

ALIKHAN BOKEIKHAN UNIVERSITY

**MODULAR EDUCATIONAL PROGRAM
6B04119 «State and Local Management»**

Semey, 2023

Developed by the Department of Business and Management

Discussed and approved at the meeting of the Department of Business and Management
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1 Explanatory note

The Modular Educational Program (MEP) was compiled on the basis of the regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan and the internal regulatory documents of Alikhan Bokeikhan University.

State standard of higher and postgraduate education of the Republic of Kazakhstan, approved by order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022.

Rules for organizing the educational process on credit technology of education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated 20.04.2011 No. № 152;

Model rules for the activities of organizations of higher and (or) postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595;

The structure of the modular educational program, edition №4 of 05.10.2022

The MEP is designed as a set of consecutive training modules for the entire period of study and is aimed at mastering the competencies necessary for conferring a bachelor's degree in business and management under the educational program 6B04119 «State and Local Management»

In the block modules of the OOP (56 academic credits in total), general disciplines are included in all educational programs, during the study of which the graduate must master general educational competencies.

The database block includes disciplines of the university component (UC) - 38 credits and elective components (EC) - 74 credits. The modules of these disciplines form a set of competencies: economic and professional.

The PD block includes disciplines of the university component (UC) - 25 credits and elective components (EC) - 39 credits. The modules of these disciplines make it possible to form a complex of special competencies acquired by a graduate

The criterion for the completion of the educational process is the student's mastering of at least 240 credits, including at least 232 academic credits of theoretical training and final certification - at least 8 academic credits. The MOS consists of 20 modules.

When developing a modular educational program, the wishes and recommendations of potential employers were taken into account, aimed at the formation of additional professional competencies that meet the requirements of the labor market (round table with employers "Interaction of the university and employers in matters of training and employment of graduates" dated 27.01.2023)

Social partners who took part in the discussion of the MEP: Baysarina Ardak Slyamkulovna, Head of the department for work with applicants, support of employers and the organization of CPM, MP and OR, KSU "Employment Center of the Akimat of Semey", Ydyrysbekova Zere Ermekkyzy, specialist in youth policy of KSU "Employment Center of the Akimat of Semey Semey", Agzimov Daniyar Kabdulayevich, leading specialist of the branch of the National Chamber of Entrepreneurs "Atameken" in the Abai region, Yerboluly Medet, Director of the Damu Entrepreneurship Development Fund JSC in the Abai region, Bazarov Sertai Ryskeldinovich, Deputy Head of the Department of the National Bureau of Statistics for the Abai region, Lyu Alexander Vladimirovich, Director of the Public Fund "Hometown", Akhunzhanov Jalil Gabdulkhakovich Director of the branch of Nurbank JSC, Semey, Sakenova Akmaral Zhunusovna leading specialist of the branch of Fortebank JSC, Semey, Kustaubaev Bolat Aibatolayevich, Deputy Director for RB of the branch of JSC "People's Bank of Kazakhstan" in the Abai region, Metchinov Arman Muratovich, GU "Department of Education of the Abai region", Deputy head, Shaibakova Aigul Sagatbekovna, Commercial Director of Altyn Munai LTD LLP, Mukhanov Bauyrzhan Mukhanuly, Director of PartnerEnergo LTD LLP, Umbetov Serzhan Bauyrzhanovich, Deputy Head of the Accounting Group of the Regional Service

Center of JSC NC KTZ, Kurmanbaeva Almira Saipitinovna, KazSemZhest LLP, Head, Sadykova Saule Kairbekkyzy, Business – coach, startup tracker, Kim Sholpan Zhamelevna, Chief HR Manager of JSC "Jusan bank", Temirgalieva Bakytgul Sabyrzhanovna, Chief Specialist of the IP Administration Department, RSU "State Revenue Department for the city of Semey", Kairova Aliya Muratovna, Branch of JSC "BankCentrCredit", Deputy Director, Ospanova Nazym Tolegenovna, Branch No. 9 of JSC "Eurasian Bank" in Semey, Head of the department, Ekaterina E. Ishmukhametova, Intellect Service LLP, Chief Accountant, Adlet Oralbekov Oralbekuly, Regional branch of Jusan bank JSC, Director, Ruslan Isaully Toleukanov, branch of NAO "State Corporation "Government for Citizens" in the Abai region, Head of Economic Planning, Saule Bolatovna Kunbasova, branch of NAO "State Corporation "Government for Citizens" in the Abay region, HR Manager, Arailym Kanatovna Orazgalieva, PhD, Associate Professor of the Department of Economics and Finance of the NAO Shakarim Semey University.

The purpose of the modular educational program is to train bachelors who have knowledge of organizational and managerial, economic, socio-psychological training in the system of state and local administration; in the field of business and management, who are able to make managerial decisions in the economic activities of organizations and companies of various forms of ownership.

The requirements for the level of training of students are determined on the basis of the Dublin descriptors of the first level of higher education (bachelor's degree) and reflect the acquired competencies expressed in the achieved learning outcomes.

Expected results of the modular educational program 6B04119 State and local administration:

ON 1 Demonstrate professionally-oriented skills in working with text material, use translation analysis, demonstrate fluency in state and foreign languages at a professional level, use legislative and regulatory support for office work in public administration bodies.

ON 2 Apply modern information technologies in professional activities, methods of organizing work with documents, master the basics of building information systems and digital security, analyze various sources of information for economic calculations and methods for analyzing economic processes

ON 3 Assess the economic state in the development of the economy of the region and its subjects, understand the economic regularity, financial, accounting and other information contained in the reports of organizations of various forms of ownership, with further use of the information obtained for making managerial decisions to ensure the sustainable development of the country's regions and entrepreneurship.

ON 4 Implement modern methods for calculating and analyzing socio-economic indicators that characterize economic processes and phenomena at the micro level, apply systems of macroeconomic knowledge to analyze the state of the economy, basic methods of forecasting and planning based on methods of economic and mathematical analysis and mathematical programming. Classify and evaluate business transactions in accounting accounts, apply accounting and auditing regulations.

ON 5. To describe the theoretical and legal foundations of finance, the organization of the global financial system and the financial system of the Republic of Kazakhstan, financial and fiscal policies and the structure of the financial mechanism, to determine the effectiveness of investment decisions, including in corporate activities, the specifics of lending to investment projects.

ON 6 Demonstrate knowledge about the idea of a modern rule of law to instill entrepreneurship skills, leadership, receptivity to innovation based on scientific research in compliance with the principles of academic integrity, as well as ensuring safety standards

ON 7. To reveal the basic concepts and statistical methods of analyzing socio-economic processes. Describe the main approaches to the analysis of fiscal policy, the nature and mechanisms of forecasting the socio-economic development of the country's regions, and the procedure for developing a long-term financial plan and budgets at various levels.

ON 8. Apply basic economic methods for managing and evaluating state assets, the basics of implementing the state's fiscal policy, implementing antimonopoly policy, systematize budget formation and efficient spending of budget funds, and evaluate the requirements and organization of public service provision.

ON 9. Determine the problems and objectives of the development of public and private partnership in the Republic of Kazakhstan, state business policy and legislative support for entrepreneurship in the Republic of Kazakhstan, state regulation of the economy.

ON 10 Determine the priorities of professional activity, develop and effectively implement management decisions; apply adequate tools and technologies in the implementation of corporate governance, personnel management, business communication, study methods for evaluating human labor; choose ways to standardize labor operations and processes in industrial enterprises; assess the dynamics of changes in the labor market, in the cost of human capital; features of consideration and resolution of labor disputes.

ON 11 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, business communication at the local government level and in general.

ON 12 Identify the features and problems of development of all regions of Kazakhstan, investigate the functioning of industry, regional and global markets, integration processes, economic entities of various forms of ownership in the context of digitalization, determine the financing of foreign economic policy.

ON 13 Apply the theoretical foundations of public administration, principles, methods and mechanisms of managing the economy and social development. Disclose the main issues of development and activity of public administration bodies, experience in public procurement, conducting business correspondence, interaction with the population and the business sector in the Republic of Kazakhstan, including in foreign economic activity and based on the experience of foreign countries.

ON 14 Analyze the dynamics of the development of the state apparatus 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 effectiveness of state regulation, state asset management, provision of electronic services by participants in the public procurement system based on systematized, generalized constitutional, legal and economic information for use in professional activities, the importance of and features of the constitutional, administrative and labor law.

ON 15 Use economic knowledge, principles of strategic management to make informed decisions in the field of marketing activities, assess risks, the quality of corporate governance, budget formation, the ability to participate in the preparation and implementation of marketing, commercial, investment and other types of organization's policies.

In order to create special conditions for individuals with special educational needs to receive education, the graduate competence model is supplemented with professional competencies that ensure the adaptive nature of the main educational program. For this purpose, the catalog of courses of the additional educational program "Minor" introduces courses for developing the ability of individuals with special educational needs to successfully socialize in society and actively adapt to the labor market, taking into account the characteristics of the disease.

2. Competence model of a graduate

Bachelor of Business and Management in the educational program «6B04119-State and Local Management» carry out their professional activities related to management activities in various areas of economic and social development of administrative-territorial units (districts, oblasts) and the Republic of Kazakhstan.

