

Kazakh Humanitarian Law Innovative University

**CATALOG OF COURSES ON ADDITIONAL  
EDUCATIONAL PROGRAM “MINOR”**

Semey, 2020

## Contents

Introduction .....	3
Accounting and taxation of enterprises .....	4-7
Ensuring safety at tourism facilities .....	8-9
Business&StartUp .....	10-14
Computer graphics and design .....	15-17
Psychology in professional activity.....	18-20
Translation studies .....	21-26
Methodology of teaching Kazakh language and literature in school..	27-30
Change registration sheet.....	31

## Introduction

The main educational program (Major) is an educational program chosen by students to study in order to develop key competencies.

Additional educational program (Minor) is a set of disciplines and (or) modules and other types of academic work, chosen by students to study in order to form additional competencies.

Formation of educational programs (hereinafter - EP): basic and additional programs on the basis of Major-Minor programs will give you the opportunity to obtain additional competencies along with the basic educational program.

When forming an individual educational program it is possible to choose one basic educational program or two educational programs on the basis of Major-Minor programs.

Disciplines of the additional EP are studied as part of the disciplines of the University Component (UC) and Component of Choice (CC) and their volume is included in the total number of academic credits (240 credits) required for the awarding of an appropriate degree or qualification in the main program.

The additional educational program (Minor) is studied in the second and subsequent years of study and consists of several disciplines studied sequentially with their interconnectedness, or in any academic period in the case when the disciplines are not related to each other.

The total number of credits allocated to the study of disciplines in additional educational program (Minor) should be 30-40 credits of the total volume (240 credits) of the main educational program (Major).

Each discipline of Minor can be studied in several modules.

Additional educational program (Minor) is formed by a single course of disciplines with a common name, which is studied over several semesters.

The course of disciplines of Minor can be developed unique for all educational programs or for individual educational programs.

You have the right to choose a course of additional educational program (Minor) from the proposed catalog of courses during the registration period, which is held annually in February.

When registering for a course of disciplines of an additional educational program (Minor) the profitability of academic groups is taken into account.

**Name of the course of disciplines of the additional educational program (Minor): Accounting and taxation of enterprises**

**Number of credits: 25**

The course is available to students of the educational program 6B04220 - "Jurisprudence".

**Discipline № 1 Legal entities as subjects of civil law of the Republic of Kazakhstan**

**Number of credits: 5**

**Prerequisites:** Theory and history of state and law

**Postrequisites:** Legal regulation of public procurement in the Republic of Kazakhstan

**Summary of the discipline:** The course contains the basic provisions considering the legal nature of relations of legal entities, as well as the basic concepts ("legal person"), as well as the basic institutions of civil law, such as the creation, reorganization, liquidation of business entities, insolvency (bankruptcy) of business entities, licensing certain activities, the legal regulation of audit, evaluation, advertising activities in Kazakhstan.

**Expected results:**

**To know:**

- the understanding of legal entities as subjects of civil law;
- the legal regulation and procedure for determining the applicable law in the sphere of civil legal relations in the field of legal entities.

**To be able:**

- to express and justify their point of view on civil law issues, operate with legal concepts and categories;
- to give a general description and comment on the main content of the sources on the discipline;
- to ensure compliance with the law in the activities of legal entities;

Legal entities as subjects of civil law of the RK is one of the general professional legal disciplines and is intended for a theoretical reflection of the features of civil law regulation of the whole sphere of social relations in the RK.

**To have:**

- the knowledge of concepts and principles formulated in civil law, enabling their use in lawmaking and law enforcement practice.

**Discipline №2 Basics of accounting**

**Number of credits: 5**

**Prerequisites:** Labor Law of the Republic of Kazakhstan

**Postrequisites:** Legal regulation of public procurement in the Republic of Kazakhstan

**Summary of the discipline:** The discipline of fundamentals of accounting

studies the history of accounting, the legislative regulation of accounting, accounting principles, forms, methods and functions of accounting, as well as accounts and double recording, the correspondence of accounts, types of financial reporting and balance sheet preparation, the rules of internal control.

**Expected results:**

**To know:**

- the procedure for the formation and reflection of business transactions;
- the methods of data collection and processing;
- the methodology of accounting; ways of reflecting information on the bookkeeping accounts.

**To be able:**

- to keep accounts and prepare financial statements, to master modern methods and means of information processing.

**To have:**

- the skills of applying legal acts, international and national standards, principles, forms and methods of accounting.

**Discipline № 3 Analysis of financial statements**

**Number of credits: 5**

**Prerequisites:** Административное право РК

**Postrequisites:** Legal regulation of public procurement in the Republic of Kazakhstan

**Summary of the discipline:** The course program studies the legal basis for the analysis of the results of financial statements of organizations, indicators of competitiveness, financial stability, solvency and profitability of the enterprise, evaluation of the effective use of production and financial resources, preparation of analytical materials for choosing and making management decisions, the legal basis for the rehabilitation and bankruptcy of organizations.

**Expected results:** Upon the completion of the discipline, the student must:

**Know:**

- the content and proper application of the Laws of the Republic of Kazakhstan No. 176-V of March 7, 2014 "On Rehabilitation and Bankruptcy", No. 304-I of November 20, 1998 "On Auditing Activities"; No. 234-III of February 28, 2007 "On Accounting and Financial Reporting" in order to analyze financial statements,
- the basics of building, calculating and analyzing the financial activities of the organization.

**To be able:**

- to make analytical calculations on financial ratios, have the skills to formulate conclusions based on the analysis;
- to conduct a comprehensive analysis of the financial condition of the enterprise.

**To have:**

- the knowledge of the financial analysis at the enterprise;

- the skills of applying financial analysis techniques.

#### **Discipline № 4 Legal regulation of the tax system in the Republic of Kazakhstan**

**Number of credits: 5**

**Prerequisites:** Theory and history of state and law

**Postrequisites:** Legal regulation of public procurement in the Republic of Kazakhstan

**Summary of the discipline:** Subject of tax law; Principles of tax law; Tax structure; Tax management; Legal basics of tax planning; Legal basics of tax control; Legal basics of tax obligations; Legal responsibility for tax offenses; Certain types of taxes; Special tax regime of functioning of budget funds; Treasury functions; management of cash flows of economic entities. Consideration of the mechanism of state debt management, the functioning of extra-budgetary funds.

