

**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC  
OF KAZAKHSTAN  
KAZAKHSTAN-AMERICAN FREE UNIVERSITY  
DEPARTMENT «BUSINESS»**

**CATALOG  
of the educational program  
5B050700 «Management»  
for international students  
  
2018-2019 academic year**

Ust-Kamengork 2018

UDC 378.2 (574) (035)

The catalog of the educational program for foreign students contains a general description of the university, admission rules, characteristics of university programs, codes and a catalog of subjects for the undergraduate education program and the structure of the university.

For the organization of academic mobility programs for students.

Catalog of the educational program 5B050700 «Management» (2018-2019 academic year) (ed. By G. Konopianova). / Handbook. - Ust-Kamenogorsk, 2018. - 68 p.

Reference Edition

© Kazakh-American  
Free University, 2018

**CATALOG**  
**of the educational program 5B050700**  
**“Management” for foreign students**

**UNIVERSITY INFORMATION**

*Contacts*

Kazakh American Free University

Address: 76, M. Gorkyi street, Ust-Kamenogorsk, 070000, Republic of Kazakhstan,

Phone numbers: +7/7232/50-50-28-33, 50-09-91

*Administration*

<b>№</b>	<b>Position</b>	<b>Name</b>
1.	KAFU President	Yerezhep Mambetkazyev
2.	KAFU Rector	Aidar Mambetkazyev
3.	Board of Guardian Head	Marshall Christensen
4.	First Vice-President	Galina Konopyanova
5.	Vice-President for International Programs And Cooperation	Daniel Ballast
6.	Vice Rector for Academic Affairs and Informatization	Gulnar Sarsembayeva
7.	Vice Rector for Administrative Affairs	Sayahat Hasenov
8.	Vice Rector. Director of UK CEF	Ersain Nabiev
9.	Vice Rector. Director of KAFU College	Marina Kikina
10.	Vice Rector for Administration	Igor Panov
11.	Vice Rector for Production Issues	Makhmet Shurayev
12.	Director of International Cooperation Department	Serik Abilov
13.	Dean, the School of Business, Law and Education	Galina Menzyuk
14.	Dean, the School of Part-Time and Distance Education	Nadezhda Shefer
15.	Head of Law and International Relations Department	Yuliya Gavrilova
16.	Head of Business Department	Ilona Bordiyanu
17.	Head of Foreign Languages Department	Yuliya Novitskaya
18.	Head of Pedagogy and Psychology Department	Assem Nurlanova

### **General characteristics of the university**

The university carries out educational activities in accordance with the license of the AB series No. 0137478 (no time limit) issued by the MES of the Republic of Kazakhstan dated November 23, 2010.

The university conducts training of specialists in a three-tier system of education:

1. Undergraduate;
2. Master;
3. Doctoral

on the following educational programs:

<b>#</b>	<b>Cipher</b>	<b>Educational program</b>
1.	5B010200	Pedagogy and methods of primary education
2.	5B010800	Physical Culture and sport
3.	5B011500	Basics of Law and Economics
4.	5B011700	Kazakh Language and Literature
5.	5B011800	Russian Language and Literature
6.	5B011900	Foreign Language: Two Foreign Languages
7.	5B020200	International Relations
8.	5B020700	Translation studies
9.	5B030100	Jurisprudence
10.	5B030400	Customs business
11.	5B050300	Psychology
12.	5B050400	Journalism
13.	5B050600	Economics
14.	5B050700	Management
15.	5B050800	Accounting and Auditing
16.	5B050900	Finances
17.	5B051000	State and local government
18.	5B070300	Informational system
19.	5B090200	Tourism
20.	6M011900	Foreign language: Two foreign languages
21.	6M020200	International relations
22.	6M020700	Translation studies
23.	6M030100	Jurisprudence
24.	6M050300	Psychology
25.	6M050700	Management
26.	6M050900	Finances

27.	6M070300	Informational system
28.	6D030100	Jurisprudence
29.	6D050700	Management

The Kazakh-American Free University (hereinafter referred to as KAFU) was established and continues to develop as a university of international partnership. Over the years of its existence, KAFU has established partnerships with more than a hundred universities, companies, government organizations and institutions and funds of Kazakhstan, as well as the near and far abroad.

In 2002, 2007 and 2012, the university successfully passed the state attestation of the Ministry of Education and Science of the Republic of Kazakhstan for compliance with the legislation of the Republic of Kazakhstan on education and licensing rules and compliance with the quality of training.

KAFU successfully passed the certification of the quality management system for compliance with ISO 9001: 2008 (auditing company NQA, Great Britain) and the international accreditation of the ACBSP organization (Association of Collective Business Schools and Programs, USA) in the specialties of 5B050600 Economics; 5B050700 Management; 5B050900 Finance; 5B090200 Tourism; 5B051000 State and local government; 5B070300 Information systems. ACBSP is included in the National Register of accreditation bodies of the MES RK. In February 2018, the three specialties of KAFU were included in the list accredited by the international accreditation agency ACBSP: 5B050800 - "Accounting and Auditing"; 6M050900 - "Finance"; 6M070300 - "Information Systems".

In 2014, KAFU underwent institutional and specialized accreditation of IQAA by specialties 5B011900 Foreign language: two foreign languages, 5B020700 Translation Studies, 6M011900 Foreign language: two foreign languages.

In 2017, the university passed the specialized accreditation of educational programs 5B030100 - Jurisprudence, 6M030100 - Jurisprudence, 5B020200 - "International Relations".

The university has six educational buildings, an office in the USA, a modern library fund, including in English, educational and scientific laboratories, specialized classrooms, a sports complex, a gymnasium, a dormitory, a medical office, a student cafe, a scientific production complex and transport.

In educational buildings there are auditoriums and classrooms equipped with modern computer equipment, electronic teaching aids, software, educational furniture. In the classrooms of educational buildings there

are LCD - projectors, televisions, interactive and marker boards. The equipment provides the necessary level of educational process.

### **PROGRAMS FOR INTERNATIONAL STUDENTS**

For international undergraduate students, KAFU offers short-term as well as training programs during the semester:

1. Short-term practice and internship programs;
2. International business abroad;
3. Pedagogy and teaching English;
4. Study of language and culture abroad.

KAFU offers foreign students and undergraduates short-term (up to 1 month) additional training programs in the form of practice or volunteer activities that are developed according to the individual request of the student.

The organization of the stay of foreign students in KAFU is the responsibility of the Department for International Cooperation. The Department of International Cooperation of KAFU, consisting of 4 employees, has twenty years of experience in receiving and accommodating foreign students and teachers. The staff of the Department will gladly assist foreign students in the process of applying for and obtaining a student visa, accommodation, as well as help them with drawing up a schedule during their stay at KAFU.

In addition to assistance from the Department of International Cooperation, each foreign student for the period of his stay in KAFU is assigned a curator from among local senior students or teachers of KAFU. Curators will, as necessary, advise and assist foreign students, regularly meet with students in order to ensure their successful mastering of the chosen curriculum.

International students will have access to all university resources and programs. KAFU has a Student Development Center, foreign students can become members of one or more of the 14 student clubs, and can also organize their own club. Medical care (first medical care, medical examinations and preventive measures) of university students is carried out in a medical office. In educational buildings of KAFU there is a cafe with a daily wide selection of dishes of Russian and Kazakh cuisine at reasonable prices. KAFU also has its own gym, the university has sports sections for various sports.

#### ***The proposed program for foreign students:***

##### **1. Short-term program of practice and training (1 month)**

Foreign students can visit the Ust-Kamenogorsk to practical training or

internship through the KAFU within one month. In most cases, foreign students can set off credits for practice.

The practice may consist in teaching children, students, adults, English language training, training in sports teams, oral and written translation activities. Practice on various small and medium-sized businesses, tourism and hospitality industries. As well as other types of practices can be organized by student preferences.

Internships can be as a counselor, teacher / lecturer / tutor of English. Training can be to work with orphaned; work in specialized clinics (hospice); to care for the elderly; in the education of children with developmental disabilities.

Interested students are encouraged to contact the Department of International Cooperation KAFU for organizing the most appropriate practice or internship, depending on your preference.

The cost of the practice / training in KAFU depends on the type of practice / internship. If the practice or training have a direct bearing on KAFU, payment may be lower. Mandatory commission for processing the application is at least an amount equivalent to \$ 100. For many foreign students who stay in Kazakhstan less than a month, there is no need to obtain a visa.

## **2. The program "International business abroad" (Duration 1 session)**

Foreign students enrolled in the undergraduate program in the economic majors, may be trained in Kazakhstan for one semester. At the same time, students can broaden understanding of international business activities, learn languages and culture of Kazakhstan. Students may be registered for one semester and discipline to choose 18 credits in KAFU.

### **Benefits of the program:**

- Teaching economic subjects for one semester (9-12 hours per week);
- Discipline "Business Perspectives", which will provide insight to students about the business environment in Kazakhstan through visits to local companies (3 credits);
- Education or Russian Kazakh (optional) for intensive language courses, with an individual tutor and practical tasks (3-6 hours per week);
- Education general education or culture study courses (3-6 hours per week).

Students are advised to contact the University to determine the available courses in the semester, they want to learn.

**cost:** An amount equivalent to US \$ 1,000 per semester, without accommodation, flight and visa fee. Students enrolled in universities that have bilat-

eral agreements with KAFU on mutual renunciation of tuition fees, if confirmed, may attend free of charge for one semester.

**requirements:** Students must be enrolled in the undergraduate program of the specialty business at the university. Students must send a transcript showing completion of disciplines. The student must complete and submit the contract to KAFU. Students must pass the test for compliance with the minimum level of English language (does not apply to applicants with English-speaking countries)

**Plan calendar:** program is implemented in the fall semester (September-December) and spring semester (mid-January - mid-May)

**Passed credits:** Students will receive an official transcript from KAFU indicating the subjects they have studied during the semester. The program is accredited by the Ministry of Education and Science of the Republic of Kazakhstan and the Council for accreditation of business schools and programs of the United States. Received loans easily translated university with an enrollment of foreign students.

### **3. The program "Pedagogy and English Language Teaching"**

Foreign students enrolled in undergraduate programs related to pedagogy, can be trained in KAFU for one semester. At the same time, students will expand their understanding of the language and culture of Kazakhstan. This program is aimed at teaching English, students can gain experience of teaching at the secondary and higher education in Kazakhstan. Students may be registered for one semester and discipline to choose 18 credits in KAFU.

#### **Benefits of the program:**

- Education educational disciplines within a term (9-12 hours per week);
- Education or Russian Kazakh (optional) for intensive language courses, with an individual tutor and practical tasks (3-6 hours per week);
- Production pedagogical practice and practical teaching experience (3-6 hours per week);
- The study of general education courses or culture for a semester (3-6 hours per week).

Students are advised to contact the University to determine the available courses in the semester, they want to learn.

**cost:** An amount equivalent to US \$ 1,000 per semester, without accommodation, flight and visa fee. Students enrolled in universities that have bilateral agreements with KAFU on mutual renunciation of tuition fees, if confirmed, may attend free of charge for one semester.

**requirements:** Students must be enrolled in the undergraduate program teaching profession at the university. Students must send a transcript show-

ing completion of disciplines. The student must complete and submit the contract c KAFU. Students must pass the test for compliance with the minimum level of English language (does not apply to applicants with English-speaking countries)

**Plan calendar:** program is implemented in the fall semester (September-December) and spring semester (mid-January - mid-May)

**Passed credits:** Students will receive an official transcript from KAFU indicating the subjects they have studied during the semester. The program is accredited by the Ministry of Education and Science of the Republic of Kazakhstan and the Independent Kazakhstan Quality Assurance Agency in Education (IQAA). Received loans easily translated university with an enrollment of foreign students.

#### **4. language learning program and culture abroad**

A flexible program that allows you to study in Kazakh or Russian language immersion in the culture of Kazakhstan. The program can provide up to 18 credits, consisting of language courses, cultural studies and other educational disciplines taught in KAFU. The program includes cultural activities and the possibility of studying subjects in a foreign language (Russian / Kazakh).

##### **Benefits of the program:**

- Intensive study of languages to 30 hours per week (divided into classes with individual professional coaching, training with native speakers and practical exercises);
- The opportunity to study two additional subjects in the Kazakh or Russian language (3-6 hours per week);
- Cultural studies 3 hours per week, including local tours and activities (3 hours per week)

**cost:** An amount equivalent to US \$ 1,000 per semester, without accommodation, flight and visa fee. Students enrolled in universities that have bilateral agreements with KAFU on mutual renunciation of tuition fees, if confirmed, may attend free of charge for one semester.

**requirements:** Students interested in teaching for a semester abroad to learn a foreign language and culture should be credited to the undergraduate program in any specialty at the university. Students must send a transcript showing completion of disciplines. The student must complete and submit the contract c KAFU. Students must pass the test for compliance with the minimum level of English language (does not apply to applicants with English-speaking countries).

**Plan calendar:** program is implemented in the fall semester (September-December) and spring semester (mid-January - mid-May)

**Passed credits:** Students will receive an official transcript from KAFU indicating the subjects they have studied during the semester, including 12 credits of learning a foreign language (Kazakh or Russian). Received loans easily translated University, with an enrollment of foreign students.

For foreign masters in educational programs 6M01701 "Foreign language: two foreign languages" 6M02301 "Translation" 7M04101 "Management" 6M06101 "Information Systems" 6M03101 "International Relations" KAFU also offers programs in English:

**1. Educational program graduate majoring 6M020700 "Translation Studies" (English translation to Russian and back)**

**Program description:** This unique Master's program for those who want to become a professional translator. All subjects are taught in English. The program is mainly aimed at translation from Russian into English and vice versa. Therefore, one of the requirements of the program is knowledge of English and Russian language at the secondary level. Benefits of the program:

- Admission to the one-year Master's program of translation. All classes are conducted in English;
- At the request of the advanced courses of the Russian language;
- Passage of a six-week practice in translation.

