

ALIKHAN BOKEIKHAN UNIVERSITY  
Faculty of information technology and economics  
Department of Business and management

CATALOGUE OF ELECTIVE COURSES

6B04119 State and local government  
year of admission – 2021

Semey, 2021

Reviewed and approved at the meeting of the Faculty's Educational and Methodological Council  
Protocol No. 5 of 20 .05.2021

Re-approved at the meeting of the Educational and Methodological Council of the University  
Protocol No. 1 of 17.09.2021

## Student's Memo

Dear student of "ALIKHAN BOKEIKHAN UNIVERSITY", a catalog of elective disciplines is offered to your attention. This is a systematic list of all optional academic subjects with a brief description. It is designed so that you can quickly, conveniently and comprehensively form an individual learning trajectory. This is an assistant in creating your own curriculum.

In accordance with the credit technology of education, all academic disciplines are divided into three cycles: general education disciplines (GED), basic disciplines (BD) and specialized disciplines (SD). Disciplines in each of these cycles are divided into types: mandatory component, university component and elective component (elective disciplines).

The disciplines of the compulsory component are determined by the state mandatory standard of higher education according to the educational program and are mandatory for students to study.

Disciplines of the elective component are presented according to the educational program at a meeting of the department with the participation of employers and students. From the entire list of elective courses offered, you can choose the most interesting ones.

The methodology for choosing elective courses using the catalog for inclusion in your individual curriculum is as follows:

1. Find the course and academic semester in the list.
2. Determine the number of credits in an elective subject issued from the structure of the educational program of higher education.
3. Carefully read the list of elective courses offered. Focus on combining academic subjects according to the selected courses. Only one subject can be selected from a group of elective courses.
4. Read a brief description of the elective courses you are interested in and make your choice.
5. Check whether the total number of credits for the courses you have chosen corresponds to the required amount of credit in accordance with the structure of the higher education program.
6. When choosing elective disciplines, use the help of an adviser.

Degree awarded: bachelor of business and management in the educational program "6B04119 State and local government"

| Component No. of                           | Name of discipline or module | Number of credits | Prerequisites                             | Postrequisites  | Brief description indicating the purpose of the study, brief content and expected learning outcomes (knowledge, skills, competencies)   |
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| <b>BASIC DISCIPLINES</b>                   |                              |                   |   |   |   |
| <b>Selectable Components (CV)</b>          |                              |                   |   |   |   |
| <b>Module 6 Mathematics and Accounting</b> |                              |                   |   |   |   |
| 1  | Statistics                   | 5                 | Economic theory, Mathematics in Economics | Fundamentals of economic analysis, functional cost analysis, BigDate and Business Intelligence Cloud Computing Services | <p><b>Content:</b> the discipline studies the subject, method and main categories of statistics, the process and stages of statistical research (statistical observation, summary and grouping, analysis), absolute and relative values, average values and indicators of variation, time series, indices, sample observation, except in addition, social and economic indicators used to analyze and study the relationship of socio-economic phenomena.</p> <p><b>Expected results:</b></p> <p>Know: sample observations, statistical methods for studying the dynamics of social phenomena, the subject and method of statistics, statistical observation, statistical summary 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: systematize and generalize economic information, analyze the structure and development trends of the Kazakh 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.</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> <p>Competencies: economic, organizational and managerial</p> |
| 1  | Socio - economic statistics  | 5                 | Economic Theory, Mathematics in Economics | Fundamentals of economic analysis, Functional cost analysis   | <p><b>Content:</b> the discipline studies the foundations and system of indicators of socio-economic statistics, statistics of the population and labor resources, statistics of national wealth, costs and intermediate consumption, commodity and money circulation, price statistics, statistics of production efficiency, main macroeconomic indicators, statistical study of the dynamics of socio-economic phenomena.</p> <p><b>Expected results:</b></p> <p>Know: the basics and system of indicators of socio-economic statistics, statistics of the population and labor resources, statistics of national wealth, costs and intermediate consumption, commodity and money circulation, price statistics, production</p>   |

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|  |  |   |   |  | <p>efficiency statistics, main macroeconomic indicators, statistical study of the dynamics of socio-economic phenomena.</p> <p>Be able to: apply the acquired knowledge and skills in practice; carry out a comprehensive analysis of the studied phenomena and processes; perform the necessary calculations and formulate conclusions; use in the work of special literature, reference material and computer technology.</p> <p>Skills: on the main provisions of economic statistics; on general rules and principles of statistical research and observations; about the nature of statistical aggregates; about ways of solving statistical indicators.</p> <p>Competencies: economic, organizational and managerial</p>  |
| <b>Module 8. Fundamentals of market economy and management</b> |  |   |   |  |   |
| 2  | Fundamentals of Management and Marketing | 6 | Fundamentals of Market Economy and Entrepreneurship | <p>Corporate governance, strategic management, Organization and regulation of labor, Human Economics, Theory of public administration,</p> | <p><b>Content</b> :the discipline studies the basics of management in a market environment, the basics and concepts of marketing in order to effectively meet market needs, the organization of product distribution and marketing, and communication processes. The subject reveals the content of company management, the process of planning, pricing, promotion of ideas, goods and services, develops specific skills for the implementation of various types of management activities, market analysis and design.</p> <p><b>Expected results:</b></p> <p>Know: use the complex of acquired knowledge to solve all marketing problems; determine the state of the economy, the real state of the company and its position in the market; evaluate the results of the company's marketing activities.</p> <p>Be able to: what is an enterprise as an object of marketing activities; what tasks of the firm's practical activities are solved within the framework of the marketing concept; how to manage intra-company processes with the help of marketing tools;</p> <p>Skills: methods of economic analysis of the behavior of economic agents and markets in a global environment; implementation of various types of management activities, market analysis and design. Ability to use modern methods of corporate finance management to solve strategic problems.</p> <p>Competences : economic, organizational and managerial</p> |
| 2  | Market infrastructure                    | 6 | Fundamentals of Market Economy and Entrepreneurship | <p>corporate management, strategic management, Organization and regulation of labor, Human Economics, Theory of public administration,</p> | <p><b>Content:</b> a discipline that studies the structure of the market, i.e. all subjects of the economy and relations between them, a system of relations of interconnected institutions, services, enterprises operating within 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 for the functioning of markets.</p> <p><b>Expected results:</b></p> <p>Know: business entities of the market, the relationship between them, the needs of markets, the environment for the functioning of markets, the process of forming the market infrastructure in Kazakhstan.</p> <p>Be able to: to form students' knowledge about the features of the current stage of development of the economy of Kazakhstan .</p> <p>Skills: work as the main elements of the market infrastructure</p> <p>Competencies: economic, organizational and managerial</p>  |
| <b>Module 12 Analysis and planning</b>                         |  |   |   |  |   |
| 3  | Fundamentals of                          | 4 | Economic theory,                                    | BigDate and  | <p><b>Contents:</b> the discipline studies the methods of cognition of economic processes and phenomena. Subject, content and tasks,</p>  |