**Expected results:**

**To know:**

- the holistic system of knowledge in the field of tax law of the Republic of Kazakhstan, the legal nature of budget law;
- the basic principles of budget law;
- the formation of students' scientific understanding of the budgetary law of the Republic of Kazakhstan.
- the theoretical material of this discipline, which are social relations of private and public nature arising from offenses.

**To be able:**

- to apply norms regulating the activity of budgets at different levels, analyze the content of the main sections of the system of budget law, teach them to navigate among the many normative legal acts aimed at regulating budgetary relations and correctly apply in practice the budget legislation.
- to master theoretical materials on the study of tax law, tax planning, tax legal relations, tax activities of the state, the fundamental concepts and categories of the science of tax law of RK, necessary for the study of sectoral legal disciplines. Nurture the ability to think freely, to use legal terminology to express their thoughts.
- to apply theoretical knowledge in practice, analyze tax legislation. The student should be competent to apply the theory of tax legislation in practice, to manage the organization and implementation of legal relations.

**To have:**

- the understanding of the main ways of ensuring the fulfillment of tax obligations. Acquisition of skills of independent search of legal information and ability to use it. Acquisition of skills and abilities to work with regulatory legal acts and literature.

#### **Discipline № 5 Pre-trial investigation of criminal offenses in the field of economic activity**

**Number of credits: 5**

**Prerequisites:** Criminal Law

**Postrequisites:** Forensic Expertise

**Summary of the discipline:** Discloses the procedure and content of the pre-trial investigation of criminal offenses in the field of economic activity.

**Expected results:**

**To know:**

– the criminal-legal and criminological characteristics of criminal offenses in the sphere of economic activity.

**To be able:**

– to implement the criminal law during the pre-trial investigation;  
– to conduct pre-trial investigation of criminal offenses in the field of economic activity and apply warnings with respect to these types of crimes.

**To have:**

– the understanding of the norms of criminal procedure for the pre-trial investigation of criminal offenses in the field of economic activity. Skills in the investigation of criminal offences in the field of economic activity.

**Name of the course of disciplines of the additional educational program (Minor): Ensuring safety at tourism facilities**

**Number of credits: 30**

**Course of disciplines is available for the educational program 6B12330 "Law Enforcement"**

**Discipline № 1: Criminal-legal and criminological protection of objects of tourism**

**Number of credits: 5**

**Prerequisites** (if any) Criminal law of the RK (General and Special Part)

**Postrequisites** (if any) Forensics

**Summary of the discipline:** Reveals the criminal-legal and criminological characteristics of criminal offenses related to the objects of tourism.

**Expected results:** The student (trainee) should know the criminal-legal and criminological characteristics of criminal offences committed at tourism facilities. The student will be able and capable of applying the norms of criminal law in practical activities, as well as to carry out the prevention of criminal offences committed at tourism facilities.

**Discipline № 2 Pre-trial investigation of criminal offenses at tourism facilities.**

**Number of credits: 5**

**Prerequisites** (if any) Criminal procedural law of the Republic of Kazakhstan (general and special parts)

**Postrequisites** (if any) Forensics

**Summary of the discipline:** Reveals the procedure and content of the pre-trial investigation of criminal offenses at tourism facilities.

**Expected results:** The student (trainee) should know the procedure of pre-trial investigation at tourism facilities. The student will be able and capable of conducting a pre-trial investigation of criminal offenses at tourism facilities.

**Discipline № 3: Sports tourism**

**Number of credits - 5**

**Prerequisites** (if any) – Physical Education

**Postrequisites** (if any) - Criminal-legal and criminological protection of objects of tourism

**Summary of the discipline:** Sports tourism as a means of physical education, health and health improvement. Topographical training and orientation. Basic tourist training. Equipment and nutrition of a tourist. Hygiene of a tourist. First aid.

**Expected results:** The student will be able to apply technology in any area of activity to unlock the potential for physical and personal development of team

members; identify the causes and manage simple ailments: headaches, stomachaches, cough; assess types of various injuries and apply knowledge of first aid.

#### **Дисциплина № 4 Medical and Health Tourism**

**Number of credits - 5**

**Prerequisites** - Physical Education

**Postrequisites** - Prosecutorial supervision of tourism facilities

**Summary of the discipline:** Basic concepts and history of development of sanatorium-resort recreation. Natural therapeutic resources. Technology of the organization of medical and health recreation. Specificity of the organization of medical and health tourism in various countries. Geography of medical-rehabilitation tourism in Kazakhstan. Basics of climatology and climatotherapy, balneology, mud therapy, hydrotherapy, the impact of various factors on the body, their composition, varieties, indications and rules of therapeutic and prophylactic use.

**Expected results:** The student will be able to analyze the natural conditions of Kazakhstan for the purposes of recreation and organization of medical and health tourism; analyze and use the information necessary to choose the best type of medical and health tourism.

**Discipline № 5 Forensic means and methods of detection and disclosure of criminal offenses at tourism facilities.**

**Number of credits - 5**

**Prerequisites** (if any) Criminal procedural law of the Republic of Kazakhstan

**Postrequisites** (if any) Necessary for further practical work and for master's and doctoral studies

**Summary of the discipline:** Discloses the procedure and content of the application of forensic tools and methods of detection and disclosure of criminal offenses at tourism facilities.

**Expected results:** The student (trainee) should know the order of application of forensic tools and methods of detection and disclosure of criminal offenses at tourism facilities. The student will be able and capable of implementing the application of forensic tools and methods of detection and disclosure of criminal offenses at tourism facilities.

**Discipline № 6 Prosecutorial supervision of tourism facilities.**

**Number of credits: 5**

**Prerequisites** (if any) Prosecutorial supervision in the Republic of Kazakhstan

**Postrequisites** (if any) Necessary for further practical work and for master's and doctoral studies

**Summary of the discipline:** Discloses the procedure and content of the prosecutorial supervision of tourism facilities.