**Syllabus:** The program includes the following compulsory subjects:

- Current trends in translation studies
- 5 additional elective courses from the following list:
- Professionally Oriented Foreign Language
  - Organizational behavior
  - Psychology
  - stylistics
  - Abstracting and notes
  - Modern Theory of Translation
  - Information technology in the translation
  - Partial theory of translation
  - Intercultural communication

In addition to mastering the above subjects, students must carry out research work in Kazakhstan or at home for preparation and defense of master's project.

**cost:** An amount equivalent to US \$ 1,500 per year of study, without ac-

commodation, flight and visa fee.

**The process of enrollment and requirements:** Foreign students interested in obtaining a master's degree of translation must have a bachelor's degree in any field from an accredited university in their home country. Students must pass the test for compliance with the minimum level of English language (does not apply to applicants with English-speaking countries).

**Plan calendar:** The program is carried out annually since the beginning of September to the end of May. Undergraduates who will learn the list of subjects to the end of May, could return to their homeland for writing research. Master's project can be protected online, for this there is no need to return to Kazakhstan.

Undergraduates receive an official transcript from KAFU.

## **2. Educational program graduate majoring 6M050700 "Management"**

**Program description:** Foreign students may be enrolled in KAFU on a one-year Master's program on business skills that are fully accredited in the Republic of Kazakhstan and the United States, with the possibility to receive an internationally recognized master's degree in business specialty. All disciplines of the program are conducted in English. International students are automatically enrolled in the discipline of "Business Perspectives", which will familiarize students with local businesses and their leadership. Foreign students interested in studying the Kazakh or Russian language, can enroll in individual language courses KAFU. Benefits of the program:

- Admission to the one-year program of graduate business specialty KAFU. All subjects are taught in English;
- Admission to the discipline of "Business Perspectives", which includes weekly visits to local enterprises.

**Syllabus:** 6 major disciplines offered a one-year Master's program of business specialties:

- innovation management
- Management
- Organization and planning of research
- Organizational behavior
- strategic management
- Human Resource Management (advanced course)

In addition to mastering the above subjects, students must carry out research work in Kazakhstan or at home for preparation and defense of master's project.

**cost:** An amount equivalent to US \$ 1,500 per year of study, without accommodation, flight and visa fee.

**The process of enrollment and requirements:** Foreign students interested

in obtaining a master's degree on the specialty business, must have a bachelor's degree in any field from an accredited university in their home country. Students must pass the test for compliance with the minimum level of English language (does not apply to applicants with English-speaking countries)

**Plan calendar:** The program is carried out annually since the beginning of September to the end of May. Undergraduates who will learn the list of subjects to the end of May, could return to their homeland for writing research. Master's project can be protected online, for this there is no need to return to Kazakhstan.

Undergraduates receive an official transcript from KAFU.

### **3. Educational program graduate majoring 6M011900 "Foreign language: two foreign languages"**

**Program description:** Foreign students interested in obtaining a Masters degree in teaching professions and focused on the teaching of a foreign language (English), can choose a one-year master's program at KAFU pedagogical specialty. All disciplines of the program are conducted in English. Benefits of the program:

- Admission to the one-year Master's program of pedagogy and teaching of the English language KAFU. All subjects are taught in English.
- Compulsory admission to one of the subjects of a foreign language of choice (Spanish, Kazakh, German, Turkish and French)
- The six-week teaching practice of English language teaching.

**Syllabus:** Two required courses of the program:

- Modern methodology of foreign language education
- Foreign language of choice (Spanish, Kazakh, German, Turkish and French)

4 additional elective courses from the following list:

- History and philosophy of science
- Professionally-oriented foreign language;
- Psychology
- The nature and organization of higher education
- Designing curriculum and syllabus
- stylistics
- Assessment of knowledge
- Intercultural communication
- Communicative-cognitive approach in foreign language education
- Comparative Typology of native and foreign languages
- Corpus linguistics

In addition to mastering the above subjects, students must carry out research

work in Kazakhstan or at home for preparation and defense of master's project.

**cost:** An amount equivalent to US \$ 1,500 per year of study, without accommodation, flight and visa fee.

**The process of enrollment and requirements:** Foreign students interested in obtaining a master's degree of pedagogy and teaching of English should have a bachelor's degree in any field from an accredited university in their home country. Students must pass the test for compliance with the minimum level of English language (does not apply to applicants with English-speaking countries).

**Plan calendar:** The program is carried out annually since the beginning of September to the end of May. Undergraduates who will learn the list of subjects to the end of May, could return to their homeland for writing research. Master's project can be protected online, for this there is no need to return to Kazakhstan.

Undergraduates receive an official transcript from KAFU.

#### **4. Educational program on specialty graduate 6M070300 "Information Systems"**

**Program description:** Foreign students may be enrolled in KAFU on a one-year Master's program "Information Systems", which is accredited in the Republic of Kazakhstan, with the possibility to receive an internationally recognized master's degree in information systems. All disciplines of the program are conducted in English. International students are automatically enrolled in the discipline "Prospects IT», which will familiarize students with various examples of the use of local businesses information systems. Foreign students interested in studying the Kazakh or Russian language, can enroll in individual language courses KAFU. Benefits of the program:

- Admission to the one-year Master's program KAFU information systems. All subjects are taught in English;
- Admission to the discipline "Prospects IT», which includes monthly visits to organizations that use different information platforms.

**Syllabus:** Two required courses of the program:

- Management
  - Planning applications in information systems
- 4 additional elective discipline from the following list:
- The organization and planning of research
  - Computer systems and telecommunications networks
  - Analysis and modeling of IC design

- Programming
- Modern environments and programming languages

In addition to mastering the above subjects, students must carry out research work in Kazakhstan or at home for preparation and defense of master's project.

**cost:** An amount equivalent to US \$ 1,500 per year of study, without accommodation, flight and visa fee.

**The process of enrollment and requirements:** Foreign students interested in obtaining a master's degree in the specialty "Information Systems" must hold a bachelor's degree in any technical field from an accredited university in their home country. Students must pass the test for compliance with the minimum level of English language (does not apply to applicants with English-speaking countries).

**Plan calendar:** The program is carried out annually since the beginning of September to the end of May. Undergraduates who will learn the list of subjects to the end of May, could return to their homeland for writing research. Master's project can be protected online, for this there is no need to return to Kazakhstan.

Undergraduates receive an official transcript from KAFU.

### **Rules of admission to KAFU for foreign students**

Admission of foreign students in KAFU is carried out on the basis of The Model Rules of admission to educational organizations that implement educational programs of higher and postgraduate education.

In university the persons who have general secondary, technical and vocational, post-secondary, higher education.

Foreign citizens (baccalaureate) on the allocated quota on the basis of an educational grant to the international universities that are based on international agreements, carried out their own universities. Foreign citizens (undergraduate) teaching in universities on a paid basis is carried out based on interviews conducted by admission committees of higher education institutions during the calendar year. Thus transfer of foreign nationals is carried out in accordance with the academic calendar for five (5) days before the next academic period.

The reception of persons in the master's and doctoral universities, residency of universities and research institutions on a competitive basis according to the results of entrance examinations. Receiving foreign Masters, doctoral carried out on a fee basis. foreigners receive on a competitive basis in accordance with the state educational order free post-graduate education

is determined by international treaties of the Republic of Kazakhstan, except for the scholarship program for graduate programs.

Admission of foreign citizens for training on educational programs for a fee of postgraduate education is carried out in a calendar year in accordance with the academic calendar of the university.

Reception of documents is carried out within the time stipulated by the Standard Rules of admission to educational organizations that implement educational programs of higher and postgraduate education.

### **The list of documents to be submitted to the selection committee**

1. Statement on the head of the organization name
2. Document of general secondary (technical and higher education) (original);
3. Medical certificate form (086)
4. A copy of the identity card (original for verification);
5. Six photographs (3x4)

Documents in a foreign language are provided with a notarized translation into Kazakh or Russian language. Education documents issued by foreign educational organizations, pass the nostrification procedure in accordance with the legislation of the Republic of Kazakhstan after the recruitment of persons for the first (1st) of academic study period.

Education documents issued by foreign educational institutions recognized or nostrifitsiruyutsya in the manner prescribed by law in accordance with the rules of recognition and nostrification of documents on education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated January 10, 2008 №8 (registered in the Register of state registration of normative legal acts under № 5135).

All foreign students interested in studying in KAFU, you must first contact Abilov Serik Merzoyanovichem, director of the International Cooperation Department at the email address: [serikabilov@KAFU.kz](mailto:serikabilov@KAFU.kz).

Foreign citizens must complete and send the application via email and go online interview on Skype. It is recommended to complete the application process and enroll at least 2 months before the start of the training program for the timely receipt of student visa and solve all organizational issues for the entry into the Republic of Kazakhstan.

### **Accommodation of foreign students**

Department of International Cooperation CAMS will help foreign students with accommodation during their stay in Kazakhstan.

Dorm KAFU: -x 1,2,3,4 bed rooms are equipped with necessary furniture, there are rooms for educational activities, leisure and everyday life, free Wi-Fi. Living in a hostel is a sum equivalent to US \$ 25 from each student per month.

**Studio apartment:** Apartment of one room, a small kitchen and a bathroom with tub / shower is equipped with, as a rule, a refrigerator, an electric stove. The apartment has cutlery and all necessary furniture: couch / bed / sofa, chairs and table. One-room apartment in the city of Ust Kamenogorsk, including utilities, at the equivalent of 200 US dollars per month.

**Two-roomed flat:** apartment of two rooms, a small kitchen, and a bathroom with a bathtub / shower. Flat equipped with an electric stove, refrigerator. There are utensils and furniture in the apartment: two ottoman / bed, table and chairs. Bedroom apartment for rent in Ust-Kamenogorsk, including utilities, at the equivalent of 150 US dollars for each student per month.

Nutrition, movement of transport and mobile internet connection in Ust-Kamenogorsk costs an average of an amount equivalent to 300-400 US dollars per month.

### **A trip to KAFU**

The process of organizing a trip to Ust-Kamenogorsk simple. Air Astana operates daily flights to Ust-Kamenogorsk from Astana or Almaty. Air Astana also operates flights between the cities of Kazakhstan (Almaty, Astana) and many major cities in Europe and Asia. Citizens arriving from North or South America, it is recommended to find a flight to Almaty and then transfer to a flight from Almaty to Ust-Kamenogorsk. The cost of the flight from Europe / Asia in Ust-Kamenogorsk and back, at the equivalent of about US \$ 1,000.

## **INFORMATION ON EDUCATIONAL PROGRAM**

### **(Full course)**

**Educational program: 5B050700 "Management".**

***awarded academic degree:*** Bachelor the Educational Program of Economics and Business 5B050700 "Management"

Foreign students are provided:

1. Academic calendar (Annex 1)
2. Structure of the program, indicating the names of subjects, semester and number of credits (Appendix 2),
3. Course description (Appendix 3)
4. Syllabuses for all subjects in English.

## Academic Calendar

<b>Fall Semester 2018 - 2019 Account. year</b>		
August	25-th of August	Enrollment of students in the 1st year
	27 August - 1 September	Week orientation, presentation and registration of elective courses for students of 1st year
September	September 1	Knowledge Day. The grand opening of the school year.
	September 3 - December 15	theoretical training
October	October 15-October 20	The first milestone - rating control (P1)
December	10 December -15 December	The second milestone - rating control (P2)
	December 18 - January 5	Midyear
January	January 7 -19 January	Winter vacation
<b>Holidays</b>		August 21, August 30, December 1, on December 16-17, January 1-2, January 7
<b>Spring semester 2018 - 2019 Account. year</b>		
January	January 28 - May 11	Theoretical training (1st year)
	January 21 - May 4	Theoretical training (2.3 rate)
	January 21 - May 4	1,2,3,4 professional practice course (timing practices, in accordance with the work plan specialty)
March	March 11 - March 16	The first milestone - rating control (P1) (1 year)
	March 4 - 9 March	The first milestone - rating control (P1) (2.3 rate)
May	May 6 - May 11	The second milestone - rating control (P2) (1 year)
	April 29 - May 4	The second milestone - rating control (P2) (2.3 rate)
	May 13 - June 22	Final certification: State examination in the specialty, writing and defense of a thesis (project) and passing state exams in two basic and / or majors
May June	May 27 - June 15	Professional practice (to practice in accordance with the work plan specialty)

	May 1 - May 31	Presentation and registration of elective subjects in the 2019-2020 academic year
	May 13 - June 1	Summer examination session (1st year all specialties)
	May 6 - May 25	Summer examination session (2.3 course all specialties, 1.2 course all specialties on the basis of technical and vocational education)
	June 17 - July 27	summer half
	June 17 - August 31	vacation
<b>Holidays</b>		March 8, on March 21-23, on May 1,7,9, 6 July

## Appendix 2

### *1 YEAR* COMPULSORY COMPONENT

the cycle of disciplines	code of discipline	Name of the discipline	Number of credits / ECTS	Semester
GED.	MHK 1101	The modern history of Kazakhstan	3/5	2
GED.	K(R)L 1103	Kazakh (Russian) language	3/5	1
	K(R)L 1104		3/5	2
GED.	FL 1105	Foreign language	3/5	1
	FL 1106		3/5	2
GED.	ICT1107	Information and communication technologies	3/5	1
GED.	PE 1 (2) 114	Physical education, FEB	4/6	1.2
BD	ET in 1203	Economic theory	2/3	1
BD	ME 1204	Microeconomics	2/3	2
BD	Sta 1209	Statistics	2/3	2

*Elective courses (COMPONENT SELECTION)*

the cycle of disciplines	code of discipline	Name of the discipline	Number of credits / ECTS	Semester
GED.	ES 1108	Ecology and Safety	2/3	2
GED.	ESD 1109	Ecology and Sustainable Development	2/3	2
GED.	PS 1110	Political science	3/5	2
GED.	APS 1111	Applied Political Science	3/5	2
GED.	Soc 1112	Sociology	2/3	1
GED.	AS 1113	Applied sociology	2/3	1
BD	ME 1213	Mathematics in economics	3/5	1
BD	FM 1214	Fundamentals of mathematics	3/5	1
BD	HET 1215	History of Economic Thought	2/3	1
BD	EHK 1216	The economic history of Kazakhstan	2/3	1

### Contents

#### ES 1108 Ecology and Safety

**Prerequisites:** Life safety and geography (school course)

**Postrequisites:** writing a thesis.

**Purpose:** to acquaint students with the basic ecological concepts and principles of functioning of natural systems, with environmental objectives as a science, with its main sections, with the environmental conclusions that are used in a variety of practice areas.

