Educational opportunities for the information society
Contents

Education is our job (Principal’s welcome) ................................................................. 3
Advance your academic principles with our help (Guiding principles) ....................... 4
Educational opportunities (overview) ............................................................................. 5
Part-time Vocational School (2 to 3 years) ................................................................. 6
2-year Full-time Vocational School ............................................................................. 7
Upper Secondary Vocational School (3 years) ............................................................ 8
Upper Secondary Vocational School, Bilingual Profile ............................................... 9
Advanced Vocational Schools (1 to 2 years) .............................................................. 10
Virtual companies at our Advanced Vocational Schools .......................................... 11
Senior Vocational School of Further Education (2 years) ........................................... 12
1-year Advanced Vocational School .......................................................................... 13
Education goes beyond the classroom ...................................................................... 14
Our offers for the school community ...................................................................... 16

Contact information

Theodor-Heuss-Schule
Schulstraße 35
72764 Reutlingen / Germany

Email: info@ths-reutlingen.de
Internet: www.ths-reutlingen.de

Your contact person in the secretariat:

Renate Herzog
Phone: + 49 7121 485-314
Email: herzog@ths-rt.de
Fax: +49 7121 485-390

Edited by Horst Kern (Principal). Translated by Anne Thoma-Youens.
Composition and Layout: Karin Wenzel
All photos Theodor-Heuss-Schule, unless otherwise stated.
© Theodor-Heuss-Schule Reutlingen 2013. All rights reserved.
Printed in Germany
Dear readers!

Our school – the Theodor Heuss School – was founded in 1909 as a central establishment for business education in the city of Reutlingen. Today we are among the biggest schools in Baden-Württemberg (federal state in south-west Germany). It is our aim to teach our more than 3000 students to become independent in thinking, to be committed to the public good and to act independently. We feel especially obliged to the school’s namesake, Professor Dr. Theodor Heuss – the first President of the Federal Republic of Germany –, and his humanistically-oriented way of thinking and acting.

On 7 June 1961, the former president officially opened today’s school building. The district of Reutlingen is the school maintaining body.

We are partners to more than 500 training companies within the Dual System of Vocational Education. At our Part-time Vocational School students can train in 17 different state-certified business professions.

Our full-time schools, the 2-year Full-time Vocational School, the 1-year Advanced Vocational Schools I and II, the 2-year Advanced Vocational School with an emphasis on business information systems and the Upper Secondary Vocational School, offer academic qualifications (such as the General Certificate of Secondary Education or the Advanced Certificate of Secondary Education) alongside thorough basic vocational training in business and economics.

Our adult vocational training opportunities are open to young people who take an interest in advancing their career. Students must have completed a vocational business training course within the Dual System in order to attend the 1-year Advanced Vocational School. There they can earn the Advanced Certificate of Vocational Education within one school year. The Theodor Heuss School [THS] also has a Senior Vocational School of Further Education, tailored to the needs of students who have already got some professional experience and who would like to take the Advanced Certificate of Vocational Education, which can be combined with the qualification of “state-certified business manager”.

Friedrich List, a leading 19th century German economist born in our hometown, is honoured with the name of our Alumni Association, the Friedrich-List-Gilde Reutlingen e. V. Requests and interests of our school are supported financially by the school’s Friends’ Association, the Förderverein der Theodor-Heuss-Schule Reutlingen e. V. Our school newsletter is called DIALOG.

Should you wish to talk to us personally, we would be glad to be of help.

My colleagues, our school administration team in the secretary’s office and I myself are looking forward to being in contact with you soon.

Principal
Guiding principles of our school

The guiding principles of the Theodor Heuss School were set up by our teachers, students, parents and representatives of the training companies. The word “we” is intended to include everyone involved in school life.

Thorough training and education are important to us.

Our school conveys a wide range of general education skills and a high level of subject-specific competence.

Thorough training and education thrive on a foundation of a continual exchange of expertise and experience.

In order to meet the future demands which individuals and society might have to face, we seek to enhance our students’ personal and social skills alongside the vocational qualifications that we provide.

Learning and teaching are practically-oriented and focus on real-life experience.

We treat each other respectfully.

Our community is based on the principles of fairness and friendliness and enables us to communicate with and support each other in an unbiased way.

We abide by the set of rules that we ourselves devised.

We take different points of view peacefully and with mutual respect.

The diversity of students, teachers, parents and partners in the training companies is considered a gain for our school.

We create a working atmosphere which allows for pleasure in teaching and studying.