**Expected results:** The student (trainee) should know the order of prosecutorial supervision of tourism facilities. The student will be able and capable of implementing the measures of prosecutorial response to offenses at tourism facilities.

**Name of the course of disciplines of the additional educational program (Minor):  
Business&StartUp****Number of credits: 30**

Course of disciplines is available for all educational programs.

**Discipline № 1 «Organization of entrepreneurial activities»**

(name of the discipline)

Number of credits: 5

**Prerequisites (if any)** Fundamentals of Market Economy and Entrepreneurship

**Postrequisites (if any)** No.

**Summary of the discipline:**

Entrepreneurship in economy should be considered as the most important factor for acceleration of social and economic development. Initiative, risk, knowledge and skills of entrepreneurs allow using all economic resources with maximum efficiency, stimulate economic growth. The formation of entrepreneurial thinking is one of the prerequisites for the training of qualified specialists.

The object of the discipline is the process of organizing entrepreneurial activity, including the theory and practice of entrepreneurship and business.

**Expected results:****To know:**

- the socio-economic nature of reproduction processes;
- the actual state of economic, social, demographic, and ecological processes;
- basic methods of statistical analysis of key macroeconomic development indicators;
- the essence of economic policy in Kazakhstan and abroad;
- features of demographic and environmental policies at the level;
- the main directions and methods of policy;

**To be able:**

- to analyze the main macroeconomic indicators of socio-economic development;
- to work with statistics;
- to choose the most appropriate methods for managing socio-economic processes;

**To have:**

- the knowledge of information on the specifics of socio-economic development of Kazakhstan;
- the knowledge of information about the ways out of our country's crisis;
- the knowledge of the effectiveness of various methods of economic regulation.

**Competencies:** To apply skills and abilities for professional argumentation on certain issues of entrepreneurship, to independently execute contracts, to apply skills for optimization of their activities.

**Discipline № 2 «Entrepreneurial Law»**

(name of the discipline)

**Number of credits: 5**

**Prerequisites (if any)** Fundamentals of Law, Fundamentals of Economic Theory

**Postrequisites (if any) No.**

**Summary of the discipline:** The course contains the basic provisions characterizing the nature of Kazakhstani entrepreneurial law, its place in the legal system of the Republic of Kazakhstan, considers the legal nature of business relations, as well as the basic concepts of business law ("business activity", "legal entity", "individual entrepreneur"), as well as the basic institutions of entrepreneurial law, such as the creation, reorganization, liquidation of business entities, insolvency (bankruptcy) of business entities, licensing of certain types of activities, legal regulation of auditing, evaluation, advertising activities in the Republic of Kazakhstan, business contracts, etc.

**Expected results:**

**To know:** the basic theoretical regulations and problems of entrepreneurial law and legislation. The role of entrepreneurship and law in the modern development of market relations of Kazakhstan. An important objective in the study of entrepreneurial law will be the study of its history, development and formation in the framework of the universal history of state and law, including the history of Kazakhstan.

**To be able:** to navigate, correctly apply and execute regulations in business activities.

**To have:** the skills of working with normative legal acts. Orientation in the complex and voluminous legislation of Kazakhstan, including international acts in the field of entrepreneurship and apply these norms in their future practice.

**Competencies:**

To demonstrate skills of correct understanding of the application of entrepreneurial law in the modern development of market relations of Kazakhstan, to describe the legal nature of entrepreneurial relations in the law enforcement system of entrepreneurial law.

### **Discipline № 3 «Management and marketing»**

(name of the discipline)

**Number of credits: 5**

**Prerequisites (if any)** Fundamentals of Law, Fundamentals of Economic Theory.

**Postrequisites (if any) No**

**Summary of the discipline:**

The training discipline "Fundamentals of Management and Marketing" is dictated by the requirements of today's time. Support and development of innovative sphere of small business today is one of the most effective forms of development of innovative activity.

The model of development of modern knowledge-intensive and high-tech industries should take into account the "scientific and technological" component of the innovative sphere of the economy, which remains, as a rule, outside the attention of the traditional market model. This course is designed to provide a basic knowledge of the features of venture entrepreneurship as a promising activity that determines the dynamic development of the economy of Kazakhstan.

**Expected results:**

**To know:** the basic requirements for a modern manager in the field of life safety; – how organizational change is carried out and in what connection it is with the change of the individual;

**To be able:** to explain the complex nature of the interaction between man and organization; – to detect the multifactorial impact of the external environment on the definition of goals and strategies of the organization in its interaction with this environment; – to analyze the relationship of internal variables of the organization, consider situational differences, make effective decisions; acquire practical skills: in drawing up job descriptions, responsibilities; in organizing market research;

**To have:** the skills in the organization of production processes; - in the organization of planning of the activities of the organization, in the motivation of staff, in controlling.

**Competencies:** readiness to act in non-standard situations, bear social and ethical responsibility for decisions made, readiness to develop and implement methods, technologies and techniques of personnel management and promotion of the product of entrepreneurial activity.

#### **Discipline № 4 «Venture business»**

(name of the discipline)

**Number of credits:** 5

**Prerequisites:** Fundamentals of Law, Fundamentals of Economic Theory

**Postrequisites:** no

***Summary of the discipline:*** The emergence of the academic discipline "Venture Business" is dictated by the requirements of the present time. Support and development of innovative sphere of small business today is one of the most effective forms of development of innovative activity.

The model of development of modern knowledge-intensive and high-tech industries should take into account the "scientific and technological" component of the innovative sphere of the economy, which remains, as a rule, outside the sphere of attention of the traditional market model. This course is designed to provide a basic knowledge of the features of venture business, as a promising activity that determines the dynamic development of the economy of Kazakhstan.

#### **Expected results**

**To know:** the basic terms and concepts; basic parameters and essential characteristics of the concepts "innovation activity", "venture business", "venture investment", "venture capital»;

**To be able:** to distinguish between investments in small businesses and investments in shares of companies; to understand the basic schemes of venture business; to determine the objects and subjects of venture investment, the sources of venture capital.

**To have:** the skills of assessing the risk groups that a venture capitalist bears.

**Competencies:** readiness to search, retrieve, systematize, transform, summarize, and disseminate venture investing from a variety of sources, and to ensure business implementation under conditions of economic instability and financial risk.