General education competencies:

- aimed at forming the worldview, civil and moral positions of the future specialist, competitive on the basis of knowledge of information and communication technologies, building communication programs in Kazakh, Russian and foreign languages, focusing on a healthy lifestyle, self-improvement and professional success;
- form a system of general competencies that ensure the socio-cultural development of the personality of a future specialist on the basis of the formation of his worldview, civic and moral positions;
- develop abilities for interpersonal social and professional communication in Kazakh, Russian and foreign languages;
- contribute to the development of information literacy through the mastery and use of modern information and communication technologies in all areas of their lives and activities;
- form the skills of self-development and education throughout life;
- form a personality capable of mobility in the modern world, critical thinking and physical self-improvement;
- evaluate the surrounding reality on the basis of worldview positions formed by knowledge of the foundations of philosophy, which provide scientific understanding and study of the natural and social world by methods of scientific and philosophical knowledge, reveal the meaning of the content and specific features of the mythological-religious and scientific worldview;
- to show a civil position on the basis of a deep understanding and scientific analysis of the main stages, patterns, originality of the historical development of Kazakhstan, to use methods, techniques of historical description to analyze the causes and consequences of events in the history of Kazakhstan;
- evaluate situations in various areas of interpersonal, social and professional communication, taking into account the basic knowledge of sociology, political science, cultural studies, psychology, arguing one's own assessment of everything that happens in the social and industrial spheres, as well as synthesizing knowledge of these sciences as a modern product of integrative processes;
- use scientific methods, methods of research of a particular science, as well as the entire socio-political cluster, to choose a methodology, analysis and generalize the results of the study;
- develop their own moral and civic position on the basis of public, business, cultural, legal and ethical norms of Kazakhstani society;
- apply in practice knowledge in the field of social and humanitarian sciences, which has world recognition, synthesize new knowledge and present it in the form of humanitarian socially significant products;
- engage in communication in oral and written forms in Kazakh, Russian and foreign languages, using language and speech means based on grammatical knowledge to solve problems of interpersonal, intercultural and industrial (professional) communication, as well as analyze information, actions and deeds of communication participants in accordance with the situation of communication;
- use various types of information and communication technologies in personal activities: Internet resources, cloud and mobile services for searching, storing, processing, protecting and disseminating information;
- build a personal educational trajectory throughout life for self-development and career growth, focus on a healthy lifestyle to ensure full-fledged social and professional activities through the methods and means of physical culture;

- know and understand the basic laws of the history of Kazakhstan, the foundations of philosophical, socio-political, economic and legal knowledge, communication in oral and written forms in Kazakh, Russian and foreign languages;
- apply the acquired knowledge for effective socialization and adaptation in changing socio-cultural conditions, master the skills of quantitative and qualitative analysis of social phenomena, processes and problems.

Economic and organizational and managerial competencies:

- know the development, adoption and implementation of decisions in the conditions of free business activity, readiness to perform functional duties in economics, analysis and management.
- be able to navigate modern information flows and adapt to dynamically changing phenomena and processes in the global economy;
- be flexible and mobile in various conditions and situations related to professional activities;
- make managerial decisions; manage the individual and team; structure goals and define strategies and tactics for achieving the goals set; develop measures to improve the efficiency of the organization's activities
- flexibility to respond to changing market conditions;
- use basic mathematical models for specific management tasks.
- evaluate and predict the impact of economic and social factors on the main performance indicators of the enterprise, analyze the company's activities
- fundamentals of market management, fundamentals and concepts of marketing in order to effectively meet market needs, organization of product movement and sales, communication processes.
- use modern methods of calculating and analyzing socio-economic indicators that characterize economic processes and phenomena at the micro level,
- use macroeconomic knowledge systems to analyze the state of the economy.
- classify and evaluate business transactions on accounting accounts in accordance with their economic content.
- have the skills to: make economic and organizational decisions in conditions of uncertainty and risk; describe basic economic concepts.
- explain methods of cognition of economic processes, economic laws and categories, the importance of economics in entrepreneurship
- understand the features of economic development in the regions; features of state policy in the field of management; features of state regulation of the economy; features of the organization of public service in the Republic of Kazakhstan; current legislation of the Republic of Kazakhstan and other regulatory legal acts on the contract system in the field of procurement of goods, works, services to meet state needs;
- determine the theoretical and legal foundations of finance, the organization of the financial system of the Republic of Kazakhstan, financial policy and structure of the financial mechanism, the principle of the financial market in a global economy.
- describe the economic content, types and forms of investment, legislative support for investment activities, sources of financing and crediting investments, state regulation of investment activities, analyze and determine the effectiveness of investment decisions made.
- to reveal the basic concepts and statistical methods of analyzing socio-economic processes.
- describe the main approaches to the analysis of fiscal policy, the nature and mechanisms of forecasting the socio-economic development of any territory of the country, and the procedure for developing a long-term financial plan-a draft budget;

- identify current problems in relations aimed at meeting state needs in order to increase the efficiency and effectiveness of procurement of goods, works, and services, and ensure transparency and transparency in the use of basic economic and managerial methods in practice;
- skills in organizing large projects implemented on the principles of public-private partnership, and assessing the economic, social and other consequences of their implementation.
- knowledge: theoretical and methodological foundations of disciplines; various mathematical methods of economic analysis; general information, network models of cloud services, introduction to cloud technologies
- be able to extract the necessary information from sources, highlight the main thing, and critically evaluate the reliability of the information received;
- be able to collect and analyze financial information;
- highlight the features and problems of development of all regions of Kazakhstan, the main directions of business development in the Republic of Kazakhstan.
- to link the functions of the state and the development of the business environment in the country, to systematize and summarize legal and economic information for use in professional, including entrepreneurial activities.
- analyze, summarize economic information and systematize safety standards for use in professional activities
- develop skills in working with various information
- have skills with reference materials and periodicals;
- skills of correct use of speech when transmitting economic information;
- possess a methodology for collecting information, design algorithms, describe the possibilities of using information technologies and innovative approaches.

Professional competencies:

- know the essence and content of the main concepts, categories of state and regional governance, features of the constitutional system, forms of government, international integration and globalization processes, as well as the organization and functioning of the system of state and local self-government bodies in Kazakhstan and abroad.
- knowledge of the theoretical and methodological foundations of public administration, economic regulation,
- methods of forecasting and planning the economic analysis of socio-economic activities of the development of relevant structures.
- the current mechanism for monitoring compliance with the legislation of the Republic of Kazakhstan and other regulatory legal acts on the contract system in the field of procurement of goods, works, and services to meet state needs.
- apply the theoretical foundations of public administration, principles, methods and mechanisms of managing the economy and social development, and professional communication in Kazakh, Russian and foreign languages;
- to reveal the main issues of development and activity of public administration bodies, methods of management, interaction with the population and the business sector in foreign countries.
- review regulatory documents and implementation of performance assessment systems in government agencies. Analyze the progress of government reform in order to build an effective public administration system.

- demonstrate knowledge in the field of public policy, understanding of political phenomena and processes, as well as the formation of systematic ideas about the features of political life in Kazakhstan and trends in its development.
- develop skills: using strategic planning tools in professional activities
- determine the priorities of professional activity, develop and effectively implement management decisions, including in conditions of uncertainty and risks, apply adequate tools and technologies of regulatory influence in the implementation of management decisions.
- basic practical skills in planning management decisions and assessing their consequences in the context of priorities for efficiency and effectiveness of procurement, ensuring the promotion of innovation and competition
- know the methodology for solving economic and organizational problems;
- the main modern technologies used in economic analysis;
- the most important provisions and conclusions of the theory of labor law;
- create an atmosphere of trust and respect, ensure compliance with the principles of transparency and fairness; comply with ethical norms and standards, including at the level of local self-government,
- independently characterize and evaluate the nature of labor relations in the Republic of Kazakhstan;
- to form a holistic view of corporate governance and its specifics in domestic organizations;
- have the skills of sufficient theoretical training to solve practical problems and problems in non-standard situations, conditions of uncertainty and risk.
- must be practically prepared for creative, active, professional and social activities,
- high-quality implementation of practical tasks within the framework of economic and other managerial functions,
- have a theoretical understanding of the fundamentals of the organization of production, the laws of social development, and the economic behavior of people in the process of production, distribution, exchange, and consumption of material goods and services.
- systematize the main functions and system of management bodies in the Republic of Kazakhstan and foreign economic activity,
- describe the main methods and mechanisms in the field of socio-economic planning and regulation of the economy,
- logically and competently express and justify your point of view on administrative and legal issues.

Special competencies:

- know the legal and ethical norms governing relations in society; the basics of organizing, implementing and improving the efficiency of foreign economic activity; modern computer technology; concepts of public administration and public service; principles, tasks, structure, system of economic legislation regulating business relations; laws and regularities of management;
- be able to conduct relevant scientific and organizational work on the justification of economic policy; apply foreign experience in their work, systematize the main functions of the state in the field of economic regulation;
- substantiate the concept and ways to optimize the placement of the company's production forces;
- develop comprehensive plans for the economic and social development of the regions;
- acquire and update knowledge using modern pedagogical technologies
- determine the priorities of professional activity, develop and effectively implement management decisions,

- apply adequate tools and technologies of regulatory influence in the implementation of management decisions.
- give primary ideas about the main provisions of the theory of labor law;
- have the skills to develop comprehensive plans for the economic and social development of regions, districts and cities; production and management activities; create an effective system for managing the national economy, its branches and regions; apply all the well-known management principles in practice.
- know: field of economics, organization and management
- know various programs of scientific cooperation in the field of economics, organization and management;
- know the latest innovations in the field of economics and management;
- theoretical and institutional foundations of the organization and functioning of state audit;
- be able to work with various economic literature
- analyze data
- make managerial decisions on budgeting and structure of state assets, analyze the main regulatory legal acts in the Republic of Kazakhstan, the main economic methods for managing and evaluating state assets.
- operate with concepts and categories in the field of state audit, analyze the specifics of the organization and functioning of state audit;
- disclose the theoretical basis for assessing the value of the enterprise's property complex,
- use the skills of conducting a business valuation based on a profitable, cost-based and comparative approach, and deducing the final market value indicator.

