

Alikhan Bokeikhan University

**COURSE CATALOG
FOR ADDITIONAL EDUCATIONAL
PROGRAM "MINOR"**

(Approved at the meeting of the Academic Council No. 5 of January 25, 2023)

Semey, 2023

Content

Foreword.....	3
Accounting and taxation at the enterprise.....	4
Ensuring safety at tourism facilities.....	7
Electronic lawyer.....	9
Entrepreneurship and Startup (Business&StartUp).....	12
Computer graphics and design.....	16
Psychology in professional activity.....	19
Translation business.....	22
Methods of teaching the Kazakh language and literature at school	27
Foreign language in an ungraded school.....	31
Foreign language in preschool institutions.....	34
Organization of teaching and educational work in an ungraded school.....	37
Adaptation and socialization of children with disabilities in inclusive education.....	39
Activities of bodies of inquiry in the system of pre-trial investigation.....	41
Organization of the educational process in an inclusive environment	45
Change registration sheet	50

Foreword

The main educational program (Major) is an educational program determined by students for study in order to form key competencies.

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

Formation of educational programs (hereinafter - EP): the main and additional programs based on Major-Minor will provide you with the opportunity to gain additional competencies along with the main educational program.

When forming an individual educational program, you have the right to choose one main educational program or two educational programs based on Major-Minor programs.

The disciplines of the additional EP are studied within the disciplines of the VC and VC and their volume is included in the total amount of academic credits (240 credits) required to award the corresponding degree or qualification in the main EP.

The additional educational program (Minor) is studied in the second and subsequent years and consists of several disciplines studied sequentially if they are interconnected, or in any academic period if the disciplines are not interconnected.

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

Each Minor discipline can be studied in several modules.

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

The Minor course of disciplines can be developed as a single course for all educational programs or for individual educational programs.

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

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

Name of the course of disciplines of the additional educational program (Minor): Accounting and taxation at the enterprise.

Number of credits: 30

The course of disciplines is available for students of legal and economic educational programs (3rd year).

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

Number of credits: 6

Prerequisites: Theory and History of State and Law

Postrequisites: Legal regulation of public procurement in Republic of Kazakhstan

Brief content of the discipline: The training course contains the main provisions considering the legal nature of the relations of legal entities, as well as the basic concepts ("legal entity"), as well as the main institutions of civil law, such as the creation, reorganization, liquidation of business entities, insolvency (bankruptcy) of business entities, licensing of certain types of activities, legal regulation of audit, appraisal, advertising activities in the Republic of Kazakhstan.

Expected Result:

Know:

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

Be able to:

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

Legal entities as subjects of civil law of the Republic of Kazakhstan is one of the general professional branch legal disciplines and is intended for theoretical reflection of the features of civil law regulation of the entire sphere of public relations in the Republic of Kazakhstan.

Own:

- the concepts and principles formulated in civil law make it possible to use them in law-making and law enforcement practice.

Discipline No. 2 Fundamentals of Accounting.

Number of credits: 6

Prerequisites: Labor Law of the Republic of Kazakhstan

Postrequisites: Legal regulation of public procurement in Republic of Kazakhstan

Brief content of the discipline: The discipline of the fundamentals of accounting studies the history of the formation of accounting, legislative regulation of accounting, accounting principles, forms, methods and functions of accounting, as well as accounts and double entry, correspondence of accounts, types of financial statements and balance sheet, internal control rules.

Expected Result:**Know:**

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

Be able to:

- keep accounting records and draw up financial statements, master modern methods and means of information processing.

Own:

- have the skills to apply regulations, international and national standards, principles, forms and methods of accounting.

Discipline No. 3 Financial Statement Analysis**Number of credits: 6****Prerequisites:** Administrative Law of the Republic of Kazakhstan**Postrequisites:** Legal regulation of public procurement in Republic of Kazakhstan

Discipline summary: The course program studies the legal framework for analyzing the results of financial reporting of organizations, indicators of competitiveness, financial stability, solvency and profitability of an enterprise, assessing the efficiency of using production and financial resources, preparing analytical materials for choosing and making managerial decisions, the legal foundations of rehabilitation and bankruptcy organizations.

Expected result: As a result of mastering the academic discipline, the student must:**Know:**

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

Be able to:

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

Own:

- information on the implementation of financial analysis at the enterprise;
- application of methods of financial analysis.

Discipline No. 4 Legal regulation of the tax system in the Republic of Kazakhstan**Number of credits: 6****Prerequisites:** Theory and History of State and Law**Postrequisites:** Legal regulation of public procurement in Republic of Kazakhstan

Brief content of discipline: Subject of tax law; Principles of tax law; tax device; Tax administration; Legal bases of tax planning; Legal basis of tax control; Legal basis of tax liabilities; Legal liability for tax offenses; Certain types of taxes; Special tax regime, functioning of budgetary funds; treasury functions; cash flow management hoz.subektov. Consideration of the mechanism of public debt management, the functioning of off-budget funds.

Expected Result:

Know:

- an integral system of knowledge in the field of tax law of the Republic of Kazakhstan, the legal nature of budget law;
- basic principles of budgetary law;
- formation of students' scientific understanding of the budgetary law of the Republic of Kazakhstan.
- development by students of theoretical material for the study of this discipline, which are public relations of a private and public nature, arising as a result of an offense.

Be able to:

- apply the norms governing the activities of budgets of different levels, analyze the content of the main sections of the system of budgetary law, teach them to navigate among the multitude of legal acts aimed at regulating budgetary relations and correctly apply budgetary legislation in practice;
- master theoretical materials on the study of tax law, tax planning, tax legal relations, tax activities of the state, fundamental concepts and categories of the science of tax law of the Republic of Kazakhstan, necessary for the study of industry-specific legal disciplines. To cultivate the ability to think freely, to use legal terminology to express their thoughts;
- apply theoretical knowledge in practice, analyze tax legislation. The student must be competent in the application of the theory of tax legislation in practice, and could also navigate the organization and implementation of legal relations.

Own:

- mastering the main ways to ensure the fulfillment of tax obligations. Acquiring the skills of independent search for legal information and the ability to use it. Acquisition of skills and abilities to work with NLA and literature.

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

Number of credits: 6

Prerequisites: Criminal Law

Postrequisites: Forensic Expertology

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

Expected Result:

Know:

- criminal law and criminological characteristics of criminal offenses in the field of economic activity.

Be able to:

- to implement criminal legislation in the course of pre-trial investigation;
- to carry out pre-trial investigation of criminal offenses in the field of economic activity and apply a warning in relation to these types of crimes.

Own:

- mastering the norms of criminal procedure for the pre-trial investigation of criminal offenses in the field of economic activity. Acquisition of skills to investigate criminal offenses in the field of economic activity.

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

Number of credits: 30

The course of disciplines is available (available for students of educational programs: Law enforcement and Physical culture and sports).

Discipline No. 1: Criminal law and criminological protection of tourism objects

Number of credits 5

Prerequisites (if any) Criminal law (General and Special part) of the Republic of Kazakhstan

Postrequisites (if any) Criminalistics

Brief content of the discipline: Reveals the criminal law and criminological characteristics of the composition of criminal offenses related to tourism objects.

Expected result: The student (student) must know the criminal law and criminological characteristics of the composition of criminal offenses committed at tourism facilities. Able and able to apply the norms of the criminal law in practice, as well as to prevent criminal offenses committed at tourism facilities.

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

Number of credits 5

Prerequisites (if any) Forensic science

Postrequisites (if any) Forensic expertology

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

Expected result: The student (student) must know the procedure for pre-trial investigation at tourism facilities. Able and able to carry out pre-trial investigation of criminal offenses at tourism facilities.

Discipline No 3: Sports Tourism

Number of credits - 5

Prerequisites (if any) - Physical Education

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

Brief content of the discipline: Sports tourism as a means of physical education, health improvement and hardening. Topographic preparation and orientation. Initial tourist preparation. Tourist equipment and food. Tourist hygiene. First aid.

Expected result: The student is able to apply in any field of activity the technologies for revealing the potential opportunities for the physical and personal development of team members; identify the causes and eliminate simple ailments: headache, stomach pain, cough; assess the types of various injuries and apply knowledge of first aid.

Discipline No. 4 Health tourism

Number of credits - 5

Prerequisites - Physical culture

Postrequisites - Prosecutor's supervision of tourism objects

Brief content of the discipline: Basic concepts and history of the development of sanatorium-and-spa recreation. Natural healing resources. Technology of organization of health-improving rest. The specifics of the organization of health tourism in various countries. Geography of health tourism in Kazakhstan. Fundamentals of climatology and climatology, balneology, mud therapy, hydrotherapy, the effect of various factors on the body, their composition, varieties, indications and rules for therapeutic and prophylactic use.

Expected result: The student is able to analyze the natural conditions of Kazakhstan for the purposes of recreation and organization of health tourism; analyze and use the information necessary to select the optimal variety of health tourism.

Discipline No. 5 Forensic means and methods for detecting and disclosing criminal offenses at tourism facilities.

Number of credits 5

Prerequisites (if any) Forensic science

Postrequisites (if any) Required for further practical activities and for training in master's and doctoral studies

Brief content of the discipline: Reveals the procedure and content of the use of forensic tools and methods for identifying and disclosing criminal offenses at tourism facilities.

Expected result: The student (student) must know the procedure for using forensic tools and methods for identifying and disclosing criminal offenses at tourism facilities. Able and able to implement the use of forensic tools and methods for identifying and disclosing criminal offenses at tourism facilities.

Discipline No. 6 Prosecutor's supervision of tourism objects.

Number of credits 5

Prerequisites (if any) Prosecutor's supervision

Postrequisites (if any) Required for further practical activities and for training in master's and doctoral studies.

Brief content of the discipline: Reveals the procedure and content of prosecutorial supervision of tourism objects.

Expected result: The student (student) must know the procedure for the implementation of prosecutorial oversight of tourism objects. Able and able to implement prosecutorial response measures for offenses at tourism facilities.

Name of the course of disciplines of the additional educational program (Minor): Electronic lawyer

Number of credits: 30

The course of disciplines is available for students from the 2nd year of OP 6V04220 "Jurisprudence" and 6V12330 "Law enforcement"

Discipline No. 1. Organizational and legal aspects of information security at enterprises and organizations

Number of credits: 5

Prerequisites: Civil law of the Republic of Kazakhstan (general and special parts)

Postrequisites: Field trip 2

Brief content of the discipline: The objectives of mastering the discipline "Organizational and legal aspects of information security at enterprises and organizations" is to obtain additional legal knowledge and skills, as well as to develop competencies in the field of legal support of the legal security of any sources of information about the activities of the organization.