**Discipline № 5 «Accounting in business»**

(name of the discipline)

**Number of credits: 5****Prerequisites** (if any) Fundamentals of Law, Fundamentals of Economic Theory**Postrequisites** (if any) No**Summary of the discipline:** Organization and maintenance of business accounting, preparation of accounting policies for small businesses, accounting and taxation system of small businesses, documentation of business operations, accounting for share capital and settlements with founders, application of accounting forms using accounting registers of small business property, reflection of business operations in the book by double entry and identification of financial results.

Expected results:

**To know:**

- the functional purpose of accounting for small businesses;
- the principles of organization and maintenance of accounting in small business organizations;
- the principles, methods and forms of documentation of business operations;
- the accounting procedures for small businesses using the simplified taxation system;
- the accounting procedures for small businesses during the transition period or when combining different taxation systems.

**To be able:**

- to correctly understand, classify, evaluate, and systematize individual business operations in business accounts according to their economic content;
- to develop an accounting policy for a small business and its individual elements under different taxation systems;
- to organize accounting in small businesses;
- to apply different taxation regimes in small businesses.

**To have:**

- the skills of accounting and tax accounting in small businesses;
- the skills of making accounting records in the primary documents and accounting registers;
- the skills of preparing accounting statements of a small business.

**Competencies:** ability to document business operations, conduct cash accounting, the ability to execute payment documents and form accounting records for the accrual and transfer of taxes and fees to the budgets of various levels, social contributions to various funds.**Discipline № 6 «Taxes and the taxation system»**

(name of the discipline)

**Number of credits: 5****Prerequisites** (if any) Fundamentals of Market Economy and Entrepreneurship.  
Fundamentals of Law.**Postrequisites** (if any) No

**Summary of the discipline:** The economic essence and nature of taxes. The tax system of the Republic of Kazakhstan: stages of formation, characteristics of the current state. Tax policy and its role in the implementation of state economic policy. Tax mechanism. Tax on motor vehicles. Land tax. Tax on property. Value added tax. Excise taxes. Corporate income tax. Individual income tax. Peculiarities of income taxation of foreign legal entities and individuals. Social tax. Rent tax on exports. Taxation of subsoil users. Taxation of gambling business. Special tax regimes for small businesses. Special tax regime for peasant or farm enterprises. Special tax regime for legal entities producers of agricultural products and rural consumer cooperatives. Fees, duties and charges.

**Expected results:**

**To know:** the basics of taxation; principles of the tax system and tax classification.

**To be able:** to independently calculate tax payments; to calculate deductions, to use the legislative framework on tax issues.

**To have:** the skills of calculating, collecting and paying taxes and fees currently in force in the Republic of Kazakhstan; using the knowledge obtained in the field of taxes and taxation in further practical activities.

**Competencies:** Demonstrate the acquired knowledge for professional argumentation on various taxation issues, the design and justification of their arguments, for calculations and tax reporting, the application of skills to optimize taxes both at the micro level and at the level of government.

**Name of the course of additional educational program (Minor):**  
**«Computer graphics and design»**

**Number of credits:** 31

The course of disciplines is available for all educational programs

**Discipline № 1 «Basics of graphic design»**

**Number of credits:** 6

**Prerequisites:** 3D graphics and animation

**Postrequisites:** Web programming

**Summary of the discipline:**

Project Graphics. The general notion of the basics of project graphics. Visual - graphic properties of the object. Technical drawing. Graphic means of conveying shading, texture. A variety of types of paper used in work. The elements of decoration and stylization used in working on different structural materials. Decor - the basis for graphic imitation. Graphic combination of materials of several types on the basis of decorative, flat still life. Texture development. The introduction of decorative elements. Work with color.

**Expected results:**

**To know:** the types, forms and components of applied graphics / font and color separation, symbolism and emblematics, personal sign and sign systems, printed graphics, books, posters, logo.

**To be able:** to use different graphic materials, techniques and methods.

**To have:** the knowledge of the methods of practical work on the project, composition.

**Discipline № 2 «Basics of Design and Engineering Graphics»**

**Number of credits:** 5

**Prerequisites:** Application packages

**Postrequisites:** Basics of Software Development

**Summary of the discipline:**

The basic principles of computer-aided design systems. Graphic primitives and their modification. Working with text, blocks, layers. Construction of surfaces and 3D modeling. Basics of constructing drawings in AutoCAD. Drawing perspective and shadows in perspective using AutoCAD. Construction of shadows in orthogonal and axonometric projections in AutoCAD.

**Expected results**

**To know:** the basic principles of computer-aided design systems. Construction of surfaces and 3D modeling. Basics of drawing in AutoCAD system.

**To be able:** to perform various geometric constructions on drawings using methods of descriptive geometry; work in the AutoCAD system.

**To have:** the skills of working with basic tools of creating and editing drawings on the plane, competently and quickly create drawings of the projected architectural object or product, as well as prepare them for printing.

Discipline № 3 «3-D modeling techniques»

**Number of credits:** 5

**Prerequisites:** Basics of Design and Engineering Graphics

**Postrequisites:** Computer modeling

**Summary of the discipline:** This discipline occupies an important place in the system of knowledge, forming a modern approach to creativity through the use of computer technology. The purpose of teaching the discipline is to master the graphic editor 3dsMAX, with which you can simulate 3D images of objects, as well as the basic concepts of animation programs and fundamental tools that are needed to create three-dimensional characters and animations.

**Expected results**

**To know:** the composition and structure of technical and software tools used in multimedia systems; possibilities of using the basics of the graphic editor 3dsMAX.

**To be able:** to use text, general and professional graphics when creating three-dimensional objects, establish a connection between one's own tasks and the possibilities provided by graphics editors.

**To have:** the skills of using the basic graphic editors of 3dsMAX. Using the graphic systems 3dsMAX and AutoCAD, as well as in the development of graphic and animation elements for various purposes.

