

ALIKHAN BOKEIKHAN UNIVERSITY

Faculty of information technology and economics

Department of «Business and management»

**CATALOG OF ELECTIVE DISCIPLINES**

7M04117 Business administration  
(cipher, the name of the educational program)

year of admission - 2023

Semey, 2023 year.

Reviewed and approved at the meeting of the Faculty's Educational and ethodological Council  
Protocol no. 5 from 15.05. 2023 year

Chairman of the UMS faculty \_\_\_\_\_ Shoibakova E.O.

Approved at the meeting of the Educational and Methodological Council of the University

Protocol no. 5 from 25.05. 2023 year

Chairman of the UMS \_\_\_\_\_ Jarykbasova C.S.

Degree awarded: Master of Business and Management  
according to the educational program 7M04117 Business administration  
(cipher, the name of the educational program)

№ course of choice	Name of the discipline	Number of credits	Prerequisites	Post-requirements	A brief description indicating the brief content and expected results of the study (to know, be able to, skills, competencies)
The basic disciplines					
Component of choice (CC)					
<b>Module. Management theory and practice</b>					
1	Personnel management	4	Bachelor's degree disciplines	Communication and negotiation skills  writing a master's project	<p><b>Summary of the discipline:</b> Personnel as the main wealth of any organization. Modern theory and practice of personnel management of the organization as the most important organizational resource in competition in market conditions. Issues of the legal framework of the company's personnel management; principles of labor organization; fundamentals of rationing labor costs and wages. International experience in human resources management in various organizations.</p> <p><b>Expected result:</b></p> <p><b>To know:</b> legislative and regulatory legal acts regulating the activities of the personnel management organization; fundamentals of economics, sociology and psychology of labor, modern theory and practice of personnel management; forms and systems of remuneration, the procedure for the development and conclusion of labor contracts (contracts) and regulation of labor disputes; standards and unified forms of personnel documentation, rules and regulations of labor protection.</p> <p><b>Be able to:</b> to predict the need for personnel of various specialties and qualifications, taking into account the prospects for the development of the enterprise; to carry out qualitative and quantitative characteristics of the personnel of the organization; to carry out current and long-term planning of work on attracting, recruiting and selecting personnel; to determine the need for personnel training; to evaluate the results of the work of employees of the organization.</p> <p><b>Skills:</b> formation of the personnel structure of the organization, development and training of personnel; methods of motivation and stimulation of personnel.</p> <p><b>Competencies:</b> special.</p>
1	Project Management	4	Bachelor's degree disciplines	Business logistics Management  writing a master's project	<p><b>Summary of the discipline:</b> The course reveals the nature of project management, as well as the special techniques necessary for project management. Examines all phases of project management, the role of the project manager, the problems of heterogeneous projects, as well as behavioral and</p>

				project	<p>quantitative aspects of project management, Project Personnel and Communications Management, project classifications, modern software and information technologies used in project management.</p> <p><b>Expected result:</b></p> <p><b>To know:</b> organizational development concepts; fundamentals of development and implementation of organizational development and change programs; tasks and stages of personnel policy development, conditions for its effective implementation; basic methods of project management.</p> <p><b>Be able to:</b> to carry out quantitative forecasting and modeling of business processes; to put into practice the acquired knowledge of the theory of management of organizational changes and development; to assess the impact of risk and uncertainty in assessing the effectiveness of the project.</p> <p><b>Skills:</b> ability to manage departments, groups (teams) of employees, projects and networks; ability to develop organizational development and change programs and ensure their implementation; skills in solving a set of economic problems and carrying out variant calculations when choosing managerial decisions in project management; -methods of preliminary study of the goals and objectives of the project; methodology for assessing the viability and financial feasibility of the project.</p> <p><b>Competencies:</b> special.</p>
The proffiling disciplines					
Component of choice (CC)					
<b>Module. Business Research</b>					
1	Organizational behavior & leadership	5	Bachelor's degree disciplines	<p>Communication and negotiation skills</p> <p>writing a master's project</p> <p><b>Summary of the discipline:</b> Research in the field of organizational behavior and leadership; modeling the behavior of the main participants of the organization; identification, analysis and evaluation of personality behavior, justification of the choice of the method of management of individuals and the organization; preparation of a team management program.</p> <p><b>Expected result:</b></p> <p><b>To know:</b> know the terminology in the field of organizational behavior, individual and group behavior to improve the efficiency of the organization.</p> <p><b>Be able to:</b> use knowledge of organizational behavior to make managerial and other economic decisions.</p> <p><b>Skills:</b> possess the skills of system analysis of the economic activity of the organization by methods of economic and static analysis; skills of working with business information.</p> <p><b>Competencies:</b> special.</p>	
1	Economics & management	5	Bachelor's degree disciplines	<p>Economic security</p> <p>writing a master's</p> <p><b>Summary of the discipline:</b> enterprises of the branches of the national economy of various organizational and legal forms, their structural production and functional units: enterprise infrastructure facilities, design organizations, research</p>	