Table 1. The sequence of mastering disciplines in the process of forming special competencies

№	Competencies	The list of compulsory, elective disciplines and the sequence of their study		Expected results
		List of disciplines	The sequence of their study	
1	Special	State regulation of the economy	3	Knowledge of: theoretical and methodological foundations, the essence and content of state regulation of the economy; the main functions of the state in the field of economic regulation, the system of management and regulation of the economy in the Republic of Kazakhstan, the main methods and mechanisms, the main trends and patterns in the development of socio-economic processes; tools of state regulation of the economy; the basics of macro, meso and microeconomics institutional foundations of state regulation of the economy; Be able to: identify exo-and endogenous factors affecting economic growth; perform scientific analysis of socio-economic phenomena and processes;

				Skills: master techniques of socio-economic forecasting and planning in conditions of free competition; assessment of macroeconomic indicators.
2	Special	Theory of public administration	4	<p>To know: theoretical foundations of public administration, methodology, organization, principles, methods and mechanisms of managing the economy and social development, the essence of public administration as in the field of economic science, to get acquainted with scientific schools in the field of public administration, the essence of public administration as a type of professional activity, to see the similarities and differences between interstate management and business management, principles of, the mechanism, specifics of using the main tools for implementing state economic policy at different levels of government.</p> <p>Be able to: master the mechanism of functioning of state power, be able to understand the structure of the system of government bodies at all levels, be able to distinguish between the main political and socio-economic institutions that influence the adoption and execution of managerial decisions</p> <p>Skills: master the basic tools of public administration, methods of preparing and implementing management decisions, establishing communication, motivating employees, collecting, processing and analyzing information on individual management problems</p>
3	Special	Regional economics and management	5	<p>Knowledge: main modern models of economic development, subject, object of regional economy as a scientific discipline, socio-economic conditions of Kazakhstan, problems of regional economic management and state regulation of territorial development of Kazakhstan, factors of sustainable development of regions.</p> <p>Be able to: apply in practice methods of managing the socio-economic development of the region, conduct analytical work to assess the socio-economic situation and specific forms of management in the region, determine the methodological foundations and methodological approaches to the formation of an integrated system of regulation and management of the economy and social sphere.</p> <p>Skills: master modern methods of processing and analyzing economic and social data; calculation and analysis of socio-economic indicators that characterize economic processes and phenomena</p>
4	Special	Socio-economic planning	5	<p>Knowledge: theories, methodologies and organizations of socio-economic planning at various levels of the economic system, methods for calculating and analyzing socio-economic indicators, strategic planning of the pace, proportions and structure of the national economy, methods of forecasting and planning based on economic and</p>

				<p>mathematical analysis and programming.</p> <p>Be able to: be able to present the goals, objectives, logic of planning and forecasting for micro-and macro-economic level; be able to make the right decision on the problem of organizing the company's internal planning; draw up a business plan for the company.</p> <p>Skills: formation and implementation of economic planning, reasoned analysis of strategic planning of the pace, proportions and structure of the national economy</p>
5	Special	Socio-economic development of Kazakhstan	5	<p>Know: methodology and directions of socio-economic development of Kazakhstan at various levels of the economic system, the procedure for developing a long-term financial plan, budgets at various levels, the procedure for forming and justifying planned indicators and measures that ensure the socio-economic development of Kazakhstan, the basic principles and mechanisms of functioning of the social state.</p> <p>Be able to: apply the basics of analysis of state regulation of the economy, make the right decision on the problem of organizing the company's internal planning; draw up a business plan for the company.</p> <p>Skills: conducting an economic analysis of the development of the Republic of Kazakhstan, the procedure for forming and justifying planned indicators and measures, reasonably analyzing strategic planning of the pace, proportions and structure of the national economy.</p>
6	Special	Experience of foreign countries in the public administration system	5	<p>Knowledge of: development and activities of public administration bodies, public service systems of foreign countries, foreign practice of economic management and social support functions of public administration</p> <p>Be able to: identify the management systems of foreign countries, assess the state of state and local authorities and the professionalism of the management level of foreign countries; analyze and compare models of state and local governance in different countries; apply in practice the principles of modern state and local governance;</p> <p>Skills: determine the tasks of state and municipal employees in the field of decision-making and execution, based on foreign experience; use the acquired knowledge in the field of state and municipal administration of foreign countries in the implementation of professional skills.</p>
7	Special	Public service in foreign countries	5	<p>Know: basic concepts of public administration and public service abroad, public administration bodies, general characteristics of legislation in the field of public service abroad, structure, goals, forms and principles, historical features of the institution of public service in foreign countries.</p> <p>Be able to: analyze the dynamics of modern processes in the public service system</p>

				<p>abroad, its causes, directions, methods, analyze and compare models of state and local governance in different countries; apply in practice the principles of modern state and local governance;</p> <p>Skills: analysis of the main forms and types of public service; skills to monitor the development of public service management based on its performance indicators</p>
8	Special	Government and business	6	<p>Know: about the relationship between economics and politics, stages of entrepreneurship development; business forms, principles, goals and objectives of state regulation of the economy, the economic role of the state and the market, interaction between business and the state, liberalization during market transformation and the limits of state intervention in these processes, limited opportunities for the state's economic sector.</p> <p>Be able to: see the difference in the directions and intensity of interaction between the state and business at different stages of development; analyze the relations that develop in the process of creating and maintaining the necessary legal, economic, intellectual and organizational conditions for the full development of entrepreneurship, small and medium-sized businesses;</p> <p>Skills: regulation and operational solution of the tasks of creating the entire arsenal of administrative, legal, organizational, economic and socio-economic mechanisms for stimulating the development of small and medium-sized businesses</p>
9	Special	Business organization	6	<p>Knowledge: understanding in the field of business and entrepreneurship based on general secondary education; a holistic view of the theory and practice of the business organization process as an economic system, organizational forms and motives for doing business, principles of organizing core activities and combining firms, business planning, elements and stages of its implementation, concepts and basic elements of business infrastructure.</p> <p>Be able to: apply knowledge and understanding of the problems of business organization at a professional level and have the competence necessary for the effective organization of business and entrepreneurship; collect and interpret information on business organization in order to develop solutions taking into account the social factor, economic and ethical considerations, set clear defined goals, determine the economic, social and legal conditions necessary for development of entrepreneurship, organization and structure of business, place and problems of small and medium-sized businesses in the economy of industrially developed countries</p> <p>Skills: develop solutions in the field of business organization and entrepreneurship;</p>

				self-assessment of the market situation and the consequences of various types of activities; analyze factors affecting the effectiveness of state regulation of the economy;
10	Special	Public service quality management	7	<p>Know: basic laws and features of public administration development, regulatory documents and implementation of performance assessment systems in state bodies, issues of monitoring the quality of public services, public procurement</p> <p>Be able to: apply legislative acts and regulatory documents in the field of standardization, certification, and consumer protection; apply quantitative methods for evaluating the quality of products and services in practice;</p> <p>Skills: quantitative and qualitative analysis for making managerial decisions, progressive methods of quality management of products and services at the enterprise; modern concepts of system quality management at the enterprise;</p>
11	Special	Social sphere of Kazakhstan's economy	7	<p>Know: the essence, methods and principles of implementing the social sphere of the state; the use of methods of state regulation, the implementation of management decisions; the essence and mechanisms of state regulation, the basic principles and mechanisms of functioning of the social state.</p> <p>Be able to: analyze the dynamics of the population's welfare; calculate the main parameters of social assistance; write a business plan for a social organization, apply the basics of analyzing state regulation of the economy, use effective approaches to solving various social problems, determine the impact of market relations on the social organism of society as a whole</p> <p>Skills: analyze the economic activity of social services; assess the degree of economic efficiency of social work, identify the processes occurring in the economy and their impact on the social life of society, its individual social groups,</p>
12	Special	Public policy and management	7	<p>To know: the main processes of public administration and self-government, the development of the institution of public service, the stages of development of the state apparatus in order to build an effective system of public administration; modern scientific approaches to the problem of the correlation of political and managerial principles in public activity; the main scientific concepts used to describe the mechanisms of public administration; the essence of the socio-cultural approach; modern scientific approaches to understanding management activities.</p> <p>Be able to: conduct a discussion and justify their point of view on current problems of public administration; reveal the relationship between political and managerial in public activities; correctly explain the main scientific terms used to describe the mechanism of public administration and the relationship between these terms; apply a</p>

				<p>socio-cultural approach to public administration; analyze managerial and political aspects of decisions of state and municipal authorities. the authorities.</p> <p>Skills: selection of arguments to justify one's point of view; skills to identify political and managerial principles in the practical activities of state bodies and officials; skills to use modern scientific terminology to analyze political and managerial aspects of state activity; skills to analyze the socio-cultural content of state decisions; skills to effectively search for information on the management activities of state and local authorities using information and communication network of the Internet.</p>
13	Special	Antimonopoly policy of the state	7	<p>Know: formation of antimonopoly policy main directions, methods and tools. Assessment of the competitive environment in commodity markets. Unfair competition The role of advertising legislation in suppressing unfair competition, the main forms of integration associations; the specifics of state regulation of corporate concentration processes; the specifics of antimonopoly and competition policy</p> <p>Be able to: analyze the effectiveness of the state management system for integration processes; choose the necessary methods of antimonopoly control; assess the impact of management decisions in the antimonopoly sphere and competition policy on the socio-economic development of territories; use scientific and reference literature on management problems.</p> <p>Skills: using various integration process management techniques; planning and control tools in the management process; methods for analyzing the effectiveness of integration process management systems.</p>
14	Special	State Audit Office	7	<p>Know: theoretical and institutional foundations of the organization and functioning of state audit; forms and methods of control and expert-analytical activities; feedback mechanism in the development of state financial control; theoretical and institutional foundations of the organization and functioning of state audit; development of administrative regulations, organization of public services in multifunctional centers, methods and technologies for collecting and analyzing indicators principles of formation of information for the purposes of state audit; trends in the development of state financial control and determine the prospects for its development; algorithm of organizational and managerial activities during control measures;</p> <p>Be able to: work with concepts and categories in the field of state audit, analyze the specifics of the organization and functioning of state audit, justify proposals and recommendations for improving activities based on the conclusions of control and analytical measures; give qualified opinions and advice; analyze problems of state</p>

