

## Passport of the educational program

Code and classification of the field of education	6B04 Business, management and law
Training area code and classification	6B041 BusinessandManagement
Number and name of the group of the educational program	B044 Managementandmanagement
Number and name of the educational program	6B041119State and local government
Program	The purpose of the OP is to prepare bachelors with organizational and managerial, economic, socio-psychological knowledge of training in the system of state and local government, in the field of business and management, capable of making managerial decisions in the economic activities of organizations and companies of various forms of ownership.
Distinctive features of the educational program	State and local government is a launching pad for those who want to become a professional manager. Thanks to the knowledge received in the field of "Personnel management", "Management of state assets", "Anti-crisis management system", "VigDATE and analytics" graduate of the program: - Organize their activities taking into account the trend of development of digital public administration - - Analyze complex situations and offer effective solutions, - Effectively carry out control and supervisory activities in government bodies - Predict changes and plan the development of socio-economic systems, - He will build a successful career in public service. The graduate has the opportunity to continue his studies in the Master of Business Administration (MBA) in prestigious foreign universities.
Availabilityofaccreditation	There is accreditation. IAARNU "Independent Accreditation and Rating Agency", Certificate AB 3402, (27.05.2021-26.05.2024)
Trainingresult	ON1 Demonstrate professionally-oriented skills of working with text material, use translation analysis, demonstrate fluency in state and foreign languages at a professional level, use legislative and regulatory methodological support for office work in public authorities. ON2 Apply information technologies and software in the field of professional activity, analyze various sources of information for conducting economic calculations, master methods for analyzing the digital economy, evaluating the effectivenessof digital transformation, and digital security. ON3 Evaluate the economic state of the enterprise and qualitative changes in the development of the regional economy, understand financial, accounting and other information contained in the reports of enterprises of various forms of ownership, organizations, departments with further use and obtained information for making management decisions toensure sustainable development. ON4 Implement modern methods for calculating and analyzing socio-economic indicators that characterize economic processes and phenomena at the micro level, apply macroeconomic knowledge systems to analyze the state of the economy, basic methods of economic and mathematical modeling, and methods of mathematical programming. Classify and evaluate business transactions in accounting accounts, legislation on accountingand auditing; ON5 Describe the theoretical and legal foundations of finance, the organization of the financial system of the Republic of Kazakhstan, financial policy and the structure of the financial mechanism, determine the effectiveness of investment decisions made, and the specifics of lending to investment projects ON6 Systematize, summarize, legal and economic information for use in professional, including entrepreneurial activities. Understand the importance of the principles and culture of academic integrity for application in professional activities.

	<p>ON7 Disclose basic concepts and statistical methods for analyzing socio-economic processes. Describe the main approaches to the analysis of fiscal policy, the nature and mechanisms of forecasting of socio-economic development of the country, and the procedure for the development of promising Finansovogo plan project budget;</p> <p>ON8 Describe the main methods of economic management and evaluation of public assets, the foundations of fiscal policy, the role of taxes in the budget, organize budgets and effective spending of budgetary tools to assess requirements and the organization provide quality content view of public services.</p> <p>ON9 Determine the problems and objectives of the development of public-private partnership in the Republic of Kazakhstan, state policy in the field of business and support for private entrepreneurship, legislative support for entrepreneurship in the Republic of Kazakhstan.</p> <p>ON10 to Determine the priorities of professional activity, to develop and effectively execute management decisions; apply adequate tools and processes regulatory impact when implementing management decisions, and personnel management; to examine the methods of evaluation of human labour; to choose their means of regulation of labor operations and processes in industrial enterprises; to evaluate the dynamics of changes in the labour market, the cost of human capital; especially considering I am and resolution of labor disputes.</p> <p>ON11 Create an atmosphere of trust and respect, ensure compliance with the principles of transparency and fairness, while respecting ethical norms and standards in personnel management at the local government level and in general.</p> <p>ON12 Identify the features and problems of development of all regions of Kazakhstan, investigate the functioning of industry and regional markets, business entities of various organizational and legal forms in the context of digitalization, determine the market situation.</p> <p>ON13 Apply the theoretical foundations of public administration, principles, methods and mechanisms for managing the economy and social development. Disclose the main issues of development and activity of public administration bodies, experience in procurement activities, management methods, interaction with the population and the business sector in Kazakhstan and abroad.</p> <p>ON14 Analyze the progress of government reform in order to build an effective system of public administration and state monitoring; methods and principles of implementing the social sphere of the state, evaluate the functions of public administration, the provision of electronic services to subjects using the public procurement system.</p> <p>ON15 Use the basics of economic knowledge, principles of strategic management to make informed decisions in the field of marketing activities, assess risks, the quality of corporate governance, the ability to participate in the preparation and conduct of marketing, commercial, investment and other types of organization (company) policies.</p>
Degree awarded	Bachelor of Business and Management in the educational program "State and local administration"
List of qualifications and positions	Specialist in the field of public administration, Specialist in the field of local government, Economists of central and local government bodies; Managers of state-owned enterprises, joint-stock companies, manufacturing companies, holdings, service enterprises, etc.; economists-managers of management structures of the financial and credit sector;
Area of professional activity	The Apparatus and Administration of the President of the Republic of Kazakhstan (RK); the apparatus of the Parliament of the Republic of Kazakhstan; various structural divisions of the Government of the Republic of Kazakhstan; economic and financial management bodies (ministries, departments and agencies); local government bodies (akimats of districts, cities, regions) and executive bodies; national state and private companies, concerns, corporations and others.