				project	<p>institutions, educational institutions, public administration and local self-government bodies.g</p> <p><b>Expected result:</b></p> <p><b>To know:</b> the organizational and managerial features of the functioning of the enterprise, the organizational and legal forms of enterprises; the principles of solving technical and economic, organizational and managerial issues in production; the concepts of the cost of production and classification of costs for production and sale of products; the basics of financial activity of the enterprise.</p> <p><b>Be able to:</b> be able to apply available methods to solve technical, economic, organizational and managerial issues; analyze and evaluate production and non-production costs to ensure the required quality of products, analyze the results of the activities of production units.</p> <p><b>Skills:</b> possess practical skills in solving specific technical, economic, organizational and managerial issues.</p> <p><b>Competencies:</b> special.</p>
<b>Module. Management theory and practice</b>					
2	HR accounting and document management	5	Bachelor's degree disciplines	<p>Production practice</p> <p>writing a master's project</p>	<p><b>Summary of the discipline:</b> Organizational structure of enterprise management. The composition of technical and software tools used in the enterprise. Characteristics of computer networks of the enterprise. Analysis of the personnel accounting system at the enterprise (Personnel accounting documents, work with personnel documents, shortcomings of the personnel system).</p> <p><b>Expected result:</b></p> <p><b>To know:</b> problems of the personnel accounting system of decision makers.</p> <p><b>Be able to:</b> to analyze the personnel accounting system.</p> <p><b>Skills:</b> to be guided in labor law, to monitor changes in legislation and to have skills in the field of personnel records management.</p> <p><b>Competencies:</b> special.</p>
2	Business logistics Management	5	Bachelor's degree disciplines Project Management	<p>Production practice</p> <p>writing a master's project</p>	<p><b>Summary of the discipline:</b> Theoretical foundations of business logistics management. Market laws in a specific practical situation. Marketing research, market segments. The significance of the product for the consumer. The company's marketing activity management program. Elements and principles of marketing in the activities of firms and companies.</p> <p><b>Expected result:</b></p> <p><b>To know:</b> goals and objectives, the object and subject of logistics, the basic concepts that logistics operates with; the specifics of the logistics approach to managing material and related information flows; modern information flow management technologies; key issues and procedures for developing a logistics strategy of the enterprise.</p> <p><b>Be able to:</b> to make decisions on the placement of warehouses; to solve problems related to the organization of goods supply and cargo</p>

					<p>transportation; to organize logistics processes in warehouses of trade enterprises; to make decisions on stocks, on logistics service.</p> <p><b>Skills:</b> possess the skills of business logistics management, information flows; development of the logistics strategy of the enterprise.</p> <p><b>Competencies:</b> special.</p>
<b>Module. Business Research</b>					
3	Communication and negotiation skills	5	Organizational behavior & leadership	<p>Production practice</p> <p>writing a master's project</p>	<p><b>Summary of the discipline:</b> Theoretical aspects of the negotiation process and the development of skills of using psychological techniques in various negotiations. What are communication skills? Definition of communication skills. Development of communication skills. Professional negotiations/effective business communication skills.</p> <p><b>Expected result:</b></p> <p><b>To know:</b> to know the theoretical foundations of business communications, to master the concepts of "communication" and "business communication", the structure, functions, types and forms of business communication; technologies of business interaction; methods and techniques of business communication in its various forms and with different types of interlocutors; communication barriers; the main components of the image of a business person.</p> <p><b>Be able to:</b> be able to use business interaction technologies in management practice; use verbal and non-verbal means of communication, as well as recognize the intentions of partners using these means; effectively plan and implement oral and written business communications; overcome communication barriers.</p> <p><b>Skills:</b> possess the skills of oral business communications (public speaking, conducting a dispute, discussion, polemic, self-presentation); drafting written business communications; building the image of a business person.</p> <p><b>Competencies:</b> professional.</p>
3	Economic security	5	Business research Economics & management	<p>Production practice</p> <p>writing a master's project</p>	<p><b>Summary of the discipline:</b> Security theory: basic concepts and categories. Features of the modern business environment in the Republic of Kazakhstan: shadow economy, criminal competition. Modern threats to the economic security of business. Corporate conflicts Unfriendly mergers and acquisitions, methods of protection. The role of the state in ensuring business security. Financial intelligence.</p> <p><b>Expected result:</b></p> <p><b>To know:</b> to know the basics of ensuring the economic security of the state, society, and the individual; levels and objects of economic security, methods of ensuring it; legal bases and basic provisions of regulatory legal acts to ensure economic security; the main factors and indicators of economic growth of the country, region, enterprise.</p> <p><b>Be able to:</b> be able to analyze the state of economic security of a business, firm (enterprise); determine</p>

				<p>both strategic and tactical goals of economic security; apply methods for calculating threshold values of economic security indicators; objectively assess internal and external spheres of economic security.</p> <p><b>Skills:</b> possess the skills of a comprehensive assessment of the state of security of the state from threats; assessment of threats to the internal and external security of the state, region, enterprise; development of documents regulating the activities of the security service.</p> <p><b>Competencies:</b> professional.</p>
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**LIST**  
**of components of choice for the educational program**  
**7M04117 Business Administration**

Duration of study: 1 years

Form of study: full-time

Year of admission: 2023

№	Name of the discipline	Code of discipline	Number of credits	Semester
<b>The basic disciplines</b>				
<b>Component of choice 1</b>				
1	Personnel management	PM 5204	4	1
2	Project Management	PrM 5204	4	1
<b>The profiling disciplines</b>				
<b>Component of choice 1</b>				
1	Organizational behavior & leadership	OBL 5303	5	1
2	Economics & management	EM 5303	5	1
<b>Component of choice 2</b>				
3	HR accounting and document management	HRADM 5304	5	2
4	Business logistics Management	BLM 5304	5	2
<b>Component of choice 3</b>				
5	Communication and negotiation skills	CNS 5305	5	2
6	Economic security	ES 5305	5	2