**Short description:** Environmental safety, basic concepts. Environmental security as a component of national security. Environmental problems of our time. Sources and characteristics of pollution of various fields. The impact of environmental factors on human health. Ways of solving environmental problems. Monitoring of the environment. Environmental assessment of the region. Means and methods of management in the field of environmental safety. Information technology in the management of habitat. International cooperation in the field of environmental protection. Organization of school and extracurricular activities in environmental matters.

**Expected results:**

know: - the terms and concepts that reveal the main features and properties of ecosystems; - have an understanding of the complex relationships that exist in nature, and between society and nature; - causal connections ecological phenomena; - the basic concepts of environmental safety; - the sources and characteristics of the various spheres of pollution; - the basic legislative documents on environmental safety; - environmental problems of our time; - conditions for the occurrence of environmentally hazardous and emergency situations, the patterns of their manifestations, classification,

characterization and forecasting of ecological disasters.

### **ESD 1109 Ecology and Sustainable Development**

**Prerequisites:** Biology, Chemistry, Geography, Physics, Mathematics in the school curriculum.

**Postrequisites** writing a thesis.

**purpose:** Formation of ecological outlook and fundamental knowledge of health and safety, ensuring safe and harmless conditions of existence.

**Short description:** Introduction. The concept of living matter. Modern bio-sphere. Global biogeochemical cycles. The ecological crisis and the problems of modern civilization. Strategy, principles and objectives of sustainable development. Environmental principles of sustainable development. Economic aspects of the development. Green economy and sustainable development. management of water resources. Social aspects of sustainable development. Global partnership for sustainable development. Legislative and legal acts in the area of health and safety. Objectives, principles of construction and functioning of civil defense (GO) RK. Classification of hazardous and harmful factors. Radiation hazard. Protection against ionizing radiation. Chemical hazard. Devices radiation and chemical reconnaissance, dosimetry kontrol.Sovremennoe state technospheric security technosphere. The protection of the person and the environment from harmful and dangerous factors of natural and technogenic origin. Emergency social nature.

**Expected results:**

1. Knowledge of the basic laws of interaction of nature and society;
2. The ability to form the judgment and to assess the ecological status of the natural environment;
3. Application of knowledge critical to comprehend the development trends of eco-лого-economic systems related to the use of natural resources and to characterize their environmental consequences;
4. Communication skills student casts a healthy lifestyle; the prevention of the causes and prevention of hazards.
5. skills in first aid organizations to victims of accidents.

### **Pol 1110 Political Science**

**Prerequisites:** Sociology, Basics of Law

**Postrequisites:** Philosophy, human and civil rights

**Purpose:** the formation of the political culture of the citizens as the art of civilized co-residence in the community, as a basic condition for the stability and prosperity of the modern state.

**Short description:** Political science studies the nature of politics, gov-

ernment, political systems and processes. As a branch of public knowledge of political science has developed in the second half H1H and in the first half of the twentieth century, although the theory of politics has evolved throughout the history of civilization since ancient times. Political parties with different political dynamics describes, gives theoretical images of power, ways to explain the behavior of people in the distribution of public resources and powers. Without a scientific understanding of the political world and the person can not be a better understanding of their civic rights and freedoms, to see the possibility of using state power to force their own interests, multiplication and enrichment needs. In developed democracies, political science has become an integral part of the organization of the whole spiritual life of society, a powerful tool for the formation of civil society. Therefore, political science is seen as a necessary condition of political socialization

**Expected results:**

1. Knowledge of nature, possibilities, limits and prospects of the main types of policy.
2. Understanding the essence of the system, sources and functions of political power
3. Ability to explain the contents of the political processes and the role of their political parties.
4. Scientific understanding of the political science approach to the analysis of society, the nature of occurrence of political communities and groups, types and directions of political processes and changes, social movements.
5. Possession of the basic concepts and categories of political science.
6. Knowledge of the typology and the main conditions for the emergence and development of social movements, social development factors, forms of social interaction, the ability to analyze them.
7. The ability to competently analyze the actual political processes taking place in the Republic of Kazakhstan and in the world.
8. Have a scientific understanding of the political science approach to the analysis of the personality and forms of regulation of its political behavior.
9. Skills practical application methodological concepts and techniques of political studies.

**APS 1111 Applied Political Science**

**Prerequisites:** Sociology, Basics of Law

**Postrequisites:** Philosophy, human and civil rights

**Purpose:** the formation of the students the necessary amount of

knowledge and mastery of analytical skills in the field of contemporary applied political science as a branch of political science.

**Short description:** Theoretical and methodological foundations of applied political science. Policy cycle: structure, phases and components. A political decision. Political and administrative influence the phase of the policy cycle. Problem-political situation: the structure, kinds and types of analysis. Applied political analysis. Types of applied policy analysis. Methods of analysis and evaluation of the social and political risks. Political decision-making: the nature and procedures. Development Strategy "Kazakhstan - 2050". Analysis of the political situation and the alignment of political forces in society. Technology about the conduct of election campaigns of political advertising. Information technology in politics. control technology and political conflicts of political negotiations. Political consultation.

**Expected results:**

1. Knowledge of the similarities and differences between the applied and theoretical political science, the place and role of Applied Political Science in political science, techniques and methods of Applied Political Studies
2. Understanding the basic terms and professional categories, principles and classifications relating to Applied Political Science
3. Knowledge of conceptually-methodological bases Applied Political; main stages and types of applied policy analysis, basic models and political decision-making procedures.
4. Ability to understand the objective laws of development of political life, quickly adapt to and navigate the changing political situations
5. The ability to manipulate individual technologies managerial influence in the political management
6. Skills participating in various political processes
7. The ability to apply different procedures of political consultation,
8. Skills implementing the acquired knowledge in professional practice, and then to work.

### **Soc 1112 Sociology**

**Prerequisites:** humanities curriculum

**Postrequisites:** Politics, Philosophy, Psychology

**Purpose:** to form in the minds of the students understanding of the specifics of the operation of the laws of social interaction and development, especially the functioning and development of social institutions, social structure and social relations, the human relationship with social reality and trends in the global community.

**Short description:** The subject of sociology as a science. Its main

tasks, structure and function. The history of the development of sociological thought. Typology and types of sociological knowledge. Sociology and other humanities. Society as a system. sociology of work as a branch of sociological knowledge. Family sociology, sociology of religion, political sociology, ethno. The social status of the individual, social behavior, the mass consciousness, social movements, social conflicts and their resolution logic. Sociology of organization and management, sociology, communication, sociology of cities and villages. Social features and problems of social development of the Republic of Kazakhstan Applied Sociology. Preparing and conducting sociological research. Methods of collecting primary social information

**Expected results:**

1. Knowledge of the sociological approach to the analysis of society, the nature of occurrence of social communities and social groups, types and directions of social processes and social changes.
2. Understanding the basic sociological concepts and categories
3. Knowledge of the typology and the main conditions for the emergence and development of social movements, social development factors, forms of social interaction
4. Skills identification and assessment of major trends in the world of social science, social science in the Republic of Kazakhstan.
5. Scientific understanding of the sociological approach to the individual, forms, directions and features of socialization, basic laws and forms of social regulation of behavior
6. Skills to apply in practice, methodological concepts and techniques of sociological research.

**AS 1113 Applied Sociology**

**Prerequisites:** humanities curriculum

**Postrequisites:** Politics, Philosophy, Psychology, Human Rights and the citizen

**Purpose:** the formation of empirical and analytical knowledge of social phenomena based on empirical research methods and interpretation of materials and results.

**Short description:** Applied sociology as a scientific discipline. Census. Search French philosophers of the laws of development of society. Empirical experiments of Robert Owen. "Social Physics" Adolphe Quetelet and the concept of the average person. Classic period of development of applied sociology. Statistical methods used E. Durkheim to analyze social phenomena. Empirical studies of the sociologists of the Chicago School. Formation and development of industrial sociology. Theory of Human Relations of

Elton Mayo. Contribution to the empirical sociology of Paul Lazarsfeld. Pre-election polls. Unsuccessful ten-millionth sample "Litereri Digest" in 1936. The American Institute of Public Opinion George Gallup. The formation of the national policy sociology. Applied sociological research in the 20s. time-budget studies: SG Strumilin. Sociology of Labor: AK Gastev, P. Kerzhentsev OA Yermansky. Theoretical Foundations of sociological research. Organization of sociological research. The program - the main document of the study. Sampling methods in sociological research. Methods of sociological information collection. The problem of the reliability of the methods and information. Analysis of the data and the use of research results.

**Expected results:**

1. Knowledge of the typology and the main conditions for the emergence and development of social movements, social development factors, forms of social interaction
2. Understanding the basics of applied sociological analysis
3. Ability to develop applied research program
4. Skills identification and assessment of major trends in the world of social science, social science in the Republic of Kazakhstan.
5. Scientific understanding of the sociological approach to the individual, forms, directions and features of socialization, basic laws and forms of social regulation of behavior
6. Skills to apply in practice, methodological concepts and techniques of sociological research.

**ME 1213 Mathematics in economics**

**Prerequisites**"Algebra," "Geometry" and "science" of the high school program.

**Postrequisites:** Statistics, Econometrics, Microeconomics, Macroeconomics.

**The purpose of discipline:** is the development of mathematical tools helps simulate, analyze and solve economic problems with the application, if necessary with the use of computer technology. Help students learn mathematical methods, which give the opportunity to study and predict the processes and phenomena from the field of the future activity of students as the professionals.

**Brief description of the discipline:** Matrix. The system of linear equations and inequalities. Vectors in  $R_n$ . line equation on the plane. The concept of functional dependence. The concept of derivative and differential functions. The study of functions. Functions of several variables. Indefinite integrals. The definite integral. Differential equations. Theory series. Prob-

ability. Mathematical statistics.

**Expected results:**

1. The ability to use knowledge of mathematics in the study of other disciplines;
2. acquire practical skills in solving problems on all topics of the course provided by the program;
3. Develop the skills and ability to independently replenish their education;
4. Experience with scientific periodical and special literature in the field of mathematics.

**FM 1214 Fundamentals of Mathematics**

**Prerequisites:** Knowledge of courses "Algebra," "Geometry" and "science" of the high school program.

**Postrequisites:** Statistics, Econometrics, Microeconomics, Macroeconomics.

**The purpose of discipline:** is the development of mathematical tools helps simulate, analyze and solve economic problems with the application, if necessary with the use of computer technology. Help students learn mathematical methods, which give the opportunity to study and predict the processes and phenomena from the field of the future activity of students as the professionals.

**Brief description of the discipline:** Matrix. The system of linear equations and inequalities. Vectors in  $R_n$ . line equation on the plane. The concept of functional dependence. The concept of derivative and differential functions. The study of functions. Functions of several variables. Indefinite integrals. The definite integral. Differential equations. Theory series. Probability. Mathematical statistics.

**Expected results:**

1. The ability to use knowledge of mathematics in the study of other disciplines;
2. acquire practical skills in solving problems on all topics of the course provided by the program;
3. Develop the skills and ability to independently replenish their education;
4. Experience with scientific periodical and special literature in the field of mathematics.

**HET 1215 History of Economic Thought**

**Prerequisites:** Economic theory, Microeconomics.

**Postrequisites:** Microeconomics, Macroeconomics, State regulation of

the economy, International Economics, Economic Policy.

**Purpose:** development history acquire in-depth theoretical knowledge of the various economic doctrines and theories. To study the theory of the different economic schools. Acquire skills to identify their characteristics, examination of various theories of economists, identify the methodology of economics.

**Short description:** economic thought of the ancient East and antiquity; economic views of feudalism and its crisis; the ideology and policy of mercantilism; conditions; stages of development and the characteristics of classical political economy; Physiocrats; basic postulates and ideas of the classical school; Smith's doctrine and the theory of Ricardo; Historical School and utopian views; Marxism; essence and basic school Marginalism; methodology of neoclassical school; Marshal of the theory; Welfare theory Sidgwick and Pigou; writings and theories of JB Clark, I. Fisher, K. Wicksell, Schumpeter.; the nature and methodology of institutionalism; institutional theory of Veblen, John Commons and opinions W. Mitchell.; "New" institutionalism; Keynesianism and its methodology; the basic ideas of Keynes; Theory E. Hansen, J. Hicks. neo-Keynesianism; the essence of neo-liberalism; F. philosophy of economic freedom Hayek; German neo-liberalism; the nature and theory of monetarism; the theory of industrial and post-industrial society; "Stages of Economic Growth," Rostow; the concept of "industrial society" Aron; "New industrial society" J. Galbraith, Alvin Toffler on the development of the waves.; Russian economists theoretical developments.

**Expected results:**

1. Know the basic economic terms
2. Be able to work with different kinds of information and data.
3. To be able to prepare the presentation of different types of information and material.
4. Be able to work individually and in a group.
5. Be able to apply knowledge in other disciplines.

**EHK 1216 Economic History of Kazakhstan**

**Prerequisites:** History of Kazakhstan (school course)

**Postrequisites:** microeconomics, macroeconomics, economic theory, government regulation of the economy

**Purpose:** form a scientific understanding of the process of formation and development of human society on the territory of Kazakhstan. Develop economic thought, using a specific historical material

**Short description:** economic and historical events that took place on the territory of Kazakhstan in the era of antiquity; methods of studying his-

tory; sources characteristic as archaeological and written; historiography questions; ancient history of Kazakhstan; historical terminology; "Prehistory", "Prehistory", "apoliteynye" and "sinpoliteynye" society; historiography of ancient Kazakhstan; The oldest of Kazakhstan; Kazakhstan in Saka-Sarmatian era; problem of relations between the nomadic world and ancient civilizations in Central Asia; the development of economic thought; analysis of the facts of historical and economic activities necessary for the establishment of the optimal mode of economic life in the present.