				<p>financial control, suggest ways to solve them; summarize and analyze information for the implementation of the goals of control measures and prepare and execute documents based on the results of control, expert-analytical and other activities;</p> <p>Skills: processing and analyzing economic and social data for the purposes of state audit; skills in analyzing law enforcement practices in the field of state audit; standards of control and expert-analytical activities; tools for analyzing theoretical and applied aspects of the development of state audit;</p>
15	Special	Public administration	7	<p>Knowledge of: basic theories and methodologies of public policy and management research; place of public policy and management in the system of political and administrative sciences, assessment of the impact of the economic environment on the functioning of organizations and state and local government bodies.</p> <p>Be able to: analyze the system of public administration at various levels; interpret the influence of the political process on public decision-making; apply the methods of specific empirical research in political and administrative sciences, assess the consequences of decisions made</p> <p>Skills: to develop professionally important qualities of a manager; to organize management processes, including the movement of information and business communications in management systems; to build a management system; the ability to implement formal and informal management in practice.</p>
16	Special	State management of foreign economic activity	7	<p>Knowledge of: theory and methodology of public administration in the sphere of foreign economic activity (SE of foreign economic activity); types, types, principles, content and features of SE of foreign economic activity; main forms, mechanisms and tools for implementing state regulatory actions in the field of foreign economic activity and ways to increase their effectiveness; methods and methods of state administration of import and export.</p> <p>Be able to: work with regulatory documents, statistical materials, and economic literature in order to correctly understand and justify decisions made in the field of foreign economic activity management; evaluate the effectiveness of implementing measures of the Foreign Economic Activity Management System and its components; use the knowledge gained in their practical activities when researching and diagnosing problems, forecasts, goals, and situations in the field of foreign economic activity development,</p> <p>Skills: methods of evaluating the effectiveness of decisions in the field of foreign economic activity management at the state and municipal levels; choosing the best</p>

				options for regulating the state's influence in the field of foreign economic activity in accordance with the country's long-term socio-economic development strategy; making regulatory decisions in the field of foreign economic activity at various economic levels.
17	Special	Managing foreign economic activity	7	<p>Know the essence of foreign economic activity, its content, forms, types and levels, as well as the specifics of the country's foreign economic complex, general characteristics and features of foreign trade transactions and operations, the content and design of foreign trade contracts, the ability to manage organizations, divisions, groups (teams) of employees, projects and networks</p> <p>Ability to use modern approaches, methods, management tools, work with regulatory documents, statistical materials, economic literature in order to correctly understand and justify decisions made in the field of foreign economic activity; use the acquired knowledge in their practical activities in the study and diagnosis of problems</p> <p>Skills: methods of building organizational and managerial models, skills of choosing the best options for regulating the state's influence in the field of foreign economic activity in accordance with the strategy of long-term socio-economic development of the country.</p>
18	Special	Local government	8	<p>Know: the main theoretical concepts and modern approaches to local self-government; the main tasks, principles and methods of municipal administration; the content of the main management technologies used by executive authorities; the main directions for improving the effectiveness of local government, the importance of local self-government in the system of people's power, including: the concept and system, basic principles, functions of local self-government, forms of direct democracy.</p> <p>Be able to: use the acquired knowledge in management activities in the process of performing the functional duties of an employee; critically assess the prospects for implementing management technologies in a particular area; justify the principles, approaches, main directions and measures that ensure the effectiveness of municipal administration; correctly conduct a dialogue on topical issues of local government.</p> <p>Skills: conducting a discussion and professional dialogue with the audience; making a reasoned statement of one's own point of view on local government issues; searching and processing information necessary for analyzing problems in the field of municipal administration and preparing proposals for their solution.</p>
19	Special	Project Management	8	Know: the content of the project management concept, the purpose, objectives, principles and basic rules of project management at all stages of their development and

				<p>implementation; general principles and rules for comprehensive assessment of the effectiveness, feasibility and risks of projects in the pre-investment and investment phases; monitoring basics, composition and methods of collecting and processing information when assessing the progress of projects, analysis and management of project risks; composition and formats of documentation used in the preparation, adoption and execution of decisions on project implementation management, including competitive bidding and procurement, conclusion of contracts; features of project management in the agro-industrial complex;</p> <p>Be able to: collect and analyze information necessary for project planning, forming a project management system, as well as for monitoring and evaluating the progress of project implementation; develop and use network schedules, coordination plans, and other documents necessary for project management for monitoring.</p> <p>Skills: possess methods of developing and evaluating project proposals, monitoring the progress of project implementation and managing changes, methods of preparing project estimates, documentation for competitive bidding and contracting, as well as project reporting documentation; information technologies for project management.</p>
20	Special	Professional ethics and management culture	8	<p>To know: the basic rules of professional ethics and methods of business communication in the team; methodological, methodological and practical issues of professional ethics and management culture, and also forms students ' complete system of knowledge about ethical aspects of management, principles of conflict resolution.</p> <p>Be able to: solve problems, assess risks and make decisions in non-standard situations search, analyze and evaluate information necessary for setting and solving professional tasks, professional and personal development; use information and communication technologies to improve professional activities; work in a team and team, ensure its cohesion, communicate effectively with colleagues, management, by consumers.</p> <p>Skills: effective teamwork, organize your own activities, determine methods and methods of performing professional tasks, evaluate their effectiveness and quality;</p>
21	Special	Ethics of public service	8	<p>Know: current problems of professional ethics, ethics of public service, the influence of management culture on the development of the organization, the influence of the manager on the culture of the organization, management culture in public authorities, collection and analysis of information about the culture of the organization, preparation of reports and analytical notes;</p> <p>Be able to: manage an organization in a difficult economic environment, apply business communication techniques in their professional activities; organize their own activities,</p>

				determine methods and methods of performing professional tasks, and evaluate their effectiveness and quality; Skills: increase the effectiveness of teamwork, organize your own activities, prepare and conduct meetings, business meetings, receptions and presentations;
22	Special	Public asset management	8	Knowledge: analysis of the current state of state asset management, accounting of state assets, analysis of the legislative framework management of state-owned enterprises, management of shares of joint-stock companies and shares of state-owned limited liability partnerships. Be able to: characterize the state asset management system; justify the choice of methods for managing state assets; analyze the effectiveness of budget and state asset management using economic tools. Skills: use economic approaches to substantiate management decisions on budgeting and the structure of state assets.
23	Special	Kazakhstan and regional integration processes	8	Know: the main geographical, demographic, economic and socio-political characteristics of the country under study, the main theories of integration; the history of education, the structure and activities of the main organizations and integration associations. Be able to: analyze integration processes and their impact on relations between different countries, taking into account their geographical, demographic, economic and socio-political characteristics Skills: be fluent in the conceptual framework of the history and theory of international relations and international law; basic terms and concepts of theoretical aspects related to the study of international organizations and integration processes in the Republic of Kazakhstan.

Table 2. Sequence of mastering social and professional interaction disciplines

Course	Supporting disciplines	Competencies	Expected results
1	History of Kazakhstan	General education	know: demonstrate knowledge and understanding of the main stages of history development of Kazakhstan Be able to: to correlate the phenomena and events of the historical past with the general paradigm of the world-historical development of human society through critical analysis; be able to objectively and multy-sided comprehend the immanent features of the modern Kazakh model of development

			Skills: possess the skills of analytical and axiological analysis in the study of historical processes and phenomena of modern Kazakhstan; systematize and critically evaluate historical phenomena and the processes of the history of Kazakhstan
1	Foreign language	General education	<p>Know: lexical minimum and language material of topics and subtopics in a given discipline (social and social and cultural spheres of communication).</p> <p>Be able to: understand by ear not only individual phrases and frequently used words, but also more voluminous statements on topics directly related to it, understand the main content of short simple content on the radio, at the airport, at the station. understand when reading the content of short, simple texts, advertisements, brochures, menus, bus and train schedules, short simple personal letters, e-mails. communicate in simple typical situations that require the exchange of information within the framework of familiar topics and activities, be able to talk about family, living conditions, training sessions. write a simple letter of a personal nature, a note, an autobiography.</p> <p>Skills: understanding of foreign language dialogic and monologue speech within the framework of general cultural and professional topics; a foreign language at a level that allows to carry out the main types of speech activity; different ways of oral and written communication; skills of adequate response in situations of everyday, academic and professional communication; skills of listening, reading, writing.</p>
1	Kazakh language/ Russian language	General education	<p>Know: theoretical foundations of the course (language, its functions, forms of speech, text, its features, styles of speech, functional and semantic types of speech); features of dialogic and monologue speech; types of scientific information and the specifics of its implementation in a scientific text; elements of structural-semantic analysis and semantic analysis of a scientific text, components of a speech situation, speaker's intentions.</p> <p>Be able to: to carry out the correct choice and use of language and speech means for solving certain problems of communication and cognition based on knowledge of a sufficient amount of vocabulary, a system of grammatical knowledge, pragmatic means of expressing intentions; compose every day, socio-cultural, official and business texts in accordance with generally accepted norms, functional orientation, using lexico-grammatical and pragmatic material of a certain certification level that is adequate to the goal; interpret the information of the text, explain in the scope of the certification requirements the style and genre specifics of the texts of the socio-cultural, socio-political, official business and professional spheres of communication; participate in communication in various situations in different spheres of communication in order to realize their own intentions and needs (everyday, educational, social, cultural), declaring them ethically</p>

			<p>correct, meaningfully complete, lexico-grammatically and pragmatically adequate to the situation; discuss ethical, cultural, socially significant issues in discussions, express their point of view, defend it with arguments, critically evaluate the opinion of interlocutors; build speech behavior programs in situations of personal, social and professional communication in accordance with the norms of the language, culture, specifics of the sphere of communication, certification requirements; request and communicate information in accordance with the situation of communication, evaluate the actions and deeds of participants, use information as a tool to influence the interlocutor in situations of knowledge and communication in accordance with certification requirements.</p> <p>Skills: the skills of producing oral and written speech in accordance with the communicative goal and the professional sphere of communication; language skills in various situations of everyday, socio-cultural, professional communication; skills of searching, processing information in Russian; types of speech activity.</p>
1	Information and communication technologies	General education	<p>Know: what economic and political factors contributed to the development of information and communication technologies; features of various operating systems, architecture.</p> <p>Be able to: identify the main trends in the field of information and communication technologies; use information resources to search and store information; work with spreadsheets, perform data consolidation, build graphs; apply information security methods and tools; design and create simple websites; process vector and bitmap images; create multimedia presentations; use the following skills: various platforms for communication; - calculate and evaluate performance indicators of supercomputers; - use various forms of e-learning to expand professional knowledge; use various cloud services.</p> <p>Skills: master database structure development; design and create presentations; receive data from the server; create video files; work with Smart applications; work with services on the e-government website.</p>
1	Sociology	General education	<p>Know: patterns and stages of the historical process, the main historical facts, dates, events and names of world and domestic historical figures; the main events and processes of national history in the context of world history</p> <p>Be able to: critically perceive, analyze and evaluate historical information, factors and mechanisms of historical changes; analyze civil and ideological positions in society, form and improve their views and beliefs, transfer philosophical worldview to the field of material and practical activities; use various philosophical methods to analyze trends in the development of modern society, philosophical and legal analysis</p> <p>Skills: skills of a holistic approach to the analysis of society's problems; methods of</p>

			philosophical, historical and cultural studies, techniques and methods of analyzing the problems of society; causal relationships in the development of Kazakhstan society; the place of a person in the historical process and the political organization of society; skills of respectful and careful attitude to the historical heritage
1	Politology	General education	<p>Know: the main stages of the development of political knowledge in the history of civilization; schools and directions of modern political science; political life of society; the political system and its institutions; the essence of political processes in the country and the world.</p> <p>Be able to: analyze the features of political systems and the functioning of political institutions; critically evaluate the theoretical approaches of political science; identify the interrelationships and patterns of the political process; compare political systems, institutions and actors in the cross-country and subnational context, based on the knowledge gained and the methods mastered.</p> <p>Skills: the skills (gain experience) of working with primary sources on the topics of the course; analysis of regulatory legal acts and other documents; search, processing and analysis of information; solving problems related to the assessment of the political course; working in groups, project activities, business games; public speaking; academic writing. the skills to express their thoughts and opinions in interpersonal and business communication in a foreign language; the skills to extract the necessary information from the original text in a foreign language.</p>
1	Culturology	General education	<p>Know: basic theories of culture, basic concepts of cultural studies; the main directions of the methodology of modern cultural analysis the history of the formation of world culture and civilization, theoretical features of basic cultural concepts, various interpretations of culture and civilization in world and domestic literature; actual problems of the development of modern culture; the idea of culture as a socio-historical phenomenon; patterns of the development of world cultures, as well as the typology of the classification of cultures; basic knowledge about the history of the most important cultures of mankind; about the ways of acquiring, storing and transmitting the basic values of culture - about the diversity and self-worth of various cultures, forms and types of culture, patterns of their functioning and development, the main cultural and historical regions; the history of Kazakh culture, its place in the system of world culture and civilization</p> <p>Be able to: identify the features of this culture, the dominant values in it; explain the specifics of intercultural communication; conduct independent professional activity in a</p>