Objectives of the discipline: - analyze, control, evaluate the ways and methods of legal security of information in their professional activities, in certain situations, look for organizational and legal means of eliminating information leaks that can cause significant harm to the economic interests of an enterprise / organization and be able to work in conditions of uncertainty.

Expected Result:

Know:

- terminology in the field of information security;
- methods and means of legal support of information security;
- methods of violation of confidentiality, integrity and availability of information.

Be able to:

- properly analyze threats to information security;
- perform the main stages of solving legal problems of information security;
- apply in practice the basic general methodological principles of the legal theory of information security.

Own:

- modern terminology and methodology in the field of legal and information security;
- methods and means of ensuring information security of documentation.

Discipline No. 2 Criminal-legal characteristic of personal data protection

Number of credits: 5

Prerequisites: Criminal law of the Republic of Kazakhstan (General and special part)

Postrequisites: Field trip 2

Summary of the discipline: The purpose of the discipline is to teach students the legal mechanisms and understanding of the protection of personal data of individuals and

legal entities, as well as the study of the criminal law aspects of the transfer and disclosure of information related to personal data.

The tasks of the discipline are to give the foundations for: -ensuring the criminal law and information security of personal data; -methodology of criminal law protection of information; - processes of collecting, transferring, processing and accumulating personal information about subjects; -assessment of criminal liability in the transfer, disclosure of information about personal data of individuals and legal entities.

Expected Result:

Know:

- Approaches to the legal protection of information, to the organization of control over possible channels of their leakage;
- criminal law and criminological characteristics of crimes and offenses in matters of disclosure and unauthorized transfer of personal data.

Be able to:

- develop the necessary organizational, administrative and regulatory and technical documentation in the interests of protecting personal data when these offenses are detected at enterprises and organizations;
- evaluate the effectiveness of the system for protecting personal data from possible leaks.

Own:

- skills in the application of criminal law means of protecting personal data;
- skills in developing internal regulatory documents that ensure the protection of personal data.

Discipline No. 3 Electronic clerical work

Number of credits: 5

Prerequisites: Theory and History of State and Law

Postrequisites: Field trip 3

Brief content of the discipline:

The course reveals the key aspects of the introduction at the enterprise and the organization of electronic document management, the legal and regulatory framework for documentary support for the management of the activities of subjects, the functioning of electronic document management in public procurement and documentation of management activities.

Expected Result:

Know:

- terminology in the field of electronic document management;
- the main regulations and programs used for use in document management.

Be able to:

- independently generate an electronic database of legal documents of the organization and navigate the document management system during public procurement.

Own:

- skills of work with electronic legal bases of documents of the organization and state bodies.

Discipline No. 4 Methods of disclosure and investigation of criminal offenses in the field of IT technologies

Number of credits: 5

Prerequisites: Criminal law of the Republic of Kazakhstan (general and special parts)

Postrequisites: Theory of Forensic Evidence

Brief content of the discipline: The objectives of mastering the discipline are the study of organizational and technical problems of computer crime, as well as the classification and disclosure of the place of computer crime. The introduction of computer technologies in all spheres of public life has led to the transformation of traditional social ties and the formation of new social conditions in computer crime.

The task of the discipline is the analysis and study of the technical, organizational and legal problems of computer crimes, which also include the social aspects of committing crimes in this area, in order to improve the methods of combating crime in the field of high technologies.

Expected result: as a result of mastering the academic discipline, the student should:

Know:

- the main methods and forms of investigation of offenses in the IT field.

Be able to:

- correctly analyze the methods of disclosure of offenses in the field of IT technologies.

Own:

- methods and means of ensuring information security of computer systems.

Discipline No 5 E-Justice

Number of credits: 5

Prerequisites: Civil procedural law of the Republic of Kazakhstan.

Postrequisites: Industrial practice 3.

Summary of discipline: Electronic justice is a method and form of implementation of procedural actions provided for by law, based on the use of information technologies in the activities of courts, including the interaction of courts, individuals and legal entities in electronic (digital) form.

Within the framework of this discipline, students will get acquainted with information portals: the Judicial Office, the Information and Legal System of Normative Legal Acts of the Republic of Kazakhstan, the Paragraph Information System, and will also gain skills in working with the search for legal information in the areas of preparation and the ability to file judicial and extrajudicial applications.

Expected Result:

Know:

- methods of restoring violated rights and the means of electronic justice used in this case.

Be able to:

- use services to search for the necessary legal information.

Own:

- modern methods of processing and using information necessary for familiarization with the legal aspects of work in organizations and enterprises.

Discipline No. 6 Legal regulation of relations on the Internet

Number of credits: 5

Prerequisites: Theory and History of State and Law

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

Brief content of the discipline: Teaching students a systematic understanding of: legally significant aspects of the Internet; developed in practice and reflected in the current legislation approaches to the legal regulation of relations on the Internet; concepts of correlation between public regulation and self-regulation in the Internet; scientific and methodological potential of Internet phenomena, as well as skills: to identify trends in the development of legislation and practice in the field of regulation of the Internet; develop legal positions on issues of Internet law based on current legislation and taking into account established practice.

Expected Result:

Know:

- about the infrastructure of the Internet and its legally significant aspects, about the main approaches to the legal regulation of the Internet
- technical characteristics of information security threats and know the legal regulations to counter this.

Be able to:

- give a reasoned legal qualification to controversial issues of Internet law, taking into account the current legislation, including conflict of laws rules, and legal positions developed at the level of judicial practice.

Own:

- information on the directions of development of legislation regulating relations on the Internet;
- methods of legal qualification of controversial issues of Internet law, taking into account the current legislation, including conflict of laws rules, and legal positions developed at the level of judicial practice.

Name of the course of disciplines of the additional educational program (Minor): Entrepreneurship and startup (Business&StartUp)

Number of credits: 30

The course of disciplines is available for all educational programs.

Discipline No. 1 "Organization of entrepreneurial activity"

Number of credits: 5

Prerequisites (if any) Fundamentals of market economy and entrepreneurship.

Postrequisites (if available) no.

Brief content of the discipline:

Entrepreneurship in the economy must be considered as the most important factor in accelerating socio-economic development. The initiative, risk, knowledge and skill of en-

entrepreneurs make it possible to use all economic resources with maximum efficiency and stimulate economic growth. The formation of entrepreneurial thinking is one of the indispensable conditions for the training of qualified specialists.

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

Expected Result:

Know:

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

Be able to: analyze the main macroeconomic indicators of socio-economic development;

- work with statistics;
- choose the most appropriate methods of managing socio-economic processes.

Have skills: about the features of the socio-economic development of Kazakhstan;

- about ways out of the crisis of our country;
- on the effectiveness of various methods of economic regulation.

Competences: Apply skills and abilities for professional argumentation on various business issues, independently draw up contracts, apply skills to optimize their activities.

Discipline No. 2 "Business Law"

Number of credits: 5

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

Postrequisites (if available) no.

Brief content of the discipline: The training course contains the main provisions characterizing the nature of Kazakh business law, its place in the legal system of the Republic of Kazakhstan considers the legal nature of business relations, as well as the basic concepts of business law ("business activity", "legal entity", "individual entrepreneur) , as well as the main institutions of business law, such as the creation, reorganization, liquidation of business entities, insolvency (bankruptcy) of business entities, licensing of certain types of activities, legal regulation of audit, appraisal, advertising activities in the Republic of Kazakhstan, business contracts, etc.

Expected Result

Know: Familiarization and assimilation of the main theoretical provisions, as well as problems of business law and legislation. The role of entrepreneurship and law in the modern development of market relations in Kazakhstan history of Kazakhstan.

Be able to: Navigate, correctly apply and comply with regulatory legal acts in business activities.

Have skills: work with regulatory legal acts. Orientation in the complex and voluminous legislation of Kazakhstan, incl. international acts in the field of entrepreneurship and apply these norms in their future practice.

Competencies:

Demonstrate the skills of a correct understanding of the application of business law in the modern development of market relations in Kazakhstan, describe the legal nature of business relations in the law enforcement system of business law.

Discipline No. 3 "Management and Marketing"**Number of credits: 5****Prerequisites** (if any) Fundamentals of Law, Fundamentals of Economic Theory.**Postrequisites** (if available) no.**Brief content of the discipline:**

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

The development model of modern science-intensive and high-tech industries should take into account the "scientific and technological" component of the innovative sphere of the economy, which, as a rule, remains outside the scope of the traditional market model. This course is intended to give the basics of knowledge on the peculiarities of venture entrepreneurship, as a promising activity that determines the dynamic development of the economy of Kazakhstan.

Expected Result**Know:**

- about the basic requirements for a modern manager in the field of life safety;
- how organizational changes are carried out and in what connection they are with the change of the individual.

Be able to: explain the complex nature of the interaction between a person and an organization;

- detect the multifactorial impact of the external environment on the definition of the goals and strategy of the organization in its interaction with this environment;
- analyze the relationship of internal variables of the organization, take into account situational differences, make effective decisions; acquire practical skills:
 - in the preparation of job descriptions, duties;
 - in the organization of market research;

Have skills: in matters of organization of production processes; - in matters of organizing the planning of the organization's activities, in motivating staff, in exercising control.

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

Discipline No. 4 "Venture business"**Number of credits: 5****Prerequisites:** Fundamentals of Law, Fundamentals of Economic Theory.**Postrequisites:** no

Brief content of the discipline: The emergence of the discipline "Venture business" is dictated by the requirements of today. Support and development of the innovative sphere of small business today is one of the most effective forms of development of innovative activity.

The development model of modern science-intensive and high-tech industries should take into account the "scientific and technological" component of the innovative sphere of the economy, which, as a rule, remains outside the scope of the traditional market model. This course is intended to give the basics of knowledge on the peculiarities of venture entrepreneurship, as a promising activity that determines the dynamic development of the economy of Kazakhstan.

Expected Result

Know: basic terms and concepts; the main parameters and essential characteristics of the concepts of "innovative activity", "venture business", "venture investment", "venture capital";

Be able to: distinguish between investments in small enterprises and investments in shares of enterprises; understand the basic schemes of the venture business; determine the objects and subjects of venture investment, sources of venture capital.

Have skills: assessments of risk groups that a venture investor bears.