Discipline № 4 «Computer technology in print design»

**Number of credits:** 5

**Prerequisites:** Basics of graphic design

**Postrequisites:** Designing graphic design objects

**Summary of the discipline:** Graphic work. Historical fonts. Practice of working with fonts in graphic editors. Graphic work. Digital fonts. Readability of the text set. Basics of technology of the printing process. Design of text forms. Booklet design. Illustrating fiction literature. Polygraphic process and color separation. Preparation of publications for printing reproduction. Multipage documents. Techniques for working with pages of a publication. Collection from separate parts. Separate pagination of chapters. Table of contents. Creating an alphabetical index.

**Expected results**

**To know:** the specifics of the main types of printed materials and their production, the technology of printing and design work; functional and aesthetic requirements for the production of graphic design objects; color and decorative design of graphic design objects; the main types of fonts and their origin.

**To be able:** to classify objects of printed products of graphic design; to handle the graphic programs Adobe Illustrator, Corel Draw, Adobe InDesign, etc., to know the basics of designing posters, booklets, logos, business cards, etc., to create a layout of printed products (layout); be able to build fonts and apply them in the design of printed products.

**To have:** the skills of using specialized programs for design, to get acquainted with the basic concepts of the possibilities of manufacturing promotional products based on the program Adobe Illustrator, Corel Draw, Adobe InDesign, creating presentations (slide shows) using graphics programs.

Discipline № 5 «Constructive modeling of objects»

**Number of credits:** 5

**Prerequisites:** Programming in Python 3

**Postrequisites:** Artificial Intelligence Systems

**Summary of the discipline:** The discipline of "Constructive modeling of objects" is an applied knowledge, it deals with the preparation of design objects, the issues of ways of new forms of search in artistic design.

**Expected results**

**To know:** the names of different materials, their properties and characteristics.

**To be able:** to master practical and technical ways when performing material compositions.

**To have:** the skills of practical work when performing compositions in the material.

Discipline № 6 «Designing graphic design objects»

**Number of credits:** 5

**Prerequisites:** Computer technology in poligraphic design

**Postrequisites:**

**Summary of the discipline:** Types of graphic design. Typology of graphic design objects. Expressive means in designing objects of graphic design. Designing polygraphic design. Book thematic edition, magazine with the development of the layout. Design concepts, compositional and color solutions and page design of printed publications, their covers, flyers, advertising leaflets, etc.

**Expected results**

**To know:** the variety of forms of poligraphic design

**To be able:** to develop design concepts of publication and art design of the book.

**To have:** the skills of developing print publications using the means of composition, graphics and color.

**Name of the course of additional educational program (Minor):**  
**«Psychology in professional activity»**

**Number of credits: 30**

The course of disciplines is available for all educational programs.

**Discipline № 1 «Psychology of communication»**

**Number of credits: 5**

**Prerequisites:** Psychology

**Postrequisites:** Professional practices

**Summary of the discipline:**

This discipline forms knowledge about the concept of communication, its forms and types. The content of the discipline includes: strategies and tactics of communication, means and barriers of communication, features of business communication, socio-psychological mechanisms of communication, technology of negotiation process. It forms the communicative competence of future specialists.

**Expected results:**

**To know:** the specifics of the relationship between communication and activity; goals, functions, types and levels of communication; roles and role expectations in communication; types of social interactions; mechanisms for mutual understanding in communication; ethical principles of communication; forms and types of communication.

**To be able:** to apply techniques and methods of effective communication in professional activities; to use the techniques of self-regulation of behavior in the process of interpersonal communication.

**To have:** the skills of using communication techniques and methods, the rules of listening to the interlocutor, conducting a conversation; persuasive techniques.

**Discipline № 2 «Conflictology»**

**Number of credits: 5**

**Prerequisites:** Psychology

**Postrequisites:** Professional practices

**Summary of the discipline:** The content of the discipline involves a deep understanding of the phenomenology of conflict by students, the ability to analyze and resolve conflicts of various types and forms of manifestation. It defines the subject and object of conflictology, the theoretical sources of science, the main paradigms of conflictology. It examines the causes of conflicts and their functions, ways of regulating and resolving conflict situations.

**Expected results:**

**To know:** the basic concepts and terms of conflictology; causes of conflicts and their development; stages of conflict development; types of conflict situations.

**To be able:** to create a favorable psychological climate in social communication.

**To have:** the skills of using psychological methods and techniques of conflict resolution; styles of interaction in conflict situations.

**Discipline № 3 «Health Psychology»****Number of credits: 5****Prerequisites:** Psychology**Postrequisites:** Professional practices**Summary of the discipline:**

Mental and psychological health of the individual; psychohygiene of the individual; programs for diagnosing the level of development of psychological culture and psychohygiene of the individual.

**Expected results:**

**To know:** the basic concepts and objectives of psychological culture and personal health; features and interrelationship of physical, mental and social health; modern ideas about the factors of mental well-being and personal culture; different approaches to the formation of a healthy personality and healthy lifestyle.

**To be able:** to identify and analyze health risk factors; to diagnose mental health; to use psychological approaches to form a healthy personality attitude; to prevent the development of disharmonious personality.

**To have:** the skills of using methods and techniques of diagnosis and correction of mental health; professional knowledge and approaches in solving practical problems.

**Discipline № 4 «Occupational psychology»****Number of credits: 5****Prerequisites:** Psychology**Postrequisites:** Professional practices**Summary of the discipline:**

Psychological aspects and patterns of labor activity; subject, goals and objectives of labor psychology; development of professional skills and qualities; making professionograms and psychograms; working conditions as a factor of the performance of the individual; psychological approaches and methods that form professional skills and abilities of the individual.

**Expected results:**

**To know:** the basic concepts of occupational psychology; peculiarities of applying the acquired knowledge, skills and abilities in practice.

**To be able:** to develop a program of psychological examinations of subjects of labor and their activities in connection with a specific social order; conduct psychological analysis of specific types of work, professional tasks and situations; choose ways and means of optimization in relation to a specific problem situation.

**To have:** the skills of demonstrating the ability and willingness to: apply acquired knowledge in practice of socialization of the individual in professional and educational activities, functioning of people with disabilities, including those with various diseases.

**Discipline № 5 «Emotional intelligence»****Number of credits: 5****Prerequisites:** Psychology**Postrequisites:** Professional practices

**Summary of the discipline:** definition of the concept and problems of emotional intelligence; individual characteristics and development of the intellect and emotions; peculiarities of the development of emotional intelligence; methods of diagnosis and development of emotional intelligence.