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|                            | Economic Analysis        |   | Statistics, Social and Economic Statistics                  | Business Intelligence , Cloud Computing Services, Manufacturing practice I          | <p>considering the method and methodology, methods and techniques of economic analysis. Classification of factors, interdependence and interrelationships between them. Modeling the relationship between performance indicators and factors.</p> <p><b>Expected results:</b><br/>         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, classification of factors, interdependencies and relationships between them, modeling the relationship between performance indicators and factors.<br/>         Be able to: correctly formulate an analytical problem; to build multifactorial systems; apply methods for identifying the influence of factors on the change in the performance indicator;<br/>         Skills: apply methods of complex assessments of the activities of economic entities and their divisions; interpret the results of calculations<br/>         Competences: economic, organizational and managerial</p>  |
| 3                          | Functional cost analysis | 4 | Economic theory, Statistics, Social and Economic Statistics | BigData and Business Intelligence Cloud Computing Services Manufacturing practice I | <p><b>Contents:</b> the discipline studies the basics of the theory and practice of conducting functional-value analysis, develops skills in using methods and algorithms for conducting functional-value analysis of various objects using various analysis techniques. Identification of the key problems of saving material, labor and money at various stages of the life cycle of products, the maximum use of intra-production reserves, the formation of professional competence in the field of resource saving in market economic conditions.</p> <p><b>Expected results:</b><br/>         Know: the history of the development of the FSA in our country and abroad, the sequence of actions when carrying out work on the FSA. technology of work, basic methods, new forms of analysis, areas of its application.<br/>         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. - to implement the received solutions.<br/>         Skills: the use of methods and algorithms for conducting a functional cost analysis of various objects using various analysis techniques, achieving the optimal ratio between the useful effect of an object and the total costs for its life cycle; 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.<br/>         Competences: economic, organizational and managerial</p> |
| <b>Module 16 Budgeting</b> |                          |   |   |   |  |
| 4                          | Finance                  | 5 | Economic theory   | Fiscal policy, Tax regulation   | <p><b>Content:</b> the discipline studies the theoretical foundations of finance, the 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, state financial regulation of the economy, features of financing public services in the Republic of Kazakhstan, finance in the system of foreign economic connections.</p>   |

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|                        |                         |   |   |   | <p><b>Expected results:</b><br/> Know: fundamentals of the organization and management of public finance, finance of economic entities and financial institutions; legal foundations of finance, the use of finance in the system of public production, the organization of the financial system of the Republic of Kazakhstan, financial policy and the structure of the financial mechanism, public finance,<br/> Be able to: analyze the cash flows of the state, economic entities and financial institutions, the financial condition of the company and the situation in the financial market, to learn the application of theoretical knowledge in practice<br/> Skills: financial management for making decisions on the formation and use of financial resources at different levels of the social structure.<br/> Competencies: professional</p>   |
| 4                      | Introduction to Finance | 5 | Economic theory   | Fiscal policy, Tax regulation   | <p><b>Content:</b> the discipline studies the theoretical and practical foundations of finance at the macro and micro levels, the essence and functions of finance, their role in the production process; the content and composition of the financial system of the Republic of Kazakhstan; basics of financial management; effective use of financial and credit, investment and insurance instruments; financial management skills to make decisions on the formation and use of financial resources.<br/> <b>Expected results:</b><br/> Know: the laws of the functioning of the modern economy at the micro level; the basic concepts, categories and tools of economic theory and applied economic disciplines; the main features of the leading schools and areas of economic science.<br/> Be able to: analyze economic phenomena, processes and institutions at the micro level in their interrelation; identify problems of an economic nature when analyzing specific situations, propose ways to solve them taking into account criteria of socio-economic efficiency, risk assessment and possible socio-economic consequences; use sources of economic, social, managerial information;<br/> Skills: financial management for making decisions on the formation and use of financial resources, methodology of economic research; modern methods of collecting, processing and analyzing economic and social data;<br/> Competencies: professional</p> |
| <b>Module 13 State</b> |                         |   |   |   |  |
| 5                      | State procurements      | 5 | Socio-economic planning, Socio-economic development of Kazakhstan | State asset management, Kazakhstan and regional integration processes | <p><b>Content:</b> the discipline studies the theoretical and legal foundations of the contract system in the field of procurement of goods, works and services for public needs, the theoretical, legal and practical foundations for the formation and functioning of the national contract system of public procurement, the stages and features of its development, foreign experience in procurement.<br/> <b>Expected results:</b><br/> 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 of goods, works and services for public needs, 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</p>   |

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|                              |                      |   |   |   | <p>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: skills of independent research 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> <p>Competencies: professional</p>   |
| 5                            | State monitoring     | 5 | Socio-economic planning, Socio - economic development of Kazakhstan | State asset management, Kazakhstan and regional integration processes | <p><b>Content:</b> this discipline forms knowledge in the field of maintaining, monitoring, providing electronic services to subjects of the public procurement system, compiling a consolidated analytical report, compliance with legislation and procurement procedures by specific customers, conducting an audit in the field of procurement, assessing the validity and effectiveness of budget expenditures, monitoring to identify and suppression of specific violations</p> <p><b>Expected results:</b></p> <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 carrying out control measures in areas state monitoring; responsibility system.</p> <p>Be able to: determine the boundaries of the rights, duties and competences of public authorities monitoring; 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: practical skills in preparing documentation for the preparation for the control event; practical skills in preparing documentation for the implementation of control Events; practical skills in documenting the results of inspections, audits, supervisory events</p> <p>Competencies: professional</p> |
| <b>Module 14 Office work</b> |                      |   |   |   |   |
| 6                            | Office work in state | 5 | Professional Kazakh   | Local government Project  | <p><b>Content:</b> the discipline studies the general characteristics of the modern legislative and normative - methodological support of office work in public authorities. Methods for organizing work</p>  |

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|  | bodies                               |   | (Russian) language, Kazakh (Russian) language, Public administration theory                     | management  | <p>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. Designing local regulatory and methodological documents for office work in public service systems.</p> <p><b>Expected results:</b><br/>         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.<br/>         Be able to organization of work with documents depending on the organizational structure, management, volume of document circulation of organizations; to design local regulatory and methodological documents on office work in public service systems.<br/>         Skills: registration of the main organizational and administrative documents of organizations<br/>         Competences : professional</p>  |
| 6  | Business correspondence              | 5 | Professional Kazakh (Russian) language, Kazakh (Russian) language, Public administration theory | Local government Project management   | <p><b>Content:</b> The discipline studies lexical and grammatical features, features of structuring monologue and dialogic statements of regional studies, general scientific and professional nature; features of written communication, the terminological conceptual apparatus of summarizing and annotating texts of a professional orientation is developing; business writing skills; skills of public speech and participation in discussion and controversy</p> <p><b>Expected results:</b><br/>         Know: requirements for formalization of official documents, lexical and grammatical features, features of structuring monologue and dialogic statements of regional studies, general scientific and professional nature<br/>         Be able to: organization of work with documents depending on the organizational structure, management, volume of document circulation of organizations;<br/>         Skills: registration of the main organizational and administrative documents of organizations<br/>         Competences: professional</p>   |
| <b>Module 15 Governance in an organization</b> |                                      |   |   |   |   |
| 7  | Organization and regulation of labor | 4 | Fundamentals of Management and Marketing Market Infrastructure                                  | Economics of the enterprise, Economics of organizations, Planning and budgeting system, Manufacturing practice II | <p><b>Content:</b> the discipline 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. Rationing and optimization of the number of civil servants in the Republic of Kazakhstan. Practical methods, organization of labor processes, structure, content of labor of workers, organization and regulation of labor.</p> <p><b>Expected results:</b><br/>         Know: economic fundamentals of the functioning of the enterprise; composition and structure of economic resources; methods of assessing the results of economic activity of the enterprise, rationing and optimization of the number of civil servants in the Republic of Kazakhstan, practical methods, organization of labor processes, structure, content of labor of employees, organization and rationing of labor.<br/>         Be able to: critically evaluate, systematically and comprehensively analyze the state of labor organization; monitor compliance with legislative and other regulatory legal acts at the</p> |