Competencies: willingness to search, extract, systematize, transform, generalize and disseminate venture capital investment from various sources, as well as to ensure business implementation in conditions of economic instability and financial risk.

Discipline No. 5 "Accounting in business activities"

Number of credits: 5

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

Postrequisites (if available) no.

Brief content of the discipline: Organization and maintenance of accounting in business, drawing up an accounting policy for a small business, a system for accounting and taxation of small businesses, documenting business transactions, accounting for authorized capital and settlements with founders, applying accounting forms using registers accounting of the property of a small enterprise, reflection of business transactions in the book using the double entry method and identification of the financial result.

Expected Result

Know: Know:

- functional purpose of accounting for small enterprises business;
- principles of organization and accounting in small organizations entrepreneurship;
- principles, methods and forms of documenting business transactions;
- the procedure for conducting accounting in small enterprises when applying simplified taxation system;
- the procedure for conducting accounting at small enterprises in the transitional period or when combining different taxation systems.

Be able to:

- correctly understand, classify, evaluate and systematize individual business transactions in accounting accounts in accordance with the economic content;

- to develop an accounting policy for a small business and its individual elements under various taxation systems;
- organize accounting at small enterprises;
- apply various taxation regimes for small businesses;

To have skills:

- to keep accounting and tax accounting at small enterprises;
- draw up accounting records in primary documents and accounting registers;
- Preparing financial statements for small businesses.

Competencies: the ability to document business transactions, keep records of funds, the ability to draw up payment documents and form accounting entries for the accrual and transfer of taxes and fees to budgets of various levels, social contributions to various funds.

Discipline No. 6 "Taxes and the tax system"

Number of credits: 5

Prerequisites (if any) Fundamentals of market economy and entrepreneurship, Fundamentals of law

Postrequisites (if available) no.

Summary of discipline Economic essence and nature of taxes. Tax system of the Republic of Kazakhstan: stages of formation, characteristics of the current state. Tax policy and its role in the implementation of the economic policy of the state. tax mechanism. Vehicle tax. Land tax. Property tax. Value Added Tax. excises. Corporate income tax. Individual income tax. Features of taxation of income of foreign legal entities and individuals. Social tax. Export tax. Taxation of subsoil users. Taxation of the gambling business. Special tax regimes for small businesses. Special tax regime for peasant or farm enterprises. Special tax regime for legal entities of agricultural producers and rural consumer cooperatives. Fees, duties and payments.

Expected Result

Know: the basics of building taxes and taxation; principles of formation of the tax system and tax classification.

Be able to: independently make calculations for the calculation of tax payments; calculate deductions, use the legal framework on taxation issues.

Have skills: skills of calculation, collection and payment of currently valid taxes and fees in the Republic of Kazakhstan; to possess the acquired knowledge in the field of taxes and taxation in further practical activities.

Competences: Demonstrate acquired knowledge for professional argumentation on various issues of taxation, formalization and substantiation of one's arguments, for carrying out calculations and compiling tax reporting, applying skills for tax optimization both at the micro level and at the level of public administration.

Name of the course of the additional educational program (Minor): "Computer graphics and design"

Number of credits: 31

The course of disciplines is available for all educational programs.

Discipline No. 1 "Fundamentals of Graphic Design"**Number of credits: 6****Prerequisites:** 3D graphics and animation**Postrequisites:** Web programming**Brief content of the discipline:**

Project graphics. General concept of the basics of project graphics. Visually - graphic properties of the object. Technical drawing. Graphic means of transferring textures, textures. The variety of grades of paper used in the work. Elements of decoration and stylization used in the work on materials of different structure. Decor is the basis of graphic imitation. A graphic combination of several types of materials based on a decorative, planar still life. Invoice development. Introduction of decorative elements. Color work.

Expected Result:

To know: types, forms and components of applied graphics / font management and color separation, symbols and emblems, personal sign and sign systems, printed graphics, book, poster, brand name.

Be able to: use various graphic materials, techniques and techniques.

Have skills: a method of practical work on a project, a composition.

Discipline No. 2 "Fundamentals of design and engineering graphics"**Number of credits: 5****Prerequisites:** Application packages**Postrequisites:** Fundamentals of software development**Brief content of the discipline:**

Basic principles of computer-aided design systems. Graphic primitives and their modification. Working with text, blocks, layers. Construction of surfaces and three-dimensional modeling. Fundamentals of the construction of drawings in the AutoCAD system. Building perspective and shadows in perspective using the AutoCAD system. Creation of shadows in orthogonal and axonometric projections in the AutoCAD system.

Expected Result

Know: the basic principles of computer-aided design systems. Construction of surfaces and three-dimensional modeling. Fundamentals of drawing drawings in the AutoCAD system.

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

Have skills: work with the main tools for creating and editing drawings on a plane, competently and quickly create drawings of an architectural object or product being designed, and also prepare them for printing.

Discipline No. 3 "Methods of three-dimensional modeling"**Number of credits: 5****Prerequisites:** Design Fundamentals and Engineering Graphics**Postrequisites:** Computer modeling

Summary of the discipline: This discipline occupies an important place in the system of knowledge, forming a modern approach to creativity through the use of computer technology. The purpose of teaching the discipline is to master the 3dsMAX graphics edi-

tor, with which you can model three-dimensional images of objects, as well as the basic concepts of animation programs and fundamental tools that are necessary to create three-dimensional characters and animations.

Expected Result

Know: composition and structure of hardware and software used in multimedia systems; the ability to use the basics of the 3dsMAX graphics editor.

Be able to: use text, general and professional graphics when creating three-dimensional objects, establish a connection between their own tasks and the opportunities provided by graphic editors.

Have skills: use of basic 3dsMAX graphics editors. Use of 3dsMAX and AutoCAD graphics systems, as well as in the development of graphic and animation elements for various purposes.

Discipline No. 4 "Computer technologies in print design"

Number of credits: 5

Prerequisites: Graphic Design Basics

Postrequisites: Designing Graphic Design Objects

Summary of discipline: Graphic work historical fonts. Practice of working with fonts in graphic editors. Graphic work. Digital fonts. Text readability. Fundamentals of technology of the printing process. Text form design. Booklet layout. Illustrating fiction. Printing process and color separation. Preparation of the publication for printing reproduction. Multi-page documents. Methods for working with publication pages. Collection from separate parts. Separate pagination of chapters. Table of contents. Create an alphabetical index.

Expected Result

Know: the features of the main types of printed products and their production, the technology of printing and design work; functional and aesthetic requirements for the production of graphic design objects; color and decorative design of graphic design objects; main types of fonts and their origin.

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

Have skills: own specialized programs for design, get acquainted with the basic concepts of the possibilities of manufacturing promotional products based on Adobe Illustrator, Corel Draw, Adobe InDesign, creating a presentation (slide show) using graphic programs.

Discipline No. 5 "Constructive modeling of objects"

Number of credits: 5

Prerequisites: Programming with Python 3

Postrequisites: Artificial intelligence systems

Brief content of the discipline: Discipline "Constructive modeling of objects" is applied knowledge, he is engaged in the preparation of the design of objects, questions of ways of new forms of search in artistic design.

Expected Result

Know: the names of different materials, their properties and characteristics.

To be able to: when performing compositions of materials, master practical and technical methods.

Have skills: when performing compositions in the material, the skills of practical work.

Discipline No. 6 "Designing objects of graphic design"

Number of credits: 5

Prerequisites: Computer technologies in print design

Postrequisites:

Summary of discipline: Types of graphic design. Typology of graphic design objects. Expressive means in the design of objects of graphic design. Design of poly-graphic design. Book thematic publication, a magazine with the development of the layout. Design concepts, compositional and color solution and design of the page of the printed edition, its cover, flyers, flyers, etc.

Expected Result

Know: the variety of forms of printing design.

Be able to: develop design concepts for the publication and decoration of the book.

Have skills: skills in the development of printing publications using the means of composition, graphics and color.

Name of the course of the additional educational program (Minor): "Psychology in professional activity"

Number of credits: 30

The course of disciplines is available for all educational programs.

Discipline No. 1 "Psychology of communication"

Number of credits: 5

Prerequisites: Psychology

Postrequisites: Professional practices

Brief content of the discipline:

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

Expected results:

Know: features of the relationship between communication and activity; goals, functions, types and levels of communication; roles and role expectations in communication; types of social interactions; mechanisms of mutual understanding in communication; ethical principles of communication; forms and types of communication.

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

Own: technique and methods of communication, the rules of listening to the interlocutor, conducting a conversation; methods of persuasion;

Discipline No. 2 "Conflictology"

Number of credits: 5

Prerequisites: Psychology

Postrequisites: Professional practices

Brief content of the discipline: The content of the discipline implies a deep understanding of the phenomenology of conflict by students, possession of the ability to analyze and resolve conflicts of various types and forms of manifestation. Defines the subject and object of conflictology, theoretical sources of science, the main paradigms of conflictology. Considers the causes of conflicts and their functions, ways of regulating and resolving conflict situations.

Expected Result:

Know: basic concepts and terms of conflictology; reasons for the emergence and development of conflicts; stages of conflict development; types of conflict situations.

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

Skills: own psychological techniques and conflict resolution techniques; styles of interaction in conflict situations.

Discipline No. 3 "Health Psychology"

Number of credits: 5

Prerequisites: Psychology

Postrequisites: Professional practices

Brief content of the discipline:

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

Expected results:

Know: basic concepts and tasks of psychological culture and personal health; features and relationship of physical, mental and social health of a person; modern ideas about the factors of mental well-being and personality culture; different approaches to the formation of a healthy personality and a healthy lifestyle.

Be able to: identify and analyze health risk factors; conduct mental health diagnostics; use psychological approaches to form a healthy personality setting; to prevent the development of a disharmonic personality.

Own: methods and techniques for diagnosing and correcting mental health; professional knowledge and approaches in solving practical problems.

Discipline No. 4 "Labor Psychology"

Number of credits: 5

Prerequisites: Psychology

Postrequisites: Professional practices

Brief content of the discipline:

Psychological aspects and patterns of labor activity; the subject, goals and objectives of labor psychology; development of professional skills and qualities; compiling a profессиogram and a psychogram; working conditions as a factor of the individual's ability to work; psychological approaches and methods that form professional skills and abilities of the individual.

Expected Result:

Know: the basic concepts of labor psychology; features of the application of acquired knowledge, skills and abilities in practice.

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

Skills: demonstrate the ability and willingness to: apply the acquired knowledge in practice; socialization of the individual in professional and educational activities, the functioning of people with disabilities, including those with various diseases.