			<p>dynamically changing multicultural society; navigate the cultural environment of modern society; explain the phenomenon of culture, its role in human life; navigate cultural issues, independently understand the issues of the influence of cultural factors on the behavior of individuals Skills: practical skills in the preservation and enhancement of national and world cultural heritage; practical skills of practical use of knowledge and skills in taking into account the specifics of cultural behavior of various individuals and collectives in the modern conditions of the formation of civil society in the Republic of Kazakhstan.</p>
1	Psychology	General education	<p>Know: the meaning and place of psychology in the system of sciences; the main directions of personality development in modern psychology; personal values and meanings in professional self-determination; the relationship and mutual influence of the psyche and body; techniques and techniques of effective communication. Be able to: interpret basic psychological theories, concepts; use methods and mechanisms of emotion regulation in everyday life; identify patterns of behavior in a conflict situation and conduct self-diagnosis. Skills: determination of individual psychological characteristics of personality, value-semantic representations in professional self-determination of personality; recognition of psychological impact and effective communication.</p>
1/2	Physical training	General education	<p>Know: the role of physical culture in the development and training of a specialist; fundamentals of the state policy of the Republic of Kazakhstan in the field of physical culture and sports; theoretical and methodological foundations of physical culture; the main achievements of the Republic of Kazakhstan in the field of physical culture; hygienic and organizational bases of physical culture and sports. Be able to: use practical skills and abilities in life that ensure the preservation and strengthening of health, development and improvement of psychophysical abilities and qualities; use physical culture, sports and wellness activities to achieve life and professional goals; apply the rules for the safe conduct of physical exercises and sports. Skills: the skills of organizing mass sports competitions; exercises for professional and pedagogical physical training, general physical training, special physical training, as well as apply special games in practice; a system of practical skills that ensure the preservation and strengthening of health, development and improvement of psychomotor abilities and qualities.</p>
1	Fundamentals of economic and legal knowledge	General education	<p>To know: methods of scientific research in economics, various theories about entrepreneurship, financial literacy and market economy, types of entrepreneurial activity,</p>

			<p>spheres of entrepreneurship, to master various quantitative and qualitative methods for creating the future of your own business, entrepreneurial calculations, analytical calculations and forecasts, the main provisions of the Constitution and the current legislation of the Republic of Kazakhstan, the system of public administration bodies and their terms of reference, the mechanism of interaction of substantive and procedural law, the essence of corruption and the reasons for its origin, current legislation in the field of anti-corruption.</p> <p>Be able to: analyze and justify the reality of business plans, market segmentation, competently and professionally assess the market situation for the organization of their business, creatively approach the solution of various economic tasks, possess practical skills of independent economic work in the field of entrepreneurship, calculate your personal budget, have clear background information and fast and correct orientation to economic indicators, analyze events and actions from the point of view of the field of legal regulation and be able to refer to the necessary regulations, navigate the current legislation, using the law to protect their rights and interests, to use spiritual and moral mechanisms to prevent corruption.</p> <p>Skills: acquire practical skills in building graphs and diagrams illustrating various economic models, independent economic work in the field of entrepreneurship, quickly and correctly navigate the actual source information and estimated economic indicators, determine the levels of financial security, have the skills to identify problems of an economic nature in the analysis of specific situations and their solutions, taking into account the actions of economic patterns at the micro and macro levels, conducting discussions on legal issues, on the application of norms in the modern period, analysis of the situation of conflict of interests and moral choice.</p>
1	Fundamentals of scientific and environmental knowledge	General education	<p>know: forms and methods of pre-scientific, scientific and extra-scientific cognition, modern approaches to socio-humanitarian knowledge and their commensurability; basic epistemological models, the nature of transformations of the concept of rationality; fundamentals of ecology and safe human activity in the habitat, environmental factors and their impact on living organisms, methods for identifying, eliminating the influence of harmful factors on the person and the environment, and providing comfortable conditions for human life and activity;</p> <p>be able to: formulate and solve problems that arise in the course of research and require in-depth professional knowledge; modify existing and develop new methods based on the tasks of a specific study; choose methods of protection from hazards in relation to the field</p>

			of their professional activities and choose ways to ensure comfortable living conditions; the skills of conducting independent research and scientific and pedagogical activities that require extensive education in the appropriate direction; the ability to apply methodological and methodological knowledge in conducting scientific research; skills to ensure the safety of life in professional activities, living conditions and in emergency situations.
1	Economic theory	Economic and organizational-managerial aspects	<p>Know: economic patterns of development of society and problems of its effective functioning at the micro, macro and international levels, the main economic categories in educational and scientific activities; methods of studying economic processes and phenomena; fundamental principles of economic behavior of various subjects; the subject and place of economic theory in the system of economic knowledge; methods of cognition of economic processes; basic concepts and methods of categories of economic science; general fundamentals of economic development; mechanisms of functioning of markets for finished products and resources, formation of factor incomes; the system of national accounts and the main macroeconomic indicators of the national economy; causes of cyclical development of the market economy and its instability; tools and methods of state regulation of the economy.</p> <p>Be able to: summarize the results of analysis of economic information; justify the economic aspects of various issues and problems of social development, navigate the main problems of the market economy; calculate the main micro-and macroeconomic indicators; build curves of demand, supply, indifference, equal product, costs, lines of budget limitation, equal costs, etc. use various methods of measuring the level of prices, employment and unemployment; plot curves of aggregate demand, supply, consumer spending, investment, etc. critically reflect on economic practice; put forward hypotheses about the causes of certain economic situations in Kazakhstan and the world, the main directions, and tools for their resolution.</p> <p>Skills: possess the methodology of micro-and macro-economic analysis; critical and analytical approach in the process of perception of economic information.</p>
1	Mathematics in economics	Economic and organizational-managerial aspects	<p>Know: an idea of the methods of mathematics, its role in the development of other sciences, where and how mathematical methods are used; know the basic definitions, theorems, rules, mathematical methods and practical applications, problems of mathematical programming, applied mathematical models, laws of distribution of random variables, elements of the sample method, statistical estimates of distribution parameters, statistical verification hypotheses, analysis of variance, elements of correlation and regression analysis</p>

			<p>Be able to: build mathematical models; set mathematical problems; select suitable mathematical methods and algorithms for solving the problem; apply numerical methods using modern computer technology to solve the problem; provide high-quality mathematical research; develop practical recommendations based on the mathematical analysis performed.</p> <p>Skills: culture of thinking, ability to generalize, analyze, perceive information, set goals and choose ways to achieve it; be able to logically correctly, argumentatively and clearly build oral and written speech; willingness to cooperate with colleagues, work in a team; use the basic laws of disciplines in professional activities, apply methods of mathematical analysis and modeling, theoretical and experimental research.</p>
2	Philosophy	General education	<p>Know: basic philosophical concepts and categories, patterns of development of nature, society and thinking; the essence of philosophical categories, terminology of philosophy and the structure of philosophical knowledge, functions of philosophy methods of philosophical research; the place and role of philosophy in public life</p> <p>Be able to: to use the basics of philosophical knowledge to form a worldview position; - analyze ideological, socially and personally significant philosophical problems; to orient oneself in the system of philosophical knowledge as a holistic view of the foundations of the universe and the prospects for the development of planetary society; to understand the characteristic features of the modern stage of philosophy development</p> <p>Skills: the skills of philosophical analysis of various types of worldview; the skills of philosophical thinking to develop a systematic, holistic view of the problems of society; the skills of analyzing texts with philosophical content</p>
2	Microeconomics	Economic and organizational-managerial aspects	<p>Know: basic concepts and methodology of microeconomics; basic methods of microeconomic analysis; the mechanism of functioning of the market economy at the micro level; the behavior of individual economic units, their economic relationships in the market, coordination, interaction of the market mechanism, pricing; laws and regularities that manifest themselves in the behavior of individual economic entities; economic mechanisms of functioning of a firm (enterprise) in market conditions; microeconomic tools for assessing the effectiveness of economic activity of a firm (enterprise); the mechanism of formation of prices for goods in various market structures; the need, methods and consequences of state regulation of organizations' activities.</p> <p>Be able to: use microeconomic theories to analyze the behavior of economic agents; assess the state of individual markets, explain the reasons for the behavior of consumers and firms, apply microeconomic analysis methods in interpreting economic reality; apply the</p>

