



Group

Schools | Universities | Academies

Your future career prospects



May we present



Group

Schools | Universities | Academies

Our non-profit training institute was founded in Heidelberg in 1980 and today offers over 300 courses in the areas of vocational training, further education and re-training. The organization consists of general schools as well as vocational and technical schools and colleges. Our training institute is now represented in 20 locations in Germany. Overseas, we are represented by our subsidiaries in Austria, Croatia, Lithuania and Spain. Furthermore, we have a comprehensive network of partnerships both at home and abroad.

The aim of our range of training courses is to communicate up-to-date and solid specialist knowledge and proficiency and to enhance the ability to react in a flexible way to changing professional demands. At the same time, we orientate ourselves towards the requirements of the labour market, the current academic standards, as well as the interests of our participants. For this reason, our courses are available full-time, parallel to working, or as distance-learning in connection with e-learning or blended learning. Our assertion of high quality is authenticated by our DIN EN ISO 9001 certification, which we have held since 1999.

F+U qualifications assist the participants with entry into or advancement in a chosen profession and the associated recognition in society. Up-to-date teaching materials and modern teaching methods encourage motivation for self-study. Furthermore, individual advice and consultation from professional tutors with academic qualifications, as well as a learning-friendly environment contribute towards study success. We hope to bring learning pleasure and professional usefulness together in unison. Via our specialist knowledge and methods and soft-skills expertise, we build bridges for a successful future in business and society.

We hope to have aroused your interest.

Your F+U Team.



1980

Foundation and commencement of tuition with about 60 students in Heidelberg. Expansion of range of courses and opening of branches in Darmstadt, Eberstadt/Michelstadt, Wiesloch and Bensheim.

1981

The first F+U language school opens in Heidelberg.

1986

The college of education for social careers in Heidelberg, the "Fachschule für Sozialbereiche", is approved by the Governmental Committee in Karlsruhe. Further colleges are opened in subsequent years.

1990

Following the German Reunification, branches are established in Erfurt, Gotha, Mühlhausen, Bautzen, Neukirch and Chemnitz.

1994

The FORCE-project "Training concepts for small and medium-sized enterprises in Saxony and Liguria" initiates our participation in European educational programmes.

1998

F+U established in Tenerife, Spain.

1999

The F+U Group's quality management is certified according to DIN EN ISO 9001.

2001

The Heidelberg private school centre opens its doors with a one-year course for the obtainment of the technical college entrance qualification, the "Fachhochschulreife".

2003

F+U established in Vienna, Austria. In Heidelberg, the further education college for business opens.

2004

Courses in German as a Foreign Language begin in the F+U school network in Berlin, Chemnitz, Erfurt/Weimar, Göttingen, Heidelberg and Vienna. The Chemnitz private school centre is established. Cooperation is established with the International Vocational College and the "Berufsakademie" in North Hesse.

2005

Opening of the South Hesse International University of Cooperative Education, of the new premises in Hamburg and Cologne, and start of operations of the International Distance Learning University in Chemnitz. Founding of the F+U Lithuania in Vilnius and of the F+U Croatia in Zagreb. Acquisition of the Benedict School in Zwickau.



Large Photo: F+U Heidelberg, Hauptstraße
Left Photo: F+U Heidelberg, Mittermaierstraße

F+U Heidelberg, Fahrtgasse

F+U Darmstadt

F+U Ludwigshafen

F+U Wiesloch

Our locations in Germany, Austria, Croatia, Spain and the Baltic



Large photo: F+U Berlin, Friedrichstraße
Left photo: F+U Hamburg



F+U Hotel Berlin



F+U Berlin Atrium



F+U Stuttgart



F+U Cologne

International activities



- Language school
- EU-mobility project
- ▲ EU-exchange project
- Cooperation
- Executive travel
- △ Seminar
- Ⓜ F+U Location
- ba University of Cooperative Education
- F+FH University of Applied Sciences

