

«ALIKHAN BOKEIKHAN UNIVERSITY» EDUCATIONAL INSTITUTION  
Department of Information and Technology and Economics

Department of Business and Management

**6B04119 “STATE AND LOCAL GOVERNMENT”**

**CATALOGUE OF THE ELECTIVE  
COURSES**

**Year of entrance -2021**

Semey 2021

Discussed and approved at a meeting of educational and methodical council of the faculty  
Protocol № 5 20.05.2021

Approved at the meeting of the educational and methodical council of the University  
Protocol № 1 17.09.2021

№ component no. selectable	Name of discipline or module	Number of credits	Prerequisites	Post- requisites	Brief description indicating the purpose of the study, brief content and expected results of the study (knowledge, skills, competencies)
<b>BASIC DISCIPLINE</b>					
Optional components (KV)					
1	Statistics	5	-	Finance Introduction the Finance	<p>Purpose: formation of students' theoretical knowledge about the system of statistical indicators used to reflect the state and development of phenomena and processes of public life, as well as practical skills of statistical methods for processing and analysis of quantitative and qualitative information about the development of socio-economic processes and phenomena.</p> <p>Content: the Discipline studies the basic concepts and categories of statistics, the process and stages of statistical research, series of dynamics, indices, sample observation, in addition, statistical and socio-economic indicators used to analyze the current social and economic situation.</p> <p>Expected result:</p> <p>Facts: sample surveys, statistical methods of studying the dynamics of social phenomena, subject and method of statistics, statistical monitoring, statistical summary and grouping, the absolute and relative values, averages and measures of variation, sample surveys, time series, indices, statistical study of relationships of social phenomena, statistics of population and of labor resources, the system of national accounts main macroeconomic indicators, statistics on living standards of the population.</p> <p>To be able: to systematize and generalize economic information, to analyze the structure and trends of development of Kazakhstan and the world economy, to predict economic processes; to collect and register information, to carry out primary processing and control of observation materials, to perform calculations of statistical indicators and to formulate the main conclusions, to carry out a comprehensive analysis of the</p>

					<p>studied socio-economic phenomena.</p> <p>Have skills: the use of statistical information in the further development of General and special economic disciplines; the use of statistical methods for the processing and analysis of quantitative and qualitative information about the development of socio-economic processes and phenomena.</p> <p>Competences: Economic, organizational and managerial</p>
1	Socio-economic statistics	5	-	Finance Introduction the Finance	<p>Objective: to form a holistic system of economic knowledge among students, contributing to a systematic approach to the analysis of mass socio-economic phenomena and processes</p> <p>Content: the Discipline studies the basic concepts and categories of statistics, the process and stages of statistical research, series of dynamics, indices, sample observation, in addition, statistical and socio-economic indicators used to analyze the current social and economic situation</p> <p>Expected result:</p> <p>Have an idea: about the basic provisions of economic statistics; about the General rules and principles of statistical research and observations; about the nature of statistical aggregates; about the methods of solving statistical indicators.</p> <p>Know: the main methods of obtaining, processing, analysis and visual presentation of information; statistical indicators and the technique of their calculation; regulations of statistical information;</p> <p>To be able to: apply the acquired knowledge and skills in practice; to carry out a comprehensive analysis of the studied phenomena and processes; to perform the necessary calculations and formulate conclusions; to use special literature, reference material and computer equipment.</p> <p>Competences: Economic, organizational and managerial</p>
2	Fundamentals of management and marketing	5	-	Personnel management, Professional ethics and management culture.	<p>Purpose: is the formation of students' knowledge about management as a modern enterprise management system in a market economy, involving the creation of conditions for the rational conduct and development of production and economic</p>

					<p>activity. Formation of students ' knowledge that marketing is an effective tool for enterprise management to achieve economic goals, mastering a specific market share, offering competitive goods and services, providing effective methods of maintenance and operation of real estate</p> <p>Content:</p> <p>The discipline reveals the content of management, forms a complex of knowledge about management, develops specific skills for the implementation of various types of management activities, analysis of management systems and design. Studying "Fundamentals of management and marketing" students acquire knowledge and skills of management in the market, the basics and concepts of marketing in order to effectively establish communication processes.</p> <p>Expected results of the study:</p> <p>To know:to use the complex of the received knowledge for the solution of all tasks of marketing;</p> <p>determine the state of the economy, the real state of the firm and its position in the market;</p> <p>evaluate the results of marketing activities of the company.</p> <p>Be able: what is an enterprise as an object of marketing activity;</p> <p>what tasks of practical activity of firm are solved within the concept of marketing;</p> <p>how it is possible to operate intrafirm processes by means of marketing tools;</p> <p>Own: methods of economic analysis of the behavior of economic agents and markets in the global environment;</p> <p>Ability to use modern methods of corporate Finance management to solve strategic tasks.</p> <p>competences'</p>
2	Market infrastructure	5	-	Economics of the labor market,the ethics of public service	<p>Objective: to study the main economic advantage of market economy infrastructure</p> <p>Content:</p> <p>It is a scientific discipline that studies the structure of the market, i.e. all economic entities and relations between them, the system of relations of related institutions, services, enterprises operating within</p>

					<p>special markets and ensuring the normal mode of their functioning. The discipline studies all economic entities of the market, the relationship between them, the needs of markets, the environment of markets.</p> <p>Expected results of the study:</p> <p>To know the process of formation of market infrastructure in Kazakhstan.</p> <p>To be able to form students' knowledge about the features of the modern stage of development of the economy of Kazakhstan.</p> <p>Skills: work as basic elements of market infrastructure</p> <p>Competences: formation of economic, organizational and managerial competences</p>
3	Fundamentals of economic analysis	4	Mathematics in Economics, microeconomics	Planning system research and budgeting „Economics of enterprises	<p>The purpose of discipline is to acquire knowledge about the scientific foundations and principles of economic analysis, historical stages of its development, the methods, special techniques and methodologies; about the organisation and information base of analysis, the order of formation of special analyses and interpretation of data analytical calculations</p> <p>Contents: Fundamentals of economic analysis studies methods of cognition of economic processes and phenomena. Subject, content and objectives, considering the method and methodology, methods and techniques of economic analysis. Classification of factors, interdependencies and interrelations between them. Modeling the relationship between performance indicators and factors.</p> <p>Expected results of the study:</p> <p>Know: methodological principles of economic analysis; - features of the method of economic analysis; - content (main sections) of the methodology of analysis; - requirements for the initial information for analysis; - the procedure for preparing analytical information; - methods and techniques of analytical calculations.</p> <p>Be able to: correctly formulate an analytical task; - build multifactorial systems; - apply methods to identify the impact of factors on the change of the</p>

