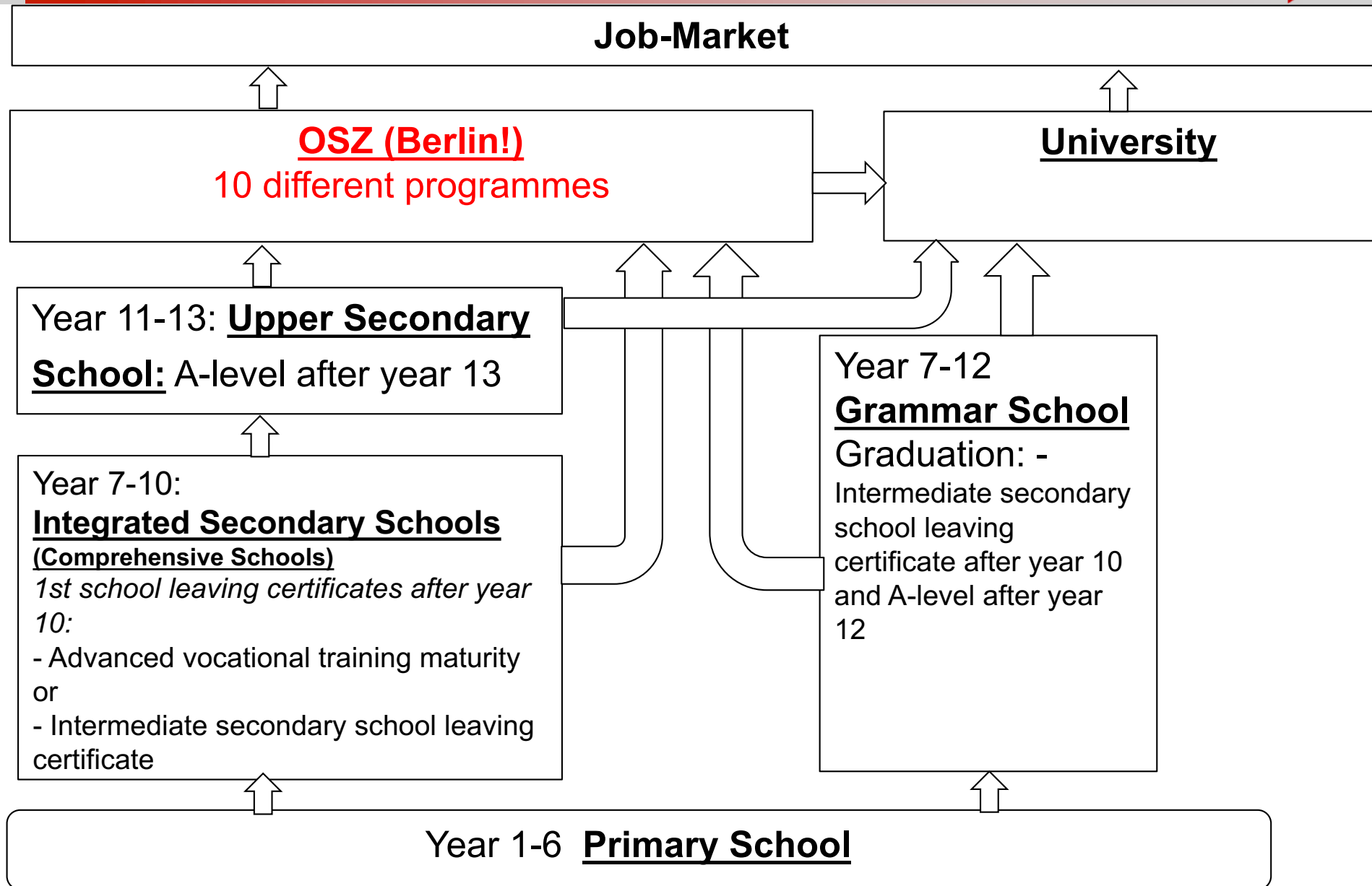
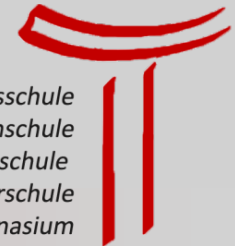