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|                            |               |   |  |  | <p>enterprise and its divisions; study working conditions at workplaces, prepare and make proposals on the development and implementation of more advanced methods and techniques of labor; carry out work on the organization, certification and rationalization of workers to develop and implement measures to improve the organization of staff work.</p> <p>Skills: analysis of workplaces; skills of monitoring the use of working time; methods of improving the efficiency of labor activity for various categories of employees, evaluating the effectiveness of labor activity</p> <p>Competencies: professional</p>  |
| 7                          | Human economy | 4 | Fundamentals of Management and Marketing Market Infrastructure | <p>Economics of the enterprise, Economics of organizations, Planning and budgeting system, Manufacturing practice II</p> | <p><b>Content:</b> the discipline introduces students to modern topics and methods of scientific research in the field of the labor market. Students study modern theories of labor supply and demand, 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><b>Expected results:</b></p> <p>Know: modern theories of labor supply and demand, characteristics of labor markets, negotiation processes between entrepreneurs on the conclusion of a collective agreement. The relationship of the labor market with different types of markets. The state of the labor market in Kazakhstan. Labor market regulation mechanism</p> <p>Be able to: identify and analyze the vital interests of employees and staff of the organization, analyze organizational structures, the competitive environment, the situation on the labor market, apply in practice the values obtained in labor market theory, analyze and critically substantiate the situation on the labor market, have practical skills in providing and interpreting information about the activities of labor market entities.</p> <p>Skills: understanding the inextricable link between the interests of society, the workforce and the needs of each person, apply methods and methods of enterprise and personnel management, self-collection, analysis and presentation of information characterizing the processes taking place in the labor market.</p> <p>Competencies: professional</p> |
| <b>Module 16 Budgeting</b> |               |   |  |  |   |
| 8                          | Fiscal policy | 5 | Finance , Introduction finance                                 | <p>State audit, State management</p>   | <p><b>Content:</b> the discipline studies the foundations of the state's fiscal policy, the role of taxes in the formation of budget revenues, the state's policy in the field of budget expenditures, the management of state budgetary funds, the state's fiscal policy, and the performance indicators of the state's fiscal policy.</p> <p><b>Expected results:</b></p> <p>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.</p> <p>Be able to: analyze the external and internal planning object; correctly understand and work with the documentation of the state planning system.</p> <p>Skills: 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 results-based budgeting process;</p>   |

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|                        |                            |   |   |   | basic knowledge of mechanisms and tools to ensure monitoring, development, execution of the budget and budget reporting.<br>Competencies: economic, organizational and managerial   |
| 8                      | Tax regulation             | 5 | Finance, Introduction on finance  | State audit, State management   | <p><b>Content:</b> The discipline studies the features of tax regulation of economic activities, tax rates, the specifics of the application of tax exemptions, deduction benefits in the regulation of economic activities, the regulation of the tax burden on economic activities, the administration of methods of tax regulation of economic activities</p> <p><b>Expected results:</b><br/>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</p> <p>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.</p> <p>Skills: practical skills of predicting the consequences of tax regulation of economic activities; - practical skills in the analysis of tax regulation of economic activities.</p> <p>Competencies: economic, organizational and managerial</p>   |
| <b>Module 13 State</b> |                            |   |   |   |   |
| 9                      | Public private partnership | 3 | Theory of Public Administration, Labor Law of the Republic of Kazakhstan, Entrepreneurial and Corporate Law of the Republic of Kazakhstan | State asset management, Kazakhstan and regional integration processes | <p><b>Content:</b> The discipline studies a holistic view of the system of public and private partnerships, industry-specific features and methods for analyzing management effectiveness, principles for planning and implementing socio-economic projects of state institutions and enterprises. Models and forms, scopes in RK. Legislation, problems and objectives of the development of public and private partnerships in the Republic of Kazakhstan.</p> <p><b>Expected results:</b><br/>Know: the features of the economy and management in traditional areas of activity for the state, transport and communication services, housing and communal services, education, science, healthcare, other state and municipal services; models and forms, scopes in RK. 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 extra-budgetary 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: the ability to 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> <p>Competencies: professional</p> |
| 9                      | State private enterprise   | 3 | Theory of Public Administration,  | State asset management, Kazakhstan                                    | <p><b>Content:</b> the discipline studies the methodological foundations for the formation and development of private entrepreneurship, the essence of entrepreneurship, its signs and development factors, the risks associated with business management, state</p>  |

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|                            |                                 |   | <p>Labor Law of the Republic of Kazakhstan, Entrepreneurial and Corporate Law of the Republic of Kazakhstan</p> | <p>and regional integration processes</p>                            | <p>policy in the field of supporting private entrepreneurship, legislative support for entrepreneurship in the Republic of Kazakhstan, financial and credit infrastructure for supporting entrepreneurship, marketing research.</p> <p><b>Expected results:</b><br/>         Know: the essence, types and forms of entrepreneurial activity; fundamentals of entrepreneurial ethics, legal regulation of entrepreneurial activity; fundamentals of intra-company entrepreneurship; business performance indicators, methodological foundations for the formation and development of private entrepreneurship, the essence of entrepreneurship, its signs and development factors, risks associated with business management.<br/>         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).<br/>         Skills: methodology for evaluating an entrepreneurial idea, organizing one's own business; business plan skills.<br/>         Competencies: professional</p>  |
| <b>Module 16 Budgeting</b> |                                 |   |   |  |   |
| 10                         | Planning and budgeting system   | 5 | <p>Organization and regulation of labor, Human economy</p>  | <p>State policy and management, Antimonopoly policy of the state</p> | <p><b>Content:</b> the discipline studies the system of budget planning, budgeting and efficient spending of budget funds. Types of planning and budgeting. Evaluation of the effectiveness of spending budget funds. Drawing up a program for the development of the territory and the implementation of investment projects. Attracting private investment.</p> <p><b>Expected results:</b><br/>         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. Evaluation of the effectiveness of spending budget funds. Drawing up a program for the development of the territory and the implementation of investment projects.<br/>         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 planning system.<br/>         Skills: methods of 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;<br/>         Competencies : economic, organizational and managerial</p> |
| 10                         | In-house planning and budgeting | 5 | <p>Organization and regulation of labor, Human economy</p>  | <p>State policy and management, Antimonopoly policy of the state</p> | <p><b>Content:</b> the discipline studies a set of knowledge and skills on the main methodological, organizational and legal aspects of planning at an enterprise, introduces them to the technology and economic mechanism of budgeting, to the problems of implementing a budgeting system at an enterprise based on the use of information technology, forms the skills to develop plans</p>   |

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|  |                            |   |   |  | <p>for socio-economic development enterprises, the skills of qualified management of the financial and economic divisions of the enterprise.</p> <p><b>Expected results:</b><br/>         Know: to know modern approaches, methods, technologies for forecasting and planning the activities of an enterprise;<br/>         Be able to: acquire skills in the field of development, based on the available information, of the main sections of the enterprise's activity plan, both in time and functional terms, namely, skills in the development and justification of the enterprise's activity strategy, forecasting the volume of sales of products (works, services) and drawing up a plan sales, formation of the production program of the enterprise, substantiation of its resources - material and technical, labor, financial, etc.<br/>         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, calculate the effectiveness of the proposed measures and reflect these measures in the relevant sections of the plan, skills of qualified management of financial and economic divisions of the enterprise.<br/>         Competencies : economic, organizational and managerial</p>   |
| <b>Module 17 Government and business</b> |                            |   |   |  |   |
| 11                                       | Enterprise economy         | 5 | Microeconomics, Organization and regulation of labor, Human economics | Local government<br>Project management | <p><b>Contents:</b> the discipline studies the production structure of an enterprise, types of industrial production; choice of economic strategy, formation, use of capital and accumulation of profits of the enterprise; logistics of production, the formation of stocks and their rational use; the formation of production costs, the calculation of the cost of production, the pricing policy of the enterprise; innovative activity, product quality, wage systems and increasing labor productivity; foreign economic activity.</p> <p><b>Expected result:</b><br/>         Know: the production structure of the enterprise, types of industrial production; the choice of economic strategy, formation, use of capital and accumulation of profits of the enterprise; the economic foundations of the functioning of the enterprise; the composition and structure of economic resources; methods of evaluating the results of economic activity of the enterprise,<br/>         Be able to: analyze the economic condition of the enterprise, develop management decisions based on the analysis of various options, in order to improve the efficiency of the organization to form a system of business plans of the organization,<br/>         Skills: collecting and processing the necessary data necessary for the development of plans and justification of management decisions, planning the activities of the organization, justification of management decisions and organization of their implementation, methods of evaluating the activities of the organization<br/>         Competencies: economic, organizational and managerial</p> |
| 11                                       | Economics of organizations | 5 | Microeconomics, Organization and regulation of labor, Human economics | Local government<br>Project management | <p><b>Content:</b> the discipline studies the essence of the organization as the main link in the economy; basic principles of building the economic system of the organization; management of fixed and working capital and evaluation of the effectiveness of their use; organization of production and technological processes; the composition of the material, labor and financial resources of the organization; pricing mechanisms; forms of remuneration; the main technical and economic indicators of the organization's</p>  |