Discipline No. 5 "Emotional Intelligence"

Number of credits: 5

Prerequisites: Psychology

Postrequisites: Professional practices.

Brief content of the discipline: definition of the concept and problems of emotional intelligence; individual characteristics and development of intellect and emotions; features of the development of emotional intelligence; methods of diagnostics and development of emotional intelligence.

Expected Result

Know: global trends in the field of emotional intelligence, and emotional regulation of business behavior.

Be able to: manage emotions in business interactions at any level and apply innovative methods of managing teams and departments based on emotional intelligence.

Skills: basic algorithms of emotional interaction in the process of solving various professional and personal tasks.

Discipline No. 6 "Management in psychological and pedagogical activity"

Number of credits: 5

Prerequisites: Psychology

Postrequisites: Professional practices

Brief content of the discipline: theoretical and methodological foundations and patterns of psychological and pedagogical management; management of psychological and pedagogical management; diagnostics of the psychological and pedagogical process; management of the subjects of the psychological and pedagogical process.

Expected Result

Know: the content of management as a special type of professional activity; development of this science in the works of domestic and foreign authors; basic theories and concepts of educational systems management; psychological aspects, principles and mechanisms theoretical and methodological foundations of management in psychological and pedagogical activities: functions, patterns, principles, methods of psychological and peda-

gological management; system-forming factors of psychological and pedagogical management.

Be able to: apply the acquired theoretical knowledge in management; carry out diagnostic, analytical and design activities within the framework of a unified management system; design and implement various types of management activities; analyze and evaluate the effectiveness of the psychological and pedagogical process, using modern methods for assessing the quality of education, upbringing and personal development.

Possess: theoretical knowledge on the basics of psychological and pedagogical management in accordance with modern requirements; management design and analysis skills; research skills; skills of psychological and pedagogical communication; the skills of organizing subject-subject interaction of all participants in the psychological and pedagogical process; demonstration of acquired knowledge in practice, as well as solving professional problems; qualities of a modern specialist.

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

Number of credits: 30

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

Discipline No. 1 Simultaneous translation practice

Number of credits: 5

Prerequisites: Theory and practice of translation, Intercultural communication.

Postrequisites: Language practice, Translation analysis of literary textFilm-video translation.

Brief content of the discipline: Basic ideas about the phenomenon of "interpreting" and the profession of "interpreter"; text processing when translating from English into Russian and from Russian into English; enrichment of the thesaurus of translation terminology; implementation of various types of interpretation: translation from a sheet, consecutive and simultaneous translations; development of listening comprehension of English speech, fixation and memorization of precision material; lexical and grammatical foundations of translation of multi-genre texts; expansion of active and passive vocabulary; syntactic expansion and speech compression.

Expected Result:

Know:

- requirements for an interpreter;
- features of translation activity in modern conditions;
- basic translation models;
- classification of varieties of oral (simultaneous) translation;
- methods and specifics of oral translation (ways to achieve the adequacy of translation, types of lexical-grammatical and complex transformations, compression techniques, methods of transferring terms, frequency translation correspondences, clichés, translation notation technique, oral text genres of native and foreign languages, socio-political, regional studies, historical and cultural data about their country and the country of the language being studied).

Be able to:

- to perceive the original text taking into account the individual characteristics of the speech of the bearer of the text;
- to determine the most frequent translation correspondences in the mode of automated skill of their use;
- apply translation transformations;
- to carry out fast sequential interlingual translation with a translation speed equal to the speech speed of the speaker;
- quickly switch from one language to another, both in terms of text perception and reproduction;
- intonationally correctly formulate statements in accordance with the norms of the target language;
- to carry out probabilistic forecasting in the conditions of simultaneous translation;
- overcome psychological and emotional stress when working in front of an audience.

Course No 2 British and American English**Number of credits: 5****Prerequisites:** Country Studies, Linguistics**Postrequisites:** no

Discipline summary: Language characteristics and national-cultural specifics of the lexical, semantic and grammatical aspects of oral and written speech of native speakers of British and American English. A systematic description of the phonetic features of the pronunciation variants of British American English in comparison with British English in three main components of the phonetic structure: sound composition, accent structure of the word (word stress) and intonation; identification of some lexical and grammatical features of the variants of the English language in comparison with the British. The study of theoretical material; listening to audio recordings of native English speakers; identifying the features of the pronunciation of the above-mentioned variants of the English language.

Expected Result:**Know:**

- lexical, grammatical, orthographic features of the British and American variants of the English language.

Be able to:

- understand American and British English by ear;
- communicate fluently in English, taking into account the peculiarities of the American and British variants of the language.

Discipline No. 3 Movie-video translation**Number of credits: 5**

Prerequisites: Theory and practice of translation, Practice of simultaneous translation.

Postrequisites: no

Brief content of the discipline: Familiarization with the technical features of various types of KVP, as well as the formation of practical skills of KVP; features of audio-

visual translation; stylistic features of film translation; genre specificity of the translation material; features of translation analysis.

Know:

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

Be able to:

- to carry out translation analysis and film translation strategies;
- conduct a comparative analysis of the material in the original and several versions of the translation;
- to analyze the objective difficulties of film translation and the subjective factors that complicate film translation.

Course No. 4: Fundamentals of Literary Text Translation

Number of credits: 5

Prerequisites: Theory and Practice of Translation

Postrequisites: no

Brief content of the discipline:

A literary text is the result of a creative process, the embodiment of a creative idea; a work of art has a high information saturation, presenting to the reader different types of information - factual, emotive-motivating, conceptual. Literary text translation is a complex and multifaceted type of human activity. Different cultures, different personalities, different ways of thinking, different literatures, different eras, different levels of development, different traditions and attitudes collide in translation. Literary translation is the translation of works of fiction. Works of fiction are opposed to all other speech works due to the fact that for all of them the dominant is one of the communicative functions, namely the artistic and aesthetic, or poetic function of the language.

A distinctive feature of literary translation from all other types of translation (for example, simultaneous, scientific and technical) is that the text of the translation belongs to works with artistic merit. In other words, literary translation is a type of translation activity, the main task of which is to generate a speech work in the target language that can have an artistic and aesthetic impact on the reader.

The main driving force of the translator should be the idea expressed in the original work, which forces the translator to look for equivalent language means for expressing thoughts, i.e. literary translation is an equivalent correspondence to the original not in the linguistic but in the aesthetic sense.

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

Literary translation is based on the original, depends on it, but at the same time has a relative independence, as it becomes a fact of the translating language. Therefore, the translation development of the same work in different cultures has its own specifics.

Expected Result:

The translator-interpreter understands the literary text, that is, tries to reveal the meaning behind the meanings of words, and then performs linguistic recoding.

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

Requirements that a literary translation must meet:

- accuracy: the translator is obliged to convey to the reader the most complete ideas expressed by the author. At the same time, not only the main provisions should be preserved, but also the nuances and shades of the statement. Taking care of the completeness of the transmission of the statement, the translator at the same time should not add anything and explain the author. This would be a distortion of the original text;

- conciseness: the translator should not be verbose, thoughts should be presented in the most concise and concise form;

- clarity: conciseness and conciseness of the language of translation, however, should not go to the detriment of the clarity of the presentation of thought, the ease of its understanding. Complex and ambiguous turns that make it difficult to understand should be avoided.

- Literary: the translation must fully comply with the generally accepted norms of the literary language.

Discipline No 5. Theory and practice of public speech in English

Number of credits: 5

Prerequisites: Intercultural communication

Postrequisites: no

Brief content of the discipline:

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

During the study of this discipline, the following topics are considered: Listening; Analyzing Your Audience; Introducing and Concluding Your Speech; Overview of the Speechmaking Process; Supporting Your Speech; Delivering Your Speech; Understanding Principles of Persuasive Speaking; Special Occasion Speaking; Presentation Skills and Public Speaking.

Expected Result:

Student who has mastered the discipline:

1. must know:

- the main characteristics of public speech;
- types of public speech;
- general principles of rhetorical analysis;
- bases of phono-stylistic differentiation of public speech.

2. must be able to:

- to carry out the analysis of scientific literature;
- apply algorithms for analyzing and evaluating public speaking;
- compose texts of own public speeches;
- make a public speech.

3. must own:

- special terminology;

- methods of compositional and stylistic analysis of language material;
- skills of comparing rhetorical phenomena on the material of English and native languages;
- skills to use knowledge in the field of rhetoric in practice.

4. must demonstrate the ability and willingness to:

use the acquired knowledge in practice

A student who has mastered the discipline must have the following competencies:

- the ability to communicate in oral and written forms in Russian / Kazakh and foreign languages to solve problems of interpersonal and intercultural interaction;
- possession of the basics of professional ethics and speech culture;
- the ability to solve the problems of education and spiritual and moral development of students in educational and extracurricular activities;
- readiness for psychological and pedagogical support educational process;
- ability to use modern methods and technologies training and diagnostics;
- ability to self-organization and self-education;
- willingness to realize the social significance of their future profession, be motivated to carry out professional activities.

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

Number of credits: 5

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

Postrequisites: no

Language practice

Brief content of the discipline: Basic ideas about the phenomenon of "interpreting" and the profession of "interpreter"; text processing when translating from German/Turkish into Russian and from Russian into German/Turkish; enrichment of the thesaurus of translation terminology; implementation of various types of interpretation: translation from a sheet, consecutive and simultaneous translations; development of listening comprehension of English speech, fixation and memorization of precision material; lexical and grammatical foundations of translation of multi-genre texts; expansion of active and passive vocabulary; syntactic expansion and speech compression.

Expected Result:

Know:

- basic translation models and translation transformations,
- basic methods and techniques of translation, types of translations, types of equivalence in translation;
- the basic principles of translation of a coherent text and free and phraseological phrases in its composition

Be able to:

- use different types of dictionaries (including in combination), reference literature, electronic resources;
- correctly evaluate and choose language means in the process of translation;
- analyze the results of translation in terms of informational, normative linguistic and stylistic adequacy;
- edit the text of the translation, taking into account the identified errors;

- apply translation transformations;
- to carry out translation transformations at various levels in order to achieve an adequate translation;
- to ensure the semantic and communicative integrity of the text.

Own:

- skills of interlingual and intercultural communication;
- the skills of analyzing and evaluating the translation of professional texts;
- identification of inaccuracies and errors and ways to correct them.