- **Louise Schroeder (1887 – 1957)**
- **German politician of the Social Democratic Party (SPD)**
- **Mayor of West Berlin from 1948 – 1951**

General education: overview

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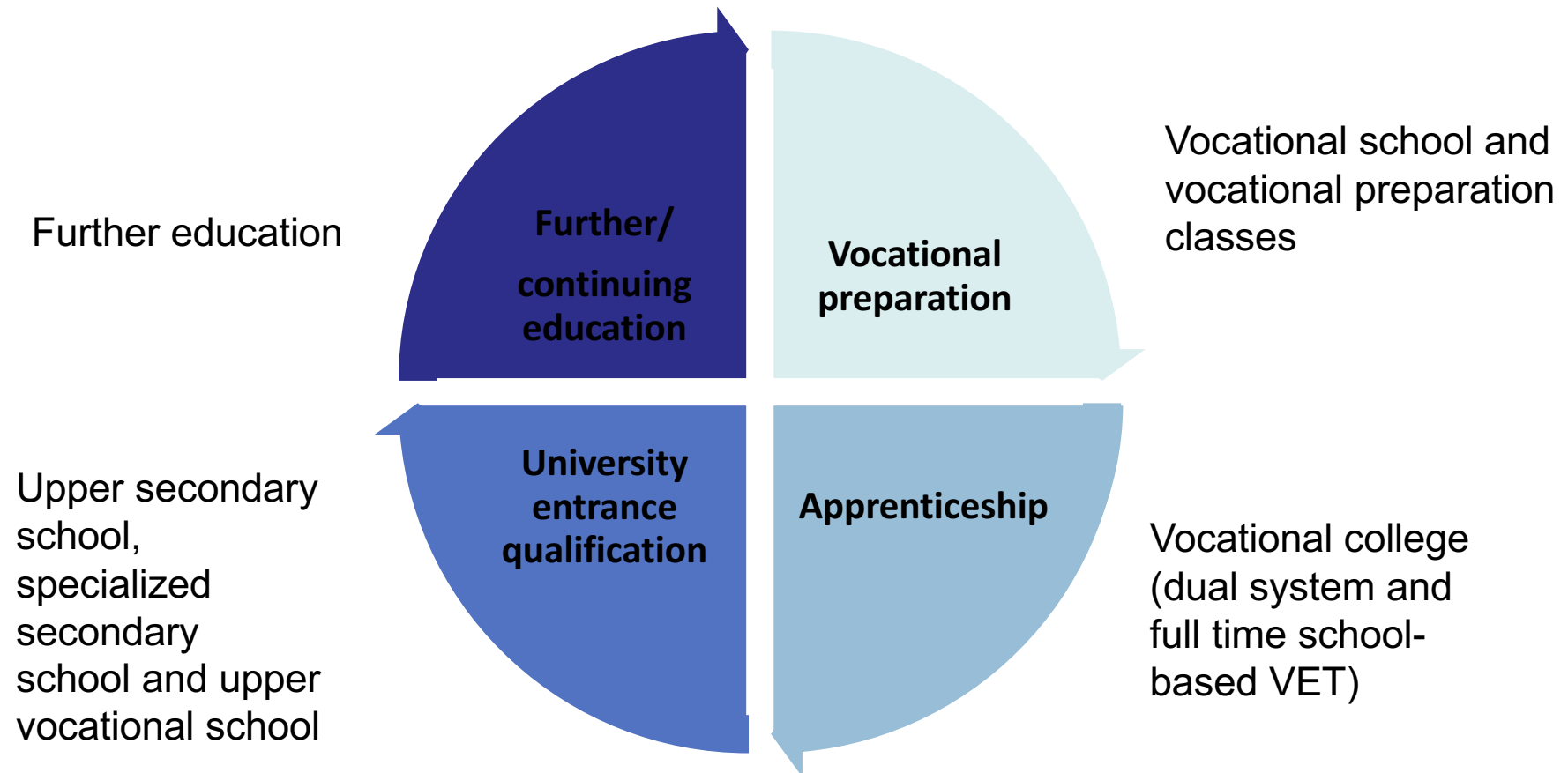
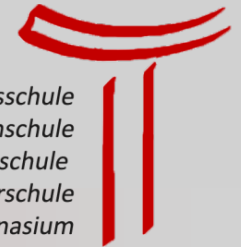
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Educational courses at an „Oberstufenzentrum“