**Expected results:**

1. To know the sources and historiography of the economic history of Kazakhstan.
2. Know the major historical economic events that occurred on the territory of Kazakhstan in cooperation with the history of the neighboring countries.
3. Owning the current level of historical and scientific, archaeological and ethnographic research on the country's history.
4. To be able to prepare presentations

**2 YEAR  
COMPULSORY COMPONENT**

the cycle of disciplines	code of discipline	Name of the discipline	Number of credits / ECTS	Semester
GED.	PE 1 (2) 116	Physical Education (NE)	8/12	3.4
BD	POFL 2201	Professionally-oriented foreign language	2/3	3
BD	PR(K) L 2202	Professional Russian (Kazakh) language	2/3	3
BD	Mac 2205	Macroeconomics	2/3	3
BD	Mar 2206	Marketing	2/3	4
BD	AA 2207	Accounting and auditing	2/3	3
BD	Fin 2210	Finance	2/3	3
PD	Man 2301	Management	3/5	3

***Elective courses (COMPONENT SELECTION)***

<b>the cycle of disciplines</b>	<b>code of discipline</b>	<b>Name of the discipline</b>	<b>Number of credits / ECTS</b>	<b>Semester</b>
BD	Rel 2211	Religious Studies	2/3	4
BD	Ant 2212	Anthropology	2/3	4
BD	HET 2215	History of Economic Thought	2/3	3
BD	EHK 2216	The economic history of Kazakhstan	2/3	3
BD	Eco 2217	Econometrics	3/5	3
BD	EMM in 2218	Economic-mathematical modeling	3/5	3
BD	FACC 2219	Fundamentals of Anti-Corruption Culture	2/3	4
BD	HCR 2220	Human and Civil Rights	2/3	4
BD	MCB 2231	Money, credit, banks	3/5	4
BD	Pri 2232	Pricing	3/5	4
BD	OB 2239	Organizational behavior	3/5	4
BD	PM 2240	Psychology of management	3/5	4
BD	ASP 2243	Advertising and sales promotion	2/3	4
BD	AGS 2244	Advertising of goods and services	2/3	4
PD	AO 2307	The art of oratory	3/5	4
PD	TM 2308	Time management	3/5	4

## **Contents**

### **Rel 2211 Religious Studies**

**Prerequisites:** The modern history of Kazakhstan.

**Postrequisites:** Writing a thesis.

**Purpose:** learning the basics of knowledge about the history and current state of world and traditional religions, their place in society, freedom of religion, development of skills and abilities to apply their knowledge in life, instilling in students of tolerance and humanistic outlook based on moral and spiritual values, as well as the rejection of the ideology of extremism, terrorism and religious radicalism.

**Short description.** Introduction to Religious Studies. Religion as a branch of the historical and philosophical knowledge. Religion in the history of culture. The place of religion in the modern world. Religion as a so-

cial phenomenon. The essence of religion. World Religions. Religious complex. Main elements. The structure of the religious consciousness. Religious ideology and religious psychology - general and special. Early historical forms of religion. National and state religion. Buddhism Christianity. Islam. New syncretic religious movements Religion and atheism. Changing the role and place of religion and the church in society. Religion and politics in Kazakhstan. Legislation on freedom of conscience and freedom of religion.

**Expected results:**

1. Know: The subject and structure of religion; the place of religion in the sciences; religious studies knowledge structure; history of philosophical ideas about religion; basic modern philosophies of religion; causes and characteristics of different types of religion, including the world's religions; modern non-traditional religions, cults, esoteric teachings, their history, the development of criteria for their identification and classification.

2. be able to: logically true, and clear arguments to build oral and written language; apply conceptual and categorical apparatus of religion in professional activities classified according to certain criteria of religion, cults, religious teachings.

3. Have the skills to: use the fundamentals and techniques of social and humanitarian sciences in addressing social and professional problems; taken into account in the implementation of organizational-administrative activity characteristics of national and cultural situation of citizens.

4. Be competent: To assess the main stages of the historical evolution of religion, content and forms of religious beliefs, worship, institutions of formation and evolution of tribal, ethnic-national, global and "regional" religions, different denominations, trends in contemporary religions; in assessing the religious positions of citizens and political organizations.

**Ant 2212AntropologFL**

**Prerequisites:** History of Economic Thought

**Postrequisites:** Writing a thesis.

**Purpose:** assimilation of knowledge about the origin, evolution and patterns of development, variability and human social organization and its races. Knowledge of the basic terms and methods of anthropology, an adequate idea of the present state of the science, the ability to predict and suggest ways to solve the major problems of anthropological and race character.

**Short description:** The concept of anthropology. The subject of anthropology and its place in the sciences. The task of anthropology. The main sections of anthropology. Systematization of anthropology. A general outline of the history of anthropology. Research methods. Anthropogenesis.

The origin and development of man. The concept of evolution. The main provisions of the theory of Darwin. Selection and adaptation. The rate of evolution. Expression of the Emotions in Man and Animals. Trends in primate evolution. Theory Geodakyan. The concept of the object and the subjective properties. Biological anthropogenesis - stages. Driopithecus. Ramapithecus.

Australopithecus. Homo habilis. Man gets up (archanthropines). Homo sapiens. Neanderthal (palaeoanthropes). The man of the modern type (neanthropines). Theory of hominization. Social aspects of bipedal locomotion. Cultural genesis and social genesis. The differentiation of the concepts of social genesis and cultural genesis. Culture as a systemic phenomenon. The components of culture. Istoriogenez. Systemically important cultural factors. The philosophical concept of cultural genesis - Nietzsche. Psychological concept kulturogeneza - Freud. The cultural concept kulturogeneza - Y. Heyzing. Biological concept kulturogeneza - K. Lorenz. Concept AP Nazaretyan. Meta-

concepts of analysis. The genesis of creative activity. Syncretism of primitive art. The biological function of creative activity.

**Expected results:**

**have representation:** The history of the development of knowledge about the origin, evolution and human development, the emergence of races.

**know:** basic concepts and categories of anthropology, anthropological research methods.

**be able to:** Communicate anthropology with social practice, orally and in writing to present the material studied, discuss the philosophical content within an anthropological perspective.

**own:** Conceptual apparatus, notions of racial peculiarities, regularities, analyzing human interaction problems with the natural and social environment.

### **IEU 2215 History of Economic Thought**

**Prerequisites:** Economic theory, Microeconomics.

**Postrequisites:** State regulation of the economy.

**Purpose:** development history acquire in-depth theoretical knowledge of the various economic doctrines and theories. To study the theory of the different economic schools. Acquire skills to identify their characteristics, examination of various theories of economists, identify the methodology of economics.

**Short description:** economic thought of the ancient East and antiquity; economic views of feudalism and its crisis; the ideology and policy of

mercantilism; conditions; stages of development and the characteristics of classical political economy; Physiocrats; basic postulates and ideas of the classical school; Smith's doctrine and the theory of Ricardo; Historical School and utopian views; Marxism; essence and basic school Marginalism; methodology of neoclassical school; Marshal of the theory; Welfare theory Sidgwick and Pigou; writings and theories of JB Clark, I. Fisher, K. Wicksell, Schumpeter.; the nature and methodology of institutionalism; institutional theory of Veblen, John Commons and opinions W. Mitchell.; "New" institutionalism; Keynesianism and its methodology; the basic ideas of Keynes; Theory E. Hansen, J. Hicks. neo-Keynesianism; the essence of neo-liberalism; F. philosophy of economic freedom Hayek; German neo-liberalism; the nature and theory of monetarism; the theory of industrial and post-industrial society; "Stages of Economic Growth," Rostow; the concept of "industrial society" Aron; "New industrial society" J. Galbraith, Alvin Toffler on the development of the waves.; Russian economists theoretical developments.

**Expected results:**

1. Know the basic economic terms
2. Be able to work with different kinds of information and data.
3. To be able to prepare the presentation of different types of information and material.
4. Be able to work individually and in a group.
5. Be able to apply knowledge in other disciplines.

**EHK 2216 Economic History of Kazakhstan**

**Prerequisites:** History of Kazakhstan (school course)

**Postrequisites:** state regulation of the economy

**Purpose:** form a scientific understanding of the process of formation and development of human society on the territory of Kazakhstan. Develop economic thought, using a specific historical material

**Short description:** economic and historical events that took place on the territory of Kazakhstan in the era of antiquity; methods of studying history; sources characteristic as archaeological and written; historiography questions; ancient history of Kazakhstan; historical terminology; "Prehistory", "Prehistory", "apoliteynye" and "sinpoliteynye" society; historiography of ancient Kazakhstan; The oldest of Kazakhstan; Kazakhstan in Saka-Sarmatian era; problem of relations between the nomadic world and ancient civilizations in Central Asia; the development of economic thought; analysis of the facts of historical and economic activities necessary for the establishment of the optimal mode of economic life in the present.

**Expected results:**

1. To know the sources and historiography of the economic history of Kazakhstan.
2. Know the major historical economic events that occurred on the territory of Kazakhstan in cooperation with the history of the neighboring countries.
3. Owning the current level of historical and scientific, archaeological and ethnographic research on the country's history.
4. To be able to prepare presentations

### **Eco 2217 Econometrics**

**Prerequisites:** Economic theory.

**Postrequisites:** Financial analysis.

**Purpose:** to give the basics of quantitative analysis of actual economic phenomena based on the modern development of the theory. Consider the problem of assessing the quality of the constructed econometric relationships. Identify autocorrelation and heteroscedasticity, specification of variables and types of addiction.

**Short description:** introduction and definition econometric; location and the value of a number of mathematical-statistical and economic disciplines; the main aspects of econometric modeling; econometric tools; classical linear regression model; time series; stochastic regression models; system of simultaneous equations; problem specification model.

**Expected results:**

1. Understand the ways of an empirical study of relationships and dependencies.
2. To be able to independently build and explore a simple econometric model.
3. Develop the ability to use interdisciplinary connections economy theory, mathematical statistics and econometrics with other disciplines to improve the efficiency of the learning process.
4. To form skills to translate knowledge from one form to another.
5. Master the theoretical and practical techniques and skills to work with the tutorial texts, documents, periodicals and monographic.
6. To master the principles of correct formulation of economic problems and issues building equations of dependencies used in the practice and management.
7. Apply their knowledge in a variety of practical situations.
8. Be able to solve current production problems.

### **EMM 2218 Economic-mathematical modeling**

**Prerequisites:** Mathematics in secondary school program

**Postrequisites:** Accounting and Auditing, Finance.

**Purpose:** provide insight into contemporary problems in EMM. To generate knowledge and skills in the field of formulation and solution of linear problems, nonlinear, dynamic programming, antagonistic, positional games. Master the skills and proficiency in the use of mathematical apparatus to the problems of the theory of operations research.

**Short description:** quantitative characteristics of the economic process, and their relationship on the basis of economic and mathematical methods and models.

**Expected results:**

1. Know the most widely used model classes (in linear, nonlinear, dynamic programming, antagonistic, positional play).
2. To be able to simulate the practical problems of operations research,
3. Be able to apply the mathematical apparatus used in the theory of operations research.

### **FACC 2219 Fundamentals of Anti-Corruption Culture**

**Prerequisites:** The modern history of Kazakhstan,

**Postrequisites:** business

**Purpose:** the formation of a system of knowledge on anti-corruption and development on this basis of citizenship with respect to this phenomenon

**Short description:** The historical development of the concept of "corruption". The concept of corruption as anti-social phenomenon. The idea of zero tolerance of corruption. Transformation of corruption in modern states. Improving the socio-economic relations of Kazakhstan society as a condition for fighting corruption. Psychological characteristics of the nature of corrupt behavior. Formation of anti-corruption culture. Legal and moral consciousness as elements of an anti-corruption culture. Public control over corruption. Anti-corruption value culture. Features of formation of anti-corruption youth culture. Ethnic peculiarities of the formation of an anti-corruption culture. Intolerance of corruption in the Republic of Kazakhstan of ethnic cultures. Formation of tolerance of corruption as a factor of national security in Kazakhstan. Liability for acts of corruption. Ethical responsibility for acts of corruption in various spheres. Religious norms and values as principles of anti-corruption culture in society. Responsible for corruption in the various religious denominations.

**Expected results:**

- 1) Know the nature of corruption and the causes of its origin; a measure of moral and ethical and legal responsibility for corruption offenses; existing legislation in the field of anti-corruption

2) To be able to realize the value of moral consciousness and to follow ethical standards in daily practice; work to improve the level of moral and legal culture; use spiritual and moral mechanisms to prevent corruption

3) Own analysis skills conflict of interest and moral choice; improve the anti-corruption culture

### **HCR 2220 Human and Civil Rights**

**Prerequisites:** Sociology, Political Science

**Postrequisites:** not

**Purpose:** mastery of fundamental knowledge of students and the general principles upon which the system of rights and freedoms of man and citizen

**Short description:** The basic principles of human rights protection. Historical Sketch of the legal regulation of human rights. The Universal Declaration of Human Rights - a document of universal value. International legal sources of Human Rights. Human Rights in the United Nations. International legal regulation of the status of minorities. European human rights standards. Kazakhstan's legislation on human rights and its relationship with the international norms. Protection of individual rights and freedoms in the activities of state bodies and non-governmental organizations. Security and protection of human rights, which has become a migrant or a refugee. The principles of human rights in Kazakhstan: ways and means of their realization.

**Expected results:**

1. Know the basic problems of the theory and practice of compliance, security, defense and protection of human rights of the individual citizen;
2. Know the characteristics of the processes of development and transformation of human rights in the various legal systems;
3. Know the basic tendencies and laws of development of human rights in the history of the world and Kazakhstan's political and legal theory and practice
4. To be able to navigate the classification of human rights and the concept of human rights protection mechanisms, protection and promotion of human rights;
5. To be able to diagnose the processes (situations) related to the violation of human rights in the Russian society and the world at large;
6. Be able to analyze the processes associated with human rights institutions activities, public authorities and civil human rights society;
7. Own modern processing techniques and the analysis information using the resources legal reference systems (for example, "Consultant Plus", "Paragraph", etc.);

8. Own methods of building models to protect the rights of students, users, etc.;
9. Possess modern technology and means of preparing and presenting a multimedia presentation of his report, the creative work of scientific abstracts and articles on human rights;
10. Owning professional vocabulary.