					<p>effective indicator;</p> <p>Skills: to apply methods of complex assessments of economic entities and their subdivisions; - to interpret the results of calculations</p> <p>Competences: formation of professional competences.</p>
3	Functional-cost analysis	4	Mathematics in Economics, microeconomics	Intraproductive spatial planning management and budgeting in particular, the Economics of organizations	<p>The purpose of this course is to acquaint students with the basics of functional and cost analysis in the management system of the enterprise.</p> <p>Content: the discipline reveals a method of complex system research of efficiency of functions of the organization, its resources and objects of cost accounting, and also is directed on increase (preservation) of functional utility of object at minimization of expenses for its creation and operation. As the main criterion is defined in a special way the ratio of consumer properties on the unit costs.</p> <p>Must know: - the history of the development of children in our country and abroad, - the sequence of actions during the work at the FSA. - technology of work, - basic methods, new forms of analysis, - areas of its application.</p> <p>Should be able to: - conduct research aimed at setting goals for the creation or improvement of the object, to find ways to perform functions.- - solve the problems formulated at each stage of the FSA. - implement the obtained solutions.</p> <p>Must have the skills to: - achieve the optimal ratio between the useful effect of the object and the total costs for its life cycle; - finding completely new technical solutions through the use of a functional approach; - reduce the consumption of various types of resources at the stages of the life cycle of the object by eliminating or reducing auxiliary and harmful (unnecessary) functions of the object.</p> <p>Competences: formation of professional competences.</p>
4	Finance	4	Economic theory, statistics	Fiscal policy	<p>Objective: mastering the theoretical and practical foundations of Finance at the macro and micro levels.</p> <p>Contents: Fundamentals of Finance. Organization and management of finances. Public finance. Taxes and the tax system.</p>

					<p>Extrabudgetary funds and their purpose. Monetary policy of the state. National Bank of the Republic of Kazakhstan. Financial markets and intermediaries. Second-tier banks and Parabank institutions.</p> <p>Insurance and insurance market</p> <p>International finance. Finances of economic entities and sources of their financing Income and expenses of economic entities</p> <p>Personal Finance in the household system. State indicators of living standards of the population.</p> <p>Expected result:</p> <p>Know: know the basics of organization and management of public Finance, Finance of economic entities and financial institutions; terminology and concepts of activity of subjects of financial relations..</p> <p>Be able: be able to analyze the cash flows of the state, economic entities and financial institutions</p> <p>Possess: possess financial management skills to make decisions on the formation and use of financial resources at different levels of society.</p> <p>Competencies: Professional, Special</p>
4	Introduction to Finance	4	Economic theory, statistics	Fiscal policy	<p>The purpose of the course "Introduction to Finance" is to learn the theoretical and practical foundations of Finance at the macro and micro level</p> <p>Contents: the Discipline studies the theoretical and practical foundations of Finance at the macro and micro level, the essence and functions of Finance, their role in the reproduction process; the content and structure of financial system of Kazakhstan; basics of financial management; effective use of financial-credit, investment and insurance tools; skills in financial management for decision-making on formation and use of financial resources.</p> <p>Expected results of the study:</p> <p>know the basics of the organization and management of public finances, finances of economic entities and financial institutions; terminology and concepts of the subjects of financial relations.</p>



					<p>be able to analyze the cash flows of the state, economic entities and financial institutions.</p> <p>possess financial management skills to make decisions on the formation and use of financial resources at different levels of society.</p> <p>Competences: formation of professional competences</p>
5	The financing and lending of investments	5	Economic theory	Public private investment	<p>Purpose: formation of knowledge in the field of organization and implementation of the investment process.</p> <p>Contents: Investments in the system of market relations. Investment activity and investment climate in the economy of Kazakhstan. Structural and investment policy of the state. Financial institutions of Kazakhstan and their role in the expansion of investment processes. Sources of financing: composition and structure of investment activity. Short-term Bank lending as a way of financing investment projects. Leasing as a way of medium-term financing of investments. Mortgage lending as a way of long-term financing of investments. Structure of the investment project its analysis and life cycle. Business planning of the investment project. Microeconomic fundamental analysis of investment projects. Methods for assessing the economic efficiency of investment projects. Assessment of the investment project in conditions of uncertainty and risk. Financial investments, assessment of investment qualities and efficiency. International investment.</p> <p>Expected result:</p> <p>Know: the essence and content of investments necessary for the creation and development of enterprises; types of sources of investment and ways to attract them; methods of analysis of the target market for the selection of the object of investment; structure and methods of development of investment projects; methods of analysis of the effectiveness of investment projects.</p> <p>Be able to: determine the purpose and objectives of investment activities in business; develop investment projects for the establishment and development of enterprises; analyze the effectiveness of</p>

					<p>investment activities; assess possible investment risks.</p> <p>Own: tools for analysis of investment activity; methods of development of investment projects.</p> <p>Competencies: professional</p>
5	Investment activity of the company	5	Economic theory	Public private enterprise	<p>Purpose: formation of knowledge in the field of investment policy of the company.</p> <p>Content: investment Management: functions and mechanism. Modern concept of complex analysis of investment activity. Formation of investment management policy. Assessment of the investment value of assets. Investment project: structuring, participants and environment. Management of the pre-investment stage of the project. Project development management. Managing the implementation of the project. Innovative activity: content, tasks and functions. Innovation management at the company level. Venture innovation business. The mechanism of functioning of the investment market. Market indicators and indices. Portfolio theory. Analysis of securities .</p> <p>Expected result:</p> <p>Know: the essence and content of investments necessary for the creation and development of enterprises; types of sources of investment and ways to attract them; methods of analysis of the target market for the selection of the object of investment; structure and methods of development of investment projects; methods of analysis of the effectiveness of investment projects.</p> <p>Be able to: determine the purpose and objectives of investment activities in business; develop investment projects for the establishment and development of enterprises; analyze the effectiveness of investment activities; assess possible investment risks.</p> <p>Own: tools for analysis of investment activity; methods of development of investment projects.</p> <p>Competencies: professional</p>
6	Office work in state bodies	5	Kazakh (Russian) language	Government and business	<p>Purpose: to Give the basic concepts on record-keeping as a separate science. About state standards governing records management in the Republic of</p>