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|                        |                    |   | mics  |  | <p>activities and the methodology for their calculation.</p> <p><b>Expected result:</b><br/>         Know the economic foundations of the functioning of the enterprise; the composition and structure of economic resources; methods of assessing 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; organization of production and technological processes<br/>         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 obtained to justify 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 activities of the organization<br/>         Skills: to determine the organizational and legal forms of organizations; to plan the activities of the organization; to determine the composition of the material, labor and financial resources of the organization; to fill out primary documents on the economic activity of the organization<br/>         Competencies: economic, organizational and managerial</p>   |
| <b>Module 18 Right</b> |                    |   |   |  |  |
| 12                     | Administrative law | 3 | Fundamentals of law and anti-corruption culture | Public policy and management, Antimonopoly policy of the state | <p><b>Content:</b> the discipline studies the concept, meaning and features of administrative law as a branch of law; Subject and method of administrative and legal regulation; 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><b>Expected Result:</b><br/>         Know: the concept and sources of administrative law; the concept and types of administrative and legal norms; the concepts of public administration and public service; the 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 for the performance of public functions of the state in the process of exercising executive power by bodies states.<br/>         Be able to: determine the legal status of various subjects of administrative law; study the forms and methods of administrative activity; apply: philosophical and logical principles, laws, forms and methods of cognition in legal activity; moral norms and rules of conduct in specific areas of legal activity; apply modern information technologies for the search and processing of legal information, registration of legal documents and conducting statistical analysis of information; to operate with legal concepts and categories; analyze legal facts and legal relations arising in connection with them; analyze, interpret and correctly apply legal norms<br/>         Skills: establishment of means to ensure the rule of law in the activities of subjects of administrative law, philosophical and legal analysis, evaluation of their actions and the actions of others from the point of view of ethics and morality, collection and processing of information relevant to the implementation of legal norms in the learning process; legal terminology; skills of</p> |

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|                        |                    |   |  |   | working with legal acts.<br>Competencies: professional   |
| 12                     | Constitutional law | 3 | Fundamentals of law and anti-corruption culture                  | Public policy and management, Antimonopoly policy of the state        | <p><b>Content:</b> the discipline forms fundamental ideas about the most important scientific and theoretical provisions of constitutional law, the stages of the constitutional development of the Republic of Kazakhstan, the role and function of the Constitution as the Basic Law of the state and society in the process of building a democratic, legal, social and secular statehood, the constitutional and legal status of a person and citizen , as well as on the constitutional system of state and local self-government bodies.</p> <p><b>Expected Result:</b><br/>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 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.<br/>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;<br/>Skills: on constitutional law as a fundamental branch of the current law system of the Republic of Kazakhstan; on constitutional and legal institutions and methods regulation implemented in modern state-legal practice; about the general content, essence, principles and functions the Constitution of the Republic of Kazakhstan as the Basic Law of the state and society<br/>Competencies: professional</p> |
| <b>Module 13 State</b> |                    |   |  |   |  |
| 13                     | State audit        | 5 | Regional Economics and Management, fiscal policy, Tax regulation | State asset management, Kazakhstan and regional integration processes | <p><b>Content:</b> the discipline studies the basic concepts of the state audit process, requirements for the provision of public services, the development of administrative regulations, the organization of the provision of public services in multifunctional centers, the use of information and telecommunication technologies in the provision of public services, control methods for the provision of public services and the use of budgetary funds.</p> <p><b>Expected results:</b><br/>Know: theoretical and institutional foundations of the organization and functioning of public audit; forms and methods of control and expert-analytical activities; feedback mechanism in the development of state financial control; theoretical and institutional foundations for the organization and functioning of public audit; development of administrative regulations, organization of the provision of public services in multifunctional centers, methods and technologies for collecting and analyzing performance indicators of economic entities; 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 activity during control activities</p>   |

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|  |   |   |  |   | <p>Be able to: operate with concepts and categories in the field of public audit, analyze the features of the organization and functioning of public audit, substantiate proposals and recommendations for improving activities based on the conclusions of control and analytical measures; give qualified opinions and consultations; analyze the problems of state financial control, suggest ways to solve them; generalize and analyze information to achieve the goals of control measures and analytical activities; draw up and draw up documents based on the results of control, expert-analytical and other activities;</p> <p>Skills: understanding of the prospects for the development of public audit; modern methods of collection, processing and analysis of economic and social data for the purposes of public audit; skills in analyzing law enforcement practice in the field of public audit; standards of control and expert-analytical activity; tools for the analysis of theoretical and applied aspects of the development of public audit</p> <p>Competencies: special</p>   |
| 13                                       | State management                              | 5 | Regional Economics and Management, fiscal policy, Tax regulation   | State asset management, Kazakhstan and regional integration processes | <p><b>Content:</b> the discipline studies the basic concepts, methods of making and implementing managerial decisions in the context of the concept of public management, assessing the impact of the economic environment on the functioning of organizations and state and local governments, strategic design: basic concepts and technologies, organization theory and organizational design technologies.</p> <p><b>Expected results:</b></p> <p>Know: the main theories and methodologies for the study of public policy and management; the history of the development of cameral knowledge; the place of state 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 bodies of state and local government. Be able to: analyze the system of public administration at various levels; interpret the influence of the political process on government decision-making; apply the methods of specific empirical research in the political and administrative sciences.</p> <p>Skills: the conceptual apparatus of political and administrative sciences, the skills of defining and interpreting state-administrative conflicts; the main technologies for recruiting civil servants.</p> <p>Competencies: special</p> |
| <b>Module 17 Government and business</b> |   |   |  |   |   |
| 14                                       | State management of foreign economic activity | 4 | Experience of foreign countries in the public administration system, Public service in foreign countries | Final examination   | <p><b>Content:</b> the discipline studies the theoretical foundations of sustainable development of foreign economic activity of the state, foreign and Kazakhstani experience, in the organization of external partnerships, studies the main problems and prospects for the transition to sustainable development of foreign economic relations of the state. Methods and methods of state management of imports and exports. Activities of customs unions and their governing bodies. External trade balance. Measures of state regulation of foreign economic activity.</p> <p><b>Expected results:</b></p> <p>Know: theory and methodology of public administration in the sphere of foreign economic activity (GU FEA); types, types, principles, content and features of GU FEA, the main forms, mechanisms and tools for the implementation of state regulatory</p>   |