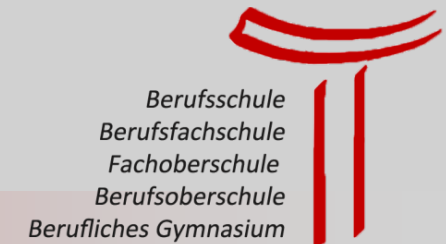
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Professional and VET fields in Berlin

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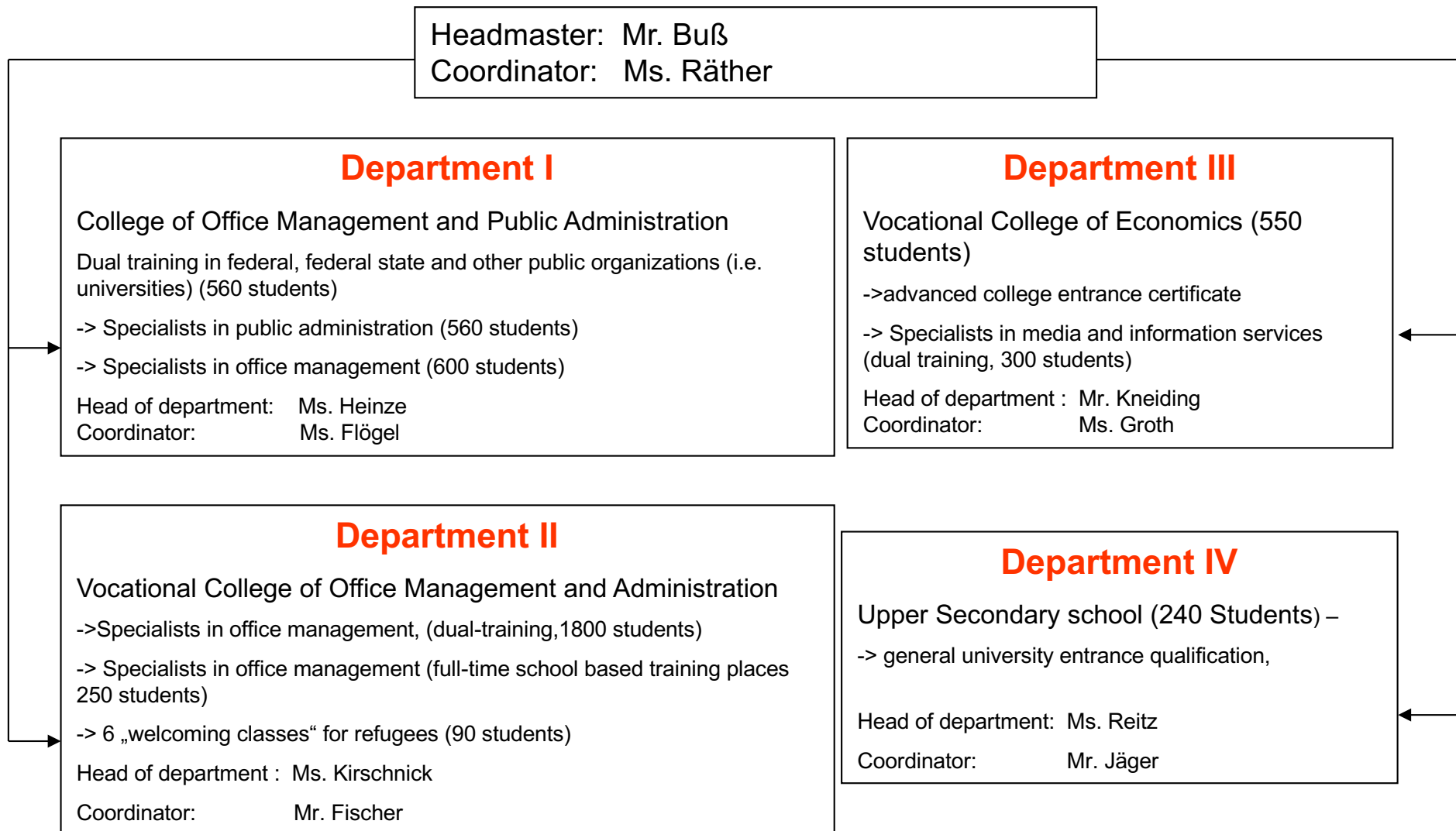
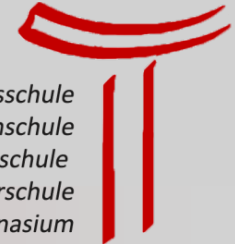