			, theory of public administration		<p>Kazakhstan.</p> <p>Content: the discipline studies the General characteristics of modern legislative and regulatory and methodological support of records management in public authorities. Methods of the organization of work with documents, bases of construction of information systems, types of control of execution of documents and instructions and also labor legal relations of civil servants. Design of local normative-methodical documents on record-keeping in public service systems.</p> <p>Expected results of the study: after studying this discipline, students should acquire the following skills: Know: requirements for official documents.</p> <p>Ability: organization of work with documents depending on the organizational structure, management, volume of document circulation of organizations;</p> <p>Skills: registration of the main organizational and administrative documents of organizations;</p> <p>Competences: Social and ethical competence</p> <p>General education</p>
6	Business correspondence	5	Kazakh (Russian) language, theory of public administration	Business organization	<p>Purpose: to Give the basic skills of business correspondence. Record keeping in state and local authorities</p> <p>Content: the Discipline studies lexical and grammatical features, features of structuring monological and dialogical statements of regional, General scientific and professional character; features of written communication, develops terminological conceptual apparatus for abstracting and annotating texts of professional orientation; skills of writing business letters; skills of public speech and participation in discussions and polemics</p> <p>Expected results of the study: after studying this discipline, students should acquire the following skills: Know: requirements for official documents.</p> <p>Competences: Social and ethical competence</p> <p>General education</p>
7	Organization and regulation of labor	5	Fundamentals of management	Local self-government, professional	<p>Purpose: to acquaint students with the basics of the labor market, the features of the economy in the labor market.</p>

			ment and marketin g	ethics and management culture	<p>Contents: activity of the enterprise, process of development and acceptance of economic decisions.</p> <p>Studies the essence of labor organization and the need to improve it on a scientific basis, while considering the task of minimizing costs in the production of a competitive product with the mandatory provision of favorable working conditions and a rational mode of work and rest of its staff. Practical methods of organization of labour processes, the structure and content of employees, organization of work measurement.</p> <p>Expected results of the study: after studying this discipline, students should acquire the following skills and abilities:</p> <p>Knowledge: the Student must know the economic foundations of the enterprise; the composition and structure of economic resources; methods of assessing the results of economic activity of the enterprise</p> <p>Skills: Analyze the economic state of the enterprise</p> <p>Skills: work with literature</p> <p>Competences: Information, professional and special competences</p>
7	Human resources management	5	Fundame ntals of manage ment and marketin g	Local self- government, professional ethics and management culture	<p>Purpose: the main purpose of the course "human resources Management" is the development of students of the theoretical foundations in the field of organization and employment and rational use of labor resources and obtaining practical skills in the main areas of activity in the labor market.</p> <p>Content:</p> <p>This discipline provides for the presentation of a new science of labor management, which is formed at the junction of such Sciences as production management, production Economics, labor Economics, sociology of labor.</p> <p>The course involves the presentation of the basic concepts of the economy and the labor market, consideration of topical issues of labor management, as well as the experience of using labor resources in our country and abroad</p> <p>Expected result:</p> <p>Know: key concepts and main provisions of the theory of human resources management of the organization</p>

					<p>Be able to: identify and analyze the vital interests of employees and staff of the organization</p> <p>Possess skills: understanding the inextricable link between the interests of society, the workforce and the needs of each person</p> <p>Formation of economic, organizational and managerial competencies</p>
8	Fiscal policy	6	Finance, Introduction to Finance	Consulting and related services Financial advisory	<p>Purpose: formation of students' knowledge about the essence and content of the budgeting process in public administration and the application of these skills in practice</p> <p>Contents: System of state planning of the Republic of Kazakhstan. Development of the state planning system of the Republic of Kazakhstan. Budget system of the Republic of Kazakhstan. Intergovernmental fiscal relations. Development, approval and execution of the budget. Budget monitoring, accounting and reporting.</p> <p>Expected result:</p> <p>Know: the content of documentation and principles of organization of the state planning system of the Republic of Kazakhstan; the system of budgeting and budget relations of the Republic of Kazakhstan; the essence and content of the budgeting process, results-oriented.</p> <p>Be able to: analyze the external and internal planning system; properly understand and work with the documentation of the state planning system.</p> <p>Possess: legal literacy in the organization of the budget process and the structure of the budget system of the Republic of Kazakhstan; the basics of the budgeting process, results-based; basic knowledge of mechanisms and tools for monitoring, development, execution of the budget and budget reporting.</p> <p>Competencies: Professional, Special</p>
8	Tax regulation	6	Finance, Introduction to Finance	Consulting and related services Financial advisory	<p>Objective: to obtain skills to identify the actual problems of tax regulation of economic activities and the ability to participate in the discussion and Express their own scientific views on certain issues of taxation.</p> <p>Contents: the course "Tax management"</p>

					<p>studies</p> <p>features of tax regulation of economic activities, tax rates, specifics of application of tax exemptions, benefits deductions in the regulation of economic activities, regulation of the tax burden on economic activities,</p> <p>administration of methods of tax regulation of economic activities</p> <p>Expected result of the study:</p> <p>must know: - tax consequences for economic activities; methods of taxation of economic activities; features of tax regulation of economic activities.</p> <p>should be able to: work with scientific monographic publications in order to summarize the existing conceptual studies on tax regulation of economic activities; work with periodicals 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.</p> <p>must possess: practical skills of forecasting the consequences of tax regulation of economic activities; - practical skills of analysis of tax regulation of economic activities.</p> <p>Competences: formation of professional competences</p>
9	Public private investment	6	The financing and lending of investments	State asset management.	<p>Purpose: mastering the theory and practice of state regulation and evaluation of investment activity in modern economic conditions.</p> <p>Content: the Discipline studies the basic concepts and content of investments, types, classification of investments, investment climate, criteria for investment efficiency, financial and economic evaluation of investment projects, evaluation of the effectiveness of investment decisions taking into account risk inflation, financing of investment activities, features of financial investment management, investment portfolio, sources of financing of capital investments.</p> <p>Expected result:</p> <p>to know: economic essence, types of investments and their classification, real, financial and other investments; investment activity in a section: indicators; factors and the organization; investment</p>

					<p>and financial markets, institutes and tools; investment policy and ways of state regulation of investments and all investment activity; an order and a mode of functioning of foreign investments in RK and foreign countries; specifics of investment in the form of capital investments, forms, methods, subjects and objects of investment activity in this sphere, sources and guarantees of capital investments; criteria, methods of assessment and financing of investment projects, budgetary efficiency and social results of their implementation;</p> <p>investment qualities of securities, types, models and stages of investment portfolio formation approaches to evaluation. Return on the risk of investment activity in the securities market.</p> <p>be able to: determine the solvency of investment projects, evaluate them, find critical points and conduct sensitivity analysis; analyze the financial situation as a source of investment activity; calculate cases on investment projects and publicly defend them. possess: approaches to the assessment of investment projects and investment contracts for their compliance with the legislation, skills of independent work, self-organization and organization of tasks;</p> <p>the method of calculation and analysis of socio-economic indicators characterizing investment processes at the meso-and macro-levels is developed.</p>
9	Public private enterprise	6	Investment activity of the company	Казахстан и региональные интеграционные процессы	<p>Purpose: to form a systematic view of the essence and features of private entrepreneurship and to study the basics, forms and methods of business organization, to learn how to use the knowledge to optimize economic activity in the enterprise of any form of ownership. Contents: the Discipline studies the methodological foundations of formation and development of private entrepreneurship the essence of entrepreneurship, its features and development factors, the role of small business in the economy of the state, the state policy in the field of entrepreneurship support, state policy of private entrepreneurship support, economically</p>