### **MCB 2231 Money, credit, banks**

**Prerequisites:** Mathematics in Economics, Economic Theory, Macroeconomics, Microeconomics, Finance.

**Postrequisites: Financial Management**

**Purpose:** with to form a complete system of knowledge on the theoretical aspects of money, credit and banking, the basics of the functioning of the monetary and credit system, international credit-settlement and currency relations.

**Short description:** need money, their origin and essence; functions and types of money; The issue and the issue of money into the economy; cash flow and circulation; cashless transactions and its organization; monetary system; credit and its main characteristics; types and forms of credit; lending rate; the foundations of international monetary relations; concept and elements of the banking system; concept; structure and principles of the credit system of the state; National Bank - Central Bank of the Republic of Kazakhstan; commercial banks and their activities.

**Expected results:**

1. Know the key concepts, laws and issues of monetary relations.
2. To own bank accounts methodology.
3. Be able to work with regulatory and legislative framework in the field of monetary relations,
4. Be able to work with economic literature, statistics.
5. To be able to think abstractly.

### **Pri2232 Pricing**

**Prerequisites:** Mathematics in Economics, Economic Theory, Macroeconomics, Microeconomics, State regulation of economy and finance.

**Postrequisites:** Strategic Management, Production Management.

**Purpose:** acquire theoretical knowledge in the field of pricing, pricing systems, principles and features of pricing in various industries.

**Short description:** setting prices for the company's products; operation of enterprises and companies of different forms of ownership in the marketplace; opportunity to effectively plan the best value for cost; pricing policy of the company to changing market conditions; prosperity and eco-

conomic growth of society as a whole.

**Expected results:**

1. Know the key concepts of pricing.
2. Be able to work with economic literature, statistics.
3. To be able to think abstractly.
4. To be able to develop their informed understanding of the logic of economic development.
5. Be able to apply knowledge in other disciplines directly interrelated with pricing.
6. Be able to work with the legislative and regulatory framework in the area of pricing.
7. Having a collection of skills, analysis and processing of empirical data and statistics.
8. To be able to prepare presentations.

**OB 2339 Organizational behavior**

**Prerequisites:** Management.

**Postrequisites:** Strategic Management.

**Purpose:** to form a comprehensive understanding of the nature and spirit of the full range of governance relationships within the organization as a determinant of organizational effectiveness.

**Short description:** the concept of "organizational behavior"; individual differences: personality and attitude; perception and learning; the nature and motivation of the concept; group and intergroup dynamics; the communication process: the barriers to the flow of information; power and leadership in organizations: basic types, styles, and their effectiveness; conflicts and political behavior in the organization; design works; organizational culture.

**Expected results:**

1. Be able to identify and describe the characteristics of the main elements of a business organization management.
2. To be able to use the complex nature of human interaction in the organization.
3. To be able to choose the approaches to the design and organization of work in view of the prevailing conditions.
4. To be able to accept and manage the display of one or other aspect of the effect of interpersonal and group processes in the organization and determine the nature and condition of the organizational culture.
5. To be able to carry out and manage organizational change and to determine in what context they are to change the behavior of an individual or group.

## **PM 2240 Psychology of Management**

**Prerequisites:** cultural studies, management.

**Postrequisites:** thesis writing

**Purpose:** The study of theoretical and methodological foundations of management psychology - introduction to different concepts, the basic concepts, laws of the psychology of management.

**Short description:** Management psychology as a branch of social psychology. The object and purpose of management psychology. The problem of analysis of psychological conditions and peculiarities of management. Activity of the head as an object of management psychology. Diagnostics and forecasting of states and change management subsystem. Formation program of the organization; account of the psychological potential of the subject activity. Psychological determinants of the execution of judgments. Sources of studying the state of the managed object.

**Expected results.** As a result of the development of the discipline the student should know:

1. the basic principles and methods of psychology;
2. emotionally - volitional, cognitive individual typological features of the person;
3. psychological aspects of small groups and teams;
4. the psychology of decision-making;
5. conflicts and strategy of behavior in conflict situations;
6. types of people in the conflict behavior;
7. communication and psychology of communication;
8. Socio - psychological basis of activity of the head.

## **ASP 2243 Advertising and sales promotion**

**Prerequisites:** marketing, management, economic theory

**Postrequisites:** production management, financial management

**Purpose:** training in the development of effective strategies and tactics to market the goods.

**Short description:** Consumer preferences as a condition of the decision to purchase a product. The mechanism of formation of consumer preferences on conscious and unconscious level. Marketing communications as an element of the marketing structure. Functions to market goods. Principles and methods to market goods. Advertising. Public relations. Direct marketing. Sales promotion through demonstration activities. The concept of "strategy", "strategy", "promotion strategy", "promotion tactics." Factors strategy and tactics to market the goods. Algorithm development strategies and tactics to market the goods.

**Expected results:**

In the process of studying the discipline form skills:

- 1) Analysis of Strategies and tactics of promotion of products on the market a variety of companies in order to identify their shortcomings;
- 2) the development of strategies and tactics of promotion of products on the market of different companies;
- 3) evaluate the effectiveness of strategies and tactics to market the goods.

### **AGS 2244 Advertising of goods and services**

**Prerequisites:** marketing, management, economic theory

**Postrequisites:** production management.

**Purpose:** training in the development of effective strategies and tactics to market the goods.

**Short description:** Consumer preferences as a condition of the decision to purchase a product. The mechanism of formation of consumer preferences on conscious and unconscious level. Marketing communications as an element of the marketing structure. Functions to market goods. Principles and methods to market goods. Advertising. Public relations. Direct marketing. Sales promotion through demonstration activities. The concept of "strategy", "strategy", "promotion strategy", "promotion tactics." Factors strategy and tactics to market the goods. Algorithm development strategies and tactics to market the goods.

**Expected results:**

In the process of studying the discipline form skills:

- 1) Analysis of Strategies and tactics of promotion of products on the market a variety of companies in order to identify their shortcomings;
- 2) the development of strategies and tactics of promotion of products on the market of different companies;
- 3) evaluate the effectiveness of strategies and tactics to market the goods.

### **AO 2307 Art oratory**

**Prerequisites:** Management.

**Postrequisites:** Development of managerial decisions, Business - planning, Management of projects.

**purpose:** learning the basics of rhetoric and speech culture, the formation of the rules of the functioning of language units in speech and skills appropriate to apply them in everyday practice of learning activities.

**Short description:** history of rhetoric, the current state of oratory: classification of rhetoric, basics of public speaking and debates, etc. A significant place is given to the study of speech composition, the laws of logic, emotional and imaginative means of expression of speech. For practical learning and application in practice, given the material to work on the oral

presentation, of speech technology, culture of speech of the speaker.

**Expected results:** In accordance with the characteristics of the qualification requirements of the student will know:

1. linguistic, logical, physiological basis of rhetoric;
2. methods of mastering eloquence.

learn how to:

1. be various rhetorical texts, and be skilled in oratory;
2. apply different methods of teaching rhetoric primary school pupils;
3. properly execute speech, use the acquired knowledge and skills in the study of other disciplines.

### **TM 2308 Time Management**

**Prerequisites:** management

**Postrequisites:** organizational behavior

**Purpose:** training of specialists able to independently manage their careers and the time to navigate the trends and prospects of the modern labor market and to make an idea of the requirements of today's employers.

**Short description:** personal technology operations management, priorities and tasks according to the criteria "importance" and "urgency" with the Eisenhower matrix.

**Expected results:**

1. use of personal technology operations management;
2. divide tasks for rigid, flexible and budgeted;
3. be Treemaps (Mindmap);
4. use self-motivation techniques for solving large and small tasks.
5. apply the strategic planning technology,
6. to determine the values of life, priorities;
7. identify key areas of their life;
8. formulating the problem in the final result format;
9. set priorities and tasks according to the criteria "importance" and "urgency" with the Eisenhower matrix.

### **3 YEAR**

### **COMPULSORY COMPONENT**

the cycle of disciplines	code of discipline	Name of the discipline	Number of credits / ECTS	Semester
BD	BO 3208	Business organization	3/5	5
PD	PM 3302	Personnel Management	2/3	5

***Elective courses (COMPONENT SELECTION)***

<b>the cycle of disciplines</b>	<b>code of discipline</b>	<b>Name of the discipline</b>	<b>Number of credits / ECTS</b>	<b>Semester</b>
BD	MA 3221	Management Accounting	3/5	6
BD	FA 3222	Fiscal accounting	3/5	6
BD	BL 3223	Business law	2/3	5
BD	LL 3224	Labor law	2/3	5
BD	SLG 3227	State and local government	2/3	5
BD	SRE 3228	State regulation of the economy	2/3	5
BD	FA 3229	The financial analysis	3/5	6
BD	TEA 3230	Theory of Economic Analysis	3/5	6
BD	IB 3233	International Business	3/5	5
BD	IM 3234	International marketing	3/5	5
BD	TT 3235	Taxes and taxation	3/5	6
BD	EIP 3236	Estimation of investment projects	3/5	6
BD	QMS 3237	Quality Management System	3/5	5
BD	OSL 3238	The organization and stimulation of labor	3/5	5
BD	EE 3241	Enterprise economy	3/5	5
BD	SP 3242	Statistical principles	3/5	5
BD	Con 3245	Controlling	2/3	6
BD	CSS 3246	The control system of the state	2/3	6
PD	FM 3303	Financial management	3/5	6
PD	ISC 3304	Intercompany sales calculation	3/5	6
PD	BP 3311	Business planning	3/5	6
PD	PC 3312	Planning of the company	3/5	6
PD	IM 3317	innovation management	3/5	6
PD	IM 3318	Investment management	3/5	6

**Contents**

**MA 3221 Management Accounting**

**Prerequisites:** Mathematics in Economics, Economic Theory, Micro-economics, Macroeconomics, Accounting, Audit, Statistics

**Postrequisites:** Financial analysis, implementation of the thesis.

**Purpose:** explore the theoretical and practical aspects in the field of

management accounting, the orientation on the creative use of theoretical knowledge and practical implementation skills.

**Short description:** Control mechanism of business organization; focus on making a profit; achieving the objectives of the market for goods and services; planning, accounting, control and analysis to ensure the economic management of information for managerial and economic decisions on the basis of an alternative choice.

**Expected results:**

1. Know the theoretical concepts that reflect the essence of management accounting and their place in the enterprise.
2. Know the principles, methods of user management accounting information.
3. Understand the characteristics and laws of formation of prices of production and use of reserves at the corporate level.
4. To be able to use the discount factors in the analysis of projects and the choice of a rational decision among alternatives.
5. Owning the methodology of calculation of production costs.
6. Owning cost calculation methodology.
7. Have the skills of the organization and methodology of budget planning.

### **TA 3222 Tax Accounting**

**Prerequisites:** Mathematics in Economics, Economic Theory, Micro-economics, Macroeconomics, Accounting, Audit, Statistics, Finance

**Postrequisites:** Financial management, Taxes foreign countries.

**Purpose:** to study the theory of taxes and taxation. Master the knowledge of calculus, accounting and payment of each type of tax. Examine the special tax regimes in accordance with applicable standards.

**Short description:** RK stages of tax system; characteristic of the current state of the tax system; tax liability; place, role, the subject of tax accounting; accounting and tax policies; methods of tax accounting; Organization of tax accounting; use of adjustments for tax purposes; tax audits; Tax accounting of value added tax (VAT); tax accounting corporate income tax; taxation of non-profit organizations; measures taxpayer liability; registration under the simplified taxation regime.

**Expected results:**

1. To know the basic elements of the tax, their functions and classification.
2. Know the elements of the tax system, the tax service bodies, their functions and responsibilities.
3. Know the principles and terms of appearance and performance of

the tax obligations, the methods of its maintenance.

4. To know about the organization of tax accounting in various forms of ownership.

5. Know the types of tax offenses and applicable sanctions.

6. Know the elements of taxation on taxes and other obligatory payments to the budget of the Republic of Kazakhstan.

7. Owing the methodology of tax calculations and logical sequence of their implementation.

### **BL 3223 Business law**

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

**Postrequisites:** Business planning

**Purpose:** introduce the legal framework of business relations and relations on state regulation of the economy in order to ensure the interests of the state and society the subject arise between economically independent economic entities or with their participation, regulated not only by the general rules of civil law but also specific rules that make up the system of legal norms and institutions regulating based on a combination of public and private interests arising in the course of business activity.

**Short description:** market relations legal regulation; features and rules of business relations; public relations; relations on state regulation of the economy in order to ensure the interests of the state and society.

**Expected results:**

1. Understand the main content of the concepts and categories used in business law.
2. Develop the ability to use interdisciplinary connections of business law with other legal disciplines to improve the efficiency of the learning process.
3. To form skills to translate knowledge from one form to another.
4. Master the theoretical and practical techniques and skills to work with the tutorial texts, documents, periodicals and monographic.
5. To be able to apply their knowledge in a variety of practical situations.
6. To be able to distinguish the factual information from a subjective opinion.
7. Understand the main content of the concepts and categories used in business law.

### **LL 3224 labor law**

**Prerequisites:** Fundamentals of law, economic theory

**Postrequisites:** Business planning

**Purpose:** formation of bachelors in the process of studying the knowl-

edge of basic legal institutions of labor law, about principles of labor law, the place of employment law in the legislative system; skills of scientific and practical activities in the field of legal regulation of labor relations.

