



12-month Vocational Business Course WOMAN IN BUSINESS

We are pleased to offer the following business course in 2023/2024:

1. Next 12-month business courses:

- 1 August 2023 – 31 July 2024
- 1 September 2023 – 31 August 2024
- 2 October 2023 - 30 September 2024
- 6 November 2023 – 31 October 2024
- 4 December 2023 – 30 November 2024

2. Programme of the business course includes:

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| <p>A. Woman in business
creating business plans
doing business in Poland
establishment of start-ups
tax policy and regulation
business as a franchise
business analysis</p> | <p>B. E-commerce
establishment of e-commerce business
operating e-commerce
networking
securing financing
e-business teams
regulation for e-commerce</p> |
| <p>C. Marketing
e-marketing
social media in business
brand creating in e-business
internet advertising
building a brand
market research</p> | <p>D. Business communication
leadership
managerial techniques
intercultural communication
interpersonal communication
emotional intelligence
negotiation</p> |

3. Learning system

- The number of the course hours: 500 (1 course hour = 45 minutes)
Language of instruction: English
Place of the course: centre of Warsaw/Nowy Świat Street 49
Training methods: presentations, workshops, case studies, projects.
Group size: up to 10 participants.
Option: the possibility to attend the course as distance (on-line) course.

4. Fees:

Registration fee: **250 EUR** or equivalent in PLN, payable during application, not refunded, also if visa will be refused.

Course fee: **2000 EUR** or equivalent in PLN, payable within 3 days after visa receiving, before date of arrival to Poland.

In the case of distance (on-line) course, the course fee is to pay with a 20% discount.

5. Admission process:

- 1) Sending signed application form with scan of the passport to: office@wmsb.edu.pl
- 2) Receipt by e-mail an offer letter. The offer letter is free of charge, is only informative for applicant, and is not a document in any procedure.
- 3) Payment of the registration fee. The registration fee is not refundable, also if the visa will be refused.
- 4) Issue of the final documents confirming admission to the course such as acceptance letter and proof of payment.
- 5) Payment by the applicant of the course fee within 3 days after visa receiving and before the date of arrival to Poland.
- 6) The course fee includes cost of trainer, learning materials for the participants, preparation of the certificate after completion of the course.
- 7) Signing the contract with timetable and start of the course.

Should you have any questions, please contact us.

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