- Office management and office administration (12 colleges)
- Technology and the natural sciences (11 colleges)
- Design and construction (4 colleges)
- Health, nutrition and diet, catering, agriculture (7 colleges)
- Special needs education and und social affairs (5 colleges)
- Colleges for students with special education needs (5 colleges)
- Colleges/schools with special programmes: evening courses for continuing VET and academic education, Berlin State Ballet and Artistry School (3 schools/colleges)
- see www.oberstufenzentrum.de

Organizational structure of Louise-Schroeder-Schule

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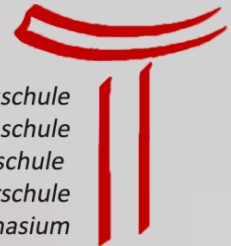
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The Dual System

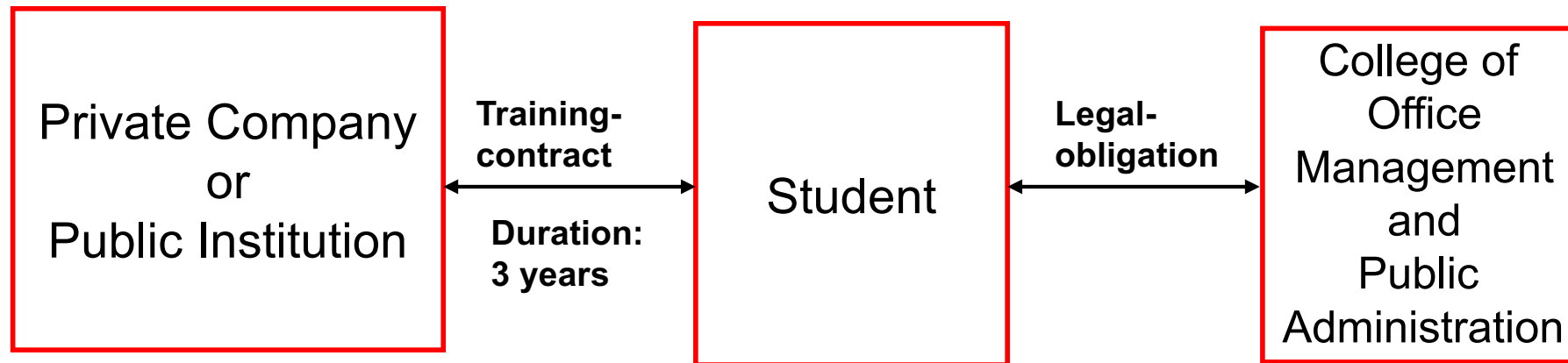
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The college offers different training programmes in the **dual** vocational training system for public and business administration.