**Short description:** The concept of work and its role in society. Social and labor relations - the major in social work organization. The subject of labor law: labor relations of workers with employers. Other relations are closely related to labor relations. The concept and importance of labor law - one of the main branches of the system of Russian law. labor law and the method of its features. The ratio of central and local regulation of labor relations. A combination of regulatory and contractual means of regulation. The system of labor law and the system of labor legislation. Delimitation of labor law from the adjacent branches of law, linked to employment (civil, administrative, etc.). The concept of the principles and employment law, with their general legal ratio (major) and inter principles.

**Expected results:** know the basic terms and concepts of labor law, the nature and content of labor relations; be able to: operate with legal concepts and categories of labor law; analyzing legal facts and arising in connection with labor relations; analyze, interpret and correctly apply the legal norms of the labor legislation; properly prepare and execute legal documents; master: legal terminology; skills with the legislation; skills to analyze different legal phenomena and laws.

### **SLG 3227 State and local government**

**Prerequisites course:** Economic Theory, History of Economic Thought, Microeconomics, Macroeconomics

**Postrequisites:** Development of managerial decisions

**Purpose:** formation of theoretical and methodological knowledge in the field of state regulation of the economy, as well as in the municipal administration.

**Brief description of the discipline:** Theoretical foundations of public administration. Public administration as a way of realization of the state power. The essence of state regulation of the economy. Fiscal policy of the state. Money-credit policy. Countrywide forecasting, planning and programming of economic and social development. State regulation of the labor market. State regulation of investment activity. Macroeconomic regulation and the system of national accounts. State regulation of foreign economic relations. Antitrust regulation. SUMMARY content and underlying principles of the municipal administration. Strategic planning in the region. Assessment of the level of socio-economic development of the region.

**Expected results:**

1. Have knowledge on the fundamentals of economic theory, to understand the

- basic content of the concepts and categories used in economic sciences.
2. Use skills to develop interdisciplinary connections with other economic disciplines to improve the efficiency of the learning process.
  3. Have knowledge of the history of state regulation of economy; the essence of monetary and fiscal policy.
  4. Have knowledge of the theoretical and methodological aspects of governance in various fields of activity; fundamentals of municipal management.
  5. Have knowledge of the basics of public administration at the macro, meso and municipal levels.
  6. To be able to apply the methods, algorithms and tools of state regulation; the formation of goals and strategies for the development of socio-economic systems; forecasting, planning and programming the socio-economic development.
  7. Be able to apply basic knowledge of methods and principles of the state and municipal management practice within the profession.

### **RE 3228 State Regulation of Economy**

**Prerequisites:** History of Economic Thought, Microeconomics, Macroeconomics.

**Postrequisites: Development of managerial decisions**

**Purpose:**

- introduction to the methodology of state regulation of the economy;
- Familiarization with the basics of regulation of economic activity in the region by governments;
- the study of control systems of individual areas of social policy at the regional level;
- study of foreign experience of state regulation of individual areas of economic activity.

**Short description:** Theoretical aspects of state regulation of the economy and its object. The concept of the methodology of HRE and its basic elements. Institutional framework for the regulation of the economy and foreign experience. General characteristics of transition economy and its laws. Economic growth: the main factors and government measures for securing it. Socio-economic forecasting and planning as the initial stage of activities of the state to regulate the economy. Directions of scientific - technical progress and the government's role in its acceleration. State regulation of the rational employment and social protection of the population. Formation and mechanisms for the implementation of the investment policy of the state. The system of government measures on the efficient use of land resources. Fiscal methods of economic regulation. The main mechanisms for the implementation of monetary policy. State regulation of socio-economic

development of the regions of Kazakhstan. Environmental regulation and foreign trade activities of the state.

**Expected results:**

- 1) Know the theoretical concepts that reflect the essence of state regulation of economy;
- 2) Be able to make an assessment of the company, in cooperation with state and local budgets, tax system;
- 3) To understand the interaction of the logical results of business entities;
- 4) to make the forecast, anticipate future economic problems;
- 5) To know the individual directions of economy regulation;
- 6) Know the foreign experience of state regulation, etc .;
- 7) Know foreign trade regulation mechanism;
- 8) Know the mechanism of environmental regulation of economic activity;
- 9) Know the monetary policy in a market economy;
- 10) To know the nature and structure of the state. land resources management in Kazakhstan and abroad;
- 11) Know the mechanism of investment policy;
- 12) Know the state measures to promote economic growth

**FA 3229 Financial Analysis**

**Prerequisites:** Mathematics in Economics, Economic Theory, Micro-economics, Business Economics, Statistics, Finance, Accounting

**Postrequisites:** Development of managerial decisions, Financial management

**Purpose:** form a deep theoretical knowledge in the field of assessment of the financial condition of the company. To acquire practical skills in the technical and economic calculations to assess the financial performance of the enterprise.

**Short description:** to develop sound financial strategies and tactics with the help of diagnostics of internal and external economic environment; Analysis of financial results; financial analysis; Analysis of business activity and efficiency of the enterprise.

**Expected results:**

1. Master the ability to work with economic literature, statistics.
2. To capture financial analysis methodology.
3. Acquire the skills to develop measures to improve the financial and economic activity of the enterprise.
4. Be able to analyze income, profitability, cash flows.
5. Be able to assess the liquidity of the assets, the financial stability and

- solvency of the company.
6. Acquire skills for the development of the financial strategy of the enterprise.

### **TEA 3230 The Theory of Economic Analysis**

**Prerequisites:** Mathematics in Economics, Economic Theory, Microeconomics, Business Economics, Statistics

**Postrequisites:** Development of managerial decisions, Financial management

**Purpose:** learn common methods of knowledge of business processes of the enterprise, social and economic benefits and outcomes of their activities. To generate ideas about economic analysis as a science, the thrust of his theory on the development of methods for the preparation, processing and use of information and instilling students abilities to bind scheme of the economic analysis with the management of the economic activity of the enterprise.

**Short description:** the scientific basis of economic analysis; place it in the system of economic science; an economic analysis in the information management software; economic analysis and its relation to control; methodology and methods of economic analysis of activity of the enterprises; the subject of economic analysis; economic analysis methods; their composition; relationship; sequence of application; Mathematical Economics (EMM) business analysis; EMM application in solving typical analytical tasks; information support of economic analysis; system of complex economic analysis and search of reserves of increase of efficiency of economic activities; types of reserves; their classification; a comprehensive assessment of production reserves; extensive and intensive production of growth factors; Methodology of complex analysis of the main indicators of economic activity; basic concept analysis; history and prospects of development of the economic analysis of enterprises in the context of strengthening market relations and accounting reform.

**Expected results:**

1. Know the basic concepts of microeconomic analysis of data at the level of an economic entity, the methods and techniques of economic calculations, the functionality of the use of data obtained analytically in the manufacturing and financial management.
2. Know the relationship of the main economic indicators and the factors influencing them.
3. Know the main sources of information used in the analysis of the company.
4. To be able to understand the economic statement and objectives,

properly formalize it in the context of predictive models, to interpret the results of calculations.

5. To be able to provide alternative financial and economic assessment of phenomena and processes in relation to the enterprise, institution, organization.

6. Have the skills of independence and consistency of the application of analytical tools in the analysis of individual economic problems at the enterprise level, summarize quantitative methods of data and building logically aged conclusions based on the results of the analysis.

### **IB 3233 International Business**

**Prerequisites:** Economic theory, Microeconomics

**Postrequisites:** Development of managerial decisions.

**Purpose:** to generate the necessary knowledge about the specifics of international business. Disclose the concept of international management companies. Develop management skills and to familiarize undergraduates with the cultural aspects of doing business.

**Short description:** General characteristics of international business; world markets and centers of business activity; legal, technological and political aspects of international business; the role of culture; ethics and social responsibility; theory of international trade and investment; the international monetary system and the balance of payments; international currency financial markets; the formation of national trade policies; the international cooperation; international strategic management; analysis of foreign markets and entry strategies; international strategic alliances; international organizational structure and control; leadership and the behavior of employees in an international company; International Marketing; International Operations Management; international financial management; international financial accounting and taxation;

**Expected results:**

1. Be able to identify the main forms of international business transactions.
2. To be able to identify existing ways to resolve conflicts that arise in international business.
3. To be able to characterize the various elements of culture and examples of their impact on international business.
4. To be able to understand the motives of involving the country in international trade.
5. To be able to argue for and against government intervention in international trade.
6. Understand the role of the international monetary system in the creation of favorable conditions for international trade and investment.

7. Be able to describe the problem of international strategic management.
8. Be able to describe the basic principles of employee motivation in international companies.
9. Understand the nature of marketing management, operations management, financial management and human resource management in international business.

### **IM 3234 International Marketing**

**Prerequisites:** Economic theory, Microeconomics

**Postrequisites:** Industrial Management, Strategic Management.

**Purpose:** to generate the necessary knowledge about the specifics of international marketing, especially the study of foreign economic environment, tactics and strategies of enterprise behavior in entering foreign markets.

**Short description:** international marketing concept; International marketing environment; the study of the global market in international marketing; product policy in international marketing; pricing in international marketing; marketing policy in international marketing; promotion policy in international marketing; management of international marketing activities.

**Expected results:**

1. Understand the specifics of marketing research on foreign markets.
2. To be able to analyze the situation on foreign markets.
3. To be able to choose the strategy for the development of international activities.
4. To be able to evaluate the system of internal and external factors stimulating / restrictive strategy of foreign economic activity of enterprises.
5. Be skilled in the use of methods for determining the competitiveness of enterprises in foreign markets.

### **TT 3235 Taxes and taxation**

**Prerequisites:** Economic Theory, Macroeconomics, Microeconomics, Finance, Accounting

**Postrequisites:** Financial management, Taxes foreign countries, tax accounting and reporting.

**Purpose:** form a deep theoretical and practical competence in the Republic of Kazakhstan of the tax system. Acquire skills and skills Taxes and other mandatory payments, the orientation of a creative approach to the use of theoretical knowledge and practical implementation skills.

**Short description:** concept, the economic substance and the need for taxes; functions and types of taxes; taxation system; organizational structure of tax authorities; registration of taxpayers; rights and responsibilities of

taxpayers and tax agents: corporate income tax; individual income tax; value added tax; excise taxes; total tax characterization of payments and to subsoil users; social tax; land tax; vehicle tax; property tax of legal entities and natural persons, fees, special tax regimes.

**Expected results:**

1. To know the basic elements of the tax, their functions and classification.
2. Know the elements of the tax system, the tax service bodies, their functions and responsibilities.
3. Know the principles and terms of the origin and fulfillment of tax obligations, ways to achieve it.
4. Know the types of tax offenses and applicable sanctions.
5. Know the elements of taxation on taxes and other obligatory payments to the budget of the Republic of Kazakhstan.
6. Owning the methodology of tax calculations and logical sequence of their implementation.
7. Be able to work with regulatory and legislative acts in the field of taxation.
8. To be able to prepare presentations.
9. Have the skills to work with academic, special and periodical literature in the field of finance.
10. Having a collection of skills, analysis and processing of empirical data and statistics.

**EIP 3236 Estimation of investment projects**

**Prerequisites:** Economic Theory, Microeconomics, Business Economics.

**Postrequisites:** Financial management

**Purpose:** to introduce modern methods of evaluating investment projects. Form a conceptual understanding of the basic ideas that underpin modern financial theory. To be able to perform the calculations necessary to participate in the modern financial world.

**Short description:** the concept of the project; comprehensive investment activities; the main characteristics of the investment environment; performance indicators of investment activity; analysis of the financial feasibility of investment projects; account credit; comprehensive formal analysis of investment activity; within the corporate evaluation of financial proposals; formalized natural component analysis investment process; direction of reflection on investment process; systemically important aspects of business planning.

**Expected results:**

1. Have knowledge of nature, species and the role of investment in the

system of economic relations, as well as the investment phase of the project life cycle.

2. Master the mechanisms of development of a business plan, a methodology for calculating the time factor in the investment analysis.
3. To be able to assess the impact of risk and inflation on the evaluation and implementation of investment projects.
4. To be able to use theoretical knowledge of subjects for the analysis of specific investments and investment projects.
5. To be able to develop an investment proposal and business plan of the investment project.

### **QMS 3237 Quality Management System**

**Prerequisites:** Economic Theory, Microeconomics, Management

**Postrequisites:** Project Management, Development of managerial decisions, strategic management, financial analysis, performance of degree work.

**Purpose:** to generate in-depth knowledge of organizational management, design and analytical work in the field of quality management.

**Short description:** based on the notion of "quality"; the value and cost of the product; quality management system; stage of development philosophy of quality; methodology of quality control systems; quality of life; experience in application and development of quality management systems US, Japan, the USSR, Kazakhstan; competitive advantage and strategic planning, concept. Types of quality indicators; function and quality management planning process; organization; coordination and regulation; control, accounting and analysis of quality control processes; quality control methods; Technical control; statistical methods of quality control; 7 statistical methods or quality system tools; graphics; Pareto chart; Ishikawa diagram; checklist or histogram; scatter diagram; checklists; the modern concept of quality management; the essence of the quality management system; the main provisions of the concept of TQM; standardization in the quality management system; the essence of the standardization process; objects and methods of standardization; review of the international standard ISO 9000 requirements; certification; the basic premise of certification; normative scope of the certification activity of the state; assessment of customer satisfaction, economic and social aspects of quality.

**Expected results:**

1. Have an understanding of the nature and quality of management.
2. Know the basic system, the methods and tools of quality management.
3. Know the quality management at all stages of the product life cycle and to determine the relationship of their implementation.

4. To be able to coordinate the complex function of quality at all stages of the product life cycle and to evaluate their effectiveness.
5. Know the types of standards and be able to analyze the standardization of systems in the enterprise.
6. Know the requirements for a quality management system based on ISO 9000.
7. Know and be able to discover the essence of a quality management system and its basic elements.
8. Know the principles of quality management in accordance with ISO 9000.
9. To be able to audit the quality of the system, processes and workplace.
10. To be able to structure the reporting information on the functioning of the quality system.

### **OSL 3238 The organization and stimulation of labor**

**Prerequisites:** Economic theory, microeconomics. Macroeconomics, Management

**Postrequisites:** Project Management, Development of managerial decisions, strategic management, financial analysis, performance of degree work.