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|                        |   |   |  |  | <p>influences in the field of foreign economic activity and ways to increase their effectiveness; methods and methods of state management of imports and exports.</p> <p>Be able to: work with regulatory documents, statistical materials, economic literature in order to correctly understand and justify decisions made in the field of GU FEA; evaluate the effectiveness of the implementation of the activities of the GU FEA and its components; use the acquired knowledge in their practical activities in the study and diagnosis of problems, forecasts, goals and situations in the development of foreign economic activity</p> <p>Skills: methods for evaluating the effectiveness of decisions in the field of foreign economic activity management at the state and municipal level; the skills of choosing the best options for the regulatory impact of the state in the field of foreign economic activity in accordance with the strategy of the country's long-term socio-economic development; skills in making regulatory decisions in the field of foreign economic activity at various economic levels.</p> <p>Competencies: special</p> |
| 14                     | Management of foreign economic activity | 4 | Experience of foreign countries in the public administration system, Public service in foreign countries | Final examination                                    | <p><b>Content:</b> the discipline studies the essence of foreign economic activity, its content, forms, types and levels, as well as the specifics of the country's foreign economic complex, the general characteristics and features of foreign trade transactions and operations, the content and execution of foreign trade contracts, various aspects of foreign economic activity and its information support, the implementation of foreign trade operations.</p> <p><b>Expected results:</b></p> <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, the general characteristics and features of foreign trade transactions and operations, the content and execution of foreign trade contracts, the ability to manage organizations, divisions, groups (teams) of employees, projects and networks</p> <p>Be able to: Ability to use modern approaches, methods, management tools</p> <p>Skills: methodology for building organizational and management models</p> <p>Competences: special</p>  |
| <b>Module 18 Right</b> |   |   |  |  |  |
| 15                     | Labor Law of the Republic of Kazakhstan | 3 | Fundamentals of law and anti-corruption culture  | Public private partnership, State private enterprise | <p><b>Content:</b> discipline studies the features of consideration and resolution of labor disputes in civil proceedings; the main problems of proof in an individual labor dispute, evidence and the distribution of the burden of proof between the parties to the dispute; about ways of settling a collective labor dispute and conciliation procedures.</p> <p><b>Expected results:</b></p> <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</p>   |

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|   |  |   |   |  | regulations in professional activities in this area<br>Competencies: professional  |
| 15  | Business and corporate law of the Republic of Kazakhstan | 3 | Fundamentals of law and anti-corruption culture                 | Public private partnership, State private enterprise           | <p><b>Content:</b> the discipline forms the main theoretical provisions of the state-legal regulation of entrepreneurial and corporate activities, reveals the meaning of civil, tax and other legislative and regulatory acts regulating entrepreneurial and corporate activities. Mastering the application of legal norms to various situations in entrepreneurial and corporate activities.</p> <p><b>Expected results:</b><br/>Know: the legal foundations of 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<br/>Be able to: to operate with legal concepts and categories in the field of business law; apply legal norms to various situations in entrepreneurial and corporate activities.<br/>Skills: to navigate the system of business and corporate law of the Republic of Kazakhstan<br/>Competencies: professional</p> |
| <b>Module 15: Governance in an organization</b> |  |   |   |  |  |
| 16  | Corporate Governance                                     | 3 | Fundamentals of Management and Marketing, Market Infrastructure | Local government Project management, Manufacturing practice II | <p><b>Content:</b> the discipline studies the prerequisites for development, principles, models and mechanisms of corporate relations. Particular attention is paid to the disclosure of the potential of management in resolving the social problems of modern Kazakhstani society and the practical aspects of assessing the quality of corporate management in organizations of the Republic of Kazakhstan.</p> <p><b>Expected results:</b><br/>Know: the basic concepts of corporate governance, both in public administration and in an organization, prerequisites for development, principles, models and mechanisms of corporate relations.<br/>Be able to: consider the organization as a system of interconnected elements<br/>Skills: communication, managerial and organizational skills<br/>Competencies: professional</p>  |
| 16  | Strategic management                                     | 3 | Fundamentals of Management and Marketing Market Infrastructure  | Local government Project management, Manufacturing practice II | <p><b>Content:</b> the discipline studies the features of strategic management in modern conditions, the general patterns of managerial development, the methodology of strategic management and planning of the organization's activities, the principles of strategic management, the stages of organizing the strategic management process, the main tools for analyzing the external and internal environment, as well as the strategies for the competitive behavior of the company, strategies development.</p> <p><b>Expected results:</b><br/>Know: the basic concepts of strategic management; the stages of commercialization of scientific ideas and new technologies, the methodology of strategic management and planning of the organization's activities, the principles of strategic management, the stages of the organization of the strategic management process, the main tools for analyzing the external and internal environment.<br/>Be able to: analyze market conditions; evaluate the external</p>  |

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|   |                                |   |   |   | <p>environment of the company; form competitive advantages of the company to choose management methods adequate to strategic objectives; identify and organize the effective use of available resources and information; 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; identification of 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> <p>Competencies: professional</p>  |
| <b>Module 1 Fundamentals of functional literacy</b> |                                |   |   |   |   |
| 17  | BigDate and business analytics | 4 | Fundamentals of economic analysis, Functional cost analysis, Statistics, Social and economic statistics | State asset management, Kazakhstan and regional integration processes | <p><b>Content:</b> the discipline studies the definition of big data, storage technologies, process and analysis technology. Scientific problems in the field of big data. Forecasting and foresight in socio-political and media processes. forecasting methods. Programs for statistical processing of information. Presentation of the capabilities of the SPSS Statistics package for the purposes of analyzing socio-political processes.</p> <p><b>Expected results:</b></p> <p>Know: big data definition, storage technologies, analysis process and technology , algorithms, models and methods required for developing software systems, effectively analyzing data and extracting knowledge from data.</p> <p>Be able to: generate financial statements, gain skills in building models and data structures, their subsequent analysis and drawing conclusions</p> <p>Skills: the result of reporting analysis in the strategy justification process organization development</p> <p>Competencies: economic, organizational and managerial</p>  |
| 17  | Cloud Computing Services       | 4 | Fundamentals of economic analysis , Functional cost analysis, Statistics, Socio-economic statistics     | State asset management, Kazakhstan and regional integration processes | <p><b>Content:</b> the discipline studies general information, network models of cloud services, an introduction to cloud technologies, features and main aspects of designing cloud architectures, instance management, data storage, deployment models, architecture and general characteristics, data models, design features of cloud solutions, the cost of a "cloud" solution , stages of transition to a multi-tenant architecture, dedicated architecture, custom architecture,. multi-tenant architecture, multi-tenant data storage organization models, separate databases, cloud deployment business strategy, requirements formation.</p> <p><b>Expected results:</b></p> <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: Know how to process cloud computing data that can significantly reduce information technology infrastructure costs (in the short and medium term) and respond flexibly to changing computing needs using the properties of elastic computing (English elastic computing) cloud services.</p> <p>Skills: skills of using cloud types computing, the main types of</p> |