			<p>knowledge gained when considering specific situations.</p> <p>Skills: critical analysis and evaluation of various economic concepts, their role in economic science; research of patterns of economic development at the micro level; application of theoretical provisions in solving practical problems; determination and analysis of performance indicators for the functioning of a firm (enterprise); analysis of the activities of an individual firm (enterprise) and trends in the development of the economic system as a whole.</p>
2	Accounting basics	Economic and organizational-managerial aspects	<p>Know: the history of accounting, legislative regulation of accounting and auditing, principles of accounting and auditing, forms, methods and functions of accounting, as well as accounts and double entry, correspondence of accounts, types of financial statements and balance sheet preparation, rules of internal control and audit sampling, internal control and audit in state and local authorities.</p> <p>Be able to: apply and use legislative, regulatory and instructional materials, methods and techniques, methods of accounting and auditing.</p> <p>Skills: reflection of assets, liabilities, capital, income and expenses on accounting accounts in accordance with international financial reporting standards; reflection of business operations of the organization in the form of accounting correspondence; filling out primary documentation and drawing up accounting documentation; using financial information to solve optimization problems in the organization.</p>
2	Professional Kazakh (Russian) language	Professional	<p>Know: professional vocabulary and terminology; the specifics of oral communication in the professional field; linguistic features of oral and written communication; features of business communication and business etiquette.</p> <p>Be able to: use the Russian language in interpersonal communication and professional activities; to carry out business communication and conduct business conversations on professional topics; to make out and transfer the necessary information in writing; explain your point of view and critically evaluate the provisions put forward; create your own statements, essays, etc. apply business etiquette in speech.</p> <p>Skills: skills of expressing one's thoughts and opinions in interpersonal and business communication in Russian; professional terms and concepts; analysis of professional text; information competence: the ability to work with a book, textbook, reference literature, dictionaries, find the necessary information.</p>
2	Professional-focused foreign language	Professional	<p>Know: lexical material on the topics of this discipline; regulatory requirements for registration (official letter, essay, etc.); improve pronunciation skills; develop productive and receptive lexical and grammatical skills; to improve the skills of dialogic speech of a</p>

			<p>general nature associated with situations of everyday and professional communication; develop listening skills (with a full understanding of what they heard); develop and improve writing skills; improve the skills of introductory, studying, viewing and search reading.</p> <p>be able to: automate the technical skills of reading to oneself; develop the ability to transfer scientific information and literature of a socio-political nature; develop the skills of monologue (prepared) speech - the deployment of the thesis; master reversed reading aloud of the prepared message; teach referencing skills.</p> <p>Skills: complexity in solving practical, educational, educational and developmental goals (at the same time, practical goals act as leading ones); communicative orientation of the learning process.</p>
2	Macroeconomics	Economic and organizational and managerial	<p>Know: the terminology of macroeconomics, the main patterns of development of a market economy; the main features of the functioning of the national economy; characteristics of economic relations at the level of macroeconomics as a basic level of economic development; basic theoretical provisions and key concepts of macroeconomics; methods and directions of state influence on the economic system; features of the implementation of the state economic policy in Kazakhstan; connection of the studied discipline with other sciences.</p> <p>Be able to: understand the methods of macroeconomic analysis; use macroeconomic theories to analyze the types and instruments of macroeconomic policy; develop recommendations for improving macroeconomic analysis; make calculations of the most important indicators and coefficients of macroeconomic processes and phenomena; use the methods of macro-economic analysis in the interpretation of economic reality; understand the essence and content of economic processes and phenomena described by macroeconomic models and functional dependencies; inflation rate and unemployment rate, exchange rates and the state of the balance of payments, the state budget, public debt, within the framework of the main macroeconomic models; apply the acquired knowledge when considering specific situations.</p> <p>Skills: possession of the basic conceptual and categorical apparatus of macroeconomics; methods of macroeconomic analysis and calculation of key indicators; the ability to assess the effectiveness and socio-economic consequences of specific government measures used in the implementation of the state's stabilization policy.</p>
2	Statistics	Economic and organizational and	<p>Know: sample observations, statistical methods for studying the dynamics of social phenomena, the subject and method of statistics, statistical observation, statistical summary</p>

		managerial	<p>and grouping, absolute and relative values, average values and indicators of variation, selective observation, series of dynamics, indices, statistical study of the relationships of social phenomena, statistics of population and labor resources, system of national accounts, main macroeconomic indicators, statistics of living standards of the population.</p> <p>Be able to: formulate the goals and objectives of statistical research; draw up statistical research programs, systematize and generalize economic information, analyze the structure and development trends of the Kazakhstani and world economy, predict economic processes; collect and register information, carry out primary processing and control of observation materials, perform calculations of statistical indicators and formulate the main conclusions, carry out a comprehensive analysis of the studied socio-economic phenomena. apply the acquired knowledge and skills: in practice.</p> <p>Skills: use of statistical information in the further development of general and special economic disciplines; application of statistical methods for the processing and analysis of quantitative and qualitative information on the development of socio-economic processes and phenomena.</p>
2	Socio-economic statistics	Economic and organizational and managerial	<p>Know: methodological foundations of the concepts of assessing the state of the economic, social, political environment; principles of statistical concretization of systems of indicators of various areas of socio-economic statistics, methods of their measurement or calculation; construction methodology and information capabilities of the system of generalizing statistical indicators</p> <p>Be able to: systematize and summarize quantitative and qualitative statistical information; draw up a plan for a statistical study of the real socio-economic situation, form a circle of initial indicators characterizing it, conduct targeted data collection and statistical analysis using appropriate methods; develop specific proposals based on the results of research, prepare reference and analytical materials for management decisions</p> <p>Skills: conducting a statistical study of the real socio-economic situation, evaluate the proposed options for management decisions and develop proposals for their improvement, taking into account the criteria of socio-economic efficiency</p>
2	Fundamentals of management and marketing	Economic and organizational and managerial	<p>Know: the theoretical foundations of the management system, the role and place of the elements of management and marketing in the production system; historical stages in the development of the theory and practice of management, features of national schools of management and marketing; classical management functions and tools for their implementation in practice; economic and social aspects of the effectiveness of management and marketing</p>

			<p>Be able to: develop organizational goals; apply the knowledge gained in the learning process to make managerial decisions, taking into account economic, social, technical and other factors; analyze organizational relations in the management system; to model managerial situations; identify management and marketing effectiveness factors</p> <p>Skills: personal and team management; structuring goals and determining the strategy and tactics for achieving the goals; development of measures to improve the efficiency of the organization</p>
2	Market infrastructure	Economic and organizational and managerial	<p>Know: patterns of functioning of the market and market infrastructure; the essence and role of the commodity market infrastructure in modern socio-economic conditions; elements of the market infrastructure, their tasks and functions; features of business interaction of subjects of the market infrastructure</p> <p>Be able to: form forecasts for the development of the situation on the market; use information obtained as a result of marketing research of the market; determine the services of which goods market infrastructure entities should be used in the current market situations; correctly use the features and advantages of market infrastructure entities in specific conditions; find rational distribution options</p> <p>Skills: own methods of analysis of micro-, meso-, macro-, mega economic situation; understanding of the current state of the market infrastructure in the state</p>
2	Fundamentals of economic analysis	Economic and organizational and managerial	<p>Know: methodological principles of economic analysis, features of the method of economic analysis, content (main sections) of the analysis methodology; requirements for the initial information for analysis, the procedure for preparing analytical information, methods and techniques for conducting analytical calculations</p> <p>Be able to: formulate an analytical problem; build multifactorial systems; apply methods for identifying the influence of factors on the change in the performance indicator; as well as identify economic problems in the analysis of specific situations, propose ways to solve them, taking into account the criteria of socio-economic efficiency, risk assessment and possible socio-economic consequences</p> <p>Skills: systematize the main methods of economic analysis, apply methods of complex assessments of the activities of economic entities and their divisions; interpret the results of calculations, as well as master the skills of modern methods of collecting, processing and analyzing economic and social data necessary for developing plans and substantiating management decisions</p>
2	Functional cost analysis	Economic and organizational and	<p>Know: methods and techniques for conducting analytical calculations, the history of the development of the FSA in our country and abroad, the sequence of actions when carrying</p>

		managerial	<p>out work on the FSA, the technology of work, the main methods, new forms of analysis, areas of its application.</p> <p>Be able to: conduct research aimed at setting tasks for creating or improving an object, to find ways to perform functions, solve problems formulated at each stage of the FSA, implement the solutions obtained, systematize and evaluate the functions of objects, identify reserves for cost reduction</p> <p>Skills: to systematize the main methods of economic analysis and the main tools of functional cost analysis, finding completely new technical solutions through the use of a functional approach; reducing the consumption of various types of resources by stages of the life cycle of an object due to the elimination or reduction of auxiliary and harmful (unnecessary) functions of the object</p>
2	Finance	Professional	<p>Know: the basics of organization and management of public finances, finances of business entities and financial institutions; legal foundations of finance, the use of finance in the system of social production, the organization of the financial system of the Republic of Kazakhstan, financial policy and the structure of the financial mechanism, public finance</p> <p>Be able to: analyze the cash flows of the state, business entities and financial institutions, the financial condition of the company and the situation in the financial market, learn the application of theoretical knowledge in practice</p> <p>Skills: financial management to make decisions on the formation and use of financial resources at different levels of social structure.</p>
2	World financial markets	Professional	<p>To know: the structure of the world financial markets and the patterns of its development; the basics of building, calculating and analyzing the system of financial indicators; the role of the exchange rate in the implementation of monetary policy and the development of the national economy.</p> <p>Be able to: use sources of economic, currency, financial information; analyze and interpret data from domestic and foreign statistics on global financial markets and phenomena identify trends in currency and financial and economic indicators.</p> <p>Skills: to identify factors contributing to business development and improving the competitiveness of domestic enterprises in world markets, skills to extract the necessary information on economic and business issues; knowledge of the main instruments of the global foreign exchange market and the loan capital market</p>
3	State procurements	Professional	<p>Know: the current legislation of the Republic of Kazakhstan and other regulatory legal acts on the contract system in the field of procurement of goods, works, services to meet public needs; theoretical and legal foundations of the contract system in the field of procurement</p>

			<p>of goods, works and services for state needs, the procedure for planning the procurement of goods, works, services; basic provisions on the goals, objectives and content of actions aimed at ensuring state needs, compliance with ethical and legal norms; the current mechanism for monitoring compliance with the legislation of the Republic of Kazakhstan and other regulatory legal acts on the contract system in the field of procurement of goods, works, services to meet public needs.</p> <p>Be able to: identify current problems in relations aimed at meeting public needs in order to increase the efficiency and effectiveness of the procurement of goods, works, services, ensure publicity and transparency, use the main methods of problem analysis; clearly formulate socially significant goals; give a general rationale for management decisions, taking into account legal and ethical standards, personal responsibility for the results; conduct a comparative analysis of the organization of procurement for public needs in different countries;</p> <p>Skills: in the field of public procurement; theoretical and methodological methods of studying modern problems in the field of public procurement; basic practical skills in planning management decisions and assessing their consequences in the context of priorities for the efficiency and effectiveness of procurement, ensuring the stimulation of innovation and competition, the method of actuarial calculations in order to select options for models for the development of the public procurement system and sources of their financing</p>
3	State monitoring	Professional	<p>Know: theoretical foundations of state monitoring; goals and objectives of state monitoring; legal and methodological bases for conducting state monitoring; powers, competence of subjects of state monitoring; conducting an audit in the field of procurement, assessing the validity and effectiveness of budget expenditures, ways, forms and methods of conducting control measures in the areas of state monitoring; responsibility system.</p> <p>Be able to: determine the boundaries of the rights, duties and competence of state monitoring bodies; apply methods and forms of state monitoring; use financial documents for state monitoring, use financial statements for the purpose of carrying out control measures; determine the types of violations of the law and measures of responsibility for these violations.</p> <p>Skills: preparation of documentation for the preparation for the control event; practical skills in drawing up documentation for the implementation of a control measure; practical skills in documenting the results of inspections, audits, supervisory activities</p>