Dual system of vocational training:



=> Final exam: official exam (valid all over Germany) according to the German Vocational Training Act, prepared and held by representatives of employers, employees and teachers

Dual vocational training in federal, federal state and other public organizations (i.e. universities)

- **Specialists in public administration**

International Standard Classification of Education (EQF) 4/ ISCED 3B

Special language class with 5-6 month Erasmus+ based internships in a company or institution in a European country (languages: English, Polish, Turkish)

- **Specialists in public administration with double qualification:**
profession + advanced college entrance certificate EQF 4/ ISCED 4A
- **Specialists in office management** EQF 4

ISCED 4A- enables the student to enter colleges/universities of applied sciences

Our college offers the academic part of the dual training

- Specialists in office management EQF 4

⇒ Reorganized and implemented in 2014: 13 „learning fields“

(i.e. purchasing, sales, marketing)

⇒ Work-process-oriented vocational training courses

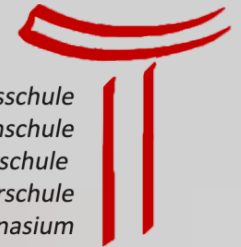
⇒ Students work self-organized and in teams

⇒ Developing competences at a level above the spiral of the 13 learning fields

CURRICULUM

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General
education
subjects

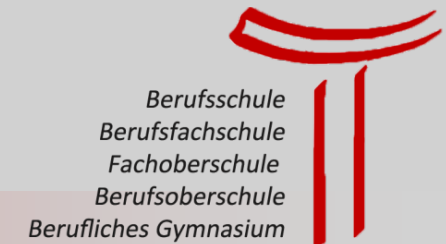
- German
- English or Spanish
- Sports
- Economics and Social Science

Vocational
training
(academic
part)

- Work-process-oriented studies organized in 13 learning fields

Time table for Specialists in Office Management

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Learning field	1. year	2. year	3. year
• LF 1 Presenting the institution/authority/company	40		
• LF 2 Applying office processes	80		
• LF 3 Processing orders	80		
• LF 4 Purchasing goods and services	120		
• LF 5 Acquiring and binding customers		80	
• LF 6 Collecting value flows		100	
• LF 7 Coping with communication situations		40	
• LF 8 Performing HR tasks		100	
• LF 9 Working on liquidity and financing needs			80
• LF 10 Managing value-added processes			80
• LF 11 Presenting business processes			60
• LF 12 Organizing business events and business trips			40
• LF 13 Planning and carrying out projects			60
Total hours:	480	480	480

STRUCTURE OF THE FINAL EXAMS

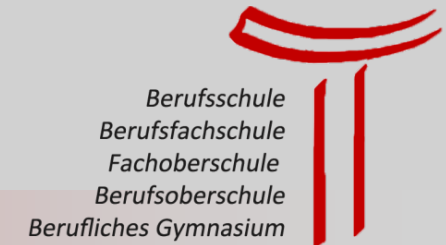
Examination board: representatives of employers, employees and teachers

Stretched final examination

Part 1 First assessment after 18 months Skills and competences of the first 15 months	Part 2 At the end of the apprenticeship		
Typical professional and complex task within office and procurement processes text processing, spreadsheet application, researching task	Different business processes taken from the 13 learning fields	Economics and social studies case-based written examination	Specialized task from elective training modules 2 reports or 2 practice-oriented tasks
120 min.	180 min.	60 min.	40 min. 20 min of preparation, 20 min discussion with examiners
25%	10%	30%	35%

Department II Welcome-Classes for Refugees

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The college offers special classes for German language and cultural training for refugees:

- 6 classes with 15 students each
- Objective: learn the German language (A2) and culture in one year
- Three levels
- Mainly young men from different countries
- Purpose: prepare and integrate the students into German educational system and
in dual-system-education

The college offers a full-time school-based three-year vocational training programme in business administration and office management

- Specialists in office communication (EQR 4)

This programme has been designed for young persons who cannot find an on-the-job training position within the dual system.

- The academic training program is identical with the corresponding program in the dual system
- The practical part of the training takes place in fully equipped model offices where business procedures are simulated
- Three-month-internships in a company in Berlin, Germany or Europe-wide

The final exam is identical with the one in the dual system

Dual vocational training in libraries, archives and stock photo agencies

- Specialists in media and information services (EQR 4)

⇒ Reorganized and implemented in 1998: 13 „*learning fields*“

(e.g. media literacy, dealing with media, making media accessible)

⇒ Work-process-oriented vocational training courses

⇒ Students work self-organized and in teams: e.g. learning situations, projects in each year and several *learning fields*

⇒ Developing competences in the context of the *13 learning fields*

Approximately 80 % of the students in these classes already have ISCED 3A = university entry level when they start with their dual training

The college offers two full-time training programmes in applied economics and general secondary education at different academic levels.