					<p>support of entrepreneurship in the Republic of Kazakhstan, financial-credit infrastructure to support entrepreneurship.</p> <p>Expected result:</p> <p>To know: - the essence, types and forms of entrepreneurial activity; - fundamentals of entrepreneurial ethics-legal regulation of entrepreneurial activity; - fundamentals of intra-firm entrepreneurship; - performance indicators of entrepreneurial activity. * Be able to: - systematize and summarize information in order to optimally select the form and type of business activity; - calculate the performance indicators of business activity (discounted income, average rate of return, payback period, profitability index). * Possess: - methodology of assessment of entrepreneurial ideas, organization of their own business; - skills of drawing up a business plan.</p>
10	Planning and budgeting system	5	<p>Fundamentals of economic analysis, Functions cash-value analysis</p>	<p>Management of state assets of Kazakhstan and regional integration processes.</p>	<p>Objective: formation of students' knowledge about the essence and content of the process of strategic planning and budgeting in public administration and the application of these skills in practice.</p> <p>Contents: System of state planning of the Republic of Kazakhstan. Development of the state planning system of the Republic of Kazakhstan. Monitoring and evaluation of the effectiveness of achieving and implementing strategic goals and objectives in the system of state planning. Budget system of the Republic of Kazakhstan. Intergovernmental fiscal relations. Development, approval and execution of the budget. Budget monitoring, accounting and reporting</p> <p>Expected result:</p> <p>To know: the mechanism of implementation of the strategic planning process in public administration; objectives, essence and content of results-based strategic planning; the content of the procedure for monitoring and evaluating the effectiveness of achieving strategic goals and objectives;</p> <p>To be able to: analyze internal and external environment of planning object; to properly understand and work with the documents of state planning system; competently apply knowledge of methods</p>



					<p>of monitoring and assessment of efficiency achievement and realization of strategic goals and objectives in the strategic planning system.</p> <p>Skills: monitoring methods and assessment of efficiency achievement and realization of strategic goals and objectives in the system of strategic planning; SWOT analysis; use of development tools support the strategic planning system of the state at their jobs; technology strategic planning process in public administration; Competencies: Special</p>
10	In-house planning and budgeting	5	<p>Fundamentals of economic analysis, Functions cash-value Noah analysis</p>	<p>Management of state assets of Kazakhstan and regional integration processes.</p>	<p>The purpose of this course is to develop students economic thinking based on the study of the economic mechanism of the enterprise in the market type of management</p> <p>Contents: within the framework of this course, the necessity of enterprise activity planning in modern conditions is justified, modern approaches and modern methods of planning and forecasting are considered, the review of the main systems of enterprise activity planning applied in our country and abroad is given and as a result the conceptual bases of planning adapted to modern Russian conditions are offered. The course deals with issues related to strategic planning and methods of development of medium-term and current plans of the enterprise. Particular attention is paid to the budgeting process and planning methods for making effective economic decisions, including the development of price and assortment policy of the enterprise, planning a rational structure of sources of funds and the formation of the dividend policy of the enterprise.</p> <p>Expected result:</p> <p>To know: to know modern approaches, methods, technologies of forecasting and planning of activity of the enterprise;</p> <p>Be able to: acquire skills in the development on the basis of available information the major sections of a business plan enterprise in both a temporal and functional context, namely, skills in the development and justification of the strategy of the company, forecasting sales</p>

					<p>of products (works, services) and the plan of distribution, the formation of the production program, justification of resources — material and technical, labor, financial, etc.;</p> <p>Skills: learn 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, to calculate the effectiveness of the proposed activities and reflect these activities in the relevant sections of the plan.</p> <p>Competencies: Special</p>
11	Economics of enterprise	5	Microeconomics Fundamentals of economic analysis Functional-cost analysis	Local self-government, management of state assets	<p>Purpose: the purpose: Formation at students of bases of economic thinking, understanding of activity of primary production links</p> <p>Contents: Studies: production structure of the enterprise, types of industrial production; choice of economic strategy, formation, use of capital and accumulation of profit of the enterprise; material and technical support of production, formation of stocks and their rational use; formation of production costs, calculation of the cost of production, pricing policy of the enterprise; innovation, product quality, wage systems and productivity; foreign economic activity.</p> <p>Expected result: after studying this discipline, students should acquire the following skills and abilities: Knowledge: the Student must know the economic foundations of the enterprise; the composition and structure of economic resources; methods of assessing the results of economic activity of the enterprise</p> <p>Skills: Analyze the economic state of the enterprise</p> <p>Skills: work with literature</p> <p>Competences: Professional and special competences</p>
11	Economics of organizations	5	Microeconomics Fundamentals of economic analysis Functional-cost	Local self-government, management of state assets	<p>Purpose: Formation of students' knowledge in the field of business and the place of the organization in the formation of the state budget</p> <p>Content: Studies the essence of the organization as the main link of the economy; the basic principles of the economic system of the organization; management of fixed and working capital</p>

			analysis		<p>and evaluation of the effectiveness of their use; the organization of production and technological processes; the composition of material, labor and financial resources of the organization; pricing mechanisms; forms of remuneration; the main technical and economic indicators of the organization and the methodology of their calculation.</p> <p>Expected result: after studying this discipline, students should acquire the following skills and abilities: Knowledge: the Student must know the economic foundations of the enterprise; the composition and structure of economic resources; methods of assessing the results of economic activity of the enterprise</p> <p>Skills: Analyze the economic state of the enterprise</p> <p>Skills: work with literature</p> <p>Competences: Professional and special competences</p>
12	Consulting and related services	5	Fiscal policy Tax regulation	State certification	<p>Goal. Understanding the role and place of consulting services in modern management, the value of services in modern society dynamic environment services.</p> <p>Contents: the History of the market of consulting services. The beginning of the XX century as a starting point in the development of consulting. Key reasons for the need for consulting: lack of information, new knowledge and skills that can help to adapt to new conditions, market development and increased competition. management system assessment, social audit, development strategy, business process assessment and reengineering, balanced scorecard design,</p> <p>Expected result:</p> <p>To know: modern technologies of management consulting, stages of this process, with specific approaches, methods and procedures; information concerning educational and consulting services, innovative processes in the organization.</p> <p>Be able to: use management methods to analyze corporate governance problems and management situations; choose and consciously apply methods of research and analysis of corporate processes in specific situations; apply the recommendations</p>