**Purpose:** learn the basic laws of economic behavior of individuals and firms. Understand the impact of individual factors on the goods and resources markets, market failures.

**Short description:** motives, bases of activity of the company; the behavior of consumers and businesses in a market economy; market failure cases.

**Expected results:**

1. Know the concepts, laws, and wage issues.
2. Be able to work with economic literature, statistics.
3. To be able to think abstractly.
4. Be able to apply knowledge in other disciplines

### **BE 3241 Business Economics**

**Prerequisites:** Economic Theory, Mathematics in economics, Microeconomics, Macroeconomics, Accounting, Audit, Statistics.

**Postrequisites:** Tax, Financial Analysis, Financial Management.

**Purpose:** development of students' economic thinking based on a study of the economic mechanism of functioning of the enterprise in the conditions of market-oriented management, as well as practical skills in technical and economic calculations, the definition of economic efficiency of the enterprise resources.

**Short description:** Characteristics of economic development of the Republic of Kazakhstan and its government regulation. Enterprise as an object of management. Economic and social efficiency. The basic capital of the company. Raw, material and energy resources. Working capital of the enterprise. Manpower. Wages at the plant. Innovation and investment activities of the company. Costs of production and sales. Marketing and production activities of the company. Ensuring the competitiveness of products. Income and profitability. Finance companies.

**Expected results:** equip students with the knowledge of a new mechanism of functioning of the enterprise in the current legal, economic, financial and administrative environment in view of the further modernization and diversification of the economy of Kazakhstan.

### **SP 3242 Statistical Principles**

**Prerequisites:** Economic Theory, Philosophy, Mathematics in economics, Informatics.

**Postrequisites:** Economic-mathematical modeling

**Purpose:** Formation of knowledge in the field of statistics principles.

**Short description:** The general theory of statistical principles, subject and method.

**Expected results:** student should know the theoretical basis of statistics and its principles.

### **Con 3245 Controlling**

**Prerequisites:** Management Accounting

**Postrequisites:** Development of managerial decisions

**Purpose:** to give a systematic understanding of the nature, objectives and functions of the controlling system, forms of information support, ability to integrate with modern control systems.

**Short description:** The modern concept of controlling. Necessity and causes of controlling. The role of controlling in business management, its relationship with other management functions. The structure and content characteristics of the partition controlling. The value of economic information for controlling and its types. The role of planning, accounting and analysis of economic activity in controlling system. Managerial Accounting as a basis for controlling. Professional organizations controllers in the Republic of Kazakhstan and abroad.

**Expected results:** The student must: - use a system of controlling in order to achieve their goals (optimization of costs and benefits of the product design stage, the control over the expenditure of funds for the stages of design, production and after-sales service, management of deviations from

the planned costs, increase profits, increase the value of the company and so on. d).; Possess: - skills for calculating the cost of production methods of controlling; - the skills of accounting of planned and actual costs in controlling system; - skills to use accounts controlling areas - business process descriptions of the methods, which are important for the development of budgets and controlling system - methods of drawing up management reports reflecting the planned and actual costs in controlling system; - the skills of controlling the analysis;

### **CSS 3246 The control system of the state**

**Prerequisites:** State and local government

**Postrequisites:** Development of managerial decisions

**Purpose:** examine the system of state control and interaction.

**Short description:** The essence, goals, main content and objectives of state control. State financial control. Subjects GPE and control functions. Planning of control measures. Control of the financial statements of financial and economic activities of the organization

**Expected results:** The student should know: monitoring bodies of the organization; legislative and local acts regulating the procedure of audits; penalties for violations of legislation on taxes and duties and insurance contributions to the state non-budgetary funds; ways to enforce the taxpayer's obligations to pay taxes and insurance premiums in the state budget funds. types of tests and presentation of results; types of audits the correctness of calculation and payment of insurance contributions to state extra-budgetary funds, their planning, execution and presentation of results; types of organization of inspections (enterprise), implemented by other inspection bodies, with regard to issues related to accounting activities; the procedure for drawing up inspection acts and making decisions on them; the procedure for drawing up protocols on administrative violations; the procedure for appealing decisions on the acts of inspection. ways of ensuring the obligation to pay taxes and contributions to the state non-budgetary funds.

### **FM 3303 Financial management**

**Prerequisites:** Mathematics in Economics, Economic Theory, Finance, Accounting, Business Economics, Financial Analysis

**Postrequisites:** writing a thesis.

**Purpose:** master the fundamental knowledge in the field of financial management. Form a modern economic thinking, for financial management decisions and their implementation at the company level.

**Short description:** content of financial management; basic concepts and financial management performance; risk and return; korporatsionnymi

management risks; portfolio management; the effect of operating leverage; To manage the ongoing costs of the company; leverage effect; policy of borrowing; theory of capital structure: models Modigliani-Miller, a compromise model; Management's dividend policy; the cost of capital; methods of analysis of investment projects; Project risk analysis; Forecasting cash flow of the investment project; optimization of the capital budget; budgeting; long-term financial planning; management of current assets and current liabilities; cash management; Inventory Management; management of accounts receivable; corporate restructuring: mergers, purchases, crushing, bankruptcy and liquidation; financial management in multinationals (international aspects of financial management).

**Expected results:**

1. Know the theoretical concepts that reflect the essence of financial management and its place in the economic system.
2. Understand the purpose of financial management tasks.
3. Understand basic financial management concepts.
4. Be able to analyze information and statistical materials of the company as its financial situation.
5. To be able to use the planning and budgeting techniques of the current activity of the company.
6. To be able to use this knowledge for the development of measures for the compilation of the company's financial policy.
7. Be able to work with regulatory and legislative framework in the field of financial relationships.
8. Having a collection of skills, analysis and processing of empirical data and statistics.
9. To be able to prepare presentations.
10. Have the skills to work with academic, special and periodical literature in the field of finance.

**ISC 3304 Intercompany commercial calculation**

**Prerequisites:** Economic Theory, Microeconomics, Macroeconomics, Management, Accounting and Auditing

**Postrequisites:** writing a thesis.

**Purpose:** to put their theoretical knowledge in the field of in-house commercial calculation. Examine the economic management methods. Know the value of commercial and in-house calculation of the company.

**Short description:** the role and importance of planning in the firm; form, the principles and methods of planning; organization planned work at the enterprise; information support and its role by internal calculation; analysis of financial and economic activities in the enterprise; business plan

functions and tasks; production plan; organizational plan; marketing plan; risk assessment and insurance; financial plan.

**Expected results:**

1. To be able to carry out the settlement between the owners of the enterprise.
2. Be able to determine the pricing policy of the company.
3. To be able to operate the enterprise documents.
4. Have knowledge of different types of forecasts and forecasting methods.

**BP 3311 Business planning**

**Prerequisites:** Economic Theory, Microeconomics, Business Economics, Marketing.

**Postrequisites:** Business Law, International Business, Crisis Management, Project Management, writing a thesis.

**Purpose:** develop specialized analytical skills of the students in the planning activities of the company, as well as to teach students to plan activities of the company, depending on the rapidly changing market and the capacity of the organization.

**Short description:** Corporate Planning - condition for sustainable business; selection of the company's development strategy; business - the project as an innovative idea; Development of business - plan the process of forming an image, mission and development strategy; the effectiveness of the investment business - projects; decision-making on investment; promotion of business - plan for the capital market; organization of the process of realization of business - plan; consulting support of business; Information support of business; providing commercial security business information company; common mistakes in business - planning; bankruptcy mechanism; business reengineering; range of services to help improve the efficiency of the implementation of business - the project.

**Expected results:**

1. Know the theoretical basis as part of the discipline;
2. Know the process of business - planning;
3. To know the different processes of building plans of the organization of the system;
4. have analytical skills.

**BP 3312 Business planning**

**Prerequisites:** Mathematics in economics, economic theory, Microeconomics.

**Postrequisites:** Writing a thesis.

**Purpose:**

- Writing unit concepts and terminology describing the nature and content of the subject;
- to form students' holistic system of knowledge on the theoretical aspects of business planning;
- Expand the relationship of all the concepts, their internal logic.

**Short description:** The role and importance of planning in the economy. Methodological bases of planning at the enterprise. strategic planning methodology. forecasts and plans for the system. Manufacturing program. Planning for enterprise development. Planning logistics. Labor and Human Resources Plan. Planning costs and profits of the enterprise. Financial planning at the enterprise. Operational planning of production. Budgeting.

**Expected results:**

1. Knowledge of key concepts, laws and business planning issues;
2. Possession of the methodology of economic calculations required for planning of the enterprise;
3. Ability to work with regulatory and legislative framework in the field of business planning;
4. Ability to work with economic literature, statistics;
5. The ability to think abstractly.

**IM 3317 Innovation Management**

**Prerequisites:** Economic Theory, Microeconomics, Management, Marketing.

**Postrequisites: Project Management****Purpose:**

- Writing unit concepts and terminology describing the nature and content of the subject;
- to form students' holistic system of theoretical knowledge and practical skills in the field of management of innovative activity of economic entities;
- Expand the relationship of all the concepts, their internal logic.

**Short description:** Theoretical bases of management of scientific and technological progress and innovation. Formation of innovation theory and its modern concept. Technological way to economic development. Scientific and technical sovereignty. Classification of economic entities of innovative type. The role and place of innovative technologies in the production activities of firms. Innovation and technology strategy. Investment attractiveness of projects and innovation programs. World experience in supporting innovation. Form small innovative businesses. The strategy of innovation and technological development of the Republic of Kazakhstan.

**Expected results:**

1. knowledge of key concepts, patterns and problems of acceptance and inform management decisions in the field of management of innovative activity of economic entities;
2. ownership of the methodology of technical and economic calculations required to inform decisions on the implementation of innovative projects;
3. The ability to work with regulatory and legislative framework in the field of innovation;
4. The ability to work with economic literature, statistics;
5. The ability to think abstractly.

**IM Investment Management 3318**

**Prerequisites:** management.

**Postrequisites:** thesis writing

**Purpose:** the acquisition of theoretical knowledge in the field of investment activity as part of the economic management of the enterprise, the development of practical skills of calculation of basic financial and economic indicators in the field of investment activity, the rationale for decisions on investment projects.

**Short description:** The economic essence and classification of investments; Investment projects. Classification of investment projects. to their design requirements; The essence, purpose and objectives of investment management; Function and the mechanism of investment management. Investment activities. The phases of the project life cycle (identification, development, a preliminary assessment (examination), negotiation, implementation and evaluation of the implementation of the results); Evaluation of the economic efficiency of the investment project; The impact of risk and uncertainty in the assessment of the effectiveness of the project; Formation of real investment program

**Expected results:** Know: the economic substance and the form of investments, legal regulation of investment firms; nature, objectives and tasks of investment management; methodological framework for the assessment and prediction of the investment market; principles for the development of the investment strategy of the firm (enterprise); the nature and stages of development of the investment project, the theoretical basis of the development of business plans for investment projects; indicators for assessing the economic efficiency of real investment; principles and sequence of formation of the investment portfolio, the model evaluation of the effectiveness of individual instruments of the stock market, the types of securities portfolios; operational management of the investment portfolio.

**4 YEAR**  
**Elective courses (COMPONENT SELECTION)**

the cycle of disciplines	code of discipline	Name of the discipline	Number of credits / ECTS	Se- mester
BD	CM 4225	Crisis management	3/5	7
BD	CM 4226	Cost management	3/5	7
PD	FM 4303	Financial management	3/5	7
PD	ISC 4304	Intercompany sales calculation	3/5	7
PD	DMD 4309	Development of managerial decisions	3/5	7
PD	RMS 4310	Research of management systems	3/5	7
PD	SM 4313	strategic management	3/5	7
PD	Con 4314	Conflictology	3/5	7
PD	PM 4305	Production management	3/5	7
PD	FT 4306	Fundamentals of Technology	3/5	7
PD	Log 4319	Logistics	3/5	7
PD	QMB 4320	Quantitative Methods for Business	3/5	7

**Contents**

**CM 4225 Crisis management**

**Prerequisites:** Microeconomics, Macroeconomics, Finance, Business Economics.

**Postrequisites:** writing a thesis.

**Purpose:** learn the basics of crisis management, the study of the problems of crises. Consider a basis for the formation of an information field to conduct analytical studies for the purpose of diagnosing the state of the enterprise, as well as a system of measures and methods to prevent bankruptcy.

**Short description:** the occurrence of crises in the enterprise; crisis of the organization: its species phase, the consequences; stage of bankruptcy (financial crisis) organization; solvency of the enterprise: essence, reasons for the decline; common causes of insolvency of the organization; assessment of balance sheet liquidity; steps and measures the possible stabilization of the financial status of the enterprise; receivables enterprise analysis; restructuring of receivables; payables enterprise analysis; Restructuring accounts payable organization.

**Expected results:**

1. Be able to identify patterns of crises.
2. To be able to analyze the crisis of the enterprise financial management.
3. Be able to conduct crisis management in the framework of judicial procedures on bankruptcy of the enterprise.

### **CM 4226 Cost management**

**Prerequisites:** Economic Theory, Microeconomics, Accounting, Finance

**Postrequisites:** writing a thesis.

**Purpose:** explore the theoretical foundations and practical aspects of cost management in an industrial enterprise, small businesses and the computerization of the process.

**Brief description:** means, methods to achieve high economic results now; work and the relationship between the enterprise profit.

**Expected results:**

1. Know the theoretical foundations and practical aspects of cost management in an industrial enterprise, small businesses and the computerization of the process.
2. To be able to predict and plan costs.
3. Be able to determine the costs of the various stages of the product life cycle.
4. To be able to link costs with quality products.
5. To determine the impact of the organization of material support of production at costs.
6. To consider, monitor and analyze the costs of production.
7. To be able to apply modern cost management techniques such as the "direct costing", "standard cost" controlling.

### **FM 4303 Financial management**

**Prerequisites:** Mathematics in Economics, Economic Theory, Finance, Accounting, Business Economics, Financial Analysis

**Postrequisites:** writing a thesis.

**Purpose:** master the fundamental knowledge in the field of financial management. Form a modern economic thinking, for financial management decisions and their implementation at the company level.