Vocational College of Office Management and Administration, (ISCED 3B) (Fachoberschule):

Entry level ISCED 2: Two-year courses, entry level ISCED 3B: one-year courses

=> qualifies students for further studies at colleges for applied science (ISCED 5B)

Option: 1 more year of studies

⇒ qualifies students for studies at university level, (ISCED 5A)

Upper Secondary School (Gymnasiale Oberstufe):

Three-year education => qualifies students for further study at university level,

(ISCED 5A)

Entry qualification: Intermediate secondary school leaving certificate (Mittlerer Schulabschluss or equivalent)

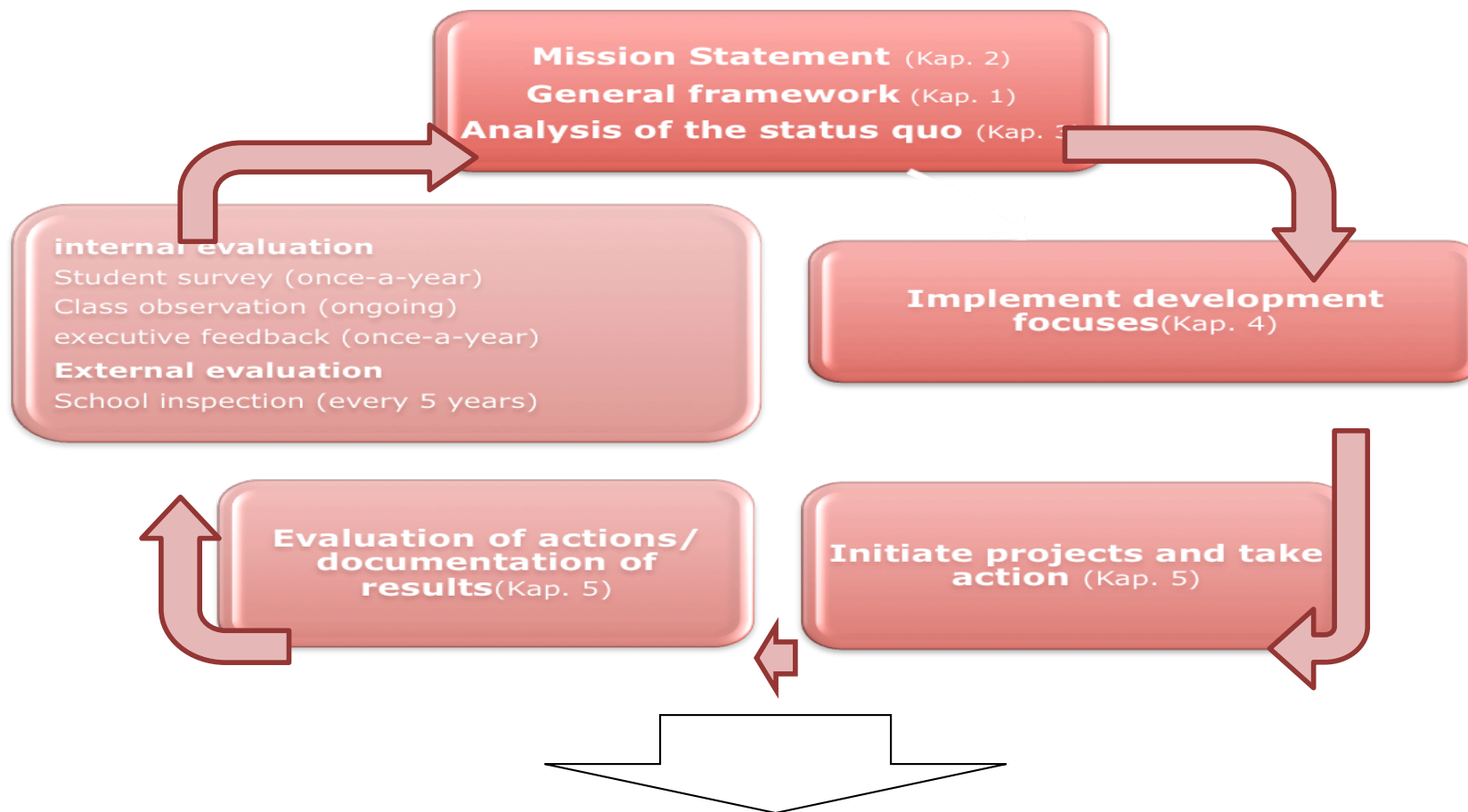
School leaving qualification after having passed the exams: German Abitur (A-level)