The name of the subject course under the program of additional education (Minor): Methods of teaching the Kazakh language and literature at school

Number of credits: 30

Subject course available: 5B020500 "Philology" (3 courses)

Discipline No. 1. Methodology of teaching the Kazakh language with new technology

Number of credits: 5

Prerequisites: Kazakh language teaching methodology

Post-requisites: Methodology of conducting written work at school

Brief description: formation of the direction of teaching the Kazakh language with new technology, methodological direction for passing the pedagogical practice in the teacher training system is considered. The criteria for mastering topics are fully defined (lessons), specified in the list of specific learning results (learning goals with a certain level of mastering within educational programs); The use of the criterion evaluation system in the educational process allows to connect the evaluation system of the students' achievements with the target instructions of the individual subject, as well as to determine and improve the use of certain parameters (criteria) that allow the formation of the competences of the students in the primary school.

Expected result:

Must know:

- actual problems of methodological science;
- principles and tasks of education;

Need to learn:

- types of education;
- the legacy of prominent scientists and methodologists;
- Teaching the students the methodological and theoretical foundations of the methodology of teaching the Kazakh language using new innovative technologies.

Mastery:

- Analyzing the ways of effective use of new innovative technologies from a theoretical and practical point of view;
- Formation of skills to read and analyze teaching-methodical tools, to evaluate, to choose effective methodological complexes, to use them in practice.

Discipline No. 2. Methodology of teaching Kazakh literature with new technology

Number of credits: 5**Prerequisites:** Kazakh language teaching methodology**Postrequisites:** Methodology of teaching literary and theoretical concepts at school

Brief description: the study of the history of the formation and development of the direction of teaching Kazakh literature with new technology, the place of the subject of literature in the system of school subjects and its own characteristics; theoretical and methodological bases; connection with scientific fields; methods of teaching literature; A brief history of teaching literature, the content and structure of the literature course in a general education school, the problem of age differences in the process of students' perception of a work of art, pedagogical practice in the teacher training system.

Expected result:**Must know:**

- Formation of civic beliefs of students in the social significance of Kazakh literature, which is studied as a main subject at school;
- Strengthening students' methodological entrepreneurship;
- Teaching future teachers to study and work independently.

Need to learn:

- Open the way for scientific methodical creativity of students and convey the need to constantly improve their pedagogical knowledge;
- Respecting the teacher's work and imbibing professional skills;
- Formation of methods of conveying the theoretical knowledge acquired by students at higher educational institutions to the minds of students at school.

Mastery:

- learns the methodology of teaching Kazakh literature;
- is able to make lesson plans;
- uses new types of innovative technologies in practice.

Discipline No. 3. Methodology of teaching punctuation**Number of credits: 5****Prerequisites:** Kazakh language teaching methodology**Postrequisites:** Reading literacy

Brief description: History, methods, theory of punctuation teaching methodology. Kazakh punctuation and scientific-theoretical bases of formation of competent writing skills, punctuation teaching system, purpose and content, linguistic bases of punctuation teaching. Psychological foundations of mastering punctuation skills, Pedagogical basis of learning to form punctuation knowledge, skills and skills, Teaching to correctly put punctuation marks based on grammatical rules, Teaching the overlapping use of punctuation marks.

Expected result:**Need to know:**

To know the rules of spelling and punctuation of linguists, the basic principles of spelling, as language is a systematic social phenomenon, rules common to everyone; Ability to punctuate sentences; Mastering the appropriate places of breath marks, intonation, pauses and preparing for competent writing.

Need to learn:

It helps to acquire theoretical knowledge in phonetics, vocabulary, morphology, and syntax of the Kazakh literary language.

Mastery: mastering the rules of spelling and punctuation, practice of writing, correct use of spelling rules made according to the principles of Kazakh orthography.

Discipline No. 4. Methodology of teaching literary and theoretical concepts at school

Number of credits: 5

Prerequisites: Methodology of teaching Kazakh literature.

Post-requisites: Comprehensive state exam.

Brief description: Teaching literary and theoretical concepts in the middle class, ways of teaching literary and theoretical concepts, learning literary and theoretical concepts for each grade in the curriculum, mastering the plot, composition in a work of art, similes, epithets, teaching metaphors in the narrative genre. , literary characters, mastering their portraits, stages of working with works of art in literature classes, teaching monologues, short stories, ballads.

Expected result:

Need to know:

- The ability to adjust teaching materials according to the age and ability of students;
- Opening the way for the formation of each student's own method, the development of methodological skills;

Learning how to create visual aids, tables, handouts related to educational materials.

Need to learn:

- technologies of teaching theoretical concepts;
- Opening the way for scientific and methodical creativity of students, conveying the need to constantly improve their pedagogical knowledge;
- Respecting the teacher's work and imbibing professional skills;
- Formation of methods of conveying the theoretical knowledge acquired by students at higher educational institutions to the minds of students at school;
- Learning didactic rules, learning how to organize the learning process.

Mastery:

- Learns to apply theoretical knowledge in practice;
- Flexibility in theoretical work is formed.

Discipline No. 5. Reading literacy

Number of credits: 5

Prerequisites: Kazakh language teaching methodology.

Post-requisites: Comprehensive state exam.

Brief description: Changing the system of evaluation of educational results in secondary school. Evaluation system is divided into functional literacy. Internal assessment is a diagnosis of the quality of teaching in a subject. External assessment is the results of the student's academic achievements at the end of each level. Also participation in international research. Academic literacy is the ability to use acquired knowledge to solve life tasks. People actively participate in social, cultural, political and economic

activities, keep up with the current trends of today's era of globalization, regardless of their age, and constantly improve their knowledge regardless of their profession and age.

Expected result:

Need to know:

- The ability to adjust teaching materials according to the age and ability of students;
- Work with text;
- To learn how to analyze learning materials.

Need to learn:

- Technologies of working with text;
- Opening the way for scientific and methodical creativity of students, conveying the need to constantly improve their pedagogical knowledge;
- Learning didactic rules, learning to organize reading literacy.

Mastery:

- Learns to work with text;
- Learns the methodology of conducting analysis work of students at school.

Discipline No. 6. Methodology of conducting written work at school

Number of credits: 5

Prerequisites: Kazakh language teaching methodology.

Post-requisites: Comprehensive state exam.

Brief description: Conducting written work at school, types, methodology, system of exercises, types of written work (dictation, summary, composition), technologies of teaching the Kazakh language, pronunciation, writing, listening, essay, composition, method of preparation for writing a summary.

Expected result:

Need to know:

- to define the methodology of developing students' written works and to prove their theoretical foundations;
 - exercises for the development of students' written works
- able to determine the system and types of dictation, content and creative works;

Need to learn:

- formation of the development of students' written works together with types of communication activities (listening, speaking, reading, writing, speaking);
- positions on the problem of development of students' written works designation;

Mastery:

- methods of developing written works in a participatory direction determine;
- the rationality of the methodology of developing students' written works proving based on experimental results.

The name of the course of the additional educational program (Minor): "Foreign language in an ungraded school."

Number of credits: 30

The course of disciplines is available for students of the educational program 6B01708 "English with additional study of a second foreign language".

Discipline No. 1 "Methods of teaching a foreign language in an ungraded school"

Number of credits: 6

Prerequisites: Methods of foreign language education, Pedagogy, Psychology and human development.

Postrequisites: Writing and defending a thesis.

Brief content of the discipline: to give an idea of the current state and prospects for the development of language education in the MKSH; to acquaint with the goals, content, principles of teaching a foreign language in the ungraded school, with the most famous methodological directions, systems, methods, techniques, forms and means of teaching a foreign language in an ungraded school; study the practical issues of teaching a foreign language in the middle school (standard programs, preparation for the lesson, organization of extracurricular activities, control and assessment of knowledge).

Expected Result:

Know:

- theoretical foundations of the methodology of teaching a foreign language and the system of teaching a foreign language in the UGS;
- goals, content, principles, methods and means of teaching a foreign language in the UGS;
- conceptual foundations of a foreign language textbook, types, types of foreign language lessons at school, the technology of their conduct, a system of exercises;
- the main types of foreign language speech activity and the technology of forming the speech skills of students in the UGS;

Be able to:

- apply the acquired knowledge in the practice of teaching English in the UGS;
- select language material, techniques, teaching aids, modes of operation for various stages and levels of teaching a foreign language in the UGS;
- to build learning activities of students to master the educational material and to solve the methodological problem;
- plan the process of teaching a foreign language in accordance with the goals stated in the program, and taking into account the conditions of training in the UGS;
- develop a work program and plans for a foreign language lesson, a summary of an extracurricular event in English in the MKSH;
- use technical and other teaching aids in accordance with the objectives of the lesson;
- control the knowledge, skills and abilities of students in the UGS;
- adjust the results of their learning activities and learning activities of students in the UGS;

Master the skills:

- comparative analysis of the language material in order to make it difficult to master it in the MKSH;
- development of exercises, meaningful and semantic supports to stimulate the

speech activity of students in the UGS;

- fixing, classifying and correcting mistakes in students' speech. foreign language teachings at various stages using modern teaching materials, teaching aids, other teaching aids in accordance with the goals set.

Discipline No. 2 "Interactive types of work in an ungraded school"

Number of credits: 6

Prerequisites: Methods of foreign language education, Pedagogy.

Postrequisites: Writing and defending a thesis.

Brief content of the discipline: Interactive types of work in a foreign language lesson are focused on life and cognitive experience and implement the subjective relations of all participants in the educational process, and unlike traditional methods, they involve the activity of students, and the task of the teacher is to create conditions for their initiative.

Expected Result:

Know:

- the concept and essence of interactive learning;
- scientific and methodological foundations on which interactive learning is based;
- tasks and approaches that are implemented when applying interactive techniques;
- forms and techniques of interactive work in a foreign language lesson.

Be able to:

- use the didactic potential of interactive methods;
- apply interactive types of work in a foreign language lesson in practice.

Discipline No. 3 "Multimedia technologies in a foreign language lesson in an ungraded school"

Number of credits: 6

Prerequisites: Methods of foreign language education, Pedagogy, Information and communication technologies (in English)

Postrequisites: Writing and defending a thesis.

Discipline summary: The use of new information and multimedia technologies in the educational process allows the presentation of teaching materials in a foreign language not only in print, but also in graphic, sound, animated form, which gives many students a real opportunity to learn the subject at a higher level; access and operate with a large amount of information; to form an information culture, including teaching to find and use various types of information, which is one of the most important skills in the modern world.