					<p>received during management consulting to regulate the corporate governance environment;</p> <p>Skills: ability to design organizational structure, to carry out distribution of powers and responsibilities on the basis of their delegation</p> <p>Competencies: Special</p>
12	Financial advisory	5	Fiscal policy Tax regulation	State certification	<p>Goal. is the formation of a system of in-depth knowledge, theoretical and practical skills of effective use of modern methodological apparatus of financial analysis in the work of business consultants</p> <p>Content: Subject and object of the discipline. The nature and purpose of consulting, the consultant and the client. Consulting and Economics. Consulting and innovation. The main types of consulting and methodological approaches (research-cognitive, Advisory-Advisory, Advisory-decisive, Advisory-project, Advisory-realization, educational-educational, information). Types of consulting organizations and types of services (classification of FEACO). Characteristic features of consulting services.</p> <p>Expected result:</p> <p>To know: the main results of the latest research in the field of financial analysis theory; modern methods of financial analysis</p> <p>Be able to: identify problems and assess the quality of financial management in the analysis of specific situations, to formulate recommendations for their solution; to present the results of the analysis in the form of analytical reports, taking into account the requirements of different groups of users of financial information; to combine heterogeneous management information into a single whole in order to make effective management decisions with the help of consultants.</p> <p>Skills: independent work on the analysis of specific situations, identification of existing problems, formulation of conclusions and recommendations.</p> <p>Competencies: Special</p>
13	Valuation of assets	5	Economi	State	Goal. the aim is to master the whole set of

	and business		es analysis	certification	<p>modern knowledge in the field of valuation and management of the company's value.</p> <p>Content: Theoretical aspects of value-oriented management. Valuation of the company in terms of costs. Valuation of the company on a comparative approach. Valuation of the company's income approach. Market activity of the company: cost factors. Operating activities of the company: cost factors. Financial activity of the company: cost factors. Investment activity of the company: cost factors. Value-oriented financial policy of the company.</p> <p>Expected result:</p> <p>Know: the need for business valuation; the role of business valuation in the system of value-oriented management; the process of business valuation; information support for business valuation; ways to assess the value of the company</p> <p>Be able to: theoretical approaches and models of company value management based on business valuation; mechanism of financial policy development aimed at long-term maximization of company value.</p> <p>Skills: the ability to possess analytical methods related to the financial aspects of the activities of commercial and non-profit organizations of various organizational and legal forms, including financial and credit</p> <p>Competencies: Special</p>
13	Business valuation	5	Economi es analysis	State certification	<p>Goal. is to obtain and consolidate students ' knowledge in the field of theory and practice of evaluation and organization of business enterprises.</p> <p>Content: Modern understanding of business valuation: subject, goals and approaches. Types of value, principles defined in the evaluation of the business</p> <p>Principles of business valuation. The formation of the information base to determine the valuation of the business. Preparation of financial documentation. Transformation of financial statements. Analysis of the financial condition of the enterprise. Calculation of relative indicators in the evaluation process. Valuation of assets of the enterprise using the methods of cost approach. Income approach to business valuation, method of income capitalization. Methods of</p>

					<p>comparative approach of business valuation. Valuation of current assets of the enterprise. Assessment of intangible assets, human resources, as a component of the enterprise value. Requirements for a business valuation report. Valuation of controlling and non-controlling stakes. An optional method of business valuation</p> <p>Expected result:</p> <p>Know: the main official methodological documents governing the evaluation activities and evaluation work in the Republic of Kazakhstan; the rules for choosing an appraiser and documents governing the relationship between the customer and the appraiser; the main procedures for collecting and requirements for information necessary to assess the value of the enterprise and its business lines,</p> <p>Be able to: formulate the purpose of the assessment of the property complex and priorities for the use of methods for specific assessment purposes and features of the assessed business; to collect, verify the reliability and necessary work to adjust the financial and other information,</p> <p>Skills: to prepare a final conclusion on the valuation of business; to use practical techniques of business restructuring to manage the cost of capital and the value of the enterprise.</p> <p>Competencies: Special</p>
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14	State management of foreign economic activity	5	State regulation of economy, Regional economy and management	State asset management	<p>Objective: to form a system of deep knowledge about the essence of public administration in the field of foreign economic activity( FEA), types, forms, mechanisms and instruments of state influence on various areas of foreign trade;</p> <p>Content: the Discipline is aimed at studying the theoretical foundations of sustainable development of the state, foreign and Kazakh experience on the way to achieving sustainable development of the state, the main components, indicators, the role of innovation in the transition to sustainable development, to identify the main problems and determine the prospects for the transition to sustainable development of the state.</p> <p>Expected result:</p> <p>know</p> <ul style="list-style-type: none"> <li>- theory and methodology of public administration of the sphere of foreign economic activity (FEA);</li> <li>- types, types, principles, content and features of foreign economic activity</li> <li>- the main forms, mechanisms and tools for the implementation of state regulatory actions in the field of foreign trade and ways to improve their effectiveness;</li> </ul> <p>know</p> <ul style="list-style-type: none"> <li>- work with normative documents, statistical materials, economic literature in order to properly understand and justify the decisions taken in the field of foreign economic activity;</li> <li>- to assess the effectiveness of the implementation of measures of foreign economic activity and its components;</li> <li>- to use the acquired knowledge in the practical activity at research and diagnostics of problems, forecasts, the purposes and situations in the sphere of development of foreign economic activity .</li> </ul> <p>own</p> <ul style="list-style-type: none"> <li>- methods of assessing the effectiveness of decisions in the field of foreign economic activity management at the state and municipal level;</li> <li>- skills in choosing the best options for the regulatory impact of the state in the field of foreign trade in accordance with the strategy of long-term socio-economic development of the country;</li> </ul>
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					<p>- skills in making regulatory decisions in the field of foreign trade at various economic levels .</p>
14	Management of foreign economic activity	5	<p>State regulation of economy , Regional economy and management</p>	State asset management	<p>Objective: to obtain theoretical knowledge and practical skills in the field of foreign economic activity, including the specific content of various foreign trade transactions and operations, the technology of their implementation and regulatory support.</p> <p>Contents: the Discipline examines the essence of the VED, its content, forms, types and levels, as well as the specifics of foreign economic complex of the country, the General characteristics and features of foreign trade transactions and operations, maintenance, and registration of foreign trade contracts, various aspects of the VED and its information support, to carry out foreign trade operations.</p> <p>Expected result:</p> <p>Know the ability to manage organizations, departments, groups (teams) of employees,</p>