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|                              |                    |   |   |  | cloud computing services and their benefits that help companies solve complex problems in the digital age<br>Competencies: economic, organizational and managerial   |
| <b>PROFILING DISCIPLINES</b> |                    |   |   |  |  |
| <b>Selectable Components</b> |                    |   |   |  |  |
| <b>Module 21 Management</b>  |                    |   |   |  |  |
| 1                            | Local government   | 4 | Office work in state bodies, business correspondence, corporate management, strategic management, Enterprise economy, Economics of organizations, Regional economy and management | Manufacturing practice III , final examination | <p><b>Content:</b> the discipline reveals the concept of local self-government, its theoretical foundations, subject and sources, studies local governments, shows the significance of local self-government in the system of democracy, including: the concept and system, basic principles, functions of local self-government, forms of direct democracy. He studies the social mechanism for the implementation of local self-government, ways of implementing state policy in the system of local self-government.</p> <p><b>Expected results:</b><br/> <b>Know:</b> the main theoretical concepts and modern approaches to local self-government; main tasks, principles and methods of municipal government; the content of the main management technologies used by the executive authorities; the main directions for improving the efficiency of local government, the importance of local government in the system of democracy, including: the concept and system, basic principles, functions of local government, forms of direct democracy.<br/> <b>Be able to:</b> use the acquired knowledge in management activities in the process of fulfilling the functional duties of an employee; critically assess the prospects for the introduction of management technologies in a particular area; substantiate the principles, approaches, main directions and measures that ensure the effectiveness of municipal government; correctly conduct a dialogue on topical issues of local government.<br/> <b>Skills:</b> independent work with legal acts, other documents regulating the activities of local government; conducting discussions and professional dialogue with the audience; a reasoned presentation of one's own point of view on local government issues; search, processing of information necessary for the analysis of problems in the field of municipal government and the preparation of proposals for their solution.<br/> <b>Competences:</b> special</p> |
| 1                            | Project management | 4 | Office work in state bodies, business correspondence, corporate management, strategic management, Enterprise economy, Economics of organizations                                  | Manufacturing practice III , final examination | <p><b>Content:</b> the discipline studies the concept, the theoretical foundations of project management, project management and the "golden" rules of management, pre-investment research and project analysis, organizational structures for project management and the organization of the project office, project financing, budgeting, evaluating the effectiveness of projects.</p> <p><b>Expected results:</b><br/> <b>Know:</b> the content of the project management concept , purpose, objectives, principles and basic rules for project management at all stages of their development and implementation; general principles and rules for a comprehensive assessment of the effectiveness, feasibility and risks of projects in the pre-investment and investment phases; the basics of monitoring, the composition and methods of collecting and processing information in assessing the progress of projects, analyzing and managing project risks; the composition and formats of documentation used in the preparation, adoption and execution of decisions on project</p>  |

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|  |  |   | ons,<br>Regional<br>economy<br>and<br>managem<br>ent |  | <p>implementation management, including competitive bidding and procurement, contracting; features of project management in the agro-industrial complex;</p> <p>Be able to: collect and analyze the information necessary for project planning, the formation of a project management system, as well as for monitoring and evaluating the progress of the project; develop and use for control network schedules, coordination plans and other documents necessary for project management.</p> <p>Skills: methods of developing and evaluating project proposals, monitoring the progress of project implementation and managing changes, methods of preparing design estimates, documentation for competitive bidding and concluding contracts, as well as reporting documentation for the project; - information technologies of project management.</p> <p>Competences: special</p>  |
| <b>Module 12 Analysis and planning</b> |  |   |  |  |  |
| 2                                      | Socio-economic planning                  | 6 | State regulation of the economy,                     | State and business business organization, Public policy and management, Antimonopoly policy of the state, Manufacturing practice I | <p><b>Content:</b> the discipline studies knowledge in the field of theory, methodology and organization 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, forecasting and planning methods based on economic and mathematical analysis and programming, mechanisms for making forecasts for the socio-economic development of the country's regions.</p> <p><b>Expected result:</b></p> <p>Know: theories, methodologies and organizations of socio-economic planning at various levels of the economic system, methods of calculation and analysis of socio-economic indicators, strategic planning of the pace, proportions and structure of the national economy, methods of forecasting and planning based on economic and mathematical analysis and programming.</p> <p>Be able to: be able to present the goals, objectives, logic of planning and forecasting for the micro- and macroeconomic level; be able to make the right decision on the problem of organizing intra-company planning of the company; make a business plan of 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> <p>Competences: special</p> |
| 2                                      | Socio-economic development of Kazakhstan | 6 | State regulation of the economy,                     | State and business business organization, State policy and management, Antimonopoly policy of the state, Manufacturing practice I  | <p><b>Content:</b> the discipline studies the theory, methodology and directions of the 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 the formation and justification of planned indicators and activities that ensure the socio-economic development of Kazakhstan, macroeconomic methods for analysis of the state of the economy</p> <p><b>Expected result:</b></p> <p>Know: the 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 to ensure the socio-</p>  |

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|  |   |   |                                 |  | <p>economic development of Kazakhstan, the basic principles and mechanisms of functioning of the welfare state.</p> <p>Be able to: Apply the basics of the analysis of state regulation of the economy, make the right decision on the problem of the organization of intra-company planning of the company; make a business plan of the company.</p> <p>Skills: conducting economic analysis of the Republic of Kazakhstan, the procedure for the formation and justification of planned indicators and measures, reasonably analyze strategic planning of the pace, proportions and structure of the national economy.</p> <p>Competencies: special</p>  |
| <b>Module 19 Public Administration</b> |   |   |                                 |  |  |
| 3                                      | Experience of foreign countries in the public administration system | 6 | Theory of public administration | State management of foreign economic activity, Management of foreign economic activity | <p><b>Content:</b> the discipline studies the main issues of development and activities of public administration bodies, public service systems of foreign countries, foreign practice of managing the economy and supporting the social sphere of public administration functions, methods of managing and providing public services, public procurement experience, document management, interaction with the population and business - sector in foreign countries.</p> <p><b>Expected result:</b></p> <p>Know: development and activity of public administration bodies, public service systems of foreign countries, foreign practice of economic management and support of the social sphere functions of public administration</p> <p>Be able to: determine the management systems of foreign countries, assess the state of state and local authorities and the professionalism of the management of foreign countries; analyze and compare models of state and local government in different countries; apply in practice the principles of modern state and local government;</p> <p>Skills: to determine the tasks of state and municipal employees in the field of decision-making and execution, based on foreign experience; to use the acquired knowledge in the field of public and municipal administration of foreign countries in the implementation of professional skills.</p> <p>Competencies: special</p> |
| 3                                      | Public service in foreign countries                                 | 6 | Theory of public administration | State management of foreign economic activity, Management of foreign economic activity | <p><b>Content:</b> the discipline studies the basic concepts of public administration and public service abroad, public administration bodies, and a general description of legislation in the field of public service abroad. Features of the legal support of public service in various countries. Trends in the development of legislation in the field of public service abroad.</p> <p><b>Expected results:</b></p> <p>Know: the 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 institute of public service in foreign countries.</p> <p>Be able to: analyze the dynamics of modern processes in the public service system abroad, its causes, directions, methods, analyze and compare models of state and local government in different countries; apply in practice the principles of modern state and local government;</p> <p>Skills: formation of initial skills of independent analysis of the main forms and types of public service; skills to track the</p>  |

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|  |                       |   |  |  | development of management of the public service system based on its performance indicators<br>Competencies: special  |
| <b>Module 17 Government and business</b> |                       |   |  |  |  |
| 4  | State and business    | 4 | Macroeconomics, State regulation of the economy, Socio-economic planning, Socio-economic development of Kazakhstan | Public policy and management, Antimonopoly policy of the state | <p><b>Content:</b> the discipline studies the relationship of the state with the business environment in the country, the functions of executive bodies in the field of public and private partnership. He studies the problems: the economic role of the state and the market, the interaction between business and the state, liberalization during the transformation of the market and the limits of state intervention in these processes, limited opportunities for the economic sector of the state.</p> <p><b>Expected results:</b><br/> <b>Know:</b> 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 of the economic sector of the state.<br/> <b>Be able to:</b> 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 by the state the necessary legal, economic, intellectual and organizational conditions for the full development of entrepreneurship, small and medium-sized businesses;<br/> <b>Skills:</b> regulation and operational solution of the tasks of creating the entire arsenal of administrative-legal, organizational-economic and socio-economic mechanisms to stimulate the development of small and medium-sized businesses<br/> Competences: special</p> |
| 4  | Business organization | 4 | Macroeconomics, State regulation of the economy, Socio-economic planning, Socio-economic development of Kazakhstan | Public policy and management, Antimonopoly policy of the state | <p><b>Content:</b> the discipline studies the principles, methods and methods of organizing a business as a modern science, the essence of a modern organization in the context of the external environment, sets clear defined goals, determines the economic, social and legal conditions necessary for the development of entrepreneurial activity, the organization and structure of a business, place and problems small and medium business in the economy of industrialized countries, state regulation of entrepreneurial activity, economic business information systems.</p> <p><b>Expected results:</b><br/> <b>Know:</b> an 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 the organization of core activities and business associations, business planning, elements and stages of its implementation, concepts and basic elements of business infrastructure.<br/> <b>Be able to:</b> apply knowledge and understanding of the problems of business organization at a professional level and possess the competence necessary for the effective organization of business and entrepreneurship; to collect and interpret information on business organization in order to develop solutions taking into</p>  |

