



Your future option

Lower and upper vocational studies

Business Management through computing

Access to upper vocational studies

Management and Finance

Development of multiplatform and multiweb applications

Management of computing systems on the network

Retamar

Business and Technological Studies section



Retamar is a private male educational centre located in Pozuelo de Alarcón, Madrid (Spain). It is made up of Primary, Compulsory Secondary (ESO), Bachillerato and Vocational School, sections. The latter is a state-subsidised school which consists of Middle Grade Vocational Training in Administrative Management, and an Upper Grade in Administration and Finance; Computer System Administration and Computer Multiplatform Applications' Development.

Currently, our overall number of students which includes both those in the morning and afternoon classes, is 2,150. The Vocational courses take place during the afternoon session. There are 165 teachers and we have got 5,784 ex -students.



Vocational Training at Retamar is carried out by the Business and Technological Studies section (SET) which includes Compulsory and continuous education, coupled with occupational training. The timetable for Vocational Courses is from 15:00 to 20:45 hours.

The SET section at Retamar offers a quality Vocational Training with qualified teachers who have got a practical and lively view of the Business World which is completed with a Comprehensive training of our students. In addition, many of our students who wish to, are able to continue their university Studies due to the high level achieved here. In the last 4 years, six of our students have received a Vocational Training Special Award.



Retamar has also signed a work-experience agreement with some prominent companies where our students can carry out on the spot training (FCT). We also have agreements with various companies and Consulting groups in order to give the students an additional training while trying to tow the line of the most demanding necessities of these firms and the labour market, so the students have got real possibilities of getting a job and future promotion.

Access conditions

MIDDLE GRADE

The following academic requirements are needed:

1. Secondary school Certificate (4º E.S.O or equivalent)
2. Assistant Technician of the old FP (Vocational Training) Certificate
3. 2º BUP finished or equivalent

Upper Grade

The following academic requirements are needed:

1. Bachiller (LOGSE) Certificate or equivalent
2. C.O.U finished or equivalent
3. FP II Certificate
4. Access exam for over 18 students with Middle Grade C.F.
5. Other university studies

Training and job placement

Personal training: The Private Tutor

Retamar establishes respect for human dignity, freedom and personality as the fundamental principle of its formative work. Hence each student has got a private tutor whose work is key to achieving the goal of making the student a person who is able to be self-sufficient, free, responsible and eager to improve the society around him.

The private tutor is a teacher who is directly in charge of some students' training. Their spiritual guideline and doctrine are entrusted to the Opus Dei Prelature.

Training through Conferences

Within this training plan is their participation in a reasonable number of Conferences throughout the year (12 approximately), with prominent professionals of Business and new Technologies, which allow them to acquire a direct knowledge of the latest technological advances, future challenges and the new necessities of a constantly changing business world.

Languages and additional learning

Retamar also offers language training to all the students who wish to, especially in English and monographic courses which are a good curriculum complement

Projects and agreements with other institutions

Retamar also takes part in European Programmes: a Socrates, New Technologies and Erasmus Projects so as to be able to gain some work -experiences in various companies in the European Union.

Retamar is having agreements with universities like the Industrial Engineering School of Navarra University, with distinguished educational centres that have got cycles of the same Professional Group, and with some important companies. An agreement has also been signed with Microsoft through MSDN Academic Alliance, thereby ensuring that our students can gain access to a free download of the same software used in the class.

Job placement

The Vocational Training that we offer here is the most popular one in the business world.

The aforementioned fact, coupled with the prestige of our courses make several companies to get in touch with us and employ our students, since the complete formative development which is acquired at Retamar is highly valued.

The other work-related perspectives are the continuation of their studies, taking another course or entering University. Many universities recognise the credits in our courses as the equivalence of an academic year due to the fact that they have got a vocational School certificate.

Upper Grade access

Los alumnos que hayan superado un Ciclo de Grado Medio, o cumplan **19 años** en el año del examen, sin ninguna otra condición, podrán preparar en Retamar el examen de acceso a Ciclos Superiores.



Facilities, Agreements with Companies and Employment

Facilities

Our school has got five computing rooms which are fully equipped and connected on line. Moreover, each classroom has got a computer, projector, interactive digital board and internet connection.

We have also got football pitches, basketball, handball and tennis courts, and an indoor swimming-pool where our students can practise different sports. Furthermore, there is a library, a multimedia classroom, an auditorium, laboratories and some other special classes, changing rooms, gardens, etc at the students disposal.

Retamar has got its own parking lot which makes it easier for those who want to come in their own vehicle to gain access to the school.



Work-experience training (FCT)

A work-experience period in companies is included in our plan of studies, this in turn sets off the starting point for our students in their professional work, gives them an on-the-job experience, and, in many cases, ends up in a formal contract in these companies.