					<p>projects and networks</p> <p>Skills</p> <p>use modern approaches, methods, management tools</p> <p>Possessions:</p> <p>methodology of construction of organizational and management models</p>
15	Local government	4	Personnel management, organization and regulation of labor	State certification	<p>Purpose: to form students' knowledge about the nature of local self-government and the basics of municipal management, trends and prospects of its development, to acquaint students with the main activities of local self-government, to form skills of using the knowledge to perform professional functions</p> <p>Contents: the Discipline reveals the concept of local self-government, its subject and sources, theoretical foundations, provides students with a set of knowledge about local government, shows the importance of local government in the system of democracy that includes: concept, system, principles and functions of local government, forms of direct democracy, local self-government bodies, associations and unions of municipalities.</p> <p>Expected result:</p> <p>to know □ главные the main theoretical concepts and modern approaches to local self-government; the main objectives, principles and methods of municipal management; the content of the main management technologies used by Executive authorities; the main directions of improving the efficiency of local government.</p> <p>to be able: to use the acquired knowledge in management activities in the course of performance of functional duties of the employee; to critically estimate prospects of introduction of administrative technologies in a certain area; to justify principles, approaches, the main directions and measures providing efficiency of municipal management; to conduct correctly dialogue on actual questions of local management.</p> <p>to possess skills: independent work with normative-legal acts, other documents regulating activity on local management; conducting discussion and professional dialogue with audience; the reasoned</p>

					statement of own point of view on questions of local management; search, processing of the information necessary for the analysis of problems in the field of municipal management and preparation of offers on their decision.
15	Project management	4	Personnel management, organization and regulation of labor	State certification	<p>Objective: to familiarize students with the concept, functions, subsystems, as well as the development of basic methods of project management, including planning, resource management, monitoring and evaluation of project proposals and projects at all stages of their implementation and the formation of the necessary organizational structures.</p> <p>Content: the Discipline studies the theoretical foundations of project management, concept and basics, project Manager and the "Golden " rules of project management, pre-investment research and project analysis, organizational structures of project management and organization of the project office, project financing, evaluation of project effectiveness.</p> <p>Expected result:</p> <p>know: - the content of the concept of project management, the purpose, objectives, principles and basic rules of project management at all stages of their development and implementation; - General principles and rules of integrated assessment of the effectiveness, feasibility and risks of projects in the pre-investment and investment phases; - the basics of monitoring, composition and methods of collecting and processing information in assessing the progress of projects, analysis and management of project risks; - the composition and formats of documentation used in the preparation, adoption and execution of decisions on project management, including competitive bidding and procurement, contracts; - features of project management in agriculture; be able to: - collect and analyze information necessary for project planning, project management system formation, as well as to monitor and evaluate the progress of the project; - develop and use for monitoring network schedules, coordination plans and other documents necessary for project</p>

					management. own: - methods of development and evaluation of project proposals, monitoring the progress of the project and change management-methods of preparation of design estimates, documentation for competitive bidding and contracts, as well as reporting documentation on the project; - information technology project management.
MAIN SUBJECT					
Optional components (KV)					
1	Personnel management	5	-	Professional ethics and management culture The ethics of public service	<p>Objective: to form a system of knowledge related to the targeted impact on the staff to ensure the effective functioning of the enterprise and meet the needs of employees.</p> <p>Content: the Discipline studies human resource management organization as an important element of the management system of the organization as a whole, assessment of the place and role of personnel management in the overall enterprise management system.</p> <p>The study of methods of personnel management, the formation of the skill of using a situational approach in their choice, the formation of the ability to analyze organizational problems through the prism of the human factor.</p> <p>Expected result:</p> <p>Know: • the nature, content and basic principles, functions and methods of personnel management in the process carry out their professional duties; • features of personnel management in conditions of modern Russian reality; • the main theories and concepts of human interaction in organizations, including motivation, group dynamics, communications, team building, leadership, conflict management, stress, etc.;</p> <p>to be able to: • understand, analyze and justify the relationship the main concepts and categories of the theory of personnel management; • guidance on operational impact of PA work behavior of employees of the organization; • to apply modern scientific methodology to the study and solution of concrete problems of personnel management;</p> <p>possess: * special terminology in the field of personnel management; * methods of building organizational and managerial</p>

					models of labor behavior; * methods of management of motivational complex of labor activity; * practical skills of solving situational issues of personnel management of the organization.
1	Economics of the labor market	5	-	Professional ethics and management culture The ethics of public service	<p>Purpose: to acquaint students with the basics of the labor market, the features of the economy in the labor market.</p> <p>Content: the Discipline studies modern topics and methods of research in the field of labor market, modern theories of supply and demand of labor, characteristics of labor markets, negotiation processes between entrepreneurs. The relationship of the labor market with different types of markets. The state of the labor market in Kazakhstan. The mechanism of regulation of the labour market.</p> <p>Expected result: after studying this discipline, students should acquire the following skills and abilities: Knowledge: the Student must know the economic foundations of the enterprise; the composition and structure of economic resources; methods of assessing the results of economic activity of the enterprise</p> <p>Skills: Analyze the economic state of the enterprise</p> <p>Skills: work with literature</p> <p>Competences: Professional and special competences</p>
2	Socio-economic planning	5	Fundamentals of economic analysis	State asset management	<p>Purpose: it is a theoretical basis in the methodology and development of strategic development plans for the territories of regions and individual sectors of the regional economy</p> <p>Content: the Discipline studies knowledge in the field of theory, methodology and organization of socio-economic planning at different levels of the economic system</p> <p>Socio-economic planning as a branch of public knowledge, based on the most important laws of the functioning and development of nature and society as a</p>

					<p>whole and the economic laws of society, in particular.</p> <p>Expected result: after studying this discipline, students should acquire the following skills: Knowledge: social and economic problems</p> <p>Skill: Socio-economic planning</p> <p>Skills: formation and implementation of economic planning</p>
2	Social and economic development of Kazakhstan	5	Fundamentals of economic analysis	State asset management	<p>Purpose: to Develop knowledge in the field of State regulation of the sphere of scientific research. State regulation in the field of environmental protection.</p> <p>Content: the Discipline studies the theory methodology and organization of socio-economic development of Kazakhstan at different levels of the economic system, as well as practical skills of formation and justification of planned indicators and measures to ensure the socio-economic development of Kazakhstan. Socio-economic development is considered as a branch of public knowledge, based on the most important laws of the functioning and development of the state.</p> <p>Expected result: after studying this discipline, students should acquire the following skills: Knowledge: Basic principles and mechanisms of functioning of the social state.</p> <p>Skill: Apply the basics of analysis of state regulation of the economy.</p> <p>Skills: working with normative documents</p> <p>Competence: in the field of economic knowledge</p>
3	Experience of foreign countries in the system of public administration	6	Theory of public administration	Public policy and governance	<p>Objective: in the conditions of transition to a market economy, the independence of the country in the field of foreign economic activity is expanding</p> <p>Content: This course covers the main issues of development and activities of public administration, public service system, which exist today in the leading countries of the world. Studying the discipline, students will receive a set of knowledge about the functions of public administration, management methods, methods of providing public services, interaction with the population and the business sector in foreign countries.</p> <p>Expected result: after studying this discipline, students should acquire the</p>