Know:

- concept and essence of multimedia technologies;
- types of multimedia technologies;

Be able to:

- use the possibilities and advantages of multimedia technologies;
- to implement didactic tasks with the help of multimedia technologies.

Discipline No. 4 "Methodological techniques for working with text in English"

Number of credits: 6

Prerequisites: Methods of foreign language education, Pedagogy.

Postrequisites: Writing and defending a thesis.

Brief content of the discipline: The study of theoretical approaches to working with textual information in English lessons; Acquaintance with the basic methods of working with textual information.

Expected Result:

Know:

- types and functions of reading in a foreign language lesson;
- methods and techniques of working on text in a foreign language lesson.

Be able to:

- to carry out the correct selection of various exercises, questions and tasks for the text so that they help solve the tasks and motivate students for the reading process;
- use a three-part step-by-step work with an English text.

Discipline No. 5 "Organization of educational work in an ungraded primary school"

Number of credits: 6

Prerequisites: Pedagogy, Theory and methods of educational work.

Postrequisites: Writing and defending a thesis

Brief content of the discipline: This discipline introduces students to the concept of an ungraded school, the conditions affecting the creation of these types of schools, their current state, the features of the organization of the educational process in an ungraded school, the methodological aspects of teaching and the content of the work. teachers in these schools.

Expected Result:

Know: features of the organization of the educational process in an ungraded school.

Be able to: simulate pedagogical activity in an ungraded school.

Skills: modeling and building pedagogical activity in an ungraded school.

Competences: General professional: labor function 2: nurturing; Special: labor function 3: methodical.

The name of the course of the additional educational program (Minor): "Foreign language in preschool institutions."

Number of credits: 30

The course of disciplines is available for students of the educational program 6B01708 "English with additional study of a second foreign language".

Discipline No. 1 "Preschool Pedagogy"

Number of credits: 5

Prerequisites: Pedagogy, Psychology and Human Development

Postrequisites:

Brief content of the discipline: This discipline studies the patterns of development, education and basic forms of teaching children before entering school. Preschool pedagogy is aimed at the comprehensive harmonious development of the physical, intellectual,

spiritual abilities of the child, his preparation for further education and life in modern society.

Expected Result:

Know: the basics of professional activity in the field of education; ways of professional and self-knowledge and self-development; domestic and foreign pedagogical theories of education and development of the child, especially innovative pedagogical systems and technologies of training and development of preschoolers.

Be able to: design a holistic pedagogical process using modern educational technologies that correspond to the age characteristics of the individual and general and own patterns.

Skills: interaction with other subjects of the educational process, improving professional knowledge and skills by using the capabilities of the information environment of the educational institution, region, region, country.

Discipline No. 2 "Age psychology"

Number of credits: 5

Prerequisites: Psychology, Psychology and Human Development, Pedagogy.

Postrequisites:

Brief content of the discipline: This discipline is aimed at identifying age characteristics and dynamics of the process of mental development of a person during a person's life. The subject of developmental psychology is the study of individual differences between people at each stage of mental development.

Expected Result:

Know: the history of the development of the discipline of developmental psychology; content, methods and tasks of human development; knowledge of the dynamics and structure of personality development and human activity.

To be able to: determine the content and conditions of development in ontogenesis, features of the development of the personality and the human psyche.

Skills: to be able to apply the acquired knowledge in practice, based on psychological ideas, to monitor the essence of the content and conditions of the child's mental development.

Discipline No. 3 "Methods of teaching a foreign language in preschool institutions"

Number of credits: 5

Prerequisites: Methods of foreign language education, Pedagogy, Psychology and human development

Postrequisites:

Brief content of the discipline: current state and prospects for the development of language education in preschool institutions; goals, objectives, principles, content of the methodology for teaching foreign languages in preschool institutions; planning, organizing and conducting foreign language classes with preschoolers.

Expected Result:

Know:

- theoretical foundations of the methodology of teaching a foreign language and the

system of teaching a foreign language in preschool institutions;

- goals, content, principles, methods and means of teaching a foreign language in preschool institutions;
- technology of formation of speech skills of preschoolers;
- foreign language teaching aids for preschoolers.

Be able to:

- apply the acquired knowledge in the practice of teaching a foreign language in preschool institutions;
- select language material, teaching aids, work modes for teaching a foreign language in a preschool institution;
- develop a work program and lesson plans for a foreign language in a preschool institution;
- use technical and other teaching aids in accordance with the objectives of the lesson;
- plan and conduct classes in a foreign language in a preschool institution;
- to control the knowledge, skills and abilities of preschoolers;
- adjust the results of their learning activities and educational activities of preschoolers.

Master the skills:

- comparative analysis of language material in order to make it difficult for preschoolers to master it;
- development of exercises, visual and semantic supports to stimulate the speech activity of preschoolers.

Discipline No. 4 "Multimedia technologies in a foreign language lesson in preschool institutions"

Number of credits: 5

Prerequisites: Methods of foreign language education, Pedagogy, Information and communication technologies (in English)

Postrequisites:

Discipline summary: The use of new information and multimedia technologies in the educational process allows the presentation of teaching materials in a foreign language not only in print, but also in graphic, sound, animated form, which gives many students a real opportunity to learn the subject at a higher level; access and operate with a large amount of information; to form an information culture, including teaching to find and use various types of information, which is one of the most important skills in the modern world.

Know:

- concept and essence of multimedia technologies;
- types of multimedia technologies;

Be able to:

- use the possibilities and advantages of multimedia technologies when working with children in a preschool institution;
- to implement didactic tasks with the help of multimedia technologies.

Discipline No. 5 "Technology of work with children of preschool age"

Number of credits: 5

Prerequisites: Methods of foreign language education, Pedagogy, Psychology and human development.

Postrequisites:

Brief content of the discipline: psychological, pedagogical and linguodidactic principles of teaching a foreign language to preschoolers; age factor in mastering a foreign language; the position of the teacher; selection of speech means when working with preschoolers; planning, organizing and conducting foreign language classes with preschoolers.

Expected Result:

Know:

- psychological foundations of the communicative-activity and personal-activity approach to teaching a foreign language;
- principles of implementation of the communicative approach in teaching a foreign language to preschoolers;
- factors influencing the success of speech development of preschool children;
- strategies and approaches for the successful acquisition of a foreign language by preschoolers;
- technologies for the formation of speech skills of preschoolers.

Be able to:

- apply the acquired knowledge in the practice of teaching a foreign language in preschool institutions;
- select language material, teaching aids, work modes for teaching a foreign language in a preschool institution;
- use methods and technologies in the system of teaching children in preschool groups;
- organize educational work in preschool groups, act in accordance with the interests of children;
- plan and conduct classes in a foreign language in a preschool institution;
- create a favorable, friendly atmosphere in the classroom of a foreign language in a preschool institution;
- analyze the communication strategies of teachers teaching a foreign language to preschoolers.

Discipline No. 6 "Organization of educational and cognitive activities of children of preschool groups"

Number of credits: 5

Prerequisites: Pedagogy, Psychology, Psychology and human development

Postrequisites:

Brief content of the discipline: This discipline considers the issues of preparing preschool children for schooling, familiarizes with the experience of organizing educational and cognitive activities of children, with the essence, content and features of organizing educational and cognitive activities of preschool children.

Expected Result:

Know: cognitive features of preschoolers, methods of teaching preschoolers, the main directions and principles of working with children of preschool age, pedagogical technologies in the field of preschool education, game methods in the organization of educational and cognitive activities of preschoolers.

Be able to: the use of methods, techniques, technologies in the organization of educational and cognitive activities of children of the preschool group.

Skills: apply theoretical knowledge in practice, organize educational cognitive activity in preschool groups.

Name of the course of disciplines of the additional educational program (Minor): Organization of educational work in an ungraded school.

Number of credits: 30

The course of disciplines is available for students of the educational program of the direction 6B01 "Pedagogical Sciences"

Discipline No. 1: Designing the pedagogical process in an ungraded school

Number of credits: 10

Prerequisites: Pedagogy

Postrequisites: no

Brief content of the discipline: The content of this discipline reveals the state and problems of Kazakhstani rural schools at the present time; features of rural and urban ungraded schools; the level of development of rural schools in Kazakhstan. Opportunities for quality education in small-class schools; the essence of the concept of an ungraded school, methodological and didactic features of the organization of work in an ungraded school; regulatory and legal framework for the organization of education in an ungraded school; features of the organization of classes in ungraded schools within the framework of the updated content of education, as well as the specifics of training and retraining teachers for work in ungraded schools.

Expected Result:**Know:**

- normative-legal and educational-methodical support of ungraded schools;
- psychological and pedagogical aspects of the organization of work in small schools;
- the specifics of the organization of educational work in an ungraded school.

Be able to:

- to identify features in the organization of the processes of education and upbringing in small schools;
- to plan and design classes in small schools within the framework of the updated content of education;
- develop educational activities, taking into account the small number of schools.

Own:

- the skills of organizing educational work in an ungraded school;
- demonstrate the skills of self-educational, creative and analytical activities of future teachers.

Discipline number 2: Methodological aspects of teaching in a small school

Number of credits: 10

Prerequisites: Pedagogy

Postrequisites: no

Brief content of the discipline:

This discipline forms students' knowledge of the theoretical and methodological foundations of the organization of the educational process in an ungraded school; introduces the content of subjects, types of planning, forms and methods used in the educational process of an ungraded school. Forms in students the skills of organizing independent work in the classroom; assessment and accounting of schoolchildren's knowledge in an ungraded school.

Expected Result:

Know:

- features of planning in an ungraded school;
- features of the organization of students' activities in the conditions of ungraded schools;
- forms and types of control of knowledge, skills and abilities in an ungraded school.

Be able to:

- apply theoretical and practical knowledge to solve educational and practical problems in the use of modern teaching methods, educational technologies in teaching in an ungraded school;
- carry out the planning of classes in an ungraded school;
- organize independent work in the classroom in an ungraded school.

Own:

- skills of methodological aspects of teaching in an ungraded school.

Discipline No. 3: Psychological competence of teachers of an ungraded school

Number of credits: 10

Prerequisites: psychology, psychology and human development.

Postrequisites: no

Summary: The main significance of the course is the basis of the general stages of development and professional values of the individual. Currently, the problem of professionalism of a specialist in education is the main task. The formation of psychological competence in professional activities is a step-by-step process, i.e. in pedagogical activity, it is necessary to constantly improve professional skills, the ability to take responsibility, jointly develop a solution and participate in its implementation; willingness to constantly improve the educational level, the need to update and realize their personal potential, the ability to independently acquire new knowledge and skills, the ability to self-development; preparedness for independent performance of professional actions, evaluation of the results of their work.