- Argentina
- Australia: Brisbane
- Ⓜ ba Austria: Vienna
- △ Belgium
- △ Bulgaria
- Canada: Toronto, Vancouver
- △ China
- Ⓜ ba Croatia: Zagreb
- Cuba
- ▲△ Czechia
- England: Brighton & Hove, Cambridge, Eastbourne, London
- ▲ France: Avignon, Montpellier, Paris
- Ⓜ ba Germany: Berlin, Erfurt, Heidelberg, Bad Hersfeld, Bad Wildungen, Darmstadt, Frankenberg, Lorsch, Ludwigshafen
- Ⓜ FH Chemnitz
- Ⓜ Bensheim, Berlin, Bautzen/Neukirch, Bochum, Dresden, Gotha, Göttingen, Hamburg, Cologne, Michelstadt-Erbach, Mühlhausen, Munich, Stuttgart, Wiesloch
- Greece
- ▲△ Hungary
- Ireland: Dublin
- Italy: Arezzo, Bologna, Florence, Manciano, Rome, San Remo, Venice
- Kazakhstan
- Ⓜ Lithuania: Vilnius
- Malta: Sliema
- Mexico: Guanajuato
- Middle East
- New Zealand: Auckland
- Peru: Cuzco
- △ Poland
- △ Russia
- △ Slovakia
- Spain: Barcelona, Granada, Madrid, Málaga, Salamanca, Seville, Valencia
- Ⓜ Tenerife: Puerto de la Cruz
- Ukraina
- △ USA: Boston, Cleveland, New York, Providence, San Diego, San Francisco
- Vietnam

Study Areas

	Bad Wildungen	Bautzen	Bensheim/ Lorsch	Berlin	Chemnitz
General School Education					FU
Study and Distance Learning	FU		FU	FU	FU
Garden, Landscaping and Floristry		FU			FU
Health and Social Education		FU			FU
Trade and Technology		FU			FU
Hotel and Gastronomy		FU			FU
Information Technology		FU	FU		FU
Cosmetic and Spa					
Languages				FU	FU
Tourism					FU
Business and Administration		FU	FU		FU
International Activities				FU	FU
Boarding School / Hotel				FU	FU
Procurement of Accommodation		FU	FU	FU	FU

	Darmstadt	Erfurt	Göttingen	Gotha	Heidelberg
General School Education				FU	FU
Study and Distance Learning	FU	FU			FU
Garden, Landscaping and Floristry				FU	
Health and Social Education					FU
Trade and Technology		FU			FU
Hotel and Gastronomy		FU		FU	FU
Information Technology	FU	FU		FU	FU
Cosmetic and Spa					FU
Languages		FU	FU		FU
Tourism					FU
Business and Administration	FU	FU	FU	FU	FU
International Activities	FU	FU		FU	FU
Boarding School / Hotel		FU			
Procurement of Accommodation	FU	FU	FU	FU	FU

	Bad Hersfeld	Ludwigs- hafen	Michel- stadt	Mühl- hausen	Neukirch
General School Education					
Study and Distance Learning	FU	FU			
Garden, Landscaping and Floristry					
Health and Social Education					
Trade and Technology		FU	FU		
Hotel and Gastronomy		FU	FU	FU	
Information Technology		FU	FU		
Cosmetic and Spa					
Languages		FU	FU		FU
Tourism					
Business and Administration		FU	FU	FU	
International Activities					
Boarding School / Hotel					FU
Procurement of Accommodation	FU	FU	FU	FU	FU

	Wiesloch	Tenerife	Vienna	Croatia	Baltic
General School Education					
Study and Distance Learning			FU	FU	FU
Garden, Landscaping and Floristry					
Health and Social Education					
Trade and Technology					
Hotel and Gastronomy					
Information Technology	FU	FU	FU		
Cosmetic and Spa					
Languages		FU	FU	FU	FU
Tourism					
Business and Administration	FU	FU		FU	FU
International Activities		FU			
Boarding School / Hotel		FU			
Procurement of Accommodation	FU	FU	FU		

F+U Course Overview

Course	Months	Final qualification
Schools, Technical/Commercial Colleges and Academies		
A. General Secondary Education		
Preparation for Secondary School		School Leaving Certificate
Leaving Certificate	9 Ft	Certificate
Secondary School (from class 5)	72 Ft	School Leaving Certificate
Vocational School: Foreign languages, Information Technology, Social Studies	24 Ft/At	School Leaving Certificate
Technical Sixth-Form College (from class 11)	36 Ft	Matriculation Standard
Commercial Sixth-Form College (from class 11)	36 Ft	Matriculation Standard
B. Technical Colleges		
Commercial		
European Secretarial Studies	24 Ft	Chamber of Commerce
Foreign language correspondence clerk	24 Ft	Chamber of Commerce
Foreign language correspondence clerk	24 Ft	IHK
Social Work and Caring Professions		
Elderly Care Nurse	24/36 Ft/At	IHK
Work place Trainer	24/36 Ft	IHK
Curative Education Teacher	24/36 Ft	IHK
Remedial Teacher	24/36 Ft	IHK
Youth and Home Tutor	24/36 Ft	IHK
Cosmetician	24 Ft	IHK
Hospital nurse	24/36 Ft	State recognised Final Exam
Rescue and Emergency Worker	24/36 Ft	IHK
C. Universities of Applied Science and Cooperate Education		
Bachelor of Business Administration	36 Ft	
Bachelor of Culinary Arts	36 Ft	
Bachelor of Engineering and Administration	36 At	
Bachelor of Tourism and Hospitality	36 Ft	
Master of Business Administration	24 Ft	
Programming for Production Processes	36 Ft	Bachelor
Computer Programming	36 Ft	Bachelor