We aspire to an atmosphere of trust as a basis of constructive communication.

We encourage ideas and suggestions which support the learning process.

Negotiable rules for our social interactions are set up by all of us together.

We support staff- and equipment-related requests which help us reach our educational goals.

We act according to our personal and social responsibilities.

We contribute to democratic thinking by encouraging independent and responsible behaviour.

Everyone should set an example for the conduct of others.

It is our responsibility to treat available resources and our health carefully.

Parents, our partners in the training companies, students and teachers help to improve school life continuously.
We have suitable follow-up possibilities for you.

The blue-coloured educational opportunities are available at the Theodor Heuss School.

Visiting the Theodor Heuss School in the year 2012: former Minister of Education and Cultural Affairs in Baden-Württemberg Gabriele Warminski-Leitheußer (at the centre of the picture), framed by member of the state parliament (Landtag) Klaus Käppeler and District Administrator (Landrat) Thomas Reumann together with students of the Theodor Heuss School.
Dual training for positions in offices, service companies and administration

Practically-oriented teaching at office work stations

With more than 2000 students training in 17 state-certified professions, the Part-Time Vocational School with an emphasis on business and administration (Kaufmännische Berufsschule) is the biggest department of the Theodor Heuss School and belongs to the biggest of its kind in Baden-Württemberg, too.

Due to the ever-increasing globalisation, our economy and society put growing demands on business professions in particular.

Our Part-Time Vocational School accepts these challenges by conveying professional skills alongside process-oriented ways of acting.

Modern teaching focuses on learning fields and activity-based tasks.

Application forms can be found on our homepage: www.ths-reutlingen.de

We are also happy to send the application form to your company or to your home address if you wish.

Your contact person for the Vocational Part-time School in the secretariat:

Hanne Methner
Phone: + 49 7121 485-318
Email: methner@ths-rt.de
Fax: + 49 7121 485-390
More than just a Certificate of Secondary Intermediate Education

Our 2-year Full-time Vocational School (Wirtschaftsschule) deepens our students’ general education and ends – like the Realschule and Comprehensive School – with a General Certificate of Secondary Education (mittlerer Bildungsabschluss). What is so special about this type of school is the fact that students are prepared for a training course in business and administration at the same time.

We accompany young people into the world of work.

We cooperate with the Agency for Employment and the Job Information Centre (BIZ). In addition, we organise a work placement for our students and give them guidance during their time there. There is a good connection between the chambers and the companies, and the teachers and social workers help to write applications and to find a job placement for a dual training course.

Project-oriented learning and working for the school’s Juniors’ Company, a real enterprise run by students, help to establish close relations to the world of work.

The school tries to ensure that no student leaves our institution without doing a training course within the Dual System or gaining the qualifications required to attend a full-time school of further education. In 2011, the Theodor Heuss School obtained a seal of approval for its achievements, the Berufsorientierungssiegel der Landesstiftung, for the second time.

Vivian Lanz: “I chose the 2-year Full-time Vocational School because I would like to qualify for a college of further education.”

Many of our students from the 2-year Full-time Vocational School successfully graduate from a college of further education afterwards, be it an Advanced Vocational School or an Upper Secondary Vocational School. They are well-prepared for this because they have a profound knowledge of core subjects such as business and text processing. Also, they receive additional lessons in maths, English and German and can choose an additional natural science within the range of compulsory subjects.

Your contact person for the 2-year Full-time Vocational School in the secretariat:

Lisa Kristen
Phone:  + 49 7121 485-311
Email: kristen@ths-rt.de
Fax:  + 49 7121 485-390
The Upper Secondary Vocational School (Wirtschaftsgymnasium) of the Theodor Heuss School has a long-standing tradition. It is also one of the biggest of its kind in Baden-Württemberg, offering 5 to 6 parallel classes. Originally, the Upper Secondary Vocational School was founded as a “Wirtschaftsoberschule” in 1947. More than 65 graduate classes have said their farewells since.

At the Upper Secondary Vocational School in Reutlingen, great emphasis is put on a wide range of general education skills and language learning: Apart from English, French, Spanish and Italian can also be chosen as a foreign language.

Students can also take part in a Chinese club. The educational goals of the Upper Secondary Vocational School are preparing students for university by means of A-levels ("Abitur", Advanced Certificate of Secondary Education) and giving them the opportunity to be introduced to and specialise in business and economics even before they enter university or begin their job training.