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|                         |  |   |                                 |  | <p>account the social factor, economic and ethical considerations, to set clear defined goals, to determine the economic, social and legal conditions necessary for the development of entrepreneurship, the organization and structure of business, the place and problems of small and medium-sized businesses in the economy of industrialized countries</p> <p>Skills: possess the ability to communicate information, ideas, develop solutions in the field of business organization and entrepreneurship; self-assessment of the market situation and the consequences of various activities; analyze factors affecting the effectiveness of state regulation of the economy;</p> <p>Competences: special</p>  |
| <b>Module 20 Assets</b> |  |   |                                 |  |  |
| 5                       | Quality management of public services      | 6 | Theory of public administration | <p>Professional ethics and management culture, Public service ethics</p> | <p><b>Content:</b> the discipline considers regulations and the implementation of systems for evaluating the effectiveness of activities in government agencies, issues of monitoring the quality of public services, public procurement. Reviews the course and results of reforms in government bodies in order to build an effective system for the provision of public services.</p> <p><b>Expected results:</b></p> <p>Know: the main patterns and features of the development of public administration, regulatory documents and the introduction of performance assessment systems in government agencies, 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, consumer protection; apply quantitative methods of assessing the quality of products and services in practice;</p> <p>Skills: quantitative and qualitative analysis for managerial decision-making, progressive methods of quality management of products and services at the enterprise; modern concepts of quality system management at the enterprise</p> <p>Competencies: special</p>   |
| 5                       | Social sphere of the economy of Kazakhstan | 6 | Theory of public administration | <p>Professional ethics and management culture, Public service ethics</p> | <p><b>Content:</b> the discipline studies the essence, methods and principles of the implementation of 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 of the social sphere; socio-economic situation, laws, principles of management of the organization of the social sphere, to assess existing problems</p> <p><b>Expected result:</b></p> <p>Know: the essence, methods and principles of the implementation of 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 the functioning of the welfare state.</p> <p>Be able to: analyze the dynamics of the welfare of the population; 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: analysis of the economic activity of social services; assessment of the degree of economic efficiency of social work,</p> |

|  |                                  |   |  |                   |   |
|--|----------------------------------|---|--|-------------------|---|
|  |                                  |   |  |                   | to identify the processes taking place in the economy and their impact on the social life of society, its individual social groups,<br>Competencies: special  |
| <b>Module 19 Public Administration</b> |                                  |   |  |                   |   |
| 6                                      | Public policy and management     | 5 | Administrative law, Constitutional law, Planning and budgeting system, In-house planning and budgeting, Socio-economic planning, Socio-economic development of Kazakhstan, State and business organization | final examination | <p><b>Content:</b> the discipline studies 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, business correspondence between government bodies, the public and business.</p> <p><b>Expected results:</b><br/> <b>Know:</b> the main processes of public administration and self-government, the development of the institute 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.<br/> <b>Be able to:</b> conduct a discussion and substantiate their point of view on topical issues of public administration; reveal the correlation of political and managerial in public activity; correctly explain the basic scientific terms used to describe the mechanism of public administration and the relationship between these terms; apply a socio-cultural approach to public administration; analyze managerial and political aspects of decisions of state and municipal authorities the authorities.<br/> <b>Skills:</b> selection of arguments in substantiating one's point of view; skills of identifying political and managerial principles in the practical activities of state bodies and officials; skills of using modern scientific terminology to analyze political and managerial aspects of state activity; skills of analyzing the socio-cultural content of state decisions; skills of effectively searching for information on the management activities of state and local authorities using information and communication network Internet.<br/> Competencies: special</p> |
| 6                                      | Antimonopoly policy of the state | 5 | Administrative law, Constitutional law, Planning and budgeting system, In-house planning and budgeting, Socio-economic planning, Socio-economic development  | Final examination | <p><b>Contents:</b> the discipline studies the formation of antimonopoly policy, the main directions, methods and tools. Assessment of the state of the competitive environment in commodity markets. Unfair competition The role of advertising legislation in the suppression of unfair competition, Concerted actions of firms that restrict competition. Horizontal mergers in commodity markets: types, regulatory framework for control, analysis.</p> <p><b>Expected result:</b><br/> <b>Know:</b> the formation of antimonopoly policy, the main directions, methods and tools. Assessment of the competitive environment in the commodity markets. Unfair competition The role of advertising legislation in the suppression of unfair competition, the main forms of integration associations; the specifics of state regulation of corporate concentration processes; the specifics of antimonopoly and competition policy<br/> <b>Be able to:</b> analyze the effectiveness of the public administration system of integration processes; choose the necessary methods of antimonopoly control; assess the impact of management</p>   |

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|                             |  |   | ent of Kazakhstan, State and business Business organization                       |                   | decisions in the antimonopoly sphere and competition policy on the socio-economic development of territories; use scientific and reference literature on management problems.<br>Skills: using various integration process management techniques; planning and control tools in the management process; methods of analyzing the effectiveness of integration process management systems.<br>Competencies: special   |
| <b>Module 21 Management</b> |  |   |   |                   |  |
| 7                           | Professional ethics and management culture | 3 | management of public services, Social sphere of the economy of Kazakhstan         | Final examination | <p><b>Content:</b> the discipline studies methodological, methodological and practical issues of professional ethics and culture of management, and also forms a complete system of knowledge about the ethical aspects of management among students. The principles of conflict resolution are considered. Students in the classroom learn how to conduct a business conversation, conduct commercial negotiations, conduct a business telephone conversation and communicate with visitors, apply the art of dialogue.</p> <p><b>Expected result:</b><br/>Know: the basic rules of professional ethics and methods of business communication in a team; methodological, methodological and practical issues of professional ethics and management culture, and forms an integral system of knowledge among students about ethical aspects of management, principles of conflict resolution.<br/>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;<br/>Skills: effective teamwork, organize your own activities, determine methods and methods of performing professional tasks, evaluate their effectiveness and quality;<br/>Competences: special</p> |
| 7                           | Public Service Ethics                      | 3 | Quality management of public services, Social sphere of the economy of Kazakhstan | Final examination | <p><b>Contents:</b> the discipline studies modern problems of professional ethics, public service ethics, the influence of management culture on the development of an organization, the influence of a leader on the culture of an organization, the culture of management in public authorities, the collection and analysis of information about the culture of an organization, the preparation of reports and analytical notes; development of measures to change culture in the organization and create a favorable moral and psychological climate.</p> <p><b>Expected result:</b><br/>Know: modern problems of professional ethics, ethics of public service, the influence of management culture on the development of the organization, the influence of the head 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;<br/>Be able to: manage an organization in a difficult economic environment, apply business communication techniques in professional activities; organize their own activities, determine methods and methods of performing professional tasks, evaluate</p>   |