**Expected results:**

**To know:** the global trends in the field of emotional intelligence, and emotional regulation of business behavior.

**To be able:** to manage emotions in business interactions at any level and apply innovative methods of team and unit management based on emotional intelligence.

**To have:** the skills of using basic algorithms of emotional interaction in the process of solving various professional and personal problems

**Discipline № 6 «Management in psychology and pedagogy»**

**Number of credits:** 5

**Prerequisites:** Psychology

**Postrequisites:** Professional practices

**Summary of the discipline:** theoretical and methodological basics and laws of psychological and pedagogical management; management of psychological and pedagogical process; diagnostics of psychological and pedagogical process; management of subjects of psychological and pedagogical process.

**Expected results:**

**To know:** the content of management as a special kind of professional activity; development of this science in the works of domestic and foreign authors; basic theories and concepts of educational systems management; psychological aspects, principles and mechanisms of theoretical and methodological bases of management in psychological and pedagogical activity: functions, regularities, principles and methods of psychological and pedagogical management; system-forming factors of psychological and pedagogical management.

**To be able:** to apply the acquired theoretical knowledge in management; to carry out diagnostic, analytical and design activities within a unified management system; to design and carry out various types of management activities; to analyze and evaluate the effectiveness of psychological and pedagogical process, using modern methods of quality assessment of training, education and personal development.

**To have:** the theoretical knowledge on the basics of psychological and pedagogical management in accordance with modern requirements; skills of design and analysis of management; skills of scientific research activity; skills of psychological and pedagogical communication; skills of organization of subject-subject interaction of all participants of psychological and pedagogical process; demonstration of knowledge in practice, as well as solution of professional problems; the qualities of a modern specialist.

**Name of the course of disciplines of the additional educational program  
(Minor): Translation studies**

**Number of credits: 30**

The course is available to students of the educational program "Foreign language: two foreign languages".

**Discipline № 1 Practice of simultaneous interpretation**

**Number of credits: 5**

**Prerequisites:** Translation Theory and Practice, Intercultural Communication

**Postrequisites:**

**Language practice**

Translation analysis of a literary text

Film and video translation

**Summary of the discipline:** Basic understanding of the phenomenon of "interpreting" and the profession of "interpreter"; text processing when translating from English into Russian and from Russian into English; enriching the thesaurus of translation terminology; implementation of various types of interpreting: translation from the sheet, consecutive and simultaneous translations; development of listening perception of English speech, fixation and memorization of precise information; lexical and grammatical basics of translation of multi-genre texts; expansion of active and passive vocabulary; syntactic expansion and speech compression.

**Expected results:**

**To know:**

- the requirements for the interpreter;
- peculiarities of translation activity in modern conditions;
- basic translation models;
- classification of varieties of interpretation (simultaneous interpretation);
- methods and specifics of interpreting (ways to achieve adequate translation, types of lexical and grammatical and complex transformations, compression techniques, methods of terminology translation, frequent translation matches, clichés, translation notation techniques, oral text genres of native and foreign languages, socio-political, country-specific, historical and cultural data about their country and the country of the target language.

**To be able:**

- to perceive the source text, taking into account the individual speech characteristics of the text bearer;
- to determine the most frequent translation correspondences in the mode of automated skill of their use;
- to apply translation transformations;
- to perform fast consecutive interlanguage translation at the same speed as the speaker's speech;
- to switch quickly from one language to another, both in terms of text perception and reproduction;
- to use correct intonation in accordance with the norms of the target language;

- to make probabilistic predictions in simultaneous interpretation;
- to overcome psychological and emotional stress when working in front of an audience.

## **Discipline № 2 British and American English**

**Number of credits: 5**

**Prerequisites:** Country Studies, Linguistic and cultural studies

**Postrequisites:** No

**Summary of the discipline:** Linguistic characteristics and national-cultural specificity of lexical, semantic and grammatical aspects of oral and written speech of speakers of British and American variants of English. Systematic description of the phonetic features of the pronunciation variants of British American variants of English in comparison with British by three main components of phonetic structure: sound composition, accent structure of the word (word stress) and intonation; identification of some lexical and grammatical features of the English variants in comparison with British. Studying theoretical material; listening to audio recordings of native speakers of English variants; identifying features of pronunciation of the above-mentioned English variants.

**Expected results:**

**To know:**

– the lexical, grammatical, and orthographic features of British and American English.

**To be able:**

- to understand spoken American and British English;
- to communicate fluently in English, taking into account the peculiarities of the American and British versions of the language.

## **Discipline № 3 Film and video translation**

**Number of credits: 5**

**Prerequisites:** Translation Theory and Practice, Simultaneous Interpretation Practice

**Postrequisites:** No

**Summary of the discipline:** Introduction to the technical features of different types of film/video translation, as well as the formation of practical skills of film/video translation; features of audiovisual translation; stylistic features of film translation; genre specificity of translation material; features of translation analysis.

**To know:**

- the methods of translation: sign and semantic;
- the methods of translation: text segmentation, source text transformation;
- the translation techniques: descriptive translation, concretization and generalization, antonymic translation, logical development of concepts, holistic transformation, translation compensation.

**To be able:**

- to carry out translation analysis and strategies for film translation;
- to conduct comparative analysis of the material in the original and several versions of the translation;

- to analyze the objective difficulties of film translation and the subjective factors that complicate film translation.

#### **Discipline №4: Basics of translating a literary text**

**Number of credits:** 5

**Prerequisites:** Translation theory and practice

**Postrequisites:** No

#### **Summary of the discipline:**

Literary text is the result of the creative process, the embodiment of the creative concept; a work of literature has high information content, presenting the reader with different types of information - factual, emotional and motivational, conceptual. Translation of a literary text is a complex and multifaceted human activity. Different cultures, different personalities, different ways of thinking, different literatures, different eras, different levels of development, different traditions and attitudes collide in translation. Literary translation is the translation of works of literature. Works of literature are contrasted with all other works of speech due to the fact that all of them are dominated by one of the communicative functions, namely the artistic and aesthetic, or poetic function of language.