Expected Result:

Know:

- the main psychological characteristics of ages (leading activities, features of the worldview); culture of dialogue, psychology of communication, design features in educational activities;

- collective ways of learning; methods of collective training sessions;

- the basics of the use of psychotechnologies aimed at the disclosure, implementation and development of the individuality of a specialist;

- optimization of his relationships with students, colleagues, parents;

Be able to:

- create an atmosphere conducive to the intellectual activity of students;

- take into account the possibilities, abilities, characteristics of each child; select individual ways of mastering educational material, plan the sequence of studying topics;

- flexibly use their internal resources as a way to achieve success in their professional activities;

- to carry out emotional and cognitive reflection of various pedagogical situations.

Own:

- ways, methods and techniques for organizing the interaction of subjects of activity aimed at developing their individuality;

- application of professional skills in psychological analysis and solving specific pedagogical situations; learn ways of self-regulation.

Name of the course of disciplines of the additional educational program (Minor): "Adaptation and socialization of children with disabilities in inclusive education"

Number of credits: 30

The course of disciplines is available for students of the educational program of the direction 6B01 "Pedagogical Sciences"

Discipline No. 1: Socialization of children with disabilities

Number of credits: 10

Prerequisites: inclusive education

Postrequisites: no

Brief content of the discipline: The content of this discipline considers the tasks of the educational system in the socialization of children with disabilities, reveals the concept of socialization of the individual, the features of the socialization of children with disabilities, and their participation in the life of a group of healthy peers; shows the role of the teacher in the socialization and adaptation of the child to life in a classroom community in an inclusive environment.

Expected Result:

Know:

- categorical-conceptual apparatus of this course;

- psychological and pedagogical aspects of the organization of work in inclusive classes;

- features of socialization and adaptation of children with disabilities.

Be able to:

- identify features in the organization of the processes of socialization and adaptation of children with disabilities;
- plan and design activities for the successful socialization of children in an inclusive environment;
- develop activities taking into account the capabilities of the "special" child.

Own:

- the skills of organizing educational work in the socialization of children with disabilities;
- demonstrate the skills of self-educational, creative and analytical activities of future teachers when working with children with disabilities.

Discipline No. 2: Methodological aspects of learning in an inclusive environment**Number of credits: 10****Prerequisites:** inclusive education**Postrequisites:** no**Brief content of the discipline:**

This discipline forms students' knowledge of the theoretical and methodological foundations of the organization of the educational process in inclusive classes; introduces the content of subjects, types of planning, forms and methods used in the educational process, taking into account the inclusive environment, as well as the capabilities of students. Introduces tutor support for children with disabilities in an inclusive educational institution; the originality of psychological and pedagogical work with children with disabilities as subjects of an inclusive educational process and the software and methodological support of inclusive education in an educational institution.

Expected Result:**Know:**

- psychological, pedagogical and regulatory knowledge in the process of solving problems of psychological and pedagogical education of participants in the educational process;
- modern technologies that allow finding original solutions to practical problems related to the optimization of the educational process in inclusive classes;
- ethical standards in the organization of the educational process of children with disabilities.

Be able to:

- to analyze in retrospect the phenomena of the surrounding life and psychological and pedagogical practice, to design and construct their professional activities and the activities of other subjects of pedagogical interaction in the process of inclusive education;
- develop recommendations for subjects of inclusive education on the development and education of the child;
- develop technologies for designing the educational environment for children with disabilities in an inclusive practice.

Own:

- skills of evidence-based methods and technologies in psychological and pedagogical activities in the field of inclusive education;

- skills in designing educational work for children with different types of disabilities.

Discipline number 3: Working with parents of children with disabilities.

Number of credits: 10

Prerequisites: inclusive education

Postrequisites: no

Summary: The main significance of the course is the need to provide qualified assistance not only to children with disabilities, but also to their parents. This course introduces the features of working with parents of children with disabilities, the main methods, forms of interaction, and also includes parents of healthy children in the process of socialization; reveals the features of advisory assistance, acquaints parents with the legal framework of inclusive education.

Expected Result:

Know:

- forms, methods of work with parents;
- the basics of the use of psychotechnologies aimed at optimizing parent-child relationships;
- optimization of relationships with parents and professionals working in an inclusive environment;

Be able to:

- take into account the capabilities, abilities, characteristics of each parent; select individual ways of interacting with them.
- flexibly use their internal resources as a way to achieve success in their professional activities;
- to carry out emotional and cognitive reflection of various pedagogical situations.

Own:

- methods, techniques and techniques for organizing interaction with parents;
- professional skills in working with parents who have children with disabilities.

Name of the course of disciplines of the additional educational program (Minor): Activities of the bodies of inquiry in the system of pre-trial investigation.

Number of credits: 30

The course of disciplines is available OP 6V12330 Law enforcement

Discipline No. 1: Organization of prosecutorial supervision over the activities of bodies of inquiry.

Number of credits 5

Prerequisites: Criminal law (General and Special part) of the Republic of Kazakhstan.

Postrequisites: Activities of bodies of inquiry in the course of pre-trial investigation.

Summary of discipline: This course is aimed at studying the subject and method of implementation of prosecutorial supervision over the legality of the activities of bodies of inquiry in the process of investigating criminal offenses. The purpose of the course is a more in-depth study of the criminal procedural problems of prosecutorial activity in the

process of supervising the bodies of inquiry. The legal discipline reveals the features of the prosecutor's response, in criminal cases carried out in the form of an inquiry and simplified proceedings.

Expected Result:

Know: Theoretical and practical features of the law enforcement and supervisory activities of the prosecutor in relation to the investigation of criminal cases, where the form of pre-trial investigation in accordance with the criminal procedural legislation is provided in the form of simplified proceedings or inquiry.

Be able to: On the basis of the acquired special and scientific knowledge, apply in practice the acts of the prosecutor's response in case of violation of national legislation by the bodies of inquiry.

Possess: Special scientific knowledge that will contribute to the sustainable development of professional skills and abilities of an employee of the prosecutor's office aimed at ensuring and observing the constitutional rights, freedoms and interests of a person and a citizen.

Discipline No. 2: Interaction of bodies of preliminary investigation and inquiry in the investigation of a crime of a man-made nature.

Number of credits 5

Prerequisites: Criminal law (General and Special part) of the Republic of Kazakhstan.

Postrequisites: Activities of bodies of inquiry in the course of pre-trial investigation.

Discipline summary: Particular attention is paid to the legal foundations of the investigation of man-made crimes, discussion of the problem of evidentiary significance of materials obtained during the pre-trial investigation, issues of interaction between investigators and bodies of inquiry. Students are introduced to the differences in the legal practice of the Republic of Kazakhstan and other states, as well as the associated difficulties in applying Western investigative techniques in the Republic of Kazakhstan, which will allow them to apply knowledge and understanding of the facts and complex interactions between them in the field of crime investigation.

Expected Result:

Know: The duties of employees in the field of law and order, security of the individual, society, state; methods and techniques for detecting, suppressing, disclosing and investigating crimes and other offenses, with the interaction of the investigator and the body of inquiry.

Be able to: Use the basic principles and rules for the performance of official duties to ensure law and order, security of the individual, society, state; use methods and means of detecting, suppressing, disclosing and investigating crimes and other offenses, in the interaction of the investigator and the body of inquiry.

Possess: Basic skills in the course of solving situational issues and tasks, to put the acquired knowledge into practice.

Discipline No. 3: Interaction of the investigator with the bodies of inquiry in the investigation of environmental criminal offenses.

Number of credits - 5

Prerequisites: Criminal law (General and Special part) of the Republic of Kazakhstan.

Postrequisites: Activities of bodies of inquiry in the course of pre-trial investigation.

Brief content of the discipline. This course is aimed at studying the organizational principles of interaction between the investigator and the bodies of inquiry in the detection, disclosure, investigation and prevention of environmental criminal offenses. In the course of studying the course, students should master the activities of the bodies of inquiry that carry out environmental and environmental safety, as well as the procedure for the interaction of investigators with the bodies of inquiry in the process of investigating environmental criminal offenses. The course provides for consideration of the issues of investigation of criminal cases in the field of environmental criminal offenses by the bodies of inquiry, and also reveals the criminal procedural and forensic order of interaction between the investigator and the bodies of inquiry in the investigation of environmental criminal offenses.

Expected Result:

Know: The student (student) must know the interaction of the investigator with the bodies of inquiry in the investigation of environmental criminal offenses. The student should be able to analyze the criminal law, criminal procedure aspect of the effective interaction of the investigator with the bodies of inquiry in the investigation of environmental criminal offenses.

To be able to: On the basis of the acquired special and scientific knowledge, apply in law enforcement activities the criminal procedural and organizational procedure for the interaction of the investigator with the bodies of inquiry in the investigation of environmental criminal offenses, the principles of criminal justice.

Possess: Special scientific knowledge and skills that will contribute to the sustainable development of competitive specialists who are able to independently make decisions in the professional activities of employees of the body of inquiry in the investigation of environmental criminal offenses.

Discipline No 4: Administrative and criminal procedural activities of the bodies of inquiry in the investigation of traffic accidents.**Number of credits - 5**

Prerequisites: Criminal law (General and Special part) of the Republic of Kazakhstan.

Postrequisites: Activities of bodies of inquiry in the course of pre-trial investigation.

Brief content of the discipline: The study of the discipline will allow you to gain and consolidate the knowledge, skills and abilities acquired by students in the study of specialized disciplines, such as criminal law, criminal procedure, forensic science, the practice of processing procedural documents and some other disciplines. The academic discipline is aimed at the development of students' personal qualities and the formation of a knowledge system for the sustainable development of skills and their use in professional activities to ensure the rule of law, law and order, security of the individual, society and

the state; on investigation, disclosure, prevention of road-transport administrative, criminal offenses.

Expected Result:

To know: To ensure the systematic assimilation by students of the main provisions of legislative and other normative acts regulating activities in the field of ensuring the rule of law, law and order, personal security in an amount sufficient for the independent implementation of professional activities; tactics and methodology for the development and execution of official legal documents. Know the norms of criminal and administrative law, the emergence and termination of administrative and criminal legal relations; the main provisions of the methodology for investigating administrative and criminal offenses.