|                         |   |   |   |  |   |
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|                         |   |   |   |  | <p>their effectiveness and quality;<br/> Skills: increase the efficiency of teamwork, organize your own activities, carry out work on the preparation and conduct of meetings, business meetings, receptions and presentations;<br/> Competences: special</p>   |
| <b>Module 20 Assets</b> |   |   |   |  |   |
| 8                       | State asset management                        | 4 | State audit, state management, Public private partnership, State private enterprise, BigData and business analytics, Cloud Computing Services | Manufacturing practice III final examination | <p><b>Content:</b> the discipline studies the analysis of the current state of state asset management. Accounting for state assets. Analysis of the legislative framework for the management of state enterprises. Management of shares of joint-stock companies and participation interests of state-owned limited liability partnerships State monitoring of state property. Sale of financial assets of the state. Policy management of state assets. Improvement of the state property accounting system. Governmental support.</p> <p><b>Expected result:</b><br/> Know: analysis of the current state of public asset management. Accounting of state assets. Analysis of the legislative framework for the management of state-owned enterprises. Management of shares of joint-stock companies and participation shares of limited liability partnerships owned by the state.<br/> Be able to: characterize the management system of state assets; justify the choice of methods for managing state assets, using economic tools to analyze the effectiveness of budget management and state assets.<br/> Skills: using economic approaches to substantiate management decisions on budgeting and the structure of state assets.<br/> Competencies: special</p> |
| 8                       | Kazakhstan and regional integration processes | 4 | State audit, state management, Public private partnership, State private enterprise, BigData and business analytics, Cloud Computing Services | Manufacturing practice III final examination | <p><b>Content:</b> the discipline studies the concept of economic integration. Analyze the role of Kazakhstan in world economic integration. At present, no country in the world can exist in isolation from other states. International trade and integration into various groups is becoming the most important foreign economic and foreign policy task of each state.</p> <p><b>Expected result:</b><br/> Know: the main geographical, demographic, economic and socio-political characteristics of the studied country, the main theories of integration; the history of education, the structure and activities of the main organizations and integration associations.<br/> 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<br/> Skills: fluent in the conceptual apparatus 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 of the Republic of Kazakhstan.<br/> Competencies: special</p>   |

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

Form of education

full-time on the basis of CO

The term of study is 4 years;

the year of admission is 2021.

| No.                         | Name of the discipline                   | Discipline code | Qty     | Semester |
|-----------------------------|--|-----------------|---------|----------|
|                             |  |                 | Credits |          |
| <b>2. Basic disciplines</b> |  |                 |         |          |
| 1                           | <b>Elective course 1</b>                 |                 |         |          |
|                             | Statistics                               | Sta 2211        | 5       | 3        |
|                             | Socio-economic statistics                | SES 2211        |         |          |
| 2                           | <b>Elective course 2</b>                 |                 |         |          |
|                             | Fundamentals of Management and Marketing | OMM 2212        | 6       | 3        |
|                             | Market infrastructure                    | RI 2212         |         |          |
| 3                           | <b>Elective course 3</b>                 |                 |         |          |
|                             | Fundamentals of Economic Analysis        | OEA 2213        | 4       | 4        |
|                             | Functional cost analysis                 | FSA 2213        |         |          |
| 4                           | <b>Elective course 4</b>                 |                 |         |          |
|                             | Finance                                  | Fin 2214        | 5       | 4        |
|                             | Introduction to Finance                  | VF 2214         |         |          |
| 5                           | <b>Elective course 5</b>                 |                 |         |          |
|                             | State procurements                       | GZ 3215         | 5       | 6        |
|                             | State monitoring                         | GM 3215         |         |          |
| 6                           | <b>Elective course 6</b>                 |                 |         |          |
|                             | Office work in state bodies              | DGO 4216        | 5       | 7        |
|                             | business correspondence                  | DK 4216         |         |          |
| 7                           | <b>Elective course 7</b>                 |                 |         |          |
|                             | Organization and regulation of labor     | ONT 3217        | 4       | 5        |
|                             | human economy                            | ECh 3217        |         |          |
| 8                           | <b>Elective course 8</b>                 |                 |         |          |
|                             | Fiscal policy                            | NBP 3218        | 5       | 6        |
|                             | Tax regulation                           | NR 3218         |         |          |
| 9                           | <b>Elective course 9</b>                 |                 |         |          |
|                             | Public private partnership               | GCHP 3219       | 3       | 6        |
|                             | State private enterprise                 | GChPd 3219      |         |          |

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| 10                          | <b>Elective course 10</b>   |             |   |   |
|                             | Planning and budgeting system                                       | SPB 3220    | 5 | 6 |
|                             | In-house planning and budgeting                                     | WPB 3220    |   |   |
| 11                          | <b>Elective course 11</b>   |             |   |   |
|                             | Enterprise economy  | EP4221      | 5 | 7 |
|                             | Economics of organizations  | EO 4221     |   |   |
| 12                          | <b>Elective course 12</b>   |             |   |   |
|                             | Administrative law  | AP3222      | 3 | 5 |
|                             | Constitutional law  | KP 3222     |   |   |
| 13                          | <b>Elective course 13</b>   |             |   |   |
|                             | State audit   | GA 4223     | 5 | 7 |
|                             | State management  | GM 4223     |   |   |
| 14                          | <b>Elective course 14</b>   |             |   |   |
|                             | State management of foreign economic activity                       | GUWD4224    | 4 | 7 |
|                             | Management of foreign economic activity                             | UWD 4224    |   |   |
| 15                          | <b>Elective course 15</b>   |             |   |   |
|                             | Labor Law of the Republic of Kazakhstan                             | TPRK3225    | 3 | 5 |
|                             | Business and corporate law of the Republic of Kazakhstan            | PCP 3225    |   |   |
| 16                          | <b>Elective course 16</b>   |             |   |   |
|                             | Corporate Governance  | KU3226      | 3 | 5 |
|                             | Strategic management  | SM 3226     |   |   |
| 17                          | <b>Elective course 17</b>   |             |   |   |
|                             | BigData and business analytics                                      | BDBA3227    | 4 | 6 |
|                             | Cloud Computing Services  | SOV 3227    |   |   |
| <b>3. Major disciplines</b> |   |             |   |   |
| 1                           | <b>Elective course 1</b>  |             |   |   |
|                             | Local government  | MS 4306     | 4 | 4 |
|                             | Project management  | U.P. 4306   |   |   |
| 2                           | <b>Elective course 2</b>  |             |   |   |
|                             | Socio-economic planning   | SEP 3307    | 6 | 5 |
|                             | Socio-economic development of Kazakhstan                            | SERK 3307   |   |   |
| 3                           | <b>Elective course 3</b>  |             |   |   |
|                             | Experience of foreign countries in the public administration system | OZSSGU 3308 | 6 | 5 |
|                             | Public service in foreign countries                                 | GSZS 3308   |   |   |
| 4                           | <b>Elective course 4</b>  |             |   |   |
|                             | State and business  | GB 3309     | 4 | 6 |
|                             | Business organization   | OB 3309     |   |   |
| 5                           | <b>Elective course 5</b>  |             |   |   |
|                             | Quality management of public services                               | UKGU 4310   | 6 | 7 |
|                             | Social sphere of the economy of Kazakhstan                          | SSEK 4310   |   |   |
| 6                           | <b>Elective course 6</b>  |             |   |   |
|                             | Public policy and management  | GPU 4311    | 5 | 7 |
|                             | Antimonopoly policy of the state                                    | APG4311     |   |   |
| 7                           | <b>Elective course 7</b>  |             |   |   |
|                             | Professional ethics and management culture                          | PEKU 4312   | 3 | 8 |
|                             | Public Service Ethics   | EGS 4312    |   |   |
| 8                           | <b>Elective course 8</b>  |             |   |   |
|                             | State asset management  | UGA 4313    | 4 | 8 |
|                             | Kazakhstan and regional integration processes                       | KRIP 4313   |   |   |