Course	Months	Final qualification
Logistics	36 Ft	Bachelor
Programming for Medicine	36 Ft	Bachelor
Physiotherapy	36 Ft	Bachelor
Tourism Business Studies	36 Ft	Bachelor
Programming for Economics Applications	36 Ft	Bachelor
Day-release Studies		
D. Occupational preparation for commercial, catering and welfare careers		
Finding a trade, trial period in trade	1-3 Ft	F+U
Basic trade instruction year	12 Ft	F+U
Trade preparation year	12 Ft	F+U
Training for job application	1 week/Ft	F+U
Trial period: general for welfare careers	8 weeks/3 Ft	F+U
Suitability test: invalids and rehabilitation patients	4-12 weeks/Ft	F+U
Basic training course	11 Ft	F+U
Training course	12 Ft	F+U
E. Day-release Studies and Retraining (24 months, shortened)		
Commercial and Computer Studies		
General office clerk	36/24 Ft	IHK
Retail trade clerk	36 Ft	IHK
Industrial clerk	36 Ft	IHK
Software clerk	36 Ft	IHK
Office Information clerk	36 Ft	IHK
Wholesale and Export clerk	36 Ft	IHK
Tax clerk	36 Ft	StbK
Catering and Tourism		
Assistant Chef	24 Ft	IHK
Catering Trade specialist	24 Ft	IHK
Hotel Trade specialist	36 Ft	IHK
Clerk (Hotels and Restaurants)	36 Ft	IHK
Chef	36 Ft	IHK
Travel Bureau administrative assistant	36 Ft	IHK

Course	Months	Final qualification
Restaurant administrative assistant	36 Ft	IHK
Industrial-technical, Artisan		
Car body painter	36 Ft	HwK
Baker	36 Ft	HwK
Dressmaker	24 Ft	IHK
Roofer	36 Ft	HwK
Electrician	36 Ft	HwK
Electrical installer	36 Ft	HwK
Electric apparatus assembler	36 Ft	IHK
Florist	36 Ft	IHK
Hairdresser	36 Ft	HwK
Cemetery gardener	36 Ft	State recognised Final Exam
Wood worker	36 Ft	HwK
Industrial electrician	36 Ft	IHK
Industrial mechanic	36 Ft	IHK
Gas and Water fitter	36 Ft	HwK
Automobile electronics technician	36 Ft	HwK
Automobile mechanical-electrical technician	36 Ft	HwK
Communications electronics technician	42 Ft	IHK
Pastry cook	36 Ft	HwK
Paint sprayer	36 Ft	HwK
Landscape gardener	36 Ft	State recognised Final Exam
Painter	36 Ft	HwK
Bricklayer	36 Ft	HwK
Engine fitter	36 Ft	HwK
Model maker	36 Ft	HwK
Fashion Dressmaker	36 Ft	HwK
Floor layer	36 Ft	HwK
Shop fitter	24 Ft	HwK
Tool maker	36 Ft	HwK
Ornamental plant gardener	36 Ft	State recognised Final Exam
Carpenter	36 Ft	HwK

Course	Months	Final qualification
Welfare and Caring		
Housekeeper	36 Ft	State recognised Final Exam
Housekeeper's assistant	24 Ft	State recognised Final Exam
House maintenance assistant	36 Ft	State recognised Final Exam
Nursing	36 Ft	State recognised Final Exam