Further options include courses in literature and art, philosophy, economic geography as well as in banking and finance management, banking information systems and global studies.

Class photo – graduates of the Upper Secondary Vocational School on the day of the school leavers’ ball
By opting for the bilingual profile “International Economics” with at least 9 lessons held in English per week, students can earn both the regular “Abitur” certificate (Advanced Certificate of Secondary Education) and an international “Abitur” certificate of Baden-Württemberg, which makes it possible for them to study at English-speaking universities.

It is compulsory to choose an additional foreign language, to take part in a students’ exchange programme and to do a work placement abroad.

Students in the European Parliament (2012)

Our laureates at the English language debating contest of the Upper Secondary Vocational Schools in 2011

Your contact person for the Upper Secondary Vocational School in the secretariat:

Renate Herzog
Phone:  + 49 7121 485-314
Email:  herzog@ths-rt.de
Fax:  + 49 7121 485-390

Members of the Chinese club during their visit in Guangzhou (Canton, China) in 2012
Students holding a General Certificate of Secondary Education acquire basic vocational qualifications as well as thorough IT skills at the 2-year Advanced Vocational School with a focus on business information systems (Berufskolleg Wirtschaftsinformatik). Successful students leave with the Advanced Certificate of Vocational Education (Fachhochschulreife).

Advanced Vocational Schools I and II

The Advanced Vocational School I (Berufskolleg I) is also based on the General Certificate of Secondary Education. It conveys theoretical and practical skills which are needed for more demanding occupations in business and the economy. There are 6 virtual companies, which cooperate closely with local companies.

A team talking about their project

The idea behind this is to have students simulate typical business scenarios, ranging from purchasing goods to advertising and selling them to other virtual companies.

Students working on their trade-fair appearance and goal-oriented sales talk.

Graduates of this school are especially fit for training courses with greater requirements leading to professions which are particularly affected by economic and technological change. Successful graduates of the Advanced Vocational School I can switch to the Advanced Vocational School II (Berufskolleg II) and take the Advanced Certificate of Vocational Education (Fachhochschulreife) after 2 years. By taking additional classes, they can also attain the title “state-approved assistant”.

The “staff” of one of the 6 virtual companies making their annual trade-fair appearance.

Your contact person for the Advanced Vocational Schools in the secretariat:

Anna Leuze
Phone: +49 7121 485-313
Email: leuze@ths-rt.de
Fax: +49 7121 485-390
Virtual companies (Übungsfirmen) are educational trading enterprises in which students of the Advanced Vocational School receive hands-on training in 6 lessons per week. They learn about all the typical in-company processes, for example purchasing, financing, personnel administration, sale of goods and other services.

Office work makes up a large part of virtual companies. Each of our 6 virtual companies cooperates closely with 2 to 3 renowned companies from the domestic industry, which are mostly linked up with the range of goods of each individual virtual company.

The partner companies also support our virtual company staff in matters such as sales training, web presence and web shops. They provide information, organise tours of the company and presentations, and they offer work placements to our students.

Currently, the virtual companies of the THS have approximately 600 trading partners, all of which are virtual companies of other schools in Germany.

Training in a virtual company conveys important key skills such as working on a team, networked thinking, independent working and skilled communication. This is achieved by the continual handling of business correspondence and by conducting sales talks at the trade fair booths.

Eberhard Reiff, head of the executive board of the REIFF group:

“We also get involved in the virtual companies by participating in the scheme Wirtschaft macht Schule (Business meets school). Virtual companies convey both theoretical and practical skills that can be applied directly in a future vocational training course. This realistic approach makes it possible for students to experience processes in a company which are very close to real life. Former students of the virtual companies successfully completed their training with REIFF.”
Becoming a state-certified business manager with university entrance qualification

The aim of the Senior Vocational School (Fachschule für Wirtschaft) is to deepen and enhance our students’ basic vocational qualifications and to convey business expertise which prepares them for positions at the middle management level or for self-employment in their profession.

Successful graduates of this educational follow-up school obtain the title “state-certified business manager”. They also earn the Advanced Certificate of Vocational Education (Fachhochschulreife), which is recognized throughout Germany.

The Advanced Certificate of Vocational Education combined with working life experience also makes it possible for students to go to university. In association with the Chamber of Industry and Commerce, they can also take examinations for instructor qualifications.

At the ECDL test centre, students are also offered the possibility of taking the internationally recognized European Computer Driving Licence (ECDL) which documents their individual IT skills in all the current office-based applications. This can prove to be a great help for later job applications (see also p. 15).