					<p>following skills and abilities:</p> <p>Knowledge: to Know the subject, object and subjects</p> <p>The ability to learn the administrative system of foreign countries</p> <p>Skills: formation and implementation of foreign economic policy of the state</p> <p>Competence: in the field of management</p>
3	Public service in foreign countries	6	Theory of public administration	Public policy and governance	<p>Objective: in the conditions of transition to a market economy, the independence of the country in the field of foreign economic activity is expanding</p> <p>Content: the Discipline studies the basic concepts of public administration and public service abroad. State body. General characteristics of legislation in the field of public service abroad: constitutions, laws, codes, acts, etc. Features of legal support of public service in different countries. Trends in the development of legislation in the field of public service abroad.</p> <p>Expected result:</p> <p>Formation of initial skills of the independent analysis of the main forms and types of public service; skills on tracking of development of management of system of public service on the basis of indicators of its efficiency</p> <p>Acquaintance and mastering by students of structure, the purposes, the form and the principles, historical features of Institute of public service in foreign countries.</p> <p>Understanding the dynamics of modern processes in the system of public service abroad, its causes, directions, methods.</p>
4	Government and business	5	State regulation of the economy, Social and economic planning	State asset management	<p>Objective: an Important place in science and practice is played by knowledge of the relationship between Economics and politics, and methods of state intervention. Knowledge of these issues is one of the many goals of studying the discipline.</p> <p>Content: the Discipline studies the relationship between the functions of the state and the formation of the business environment in the country. Decrypts related problems: the economic role of the state, the bureaucratic state and the market liberalization in the conduct of market transformation and the limits of state intervention in these processes and the limited capacity of the economic sector of the state. Studies position in society.</p>

					<p>Expected result: after studying this discipline, students should acquire the following skills: Knowledge: about the relationship of Economics and politics, stages of business development; business forms, principles, goals and objectives of state regulation of the economy Ability: to see the difference in the directions and intensity of interaction between the state and business at different stages of development; Skills: independently assess the market situation and the consequences of various activities; analyze the factors affecting the effectiveness of state regulation of the economy; Competence: research, social and ethical, system-forming</p>
4	Business organization	5	State regulation of the economy, Social and economic planning	State asset management	<p>Purpose: is the formation of the competence of future specialists in the organization of modern business on the basis of theoretical and practical material Content: the Discipline studies the principles, methods and methods of business organization as a modern science, the essence of modern organization in the context of the external environment sets clear goals; determine the economic, social and legal conditions necessary for the development of business, the organization and structure of business, the place and problems of small and medium-sized businesses in the economy of industrialized countries, state regulation of business, economic information systems of business. Expected result:</p>
5	Quality management of public services	5	Consulting and related services	Public policy and governance	<p>Purpose: students gain knowledge in the field of quality management of public services Content: Considers normative documents and implementation of performance assessment systems in government agencies. Efficiency gains in the context of the priorities of the implemented decentralization policy, in which great importance is attached to improving the quality of decisions in the field of state regulation. Analyzes the progress of reform in the authorities in order to build an effective system of public administration. Expected result:</p>

					<p>Know the basic laws and features of the development of public administration</p> <p>Be able to apply the basics of law, sociology and management theory</p> <p>Possess the skills of quantitative and qualitative analysis for management decision-making</p>
	The social sphere of Kazakhstan's economy	5	Consulting and related services	Public policy and governance	<p>Purpose: to Develop knowledge in the field of State regulation of the sphere of scientific research. State regulation in the field of environmental protection.</p> <p>Content: the Discipline studies the essence, methods and principles of implementation of the social sphere of the state; the use of methods of state regulation, to develop and implement management decisions; to learn the essence and mechanisms of state regulation of the economy; socio-economic situation, laws, principles of management of the organization to assess the existing problems.</p> <p>Expected result: after studying this discipline, students should acquire the following skills: Knowledge: Basic principles and mechanisms of functioning of the social state.</p> <p>Skill: Apply the basics of analysis of state regulation of the economy.</p> <p>Skills: working with normative documents</p> <p>Competence: in the field of economic knowledge</p>
6	Public policy and governance	5	Theory of public administration	State certification	<p>Purpose: is a comprehensive acquaintance of students with the basic concepts and methods of public policy and management, the formation of a holistic view of modern mechanisms of state influence on the most important spheres of public life.</p> <p>Content: the Course is aimed at formation of system of scientific knowledge of students, learning processes of governance and self-government, the institution of public service reform in Kazakhstan. Mastering new knowledge will contribute to a deeper understanding of political phenomena and processes in General, as well as the formation of systematic ideas about the features of political life in Kazakhstan and trends in its development.</p> <p>Expected result:</p> <p>To know: the main problems in the theory and practice of public administration; modern scientific approaches to the problem</p>



					<p>of correlation of political and managerial principles in state activity; the main scientific concepts used to describe the mechanisms of public administration; the essence of the socio-cultural approach; modern scientific approaches to the understanding of management.</p> <p>To be able: to debate and justify their point of view on actual problems of public administration; to reveal the political relationship and management of government activities; correctly explain the main scientific terms used to describe the mechanism of governance, and the relationship between these terms; apply a sociocultural approach to public administration; to analyze the managerial and political aspects of decisions of bodies of state and municipal authorities. To possess: skills on selection of arguments at justification of the point of view; skills in identifying policy and management began in the practical activities of state bodies and officials; skills to use modern scientific terminology to analyze political and management aspects of state activity; a skills analysis of socio-cultural content of government decisions; the skills of effective information search on the management of activity of bodies of state and local governments using information and communication on the Internet.</p>
6	Antitrust policy of the state	5	Theory of public administration	State certification	<p>Objective: the system of state management of activities for the implementation of state policy.</p> <p>Content: the Discipline studies the Formation of Antimonopoly policy main directions, methods and tools. Assessment of the competitive environment in the commodity markets. The Role of advertising legislation in the suppression of unfair competition, Concerted actions of firms that limit competition. Horizontal mergers in commodity markets: types, regulatory framework of control, analysis.</p> <p>Expected result: after studying this discipline, students should acquire the following skills and abilities:</p> <p>Knowledge: Concepts, society, Politics, management</p> <p>Skill: management activities for the implementation of public policy.</p>