The distinguishing feature of the literary translation from all other types of translation (e.g. simultaneous translation, scientific and technical translation) is that the text of the translation belongs to the works with literary merits. In other words, literary translation is a type of translation activity, the main task of which is to generate a speech work in the target language capable of producing an artistic and aesthetic effect on the reader.

The translator's main driving force should be the idea expressed in the original work, which makes the translator look for equivalent linguistic means to express the thought, that is, the literary translation is an equivalent match to the original not in the linguistic sense, but in the aesthetic sense.

The goal of translation is to preserve the content, functions, style, stylistic, communicative and literary values of the original.

Literary translation is based on the original, and depends on it, but at the same time it has a relative independence, because it becomes a fact of the translating language. That is why the translation of the same work in different cultures has its own peculiarities.

#### **Expected results:**

The translator-interpreter understands the text, which means trying to discover the meaning behind the meanings of the words, and then performing a linguistic recoding.

The translator can make a semantic, stylistic, and literary analysis of the original, that is, comprehend its meaning, style, and imagery.

#### ***Requirements to be met by a literary translation:***

- accuracy: the translator must convey to the reader the most complete ideas expressed by the author. In doing so, not only the main points must be preserved, but also the nuances and tones of the statement. Taking care of the completeness of the statement, the translator, at the same time, must not add anything and explain the author. This would be a distortion of the original text;

- conciseness: the interpreter must not be verbose, his thoughts must be expressed in the shortest and most concise form possible;
- clarity: conciseness and brevity of the target language, however, should not be at the expense of clarity of thought and ease of understanding. Complex and ambiguous language that makes it difficult to understand should be avoided.
- literariness: the translation must fully meet the generally accepted norms of literary language.

## **Discipline №5. Theory and practice of public speaking in English**

**Number of credits: 5**

**Prerequisites:** Intercultural communication

**Postrequisites:** No

### **Summary of the discipline:**

The purpose of studying the discipline is to master the basic theoretical and practical knowledge in the field of public communication.

The following topics are covered in the course of this discipline: Listening; Analyzing Your Audience; Introducing and Concluding Your Speech; Overview of the Speechmaking Process; Supporting Your Speech; Delivering Your Speech; Understanding Principles of Persuasive Speaking; Special-Occasion Speaking; Presentation Skills and Public Speaking.

### **Expected results:**

*Upon completion of the discipline, the student should:*

1. know:

- the main characteristics of public speaking;
- the types of public speaking;
- the general principles of rhetorical analysis;
- the basics of phonostylistic differentiation of public speech.

2. be able:

- to analyze scientific literature;
- to apply algorithms for analyzing and evaluating public speeches;
- to write their own public speeches;
- to make a public speech.

3. have:

- the skills of using special terminology;
- the skills of using methods of compositional and stylistic analysis of linguistic material;
- the skills of comparing rhetorical phenomena on the material of English and native languages;
- the skills of using the knowledge of rhetoric in practice.

4. demonstrate the ability and willingness to:  
use the knowledge gained in practice

*The student who has studied the discipline must have the following competencies:*

- ability to communicate orally and in writing in Russian/Kazakh and a foreign language to solve problems of interpersonal and intercultural interaction

- knowledge of the basics of professional ethics and speech culture
- ability to solve the problems of education and spiritual-moral development of students in educational and extracurricular activities
- readiness for psychological and pedagogical support of the educational process
- ability to use modern teaching and diagnostic methods and technologies
- ability of self-organization and self-education
- readiness to be aware of the social importance of their future profession, to be motivated to carry out professional activities.

### **Discipline №6: Practice of translation (second foreign language)**

**Number of credits: 5**

**Prerequisites:** Second foreign language (level B1, B1-advanced)

**Postrequisites:** No

#### **Language practice**

**Summary of the discipline:** Basic understanding of the phenomenon of "interpreting" and the profession of "interpreter"; text processing in translation from German/Turkish into Russian and from Russian into German/Turkish; enrichment of the thesaurus of translation terminology; implementation of various types of interpreting: translation from the sheet, consecutive and simultaneous translations; development of listening comprehension of English speech, fixation and memorization of precise information; lexical and grammatical basics of translation of multi-genre texts; expansion of active and passive vocabulary; syntactic expansion and speech compression.

#### **Expected results:**

##### **To know:**

- the basic translation models and translation transformations,
- the basic methods and techniques of translation, types of translation, types of equivalence in translation;
- the basic principles of translation of a coherent text with free and phraseological word combinations in it.

##### **To be able:**

- to use different types of dictionaries (including a combination of them), reference books, electronic resources;
- to correctly evaluate and select language means in the process of translation;
- to analyze the results of translation in terms of informational, normative linguistic and stylistic adequacy;
- to edit the text of the translation taking into account the identified errors;
- to apply translation transformations,
- to perform translational conversions at various levels in order to achieve an adequate translation;
- to ensure the semantic and communicative integrity of the text.

##### **To have:**

- the skills of interlingual and intercultural communication;

- the skills of analyzing and evaluating translations of professional texts,
- the skills of identifying inaccuracies and errors and finding ways to correct them

**Name of the course of disciplines of the additional educational program (Minor):**  
**Methods of teaching Kazakh language and literature at school**

**Number of credits: 30**

**Course of disciplines is available for the educational program 5B020500**  
**«Philology» (3<sup>rd</sup> year of study)**

**Discipline №1. Methods of teaching Kazakh language using new technologies**

**Number of credits: 5**

**Prerequisites:** Methodology of teaching Kazakh language

**Postrequisites:** Methodology for conducting written work in school

**Summary of the discipline:** The formation of the direction of teaching the Kazakh language using new technologies, the methodological direction for pedagogical practice in the system of teacher training is envisaged. Criteria for mastering the topics are fully defined (classes), and reflected in a list of specific learning outcomes (learning objectives with a certain level of mastery in the educational programs); The use of the criterion assessment system in the educational process allows us to link the system of assessment of students' achievements with the target guidelines of an individual discipline, as well as determine and raise certain parameters (criteria) that allow forming students' competencies in primary school.