4	Office work in state bodies	Professional	<p>Know: the requirements for the execution of official documents, methods of organizing work with documents, the basics of building information systems, types of control over the execution of documents and instructions, as well as labor relations of civil servants.</p> <p>Be able to: work with documents depending on the organizational structure, management, volume of document flow of organizations; to design local regulatory and methodological documents on office work in public service systems.</p> <p>Skills: registration of the main organizational and administrative documents of organizations; designing local regulatory and methodological documents on office work in public service systems.</p>
4	Business correspondence	Professional	<p>Know: the requirements for the execution of official documents, methods of organizing work with documents, the basics of building information systems, types of control over the execution of documents and instructions, as well as labor relations of civil servants.</p> <p>Be able to: work with documents depending on the organizational structure, management, volume of document flow of organizations; to design local regulatory and methodological documents on office work in public service systems.</p> <p>Skills: registration of the main organizational and administrative documents of organizations; designing local regulatory and methodological documents on office work in public service systems.</p>
3	Organization and regulation of labor	Professional	<p>Know: the requirements for the execution of official documents, methods of organizing work with documents, the basics of building information systems, types of control over the execution of documents and instructions, as well as labor relations of civil servants.</p> <p>Be able to: work with documents depending on the organizational structure, management, volume of document flow of organizations; to design local regulatory and methodological documents on office work in public service systems.</p> <p>Skills: registration of the main organizational and administrative documents of organizations; designing local regulatory and methodological documents on office work in public service systems.</p>
3	Human economy	Professional	<p>Know: modern theories of demand and supply of labor, characteristics of labor markets, negotiation processes between entrepreneurs on the conclusion of a collective agreement. Relationship of the labor market with various types of markets. The state of the labor market in Kazakhstan. Labor market regulation mechanism</p> <p>To be able to: identify and analyze the vital interests of employees and the team of the organization, analyze organizational structures, the competitive environment, the situation on the labor market, put into practice the obtained values in the theory of the labor market,</p>

			analyze and critically justify the situation on the labor market, have practical skills in providing and interpretation of information regarding the activities of labor market entities. Skills: understanding the inseparable connection between the interests of society, the workforce and the needs of each person, apply methods and methods of managing an enterprise and personnel, independently collecting, analyzing and presenting information that characterizes the processes taking place in the labor market.
3	Fiscal policy	Economic and organizational and managerial	Know: the content of the documentation and the principles of organization of the state planning system of the Republic of Kazakhstan; system of budgeting and budgetary relations of the Republic of Kazakhstan; the essence and content of the results-based budgeting process. Be able to: analyze the external and internal environment of the planning object; correctly understand and work with the documentation of the state planning system. identify the elements of the tax, determine their place and role in the tax mechanism; calculate tax liabilities and keep records of income and expenses and performance results, prepare financial statements; analyze the tax indicators of the organization for making managerial decisions; analyze situational problems in the field of tax legal relations and find ways to solve them. Skills: legal literacy in the organization of the budget process and the organization of the budget system of the Republic of Kazakhstan; the basics of the results-based budgeting process; basic knowledge of mechanisms and tools to ensure monitoring, development, execution of the budget and budget reporting
3	Tax regulation	Economic and organizational and managerial	Know: tax implications for economic activities; methods of taxation of economic activities; the specifics of the application of tax exemptions, deduction benefits in the regulation of economic activities, regulation of the tax burden on economic activities, administration of methods of tax regulation of economic activities. Be able to: work with scientific monographic publications in order to generalize existing conceptual studies on tax regulation of economic activities; work with periodic scientific publications in order to study current trends in the field of tax regulation of economic activities; formulate scientific problems in the field of tax regulation of economic activities. Skills: predicting the consequences of tax regulation of economic activities; practical skills in the analysis of tax regulation of economic activities.
3	Public private partnership	Professional	Know: features of economics and management in traditional areas of activity for the state, transport and communication services, housing and communal services, education, science,

			<p>healthcare, other state and municipal services; models and forms, areas of application in the Republic of Kazakhstan, legislation, problems and objectives of the development of public and private partnerships in the Republic of Kazakhstan.</p> <p>Be able to: use mechanisms to attract extrabudgetary sources of funding to solve the problems of socio-economic development and expand the scope of socially significant services at the state and municipal levels,</p> <p>Skills: assess priorities for the development of public-private partnerships, identify promising projects for their implementation using public-private partnership mechanisms, organize large projects implemented on the principles of public-private partnerships, and assess the economic, social and other consequences of their implementation.</p>
3	State private enterprise	Professional	<p>Know: the essence, types and forms of entrepreneurial activity; fundamentals of entrepreneurial ethics, legal regulation of entrepreneurial activity; fundamentals of intra-company entrepreneurship; performance indicators of entrepreneurial activity, methodological foundations for the formation and development of private entrepreneurship, the essence of entrepreneurship, its signs and development factors, risks associated with business management.</p> <p>Be able to: systematize and summarize information in order to optimally select the form and type of entrepreneurial activity; calculate business performance indicators net present value, average rate of return, payback period, profitability index).</p> <p>Skills: evaluating an entrepreneurial idea, organizing one's own business; drawing up a business plan, planning activities and evaluating the effectiveness of entrepreneurial activities, methods for assessing the value of a business; protecting entrepreneurs from attacks on their assets.</p>
3	Planning and budgeting system	Economic and organizational and managerial	<p>Know: the mechanism for implementing the process of strategic planning in public administration; goals, essence and content of results-oriented strategic planning; the content of the procedure for monitoring and evaluating the effectiveness of achieving strategic goals and objectives; formation of budgets and efficient spending of budgetary funds, types of planning and budgeting, assessment of the efficiency of spending budgetary funds, drawing up a program for the development of the territory and the implementation of investment projects.</p> <p>Be able to: analyze the external and internal environment of the planning object; correctly understand and work with the documentation of the state planning system; competently apply in practice knowledge of the methodology for monitoring and evaluating the effectiveness of achieving and implementing strategic goals and objectives in the strategic</p>

			<p>planning system.</p> <p>Skills: use of methodology for monitoring and evaluating the effectiveness of achieving and implementing strategic goals and objectives in the strategic planning system; conducting a SWOT analysis; use of tools to support the development of the state strategic planning system at their workplaces; technologies for implementing the process of strategic planning in public administration;</p>
3	In-house planning and budgeting	Economic and organizational and managerial	<p>Know: modern approaches, methods, technologies for forecasting and planning the activities of an enterprise; technology and economic mechanism of budgeting, problems of implementing a budgeting system in an enterprise based on the use of information technology.</p> <p>Be able to: make rational decisions and propose measures to improve the activities of the enterprise as a whole and improve the use of certain types of resources, calculate the effectiveness of the proposed measures and reflect these measures in the relevant sections of the plan, skills of qualified management of the financial and economic divisions of the enterprise.</p> <p>Skills: development and justification of the strategy of the enterprise, forecasting the volume of sales of products (works, services) and drawing up a sales plan, forming the production program of the enterprise, substantiating it with resources - material, technical, labor, financial, etc.</p>
4	Enterprise economy	Economic and organizational and managerial	<p>Know: the production structure of the enterprise, types of industrial production; choice of economic strategy, formation, use of capital and accumulation of profits of the enterprise; economic bases of functioning of the enterprise; composition and structure of economic resources; methods for evaluating the results of economic activity of the enterprise,</p> <p>To be able to: analyze the economic condition of the enterprise, develop management decisions based on the analysis of various options, in order to increase the efficiency of the organization's activities, form a system of plans for the organization's activities,</p> <p>Skills: collecting and processing the necessary data necessary for developing plans and substantiating management decisions, planning the organization's activities, substantiating management decisions and organizing their implementation, methods for assessing the organization's activities</p>
4	Economics of organizations	Economic and organizational and managerial	<p>Know the economic foundations of the functioning of the enterprise; composition and structure of economic resources; methods for evaluating the results of economic activity of the enterprise, the basic principles of building the economic system of the organization; management of fixed and working capital and evaluation of the effectiveness of their use;</p>

			<p>organization of production and technological processes</p> <p>Be able to: analyze the economic condition of the enterprise, manage the implementation of a specific economic project; analyze financial statements and use the results to substantiate plans and management decisions, is able to form a system of indicators and use modern technologies for collecting and processing information in order to assess the organization's performance</p> <p>Skills: determine the organizational and legal forms of organizations; plan the activities of the organization; determine the composition of the material, labor and financial resources of the organization; fill in the primary documents on the economic activity of the organization</p>
3	Administrative right	Professional	<p>Know: the concept and sources of administrative law; the concept and types of administrative and legal norms; concepts of public administration and public service; composition of an administrative offense, the procedure for bringing to administrative responsibility, types of administrative penalties, regulation of public relations in the field of management activities of state bodies and officials in the performance of public functions of the state in the process of exercising executive power by state bodies.</p> <p>Be able to: determine the legal status of various subjects of administrative law; study of forms and methods of administrative activity; apply: philosophical and logical principles, laws, forms and methods of knowledge in legal activities; moral norms and rules of conduct in specific areas of legal activity; apply modern information technologies to search and process legal information, draw up legal documents and conduct statistical analysis of information; operate with legal concepts and categories; analyze legal facts and legal relations arising in connection with them; analyze, interpret and correctly apply legal norms;</p> <p>Skills: establishing means that ensure the regime of legality in the activities of subjects of administrative law, philosophical and legal analysis, assessment of their actions and actions that surround them in terms of ethics and morality, collecting and processing information that is important for the implementation of legal norms in the learning process; legal terminology; legal skills.</p>
3	Constitutional right	Professional	<p>Know: the nature and essence of a foreign state and constitutional law; the main patterns of the emergence, functioning and development of a foreign state and constitutional law, the forms of foreign states, the system of their state authorities and local self-government; stages of the constitutional development of the Republic of Kazakhstan, the roles and functions of the Constitution, the system of constitutional law of foreign countries, the state</p>