					<p>Skills: increasing the efficiency of public administration</p> <p>Competence: General education, special, research</p>
7	Professional ethics and management culture	3	Organization and regulation of labor, personnel management	State certification	<p>Purpose: to Give the student knowledge about the processes occurring within the group, their causes and consequences; to help him to acquire practical skills of formation and leadership of the group</p> <p>Content: the Discipline studies methodological, methodical and practical issues of professional ethics and management culture, as well as forms a holistic system of knowledge about the ethical aspects of management. The principles of conflict resolution are considered. Students in the classroom learn business conversation, commercial negotiations, business telephone conversation and communication with visitors, apply the art of dialogue.</p> <p>Expected result: after studying this discipline, students should acquire the following skills: Knowledge: Theory of organization. Organizational culture. Managing the behavior of the organization.</p> <p>Skill: ability to use group processes constructively,</p> <p>Skills: improve team performance,</p> <p>Competence: social and ethical, system-forming, activity</p>
7	The ethics of public service	3	Organization and regulation of labor, personnel management	State certification	<p>Objective: Theoretical substantiation of the process structure: composition of the development procedures and criteria for evaluating the effectiveness of management decisions; research of structural aspects</p> <p>Contents: the Discipline studies the modern problems of professional ethics, public service ethics, the impact of management culture on the development of the organization, the impact of the head on the culture of the organization, the management culture of the public authorities, the collection and analysis of information on the culture of the organization, the preparation of reports and policy briefs; development of measures of culture change in the organization and creation of favorable moral and psychological climate.</p> <p>Expected result: after studying this discipline, students should acquire the following skills and abilities:</p>

					<p>Knowledge: to Give every professional Manager knowledge of theoretical foundations</p> <p>Skill: managing an organization in a difficult economic environment</p> <p>Skills: improve team performance,</p> <p>Competence: research, social and ethical, system-forming</p>
8	State asset management	4	Valuation of assets and business	State certification	<p>Objective: financial Management is the state's actions related to the implementation of the General financial policy</p> <p>Content: the Discipline studies the analysis of the current state of state assets management. Accounting of state assets. Analysis of the legislative framework management of state enterprises. Management of shares of joint-stock companies and shares of limited liability partnerships owned by the state State monitoring of state ownership. Sale of financial assets of the state. Policy management of state assets. Improvement of the state property accounting system. State support.</p> <p>Expected result: after studying this discipline, students should acquire the following skills and abilities:</p> <p>Knowledge: the concept of Finance, financial policy</p> <p>Skill: financial management for government efficiency</p> <p>Skills: improve team performance,</p> <p>Competence: General education, special, communicative, activity</p>
8	Kazakhstan and regional integration processes	4	Valuation of assets and business	State certification	<p>Purpose: gives an opportunity to master the main normative legal documents, theoretical and practical approaches to the problems of integration</p> <p>Content: the Discipline studies the concept of economic integration. To analyze the role of Kazakhstan in the world economic integration. At present, no country in the world can exist in isolation from other States. International trade and integration into certain groups becomes the most important foreign economic and foreign policy task of each state.</p> <p>Expected result: after studying this discipline, students should acquire the following skills: Knowledge: Studying the process of regional integration. Skill: Assessment of the level of development of</p>

					regional integration processes. Skills: work with normative documents. Competence: Information; system-forming; research; activity, communicative; system-forming
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### LIST

elective courses for the educational program 6B04119 " State local government "

Form of training-full-time on the basis of CO

Term of study-2 years

Year of receipt 2021g.

№	Name of Discipline	Discipline Code	Amount	Semester
			Credits	
2. Basic disciplines				
1	Elective course 1			
	Statistics	Sta 1211	5	1
	Socio-economic statistics	SES1211		
2	Elective course 2			
	Fundamentals of management and marketing	FMM1212	5	1
	Market infrastructure	MI 1212		
3	Elective course 3			
	Fundamentals of economic analysis	FEA1213	4	2
	Functional-cost analysis	FCA 1213		
4	Elective course 4			
	Finance	Fin 1214	4	2
	Introduction Finance	IF1214		
5	Elective course 5			
	The financing and lending of investments	TFLI2205	5	2
	Investment activity of companies	IAC2205		
6	Elective course 6			
	Office work in state bodies	OWSB2206	5	3
	Business correspondence	BC2206		
7	Elective course 7			
	Organization and regulation of labor	ORL2207	5	3
	Human resources management	HRM2207		
8	Elective course 8			
	Fiscal policy	FP2208	6	2
	Tax regulation	TR2208		

9	<b>Elective course 9</b>			
	Public private investment	PPI2209	6	3
	Public private enterprise	PPE2209		
10	<b>Elective course 10</b>			
	Planning and budgeting system	PBS2210	5	3
	In-house planning and budgeting	IPB2210		
11	<b>Elective course 11</b>			
	Economics of enterprise	EE2211	5	3
	Economics of organizations	EO2211		
12	<b>Elective course 12</b>			
	Consulting and related services	CRS2212	5	4
	Financial consulting	FC2212		
13	<b>Elective course 13</b>			
	Valuation of assets and business	VAB2213	5	4
	Business valuation	BV2213		
14	<b>Elective course 14</b>			
	State management of foreign economic activity	SMFEA2214	5	4
	Management of foreign economic activity	MFEA2214		
15	<b>Elective course 15</b>			
	Local government	LG3215	4	4
	Project management	PM3215		
<b>3. Profiling disciplines</b>				
1	<b>Elective course 1</b>			
	Personnel management	PM1301	5	1
	Economics of the labor market	ELM1301		
2	<b>Elective course 2</b>			
	Socio-economic planning	SEP1302	5	2
	Social and economic development of Kazakhstan	SED1302		
3	<b>Elective course 3</b>			
	Experience of foreign countries in the system of public administration	EFCSPA2303	6	3
	Public service in foreign countries	PSFC2303		
4	<b>Elective course 4</b>			
	Government and business	GB2304	5	4
	Business organization	BO2304		
5	<b>Elective course 5</b>			
	Quality management of public services	QMPS2305	5	4
	The social sphere of Kazakhstan's economy	TSSKE2305		
6	<b>Elective course 6</b>			
	Public policy and governance	PPG2306	5	4
	Antitrust policy of the state	APS2306		

7	<b>Elective course 7</b>			
	Professional ethics and management culture	PEMC1307	3	3
	The ethics of public service	TEPS 1307		
8	<b>Elective course 8</b>			
	State asset management	SM 3308	4	4
	Kazakhstan and regional integration processes	KRIP 3308		