Recent graduates of the Senior Vocational School at the annual school leavers’ ball

Your contact person for the Senior Vocational School in the secretariat:

Anna Leuze
Telefon: +49 7121 485-313
Email: leuze@ths-rt.de
Fax: + 49 7121 485-390
Approaching the Advanced Certificate of Vocational Education after job training

This Advanced Vocational School (Berufskolleg FH) makes it possible for students to take the Advanced Certificate of Vocational Education (Fachhochschulreife) within just one year.

A General Certificate of Secondary Education and a completed business training course within the Dual System are the entry requirements of this school.

All the students of our school may make use of the students’ library (left) and the campus canteen (below).

Your contact person for the 1-year Advanced Vocational School in the secretariat:

Lisa Kristen
Phone: + 49 7121 485-311
Email: kristen@ths-rt.de
Fax: + 49 7121 485-390
Every year, more than 900 successful students of 7 different types of school graduate from the THS. However, going to school is not only about academic success. It is also about providing a modern and productive workplace where students and teachers have the possibility of working together. There are a number of extracurricular activities which help students to realise and develop their potential and to train their social and personal skills.

Orientation days for students entering the full-time schools are held in the first school week. They help the students to get used to their new learning environment.

There are student exchange programmes for international encounters with students of the same age from our partner schools in various countries. This broadens the mind and creates cross-border friendships.

In 2012, for example, we did an exchange with the “Mercedes-Benz-International School” in Puna (India), with the Istituto Oriani in Faenza (Northern Italy), with Guangzhou (China) and with Sibiu (Romania).
A performance of the drama club of the THS

By joining project groups, the drama club or the theatre club, which is open to all the students of the THS, they can also develop their social skills.

A student receiving her ECDL certificate from the instructor after successfully passing 7 online tests

The successful participation in contests and business games is a reward for getting involved and increases self-confidence.

Experts from our partner companies as well as politicians provide us with background information and convey authentic experience.

Winter sports trip to Gapfohl, Austria

For the musically-inclined, there is a school choir as well as a brass ensemble, which regularly performs during the annual church service on the last school day in December, which has taken place in the nearby St. Wolfgangkirche for about 40 years.

Dr. Nils Schmid, Baden-Württemberg’s Business and Finance Secretary, in a discussion with THS students

All students of the THS have the opportunity to take a test to document their IT skills and qualifications. The European Computer Driving Licence (ECDL) is internationally recognised by 148 states. The THS has been an accredited ECDL test centre since 2005 and was the first vocational school in Baden-Württemberg to offer the ECDL. The Ministry of Education and Cultural Affairs supports the certification.
School festivals, information sessions, colloquia and literary readings

Apart from our annual information sessions, addressed to our students’ parents, which deal with issues such as choosing Sixth Form (senior) courses or job training and study courses, we would like to invite all the members of our school community, the sponsors and partners, alumni and friends of the Theodor Heuss School to join our regular evening colloquia and readings, alumni meetings and other recurrent school events. More than 10 years ago, the school launched the evening colloquia, which are held on 2–3 Thursdays in the course of the school year. Colleagues and students present topics ranging from art, culture, engineering and science to personal travel experience, for example.

Every two years, there is a school festival with entertainment provided by the sports, dance and music groups, among others.

Every summer our apprentices from the advanced levels and some “apprenticeship ambassadors” from the Chamber of Industry and Commerce present their professions to the public in the schoolyard during the annual “apprenticeship trade fair”.

The satirist Joachim Zelter from Tübingen presenting his novel “Der Ministerpräsident” at the THS

Trainee Travel Management Assistants in action

All the members of the school community, alumni, supporters and friends are also welcome to join the THS-Förderverein e. V., the school’s Friends’ Association which was founded on July 06, 1999. The Friends’ Association provides the school with additional teaching material and teaching equipment which cannot be covered by the budget of the school maintaining body. It also supports individual forms and school types in extracurricular activities and donates rewards for excellent graduates.

Rope skippers at the school festival 2013

School maintaining body: District of Reutlingen

Theodor-Heuss-Schule
Kaufmännische Schule
Schulstraße 35
72764 Reutlingen / Germany

Phone: +49 7121 485-311
Fax: +49 7121 485-390
Internet: www.tms-reutlingen.de
Email: info@ths-reutlingen.de

Opening hours of the secretariat:
Monday – Friday: 07:15 am – 11:30 am
Tuesday and Thursday: 01:00 pm – 04:00 pm