

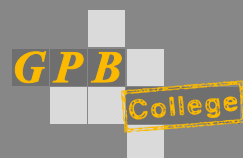


# College

Training ■ School Qualifications



Achieving Success Together!





# GPB COLLEGE

## Much more than just learning

GPB College is a non-profit and state-approved vocational and technical college for foreign language correspondence.

You can complete an apprenticeship with us in the commercial sector, with foreign languages or in the IT sector. In addition, we offer the School Leaving Certificate (MSA) and the University entrance qualification in one year each.

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In an intensive preparation for the examination, you will be well prepared for the IHK examination or the state final examinations. Through internships, e-learning with Moodle and job coaching, you will receive training in media competence, communication and practical content for an optimal start to your career.

„Achieving Success Together“ is our motto - and we can do it!

Jörg Fleischer  
School Director



### A GPB College student's feedback:

GPB College is a very good college. The teachers are very kind and understanding. The lessons are always very interesting and every student is taken into consideration. The school's pro features include elevators, PC rooms and a well-stocked cafeteria.

**Julian M.**

# COLLEGE LIFE

## at GPB College

Our students learn subject-specific and general educational topics in class. Sports are also on the agenda.

An internship is an integral part of our multi-year training courses. If you are looking for an internship, the job coach will support you in your search. To prepare for this and for your subsequent job applications, we offer you your own personal career assistant.

Additional qualifications which are relevant to your training, are important for you to stand out from other applicants when applying for jobs. That's why they're an

integral part of College. These include the internationally recognized KMK foreign language certificates, which are available free of charge for all students. The internationally recognised KMK foreign language certificates, which are free of charge for all students, are also included

Our commercial training courses prepare you for the Microsoft Office Specialist exams. In the technical training courses, you learn all the topics for the relevant IT certification (e.g. Cisco, Linux, Microsoft, CompTIA). In the foreign language professional training courses, certificates are available in six languages: English, French, Spanish, Chinese, Korean and Japanese. (such as LCCI, DELF, DALF, DELE, HSK, TOPIK and JLPT).

Before you sit the examination, you will prepare for it intensively at college together with your fellow students. You will be supported by our dedicated teaching staff.



### Careers in Foreign Languages

**European correspondents** maintain international business contacts, translate correspondence and organise trips in English and two other languages. \*

**Foreign language correspondents** take on translation activities and organise foreign language correspondence in English and two other languages. \*

**Commercial assistants specialising in foreign languages** are able to communicate in English and two other languages, \* both orally and in writing in everyday office life.

\* French/Spanish/Japanese/  
Chinese/Korean

### IT occupations

**IT systems assistants** analyse IT-related customer requirements, develop IT systems, prepare offers and are active in support.

**Technical assistants specializing in electronics and data technology** (the course includes university entrance qualification) plan, install, configure and maintain IT systems. In addition, they train, advise and support customers in the same way as IT specialists do.

### Commercial careers

**Business administrative assistants for office management** (formerly known as office administrators / office communication administrators) carry out commercial, administrative and organisational activities such as bookkeeping and correspondence.

**Wholesale and international trade merchants** buy goods, store and sell them to retailers. They are intermediaries between the different sales levels.

**Commercial assistants specializing in business administration** perform commercial-administrative tasks in middle management, e.g. as an assistant to the management.

**Commercial assistants specialising in office management** take on internal secretarial and assistant tasks and carry out administrative work in a commercial setting.

**Commercial assistants specializing in foreign languages** are able to communicate in English, French, Spanish, Japanese, Chinese or Korean, in everyday office life, both orally and in writing.

**Commercial assistants in the field of information processing** combine their IT knowledge with business management requirements and work in sales and consulting, among other areas.

### School leaving certificates

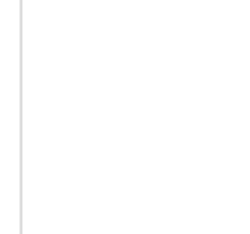
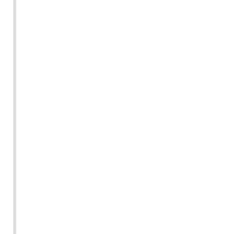
The **secondary school** leaving certificate forms the basis for a qualified vocational training.

The **university entrance qualification** enables you to study at a university of applied sciences. That's why they're an integral part of college.

## Advantages of GPB College:

- Full-time college-based vocational training
- General education as an integral part of the course
- Extracurricular activities (sports camps, school trips, etc.)
- Small classes and individual extra tuition
- For IHK training courses: Recognition of a higher school leaving certificate possible after successful examination
- Double-qualifying training courses: training with qualification for university entrance
- Additional qualifications and certificates
- Holiday periods are the same as the Berlin school holidays
- Holiday courses and additional lessons
- Company internships from 1-6 months
- Job coaching and career assistant: intensive preparation for job entry





# FACTS

## at a glance

### Rooms

We offer you a modern learning environment with bright rooms and good technical equipment (PC, WLAN, online learning platform Moodle) located directly at Spittelmarkt in Berlin-Mitte.

### Duration

The training courses with an IHK qualification last three years, as do the assistant training courses with integrated university entrance qualification. The assistant training courses last two years, while you obtain your school leaving certificate (MSA) from us in one year.

The training courses in the field of foreign languages can be completed consecutively, each one building on the previous course. The commercial assistant training specialising in foreign languages takes two years, as does the training as a foreign language correspondent. You would qualify as a European correspondent after another year.

### Interested?

Then call us directly on 030 3904810 or send us an e-mail at [info@gpb-college.de](mailto:info@gpb-college.de). We will invite you to an information meeting or an individual consultation and will answer all your questions. Please bring a letter of application, your CV, a photo and your last school report.

### Start

School-leaving certificate courses start every year in August. The commercial, IT and foreign language professions begin annually in February and August.

More detailed information on all careers and insights into our school life can be found at [www.gpb-college.de](http://www.gpb-college.de).

### Support

GPB College was recognised by the state of Berlin (§ 100 SchulG) in 2000. All training courses and the university entrance qualification are eligible for BAföG funding in accordance with § 2 (2) of the Federal Training Assistance Act (Bundesausbildungsförderungsgesetz). We will discuss further financing options with you personally.



# You will find us here:

## GPB College gGmbH

### Bildungsberatung:

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Fax: 030 93772355



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[www.gpb-college.de](http://www.gpb-college.de)



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