			<p>structure and social system, the foundations of the legal status of the individual; features of the state and constitutional and legal development of foreign countries; the role of a foreign state and constitutional law in the political system of society and public life.</p> <p>Be able to: be fluent in constitutional and legal concepts and categories; logically correctly express and justify their point of view on constitutional and legal issues; interpret and apply the Constitution and constitutional legal acts;</p> <p>Skills: development and examination of normative legal acts of state authorities, law enforcement agencies and local governments; power-organizational and law enforcement activities in the sphere of state power, law enforcement and local self-government, development and examination of relevant law enforcement acts; human rights activities; appeal against actions (inaction), illegal legal acts of bodies and officials of state power and local self-government; advising citizens on the implementation and protection of their rights and freedoms; advising officials of state authorities and local self-government in the field of constitutional law;</p>
3	Labor Law of the Republic of Kazakhstan	Professional	<p>Know: the most important provisions and conclusions of the theory of labor law; the essence and content of the labor law system; the structure and content of the main branches of labor law; ways of settling a collective labor dispute and conciliation procedures.</p> <p>Be able to: independently characterize, evaluate the essence of labor relations in the Republic of Kazakhstan; give primary ideas about the main provisions of the theory of labor law;</p> <p>Skills: navigate the system, structure of labor law, use regulations in professional activities in this area;</p>
3	Business and corporate law of the Republic of Kazakhstan	Professional	<p>Know the legal foundations of the state policy in the field of business regulation and theoretical provisions on the main institutions of business law of the Republic of Kazakhstan: legislative and by-laws on entrepreneurship in the Republic of Kazakhstan; organizational and legal forms of economic entities provided for by the legislation of the Republic of Kazakhstan; features of legal regulation of business relations</p> <p>Be able to: navigate the current legislation governing business activities, operate with legal concepts and categories in the field of business law; apply legal norms to various situations in entrepreneurial and corporate activities.</p> <p>Skills to navigate the system of business and corporate law of the Republic of Kazakhstan, conduct discussions on legal issues, on the application of norms in the modern period; legal analysis of various documents</p>
3	Corporate governance	Professional	<p>Know: the basic concepts of corporate governance, both in public administration and in an</p>

			<p>organization, prerequisites for development, principles, models and mechanisms of corporate relations, socially significant problems and processes; consequences of managerial decisions and actions from a position of corporate responsibility; bases of formation of an accounting policy and the financial reporting of the organization.</p> <p>Be able to: consider the organization as a system of interrelated elements, use the basic methods of financial management for the valuation of assets; cooperate with colleagues, work in a team; apply the basic principles and standards of financial accounting for the formation of accounting policies and financial reporting of the organization.</p> <p>Skills: making decisions on financing, methods of asset valuation; formation of dividend policy and capital structure.</p>
3	Strategic management	Professional	<p>Know: basic concepts of strategic management; stages of commercialization of scientific ideas and new technologies, methodology of strategic management and organization activity planning, principles of strategic management, stages of organization of the strategic management process, main tools for analyzing the external and internal environment.</p> <p>Be able to: analyze market conditions; evaluate the external environment of the company; to form the competitive advantages of the company; to choose management methods adequate to the strategic objectives; identify and organize the efficient use of available resources and information; to analyze the external and internal environment of the system; work in a team and organize teamwork in a strategic project.</p> <p>Skills: development and formation of corporate strategies, explain the stages of organization of work on the preparation of strategic changes; collection, selection, generalization and transformation of information necessary for strategic analysis; identifying the weaknesses and strengths of the organization, opportunities and threats in the development of the system under study; application of dependencies and risks of system development to develop strategic recommendations.</p>
3	Big Data and business analytics	Economic and organizational and managerial	<p>Know: algorithms, models and methods required for the development of software systems, effective data analysis and knowledge extraction from data, the main methods of data preprocessing and visualization data mining technologies, methods and models of Data Mining features of the Big Data direction, its main differences from the direction business analytics methods for solving problems of processing and analyzing big data.</p> <p>Be able to: describe the possibilities of using information technology and an innovative approach, choose the method of software tools for data analysis and cloud services; describe the possibilities of using information technologies and innovative approach; own</p>

			<p>the techniques and methods of collecting socio-economic and other statistical information, formulate and solve problems that arise in the course of production activities that require in-depth professional knowledge; choose the necessary approaches and methods for analyzing problems, as well as modify existing ones and develop new ones, depending on the tasks of a particular case; analyze and design data analysis software tools.</p> <p>Skills: master the methodology of collecting information, design algorithms, models and methods for software and cloud architectures, apply quantitative and qualitative methods and techniques to collect primary information for research, as well as develop effective solutions to problems.</p>
3	Cloud Computing Services	Economic and organizational and managerial	<p>Know: general information, network models of cloud services, introduction to cloud technologies, features and main aspects of designing cloud architectures, instance management, data storage, deployment models, architecture and general characteristics, data models.</p> <p>Be able to: process cloud computing data, which can significantly reduce information technology infrastructure costs (in the short and medium term) and respond flexibly to changing computing needs using the elastic computing properties of cloud services.</p> <p>Skills: using the types of cloud computing, the main types of cloud services and their advantages, which help companies solve complex problems in the digital age</p>

3. List of modules included in the educational program

Module No.	Module name	List of disciplines included in the module	Block	Semester	Volume of loans	form of control	Total credits modulo
M.1	Module of National History and Philosophy	History of Kazakhstan	GED / RC	2	5	SE	10
		Philosophy	GED / RC	4	5	Exam	
M2	Language Training and Information and Communication Technology Module	Information and Communication Technologies	GED / RC	1	5	Exam	25
		Foreign language	GED / RC	1,2	5,5	Exam	
		Kazakh (Russian) language	GED / RC	1,2	5,5	Exam	
M3	Socio-Political Knowledge Module	Sociology	GED / RC	2	2	Exam	8
		Political science	GED / RC	2	2	Exam	
		Culturology	GED / RC	2	2	Exam	
		Psychology	GED / RC	1	2	Exam	
M4	Economic, legal and environmental security	Fundamentals of economic and legal knowledge	GED / RC	2	3	Exam	5
		Fundamentals of scientific and environmental knowledge	GED / RC	2	2	Exam	
M5	Economy	Economic theory	DB/VK	1	6	Exam	8
		Educational practice	DB/VK	2	2	Final grade for practice	
M6	Economic theory and research	Mathematics in Economics	DB/VK	1	5	Exam	14
		Microeconomics	DB/VK	3	5	Exam	
		Macroeconomics	DB/VK	4	4	Exam	
M7.	Sport	Physical Culture	GED / RC	1,2,3,4	8	Differential standings	8
M8	Professional Linguistics	Professional Kazakh (Russian) language	DB/VK	3	3	Exam	6

	Module	Professionally oriented foreign language	DB/VK	4	3	Exam	
M9	Finance and accounting module	Fundamentals of Accounting	DB/VK	3	4	Exam	14
		Statistics/Socio-economic statistics	DB/ UC	3	5	Exam	
		Finance/World financial markets	DB/ UC	4	5	Exam	
M10	Basics	Fundamentals of Management and Marketing/Market Infrastructure	DB/ UC	3	6	Exam	12
		Fundamentals of Economic Analysis / Functional Cost Analysis	DB/ UC	4	4	Exam	
		Field trip I	DB/VK	4	2	Final grade for practice	
M11	Economics and Management	State regulation of the economy	PD/VK	3	5	Exam	16
		Regional Economics and Management	PD/VK	5	5	Exam	
		Socio-economic planning / Socio-economic development of Kazakhstan	PD/ CV	5	6	Exam	
M12	State	State Audit/Public Management	DB/ UC	7	5	Exam	13
		Public Procurement/State Monitoring	DB/ UC	6	5	Exam	
		Public Private Partnership / Public Private Enterprise	DB/ UC	6	3	Exam	
M13	Management in the organization	Corporate Governance/Strategic Management	DB/ UC	5	3	Exam	11
		Organization and regulation of labor / Human Economics	DB/ UC	5	4	Exam	
		Field trip II	DB/VK	6	4	Final grade for practice	
M14	Budgeting	Fiscal policy/Tax regulation	DB/ UC	6	5	Exam	10
		Planning and budgeting system / In-house planning and budgeting	DB/ UC	6	5	Exam	
M15	State and business	Theory of public administration	PD/VK	4	5	Exam	19
		Experience of foreign countries in the system of public administration / Public service in foreign countries	PD/ CV	5	6	Exam	
		State administration of foreign economic activity/Management of foreign economic activity	DB/ UC	7	4	Exam	
		State and business/Organization of business	PD/ CV	6	4	Exam	

M16	Legal relations	Administrative Law/Constitutional Law	DB/ UC	5	3	Exam	6
		Labor law of the Republic of Kazakhstan / Business and corporate law of the Republic of Kazakhstan	DB/ UC	5	3	Exam	
M17	Economics and analytics	BigDate and Business Intelligence/Cloud Computing Services	DB/ UC	6	4	Exam	9
		Economics of the enterprise / Economics of organizations	DB/ UC	7	5	Exam	
M18	Assets	Quality management of public services / Social sphere of the economy of Kazakhstan	PD/ CV	7	6	Exam	11
		State policy and management/Antimonopoly policy of the state	PD/ CV	7	5	Exam	
		State asset management/Kazakhstan and regional integration processes	PD/ CV	8	4	Exam	
M19	Professional	Local Government/Project Management	PD/ CV	8	4	Exam	19
		Professional Ethics and Management Culture/Public Service Ethics	PD/ CV	8	3	Exam	
		Paperwork in government bodies/Business correspondence	DB/ UC	7	5	Exam	
		Field trip III	PD/VK	8	5	Final grade for practice	
		Undergraduate practice	PD/VK	8	2	Final grade for practice	
M20	Final examination	Writing and defending a thesis, graduation project or preparing and passing a comprehensive exam	FE	8	8	FE	8
	Total						240