Special university preparatory courses in: Economics, Business Ethics and Legal Studies

Languages: English, French, Spanish

Quality Improvement Circle of Louise-Schroeder-Schule

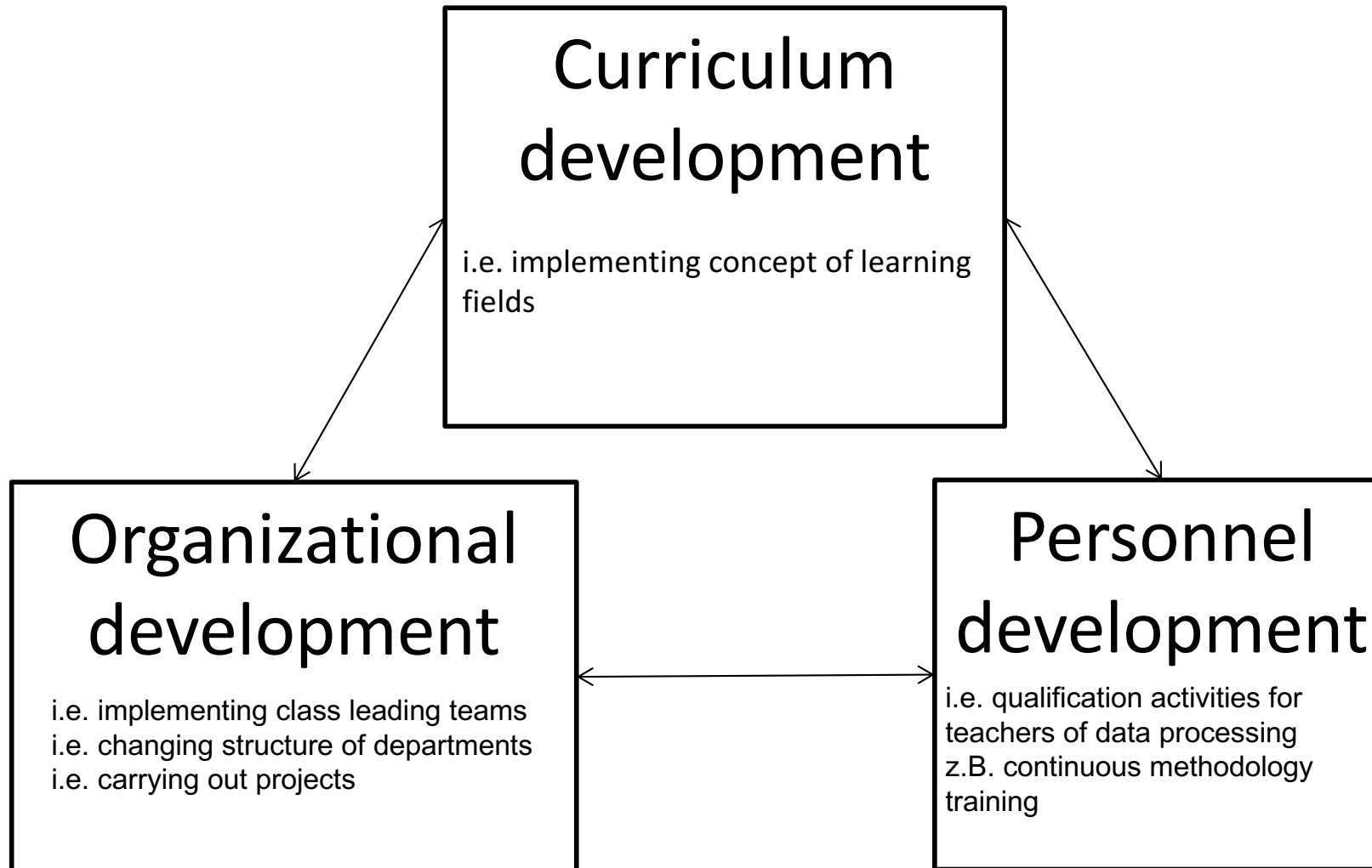
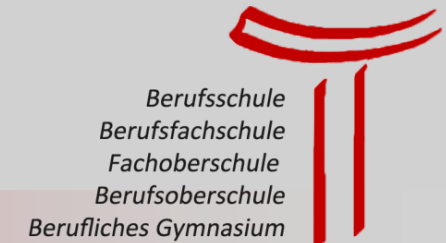
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<p>School Program</p> <p>Presentation of the status quo of the general framework and of the development of projects</p>	<p>School hand book</p> <p>Description of tasks and of the process development in school environment</p>
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Relation of Personnel, Organizational and Curriculum Development