F. Further Training Academies

Commercial and Computer Studies

Business Studies	5 Ft	IHK
EDP specialist	6 Ft	F+U
Export clerk	3 Ft	IHK
Purchasing and logistics clerk	3 Ft	IHK
Marketing clerk	3,5 Ft	IHK
Catering trades specialist	3/18 Ft/At	IHK
Fair and Congress Organisation specialist	3,5/18 Ft/At	IHK
Welfare and Healthcare specialist	3,5 Ft	IHK
Financial services specialist	4 Ft	IHK
Commercial specialist	3 Ft	IHK
Industrial sector specialist	4 Ft	IHK
Computer specialist	4 Ft	IHK
IT specialist for tourist industry	6 Ft	F+U
IT project coordinator	120 IU/At	F+U
Tourist industry manager	3 Ft	F+U
Media industry specialist	5,5 Ft	IHK
Human Resources specialist	3,5 Ft	IHK
Technical Business Studies	4 Ft	IHK
Tourist industry specialist	3/18 Ft/At	IHK
<i>Short Courses: European Computer Driving Licence (ECDL), Excel, CAD – CAM – CNC, DATEV, Direct marketing, EBDL/European Business Driving Licence, basic marketing, stock-keeping, LexWare, Outlook, human resources, Powerpoint, public speaking, accountancy, SAP/R3, Word, Work European – working abroad with LCCI- Exam.</i>		
Distance Study		
IT Service Advisor (distance)	21 At	ZFU

Course	Months	Final qualification
IT Systems Administrator Windows, NetWare, UNIX/Linux (distance)	9/12 At	ZFU
Network Administrator Windows, NetWare, UNIX/Linux (distance)	12/15 At	ZFU
Network Developer (distance)	15 At	ZFU
Web Administrator (distance)	12 At	ZFU
Network manager for network technologies and communication (distance)	30 At	ZFU
Restaurant Trade and Tourism		
Specialist chef for diets	2 Ft	IHK
Hotel and Catering Trades specialist	4 Ft	IHK
Kitchen, hotel and restaurant supervisor	4 Ft	IHK
Online Travel Agent	7 At	IHK
Assistant in bistro, canteen catering	7 Ft	F+U
Tourist industry specialist	4 Ft	IHK
<i>Short Courses: American Bartender, Barkeeper, Cocktail-Pass, Chinese vegetable and fruit preparation, Fidelio F&B Management, Fidelio Front Office, Cold buffet preparatio, mixing and shaking, practical kitchen training, using chocolate, game from local woods, choosing and using cigars, sugar pastry cooking</i>		
Industrial-technical		
Pastry chef	4 Ft	HwK
Carpenter/joiner	5 Ft	HwK
<i>Short courses: Roof grassing, traditional timberframing, free-hand drawing, basic airbrush drawing, woodworking, industrial glueing techniques, creative interior design, warehouse assistant, landscape gardening design, metal work, chain-saw safety, caring for avenue trees, building renovation, welding and welding techniques, (metal and plastic), road building</i>		
Welfare and Caring		
Trainer's training course	1 Ft	IHK
Specialist in welfare and health care	4 Ft	IHK
Tutor for health professions	1-4 Ft/At	F+U
Tutor for pedagogical professions	80 IU/At	F+U
Running a care unit, out-patient service, care unit in a hospital, care unit for elderly in-patients	12-40 Ft/At	F+U

Course	Months	Final qualification
Instruction for teaching professions,		
Quality management in welfare and health care	4 At	F+U
Health farm and spa advisor	6 At	IHK

Languages

German: as a foreign language, for the medical profession, for tourism; English: for business, for hotel and catering employees, for Human Resources managers, for tourism, for accounts, in commerce, for export, conversation courses, for School Leaving Cert, commercial correspondence; English Examinations: TOEFL, IELTS, Cambridge, TOEIC. Survival English, telephone English, business negotiations; Arabic; Chinese: general, for German scientists in China, cultural and linguistic training for enterprises; Finnish; French: conversation. Greek; Italian; Japanese; Croatian; Latin: general and for students; Dutch; Norwegian; Polish: general and for business; Rumanian; Russian: general, for travel to Russia, as a second language, for business; Swedish; Slovak; Slovenian; Spanish: general, for tourism, for business; Czech: general, for business; Turkish; Hungarian: general, for business

F+U Saxony



F+U Heidelberg, Hostel



F+U Bensheim



F+U Michelstadt



F+U Gotha



F+U Einsiedel



F+U Vienna



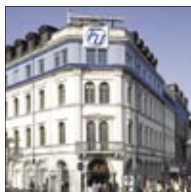
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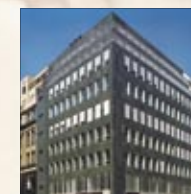
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