**Expected results:**

**To know:**

- the current problems of methodological science;
- the principles and objectives of training;

**To be able:**

- to use different types of training;
- to use the heritage of outstanding methodologists;
- to use the methodological and theoretical foundations of the methodology of teaching the Kazakh language to students using new innovative technologies.

**To have:**

- the skills of theoretical and practical analysis of ways of effective use of new innovative technologies;
- the skills of studying and analyzing educational and methodical manuals, evaluation, selection of effective methodical complexes, their application in practice.

**Discipline №2. Methodology of teaching Kazakh literature using new technologies**

**Number of credits: 5**

**Prerequisites:** Methodology of teaching Kazakh language

**Postrequisites:** Methods of Teaching Literary and Theoretical Concepts at School

**Summary of the discipline:** Study of the history of formation, development of the direction of teaching Kazakh literature using new technologies, place and features of the subject of literature in the system of school disciplines; theoretical, methodological bases; connection with branches of science; methods of teaching literature; A brief history of teaching literature, the content and structure of the literature course in secondary schools, the problem of age characteristics of students

in the process of perception of works of literature, teaching practices in the system of teacher training.

**Expected results:**

**To know:**

- the formation of students' civic beliefs in the social significance of Kazakh literature studied at school as a major subject;
- the process of improvement of the methodological skills of students;
- the training process of future teachers in teaching and methodological works and independent work.

**To be able:**

- to open the way to the scientific and methodological creativity of students and to make sure of the necessity of constant improvement of their pedagogical knowledge;
- to instill a respectful attitude to the teacher's work and professional skills;
- to form students' skills of using methods and techniques to bring theoretical knowledge obtained in higher education institutions to the consciousness of students in school.

**To have:**

- the skills of using methods of teaching Kazakh literature;
- the skills of drawing up lesson plans;
- the skills of using new types of innovative technologies in practice.

**Discipline №3. Methodology of teaching punctuation**

**Number of credits: 5**

**Prerequisites:** Methodology of teaching Kazakh language

**Postrequisites:** Literacy

**Summary of the discipline:** History, methods, and theory of the methodology of teaching punctuation. Scientific-theoretical bases of formation of skills of Kazakh punctuation and literate writing. The system, goals and content of school teaching of punctuation. Linguistic foundations of teaching punctuation. Psychological basis for mastering punctuation skills, pedagogical basis for teaching the formation of punctuation knowledge, abilities and skills, teaching the correct placement of punctuation marks on the basis of grammatical rules, teaching the combination of punctuation marks.

**Expected results:**

**To know:**

The rules of spelling and punctuation, basic principles of spelling, rules common to all people, as language is a systemic social phenomenon; rules of punctuation in sentences

**To be able:**

To use theoretical knowledge in the field of phonetics, vocabulary, morphology, and syntax of the Kazakh literary language.

**To have:** the skills of using spelling rules developed in accordance with the principles of Kazakh orthography, the practice of mastering the rules of spelling and punctuation.

**Discipline №4. Methodology of Teaching Literary and Theoretical Concepts at School****Number of credits: 5****Prerequisites:** Methods of teaching Kazakh literature**Postrequisites:** State complex examination**Summary of the discipline:** Teaching literary-theoretical concepts in middle school, ways of teaching literary-theoretical concepts, mastering literary-theoretical concepts for each grade in the curriculum, mastering plot, composition in a work of fiction, comparison in literary works, teaching epithets, metaphors, ways of teaching metaphor in the story genre, literary characters, their portraits, stages of work on a work of fiction in literature classes, teaching types of monologue, narration, ballad.**Expected results:****To know:**

- how to adapt the material taught according to the age and abilities of the students;
- the formation of each student's individual approach, the development of methodological skill;
- the process of making visual aids, tables, and handout cards related to the learning material.

**To be able to:**

- to use the technologies of teaching theoretical concepts;
- to open the way to the scientific and methodological creativity of students and to make sure of the necessity of constant improvement of their pedagogical knowledge;
- to instill a respectful attitude to the work of the teacher and professionalism;
- to form students' skills of using methods and techniques to bring theoretical knowledge obtained in higher education institutions to the consciousness of students in school;
- to use didactic laws, organize the learning process.

**To have:**

- the skills of using theoretical knowledge in practice;
- the skills of theoretical work.

**Discipline №5. Literacy****Number of credits: 5****Prerequisites:** Methodology of teaching Kazakh language**Postrequisites:** State complex examination**Summary of the discipline:** Changing the system for assessing learning outcomes in secondary school. The evaluation system is subdivided into functional literacy. Internal assessment is the diagnosis of the quality of learning in an academic discipline. And the external assessment is the diagnosis of the results of the student's learning achievements at the end of each level. Literacy is the ability to use the knowledge gained to solve the life problems. Active participation of people in social, cultural, political and economic activities, following modern trends in the era of globalization, regardless of the age, the constant improvement of human knowledge regardless of the profession, age.**Expected results:**

**To know:**

- how to adapt the teaching material depending on the age and capabilities of the students;
- working with text;
- the process of analyzing training materials.

**To be able to:**

- to use the technologies of working with text;
- to open the scientific and methodological creativity of students and to make sure of the necessity of constant improvement of their pedagogical knowledge;
- to use didactic patterns of literacy teaching.

**To have:**

- the skills of working with text;
- the skills of using the methodology of analytical work of students in school.

**Discipline №6. Methodology of conducting written work at school****Number of credits: 5****Prerequisites:** Methodology of teaching Kazakh language**Postrequisites:** State complex examination**Summary of the discipline:** Conducting written work at school, types, methodology, system of exercises, types of written work (dictation, summary, essay), technology of teaching the Kazakh language, methodology of spelling, writing, listening, essays, compositions, summary.**Expected results:****To know:**

- the methodology for developing students' written works and proving their theoretical foundations;
- the system of exercises and types of dictation, presentation and essay works in the development of students' written works;

**To be able:**

- to develop students' skills in writing in unity with speech activities (listening, speaking, reading, writing, communicating);
- to determine the positions of the problem of the development of students' written works;

**To have:**

- the skills of determining methods and techniques for developing written work in a related field;
- the skills of proving the rationality of the methodology for developing students' written work, based on the results of the experiment.