Retamar has also signed agreements with more than 80 distinguished companies so as to carry out the aforementioned training.



Employment Service

Retamar has got an employment service for its students, which in many cases offers jobs to them even before finishing their Vocational Training Studies.

In recent years, 100% of the students who wanted to work, have been offered several job options within which they have been able to choose their preferred ones.

Moreover, they are given some information about scholarships, student exchange programmes, and trips abroad for work during or at the end of the course



Plan de Estudios

	PRIMER AÑO En el Centro, desarrollando los siguientes módulos (áreas o materias) durante todo el curso escolar	SEGUNDO AÑO En el Centro y en empresas
Ciclo formativo de Grado Medio en Gestión Administrativa (Duración 2.000 horas)	Comunicación empresarial y atención del cliente Empresa y Administración Formación y orientación laboral Operaciones administrativas de la compra-venta Inglés Técnica contable Tratamiento informático de la información	Empresa en el aula Operaciones auxiliares de gestión de tesorería Operaciones administrativas de recursos humanos Tratamiento de la documentación contable Formación en centros de trabajo (370 horas en empresas durante el tercer trimestre)
Ciclo formativo de Grado Superior de Administración y Finanzas (Duración 2.000 horas)	Comunicación y atención al cliente Gestión de la documentación jurídica y empresarial Inglés Ofimática y proceso de la información Proceso integral de la actividad comercial Recursos humanos y responsabilidad social corporativa	Contabilidad y fiscalidad Formación y orientación laboral Gestión de recursos humanos Gestión financiera Gestión logística y comercial Simulación empresarial Proyecto de administración y finanzas Formación en centros de trabajo (380 horas en empresas durante el tercer trimestre)
Ciclo formativo de Grado Superior de Administración de Sistemas Informáticos en Red (Duración 2.000 horas)	Formación y orientación laboral Fundamentos de hardware Gestión de bases de datos Implantación de sistemas operativos Lenguajes de marcas y sistemas de gestión de información Planificación y administración de redes	Administración de sistemas gestores de bases de datos Administración de sistemas operativos Empresa e iniciativa emprendedora Implantación de aplicaciones web Inglés técnico para grado superior Seguridad y alta disponibilidad Servicios de red e internet Proyectos de administración de sistemas informáticos en red (30 horas durante el tercer trimestre) Formación en centros de trabajo (370 horas en empresas durante el tercer trimestre)
Ciclo formativo de Grado Superior de Desarrollo de Aplicaciones Multiplataforma (Duración 2.000 horas)	Base de datos Entornos de desarrollo Formación y orientación laboral Lenguajes de marcas y sistemas de gestión de información Programación Sistemas informáticos	Acceso a datos Desarrollo de interfaces Empresa e iniciativa emprendedora Inglés técnico para grado superior Programación de servicios y procesos Programación multimedia y dispositivos móviles Sistemas de gestión empresarial Proyecto de desarrollo de aplicaciones multiplataforma (30 horas durante el tercer trimestre) Formación en centros de trabajo (370 horas en empresas durante el tercer trimestre)
Preparación del examen de acceso al Grado Superior (Octubre-Mayo)	Los alumnos que han aprobado un Ciclo de Grado Medio y han cumplido 18 años tienen la opción de presentarse a las pruebas de acceso a Grado Superior. También pueden realizarlas quienes cumplan 19 años en el año del examen, sin ningún otro requisito. En Retamar se prepara el acceso al Ciclo Superior de Administración y Finanzas y a los Ciclos Superiores de Informática.	



How to find us

By Tram (Metro Ligero):

- ML-2 Line. Stop at Pozuelo-Oeste

By Underground:

- Line 10. Stop at Colonia Jardín and take Llorente Bus nº 561 or 815

From Madrid:

- Moncloa: Llorente Bus nº 658 or E.M.T. Line A.
- Aluche: Llorente Bus nº 561, 562, 564 or E.M.T. Line H

From Pozuelo:

- Line 561, 562, 658, 815 and city 2 and 3

From Majadahonda and Las Rozas:

- Llorente Bus nº 561

From Alcorcón:

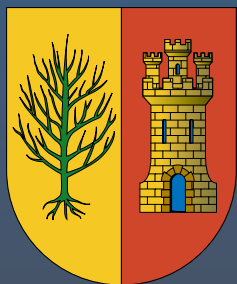
- Llorente Bus nº 815

From Móstoles, Leganés or Fuenlabrada:

- Bus or RENFE (Train) to Aluche

From Boadilla del Monte:

- Tram (Metro Ligero) ML-1 from Boadilla to Colonia Jardín and change to ML-2
- Bus Line nº 566 to Pozuelo



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