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- **trainee.IN.europe – Erasmus+ scholarships**



Individual internships in various companies, institutions, organisations and libraries in the private and public sector

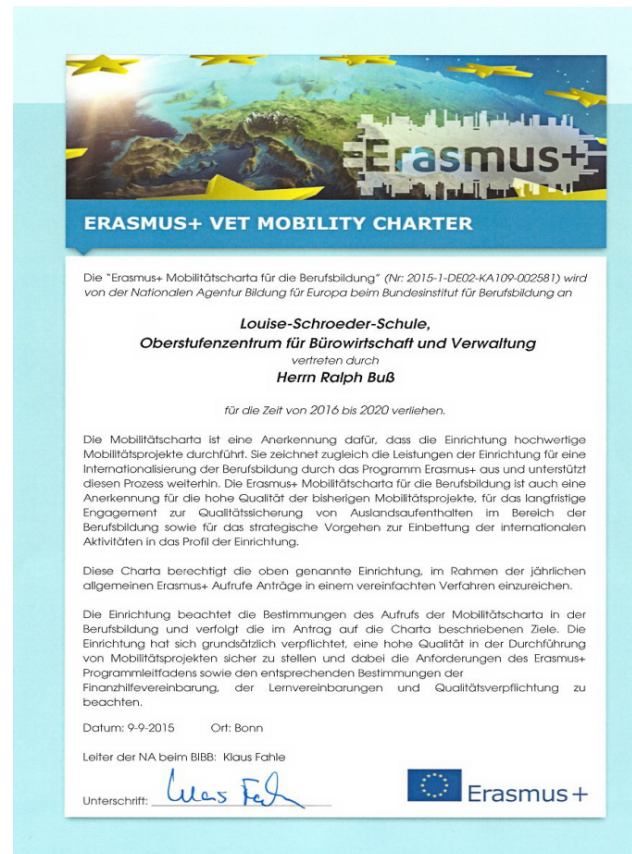
- **8-week-internships in the European Union and partner countries for future specialists in business management, public administration, media and information services**
- **3-month-internships for full-time apprentices**
- **5-6-month-internships in the EU and Turkey, special language class for future specialists in public administration (English, Polish, Turkish) during their fourth school/training term**

Partner institutions in Great Britain, Ireland, France, Belgium, the Netherlands, Finland, Estonia, Poland, Denmark, Malta, Turkey, Italy ...

- **Student exchange programmes and school partnerships, study trips**



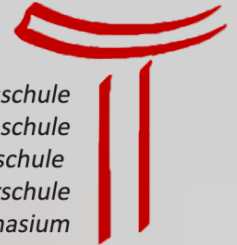
Our College has received the Erasmus+ VET Mobility Charter 2015-2020



Contact

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