**Short description:** content of financial management; basic concepts and financial management performance; risk and return; management risks; portfolio management; the effect of operating leverage; To manage the ongoing costs of the company; leverage effect; policy of borrowing; theory of capital structure: models Modigliani-Miller, a compromise model; Management's dividend policy; the cost of capital; methods of analysis of in-

vestment projects; Project risk analysis; Forecasting cash flow of the investment project; optimization of the capital budget; budgeting; long-term financial planning; management of current assets and current liabilities; cash management; Inventory Management; management of accounts receivable; corporate restructuring: mergers, purchases, crushing, bankruptcy and liquidation; financial management in multinationals (international aspects of financial management).

**Expected results:**

1. Know the theoretical concepts that reflect the essence of financial management and its place in the economic system.
2. Understand the purpose of financial management tasks.
3. Understand basic financial management concepts.
4. Be able to analyze information and statistical materials of the company as its financial situation.
5. To be able to use the planning and budgeting techniques of the current activity of the company.
6. To be able to use this knowledge for the development of measures for the compilation of the company's financial policy.
7. Be able to work with regulatory and legislative framework in the field of financial relationships.
8. Having a collection of skills, analysis and processing of empirical data and statistics.
9. To be able to prepare presentations.
10. Have the skills to work with academic, special and periodical literature in the field of finance.

**ISC 4304 Intercompany sales calculation**

**Prerequisites:** Economic Theory, Microeconomics, Macroeconomics, Management, Accounting and Auditing

**Postrequisites:** writing a thesis.

**Purpose:** to put their theoretical knowledge in the field of in-house commercial calculation. Examine the economic management methods. Know the value of commercial and in-house calculation of the company.

**Short description:** the role and importance of planning in the firm; form, the principles and methods of planning; organization planned work at the enterprise; information support and its role by internal calculation; analysis of financial and economic activities in the enterprise; business plan functions and tasks; production plan; organizational plan; marketing plan; risk assessment and insurance; financial plan.

**Expected results:**

1. To be able to carry out the settlement between the owners of the enter-

- prise.
2. Be able to determine the pricing policy of the company.
  3. To be able to operate the enterprise documents.
  4. Have knowledge of different types of forecasts and forecasting methods.

### **DMD 4309 Development of managerial decisions**

**Prerequisites:** Economic Theory, Microeconomics, Management, Econometrics

**Postrequisites:** writing a thesis.

**Purpose:** form a coherent system of knowledge on the theoretical aspects of management decisions. Writing unit concepts and terminology describing the nature and content of the subject; to reveal the relationship of all the concepts, their internal logic.

**Short description:** development of management solutions in training, its purpose and structure; requirements for quality management decisions; the role of economic laws and scientific approaches to improve the quality and effectiveness-iciency of management decisions; technology development and implementation of management decisions; analysis methods management decisions; heuristic methods of decision-making; methods of forecasting management decisions; methods of economic justification of administrative decisions; foresight is-repetition.

**Expected results:**

1. Know the key concepts, laws and adoption issues and inform management decisions.
2. Owning the methodology of technical and economic calculations required to inform management decisions.
3. Be able to work with regulatory and legislative framework in the field of entrepreneurship.
4. Be able to work with economic literature, statistics.
5. To be able to think abstractly.

### **RMS 4310 Research of management systems**

**Prerequisites:** Management, Organization of business, Estimation of investment projects

**Postrequisites:** writing a thesis.

**Purpose:** to prepare future professionals to adopt successful management decisions, through the study of the system of scientific knowledge and the development of research equipment.

**Short description:** research and its role in the scientific and practical activity of man; subject of study; system analysis in the control study; functional role of research in the development of management systems; logical

unit of research of management systems; analysis and study methods; composition and selection of management systems research methods: testing in the study of control systems; a parametric study and factor analysis of management systems, case studies of control systems; expert assessments in the study of control systems; reflexive study of control systems; planning research process control systems, organization of research process control systems; scientific and practical efficiency.

**Expected results:**

1. Have an understanding of causality and the research methodology, the nature and cycles of study problems, the logical tools, and systems analysis.
2. Have an idea of experimental research: testing experiment diagnosis.
3. Have an understanding of the planning and organization of scientific - research activities.
4. To know the basic concepts, definitions and classifications of elements of scientific knowledge.
5. Know the levels and the basic methodology of research systems: system, situational, cybernetic, process and causal approaches.
6. Know the classification problems, the cycles of studies, models and methods of solution.
7. Know the basics of classes and the choice of models of systems, system properties and settings.
8. Know the formulation and methods of experimentation, testing and diagnostic control systems.
9. To be able to structure and design the system, build models of systems.
10. To be able to determine the effectiveness of the control system based on parametric studies.

**SM 4313 Strategic Management**

**Prerequisites:** Management, Business Economics, Microeconomics, Macroeconomics, Resource Management

**Postrequisites:** writing a thesis.

**Purpose:** introduce modern concepts of strategic management. Form a deep theoretical and practical competence in the process of implementation of the strategic management of the firm. To develop skills to make managerial decisions at the strategic level, the orientation on the creative use of theoretical knowledge and practical implementation skills.

**Short description:** the nature and definition of strategic management; purpose of the organization; the main problem in the aspect of strategic development; external organization among the strategic analysis; solutions in strategic management; analysis of the competitive environment of the or-

ganization; analysis of organizational resources; corporate growth strategy; evaluation of strategic plans; strategic control.

**Expected results:**

1. Know deployed strategic management model.
2. Know the basic tasks of strategic management.
3. To be able to analyze the activities of enterprises and recommend the most effective strategies for the implementation of their activities, focusing on internal and external business environment.
4. To be able to clearly define the mission, goals and strategic vision of the company.
5. Know the basic theory of analysis and portfolio management of a diversified company.
6. Know the basic corporate strategy of the organization.
7. To be able to carry out a strategic analysis of the organization.
8. To be able to carry out a structural analysis of the competitive environment of the organization.
9. Know the corporate strategy changes.
10. To be able to prepare the presentation material.
11. Be able to analyze the situation of the practices of foreign and Kazakh companies.

### **Con 4314 Conflictology**

**Prerequisites:** Management.

**Postrequisites:** writing a thesis.

**Short description:** Introduction to Conflict. Theoretical Foundations of Conflict. Conflicts in various areas of interpersonal interaction. Intergroup and institutional conflicts. Methods of conflict research. Prevention and resolution of conflicts

**Purpose:** equip students with the system of scientific knowledge in the field of conflict theory and psycho diagnostic tools it; promote the development of skills of constructive conflict resolution and prevention in the professional and educational activities; foster in students the necessary professional qualities of the future teachers-psychologists.

**Expected results:**

**Know** categorical apparatus discipline; general patterns of occurrence, development and completion of the conflicts; methodological principles of conflict resolution and methods of study; the structure of the conflict, its causes and effects on the psyche, behavior, human activity; dynamics and function of conflict in the community and of life of the individual; types of conflicts and the system for their prediction, prevention and management; the dynamics of the negotiation process.

**be able to** analyze the conflict fully and accurately diagnose its causes, object, goals, motives, interests and values of the conflicting sides; competence to develop and implement practical strategies for behavior during conflict interaction; identify and assess the obvious and the hidden consequences of the conflict, the impact on the conflicting parties to a variety of factors; use an arsenal of psychological self-defense, and the psychological impact on the opposing side.

**Own** arsenal of diagnostic studies of conflicts; User skills psychodiagnostic tools; technology analysis and conflict management in the professional work; techniques of psychological assistance to the client and tactical methods of negotiation.

### **PM 4305 Production management**

**Prerequisites:** Economic Theory, Finance, State Regulation of Economy, Basics of Law, Management, Marketing

**Postrequisites:** writing a thesis.

**Purpose:** arm theoretical and practical knowledge of the production management systems (operating systems) for example industrial production. Improve and optimize the management of objects of the national economy of the Republic of Kazakhstan.

**Short description:** methods for production management; rational combination of space and time resources, objects of labor and labor itself for the implementation of the production process; advanced techniques and methods of advanced technologies for optimal functioning of the enterprise; the foundation; the structure of production management; principles of rational organization of production; formation of the production program; Methods of calculating capacity; logistics issues; reducing production risks; technological preparation of the rules; ability to optimally plan, organize, monitor and analyze the activity of the enterprises on the basis of sound decision-making.

**Expected results:**

1. To be able to generate, manage, analyze, correct operation of production systems.
2. Have an idea about the types, kinds, classes productions.
3. To be able to form a production plan, production staff, the schedule of preventive maintenance of mechanical and power equipment.
4. To be able to analyze the state of the manufacturing process of its main parameters: rhythm, continuity, proportion, scale, volume and range of products.
5. Know the construction of industrial and organizational structures of the enterprises, companies, firms.

6. Learn the factors affecting the changes in the industrial sector.
7. Know algorithm management decisions and measuring their effectiveness.
8. To be able to create an optimum package of technical, technological, legal, organizational and administrative documents of the enterprise.
9. To know the conduct of the elementary capacity calculations, the number of employees, the efficiency of production processes.
10. To be able to form the list of actual operational risks specific production processes, develop management strategies.

### **FT 4306 Fundamentals of Technology**

**Prerequisites:** Management, Production Management

**Postrequisites:** writing a thesis.

**Purpose:** teach students the basics of the development of technological processes in the production of.

**Short description:** production and technological processes; three sample-based scheme; basic concepts and definitions of the size of chains; manufacturing methods and means; achieving quality parts during the manufacturing process; temporal relationships in the manufacturing process; technological bases of cost reduction.

**Expected results:**

1. Capture techniques dimensional analysis and testing of manufacturability.
2. Learn the technique of projection of technological processes.
3. Master the methods of ensuring quality, increasing productivity, production efficiency and ensure environmental requirements and labor protection.

### **Log 4319 Logistics**

**Prerequisites:** Fundamentals of law, economic theory, finance, management, business economics.

**Postrequisites:**

**Purpose:** study of a rational process of promotion of goods and services from suppliers of raw materials to consumers, The functioning of the circulation of products, goods, services, Inventory management and provisions, creating infrastructure

**Short description:** Analysis definitions logistics. Objects of study and the basic requirements of logistics. Tasks mission ("7R") and the kinds of logistical activity. Place of logistics in the company: the pyramid full value of M. Porter. Methodology and scientific basis of logistics. Modeling in logistics. The basic principles of the system approach. Interaction of logistics

with other sciences. Definition and classification of flows. Types of logistics flows: material, financial, information and service. Characteristic logistic flows. Logistic hierarchy. Logistics strategy. Logistics concepts and technologies. Basic logistics systems. Key business processes. Logistic operation. Basic, key and supporting logistic functions. Functional areas of logistics and their characteristics.

**Expected results:**

**Know:** Levels of development of logistics in the company: transport and storage, physical distribution, logistics, integrated logistics. Principles of construction of integrated logistics.

**QMB 4320 Quantitative Methods for Business**

**Prerequisites:** Management, Business Economics, Econometrics, Economic-mathematical modeling

**Postrequisites:**

**Short description:** Introduction to quantitative methods in business. Business development strategy. Decision-making tool. Forecasting management. Queuing theory. Strategic decisions. Tactics aggregate planning. Inventory management and control technology "just in time". Material Requirements Planning, parts and components (MRP). short-term planning tactics.

**Purpose:** achieving international standard requirements for training in the field of training of the manager.

**Expected results.** As a result, the study of materials on the management of production and operations manager will have an idea:

- the role of production and operations management in the system development organization management functions;
- about the importance of industrial strategy, its communication strategy throughout the organization;
- the conditions under which decisions manufacturing and service solutions;
- a mathematical approach to structural solutions;
- a system of intra-planning and its relationship to the production cycle;
- on the principles of a modern quality management system;
- the logic of the processes of logistics in production;
- on the basic principles and approaches to project management and others.

## CONTENT

<b>CATALOG.....</b>	<b>3</b>
<b>UNIVERSITY INFORMATION.....</b>	<b>3</b>
CONTACTS .....	3
ADMINISTRATION .....	3
GENERAL CHARACTERISTICS OF THE UNIVERSITY .....	4
<b>EDUCATIONAL PROGRAM.....</b>	<b>4</b>
<b>PROGRAMS FOR INTERNATIONAL STUDENTS.....</b>	<b>6</b>
RULES OF ADMISSION TO KAFU FOR FOREIGN STUDENTS .....	14
<b>ACCOMMODATION OF FOREIGN STUDENTS .....</b>	<b>15</b>
<b>INFORMATION ON EDUCATIONAL PROGRAM .....</b>	<b>16</b>
<b>ANNEX 1 .....</b>	<b>17</b>
1 YEAR.....	18
COMPULSORY COMPONENT.....	18
ELECTIVE COURSES (COMPONENT SELECTION).....	19
2 YEAR.....	27
COMPULSORY COMPONENT.....	27
ELECTIVE COURSES (COMPONENT SELECTION).....	28
3 YEAR.....	39
COMPULSORY COMPONENT.....	39
ELECTIVE COURSES (COMPONENT SELECTION).....	40
4 YEAR.....	58
ELECTIVE COURSES (COMPONENT SELECTION).....	58
<b>CONTENT.....</b>	<b>67</b>

**CATALOG**  
**of the educational program**  
**5B050700 «Management»**  
**for foreign students**

**2018-2019 academic year**

Cover Design K.N. Haukka  
Technical editor T.V. Levina

Printed in Kazakh-American Free University

---

Signed to the press 29.08.2018	Format 60x84/16	Volume 4,25 services
3,1 study suite	L. Circulation 100 samples.	Negotiable price

---

070000, City.Ust-Kamenogorsk, st. M. Gorkogo, 76  
Phone numer. (7232) 50-28-33, 50-09-91  
Office in USA: 44490 SE Phelps Rd., Sandy, OR  
e-mail: [kafu\\_ukg@mail.ru](mailto:kafu_ukg@mail.ru)  
web: [www.kafu.kz](http://www.kafu.kz)