Be able to: Contribute to the formation of practical skills necessary for the implementation of professional activities for the prevention, suppression, detection, disclosure and investigation of traffic accidents; the ability to implement measures to obtain legally significant information, verify, analyze, evaluate it and use it in the interests of preventing, suppressing, disclosing and investigating road accidents; the ability to develop and properly execute legal and official documents.

Own: Methods and techniques for the detection, fixation and seizure of trace information on administrative and criminal offenses; acquire the skills of planning and organizing the investigation of criminal and administrative offenses; the ability to qualify administrative and criminal offenses; skills to prevent transport administrative and criminal offenses.

Discipline No. 5: Investigation of military criminal offenses by bodies of inquiry.

Number of credits 5

Prerequisites: Criminal law (General and Special part) of the Republic of Kazakhstan.

Postrequisites: Activities of bodies of inquiry in the course of pre-trial investigation.

Brief content of the discipline: Investigation of military criminal offenses by bodies of inquiry is an academic discipline that develops a system of special techniques, methods and means of collecting, fixing, researching and using evidence for the purpose of disclosure, pre-trial investigation and prevention of military criminal offenses by bodies of inquiry. The investigation of military criminal offenses by the bodies of inquiry as a subject has a pronounced applied value, because, without knowledge and use of its provisions and recommendations, the effective activity of military police bodies in combating military criminal offenses is impossible. The purpose of studying the discipline is the theoretical and legal knowledge of the activities of the bodies of inquiry in the process of investigating and preventing military criminal offenses.

Expected Result:

Know: The doctrine of dialectical materialistic epistemology; Establishment of signs of a specific type of composition of a criminal offense and a criminal offense as a crime and the time of the onset of bringing the subject of the crime to criminal liability.

Be able to: Use the help of citizens, the media in the pre-trial investigation of crimes; - analyze and evaluate search and evidence information on unsolved criminal cases; - draw up procedural documents in accordance with the requirements of the criminal procedure legislation and the recommendations of forensic science.

Possess: Basic skills in the course of solving situational issues and tasks, to implement the acquired knowledge in the legal practice of the bodies of pre-knowledge in the pre-trial investigation.

Discipline number 6: Features of the interaction of the investigator with the bodies of inquiry in the process of investigating extremist crimes and terrorism.

Number of credits 5

Prerequisites: Criminal law (General and Special part) of the Republic of Kazakhstan.

Postrequisites: Activities of bodies of inquiry in the course of pre-trial investigation.

Brief content of the discipline: Comprehensive training of students in legal, organizational and practical issues of interaction between the investigator and the body of inquiry and the process of investigating extremist crimes and terrorism. The course is aimed at obtaining practical experience for students in combating criminal offenses of an extremist and terrorist nature. Taking into account the adoption of active measures to counter the investigation, it clearly demonstrates that most of them cannot be disclosed, that is, it is impossible to obtain information about the involvement of a certain person in its commission, using only the possibilities of conducting investigative actions, without organizing interaction between employees of the preliminary investigation bodies.

Expected Result:

Know: The duties of employees in the field of law and order, security of the individual, society, state; methods and methods for detecting, suppressing, disclosing and investigating crimes and other offenses, with the interaction of the investigator and the body of inquiry.

Be able to: Use the basic principles and rules for the performance of official duties to ensure law and order, security of the individual, society, state; use methods and techniques for detecting, suppressing, disclosing and investigating crimes and other offenses, in cooperation between the investigator and the body of inquiry.

Possess: Basic skills in the course of solving situational issues and tasks, to put into practice the acquired knowledge related to the fight against extremist crimes and terrorism.

The name of the course of disciplines of the additional educational program (Minor): "Organization of the educational process in an inclusive environment"

Number of credits: 30

The course of disciplines is available to students of all educational programs

Discipline No. 1: Psychological flexibility as a means of reducing anxiety and adaptation

Number of credits: 6

Prerequisites: psychology, inclusive education

Post-requirements: none

Summary of the discipline: The discipline is aimed at developing students' ability to respond effectively to changing conditions, openly accept complex emotions and act in accordance with their values. It plays an important role in reducing anxiety and promotes successful adaptation in various areas of life, including education, professional activities and social interactions. When studying the discipline, key mechanisms of psychological flexibility are considered, such as cognitive defusion, acceptance of emotions, awareness, rethinking stressful situations, and flexible behavior. Special attention is paid to the effect of psychological flexibility on anxiety levels: a person's ability to accept stressful circumstances without avoiding them helps to reduce emotional stress and develop stress tolerance. Methods of developing psychological flexibility are also discussed, including mindfulness practices, cognitive behavioral therapy (CBT) techniques, work with beliefs, and self-regulation strategies. The importance of the formation of psychological flexibility in the educational environment and in future professional activity as a factor of successful adaptation and emotional well-being is emphasized.

Expected result:

To know:

- techniques of self-regulation and self-control;
- the concept of stress and its psychophysiology;
- the concept of psychological flexibility and the mechanisms of its development.

Be able to:

- adapt to the surrounding, social environment;
- to be involved in the process of socialization in a university setting;
- identify stressful situations and adapt to changes;
- identify effective methods of stress prevention and control;
- cope with difficult situations, regulate emotions and maintain psychological well-being.

Skills:

- skills of self-educational, creative and analytical activity in a university setting;
- skills of adaptation in the educational environment of the university;
- skills of interacting with the social environment.

Discipline No. 2: Psychological competence as a factor of personal and professional growth

Number of credits: 6

Prerequisites: psychology

Post-requirements: none

Summary of the discipline: The discipline is aimed at developing the knowledge, skills and abilities necessary for effective interaction with others, managing emotions and adapting to changing conditions. It is an important factor in both personal and professional growth, contributing to the development of stress tolerance, self-regulation, communication skills and critical thinking. The key components of psychological competence are

considered, including emotional intelligence, self-knowledge, empathy, and effective communication skills. The influence of this competence on professional activity is analyzed: the ability to resolve conflicts, work in a team, cope with stress, and motivate yourself and others.

Special attention is paid to methods of formation and development of psychological competence, such as personal growth trainings, mindfulness practices and self-regulation techniques. The role of psychological literacy in improving professional efficiency and life satisfaction is emphasized.

Expected result:

To know:

- - features of the development of mental processes, personality, emotions and motivation;
- - methods of self-regulation and stress tolerance;
- - conflict strategies and their prevention and resolution;
- - mechanisms of motivation formation and maintenance.

Be able to:

- - express your thoughts clearly, listen and understand the other person.
- - manage emotions;
- - find compromises and interact constructively in difficult situations;
- - understand other people's emotions and experiences;
- - make non-standard decisions.

Skills:

- skills in analyzing psychological states;
- teamwork skills;
- planning and goal-setting skills.

Discipline No. 3: Development of communication skills

Number of credits: 6

Prerequisites: psychology

Post-requirements: none

Summary of the discipline: The discipline is aimed at forming the main components of communicative competence: verbal and non-verbal communication, active listening, emotional intelligence, the ability to argue one's position and adapt to different situations, the analysis of communication barriers such as fear of public speaking, self-doubt, lack of empathy and the influence of stereotypes. When studying the discipline, special attention is paid to methods of developing communication skills, including role-playing games, trainings, active listening techniques, exercises to develop empathy and public speaking skills. The development of communication skills allows you to express your thoughts more effectively, understand the interlocutor, resolve conflicts and build productive relationships in various spheres of life, including in the field of inclusion.

Expected result:

To know:

- types of communication, information perception mechanisms, message transmission models;
- techniques for understanding and reflecting information in a conversation;
- methods of argumentation and persuasion;
- techniques of public speaking.

Be able to:

- articulate thoughts clearly and clearly;
- effectively listen to the interlocutor;
- maintain a dialogue;
- analyze the emotions and reactions of the interlocutor;
- adapt to different situations and styles of interaction, including with people with special educational needs;
- overcome communication barriers and resolve conflicts.

Skills:

- skills of empathy and social adaptability;
- stress tolerance skills in communication;
- skills of interaction in personal and professional spheres.

Discipline No. 4: Building leadership skills**Number of credits:** 6**Prerequisites:** psychology**Post-requirements:** none

Summary of the discipline: The discipline is aimed at studying the key characteristics of a leader, such as responsibility, determination, emotional intelligence, communication skills, creativity and decision-making skills. Various leadership styles and their impact on team interaction and management effectiveness are analyzed. Special attention is paid to leadership development methods, including personal growth training, coaching, situational tasks, team games, and self-reflection techniques. The role of leadership in the professional sphere and public life is also discussed, as well as the importance of developing these qualities to achieve success and realize potential.

Leadership skills are an important aspect of personal and professional development, influencing a person's ability to inspire, motivate, and effectively manage processes and people. The development of leadership skills contributes to successful self-realization, increased self-confidence and the formation of strategic thinking.

Expected result:**To know:**

- psychology of management and motivation;
- principles of teamwork;
- effective communication methods;
- organization of work process and personal effectiveness.

Be able to:

- analyze information, weigh risks and choose optimal strategies;
- manage the team, resolve conflicts;

- take the initiative and be responsible for the decisions made;
- find non-standard solutions.

Skills:

- the skills to inspire and guide people towards common goals;
- skills to maintain self-control in difficult situations;
- the ability to make decisions and defend their position.

Discipline No. 5: ICT in the formation of digital literacy**Number of credits:** 6**Prerequisites:** computer science**Post-requirements:** none

Summary of the discipline: The discipline is aimed at studying the components of digital literacy: computer and information literacy, cybersecurity, critical thinking when working with digital content, communication and collaboration skills in a digital environment, as well as the benefits of using ICT in the educational process, including online learning, digital platforms, interactive resources and adaptive technologies.

Digital literacy includes the ability to effectively search, analyze, create and safely use digital information, as well as work with various technological tools.

Special attention is paid to methods and tools that contribute to the formation of digital literacy among students. Practical approaches such as the use of educational programs, trainings, as well as the main aspects of the development of digital competence are considered. The importance of digital literacy for successful socialization, professional growth and safe interaction with information technologies is emphasized, as well as the place and role of ICT in an inclusive environment.

Expected result:**To know:**

- basics of ICT;
- basic programming languages;
- legal aspects of digital interaction.

Be able to:

- use digital devices effectively;
- work with digital platforms;
- use online services and cloud technologies;
- work with databases and tables.

Skills:

- Digital literacy and digital communication skills;
- skills to analyze and evaluate information in a digital environment;
- skills to apply ICT in an inclusive environment.

