

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

**CATALOGUE**

**of Educational Program 6B04102 «MANAGEMENT»  
for foreign students**

**2019-2020 academic year**

Ust-Kamenogorsk  
2019

UDC 378.2 (574)(035)

The catalogue of educational program for foreign students contains a general characteristics of the university, admission rules, characteristics of educational programs, catalogue of elective courses on the bachelor's educational program.

For organizing the programs of students' academic mobility.

Catalogue of Educational Program 6B04102 «Management» for foreign students (2019-2020 academic year) / Reference book. – Ust-Kamenogorsk, 2019. – 72 p.

Reference book

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**CATALOG**  
**of the educational program 6B04102 «Management»**  
**for the foreign students**

**INFORMATION ABOUT UNIVERSITY**

**Contact Information**

LLP «Kazakh American Free University»

Address: Kazakhstan, 070004, Ust-Kamenogorsk, Ulitsa M.Gorkogo, 76,

Phone numbers: 8/7232/50-50-10, 50-09-91

**University Administration**

| <b>№</b> | <b>Position</b>                                            | <b>Full Name</b>                   |
|----------|------------------------------------------------------------|------------------------------------|
| 1.       | KAFU President                                             | Mambetkaziev Yerezhep Alkhairovich |
| 2.       | KAFU Rector                                                | Mambetkaziev Aidar Erezhepovich    |
| 3.       | Head of KAFU Board of Guardian                             | Marshall Cristensen                |
| 4.       | First Vice President                                       | Konopyanova Galina Akhbaevna       |
| 5.       | Vice President for International Programs and Partnership  | Daniel Ballast                     |
| 6.       | Vice Rector for Academic Affairs and Informational Support | Sarsembaeva Gulnar Zheksembaeva    |
| 7.       | Vice Rector for Administrative Affairs                     | Khasenov Sayakhat Sattarovich      |
| 8.       | Vice Rector for Economical Affairs                         | Panov Igor Nikolaevich             |
| 9.       | Vice Rector for Operating Affairs                          | Shuraev Makhmet Gamitovich         |
| 10.      | Director of the Department of International Partnership    | Abilov Serik Merzoyanovich         |
| 11.      | Dean, School of «Business, Law and Pedagogy»               | Menzyuk Galina Anatolevna          |
| 12.      | Dean, School of Distance Education                         | Shefer Nadezhda Mikhailovna        |
| 13.      | Head of «Law and International Affairs» Department         | Gavrilova Yulia Alexandrovna       |
| 14.      | Head of «Business» Department                              | Bordiyanu Ilona Vladimirovna       |
| 15.      | Head of «Foreign Languages» Department                     | Novitskaya Yulia Vassilievna       |
| 16.      | Head of «Pedagogy and Psychology» Department               | Nurlanova Assem Nurlanovna         |

**University General Characteristics**

The University runs educational activities according to the license of the AB series No. 0137478 (for an unlimited period of time), issued by the Ministry of Education and Science of the Republic of Kazakhstan dated

November 23, 2010.

Education in the university is a three-stage “model” of “bachelor's degree course – master’s degree course - doctoral studies” based on the credit system of education for the following study programs:

| <b>№</b>                        | <b>Code</b> | <b>Study program</b>                              |
|---------------------------------|-------------|---------------------------------------------------|
| <b><i>Bachelor's Degree</i></b> |             |                                                   |
| 1.                              | 6B01301     | Pedagogy and Methods of Primary Education         |
| 2.                              | 6B01401     | Physical Education and Sports                     |
| 3.                              | 6B01402     | Law and Economy Basics                            |
| 4.                              | 6B01701     | Kazakh Language and Literature                    |
| 5.                              | 6B01702     | Russian Language and Literature                   |
| 6.                              | 6B01703     | Foreign Language: Two Foreign Languages (English) |
| 7.                              | 6B01704     | Foreign Language: Two Foreign Languages (German)  |
| 8.                              | 6B02301     | Translation Studies                               |
| 9.                              | 6B03101     | International Affairs                             |
| 10.                             | 6B03102     | Psychology                                        |
| 11.                             | 6B03201     | Journalism                                        |
| 12.                             | 6B04101     | Economics                                         |
| 13.                             | 6B04102     | Management                                        |
| 14.                             | 6B04103     | Accounting and Audit                              |
| 15.                             | 6B04104     | Finance                                           |
| 16.                             | 6B04105     | Governmental and Local Management                 |
| 17.                             | 6B04106     | Public Audit                                      |
| 18.                             | 6B04107     | Online Retail and Sales Management                |
| 19.                             | 6B04201     | Law                                               |
| 20.                             | 6B04202     | Customs                                           |
| 21.                             | 6B04203     | International Law                                 |
| 22.                             | 6B06101     | Information Systems                               |
| 23.                             | 6B06102     | Computer and Software Engineering                 |
| 24.                             | 6B11101     | Tourism                                           |
| 25.                             | 6B11102     | Catering Trade and Hotel Business                 |
| <b><i>Master's Degree</i></b>   |             |                                                   |
| 26.                             | 7M01701     | Foreign Language: Two Foreign Languages (1 year)  |
| 27.                             | 7M01702     | Foreign Language: Two Foreign Languages (2 years) |
| 28.                             | 7M02301     | Translation Studies (1 year)                      |
| 29.                             | 7M02302     | Translation Studies (2 years)                     |
| 30.                             | 7M03101     | International Affairs (1 year)                    |
| 31.                             | 7M03102     | International Affairs (2 years)                   |

|     |                                |                               |
|-----|--------------------------------|-------------------------------|
| 32. | 7M03103                        | Psychology (1 year)           |
| 33. | 7M03104                        | Psychology (2 years)          |
| 34. | 7M04101                        | Management (1 year)           |
| 35. | 7M04102                        | Management (2 years)          |
| 36. | 7M04103                        | Finance (1 year)              |
| 37. | 7M04104                        | Finance (2 years)             |
| 38. | 7M04201                        | Law (1 year)                  |
| 39. | 7M04202                        | Law (2 years)                 |
| 40. | 7M06101                        | Information Systems (1 year)  |
| 41. | 7M06102                        | Information Systems (2 years) |
|     | <b><i>Doctoral Studies</i></b> |                               |
| 42. | 8D04101                        | Management                    |
| 43. | 8D04201                        | Law                           |

Kazakh American Free University (hereinafter KAFU) was founded and is continuing its development as a university of international partnership. Over the years, KAFU has established partnerships with more than a hundred universities, companies, state organizations and institutions and funds of Kazakhstan, as well as near and far abroad.

In 2002, 2007 and 2012, the university successfully passed the state certification of the Ministry of Education and Science of the Republic of Kazakhstan to comply with the legislation of the Republic of Kazakhstan on education and licensing rules and the education quality.

KAFU has successfully passed certification of a quality management system for compliance with ISO 9001: 2008 (auditing company NQA, UK) and international accreditation of ACBSP (Association of Collegiate Business Schools and Programs, USA) in the majors: 5B050600 Economics; 5B050700 Management; 5B050900 Finance; 5B090200 Tourism; 5B051000 Governmental and Local Management; 5B070300 IT Systems. ACBSP is included in the National Register of Accreditation Bodies of the Ministry of Education and Science of the Republic of Kazakhstan. In February 2018, three KAFU majors were included in the list of accredited international accreditation agencies ACBSP: 5B050800 - "Accounting and Audit"; 6M050900 - "Finance"; 6M070300 - "Information Systems".

In 2014, KAFU passed institutional and specialized accreditation of the IQAA in the majors 5B011900 Foreign Language: Two Foreign Languages, 5B020700 Translation Studies, 6M011900 Foreign Language: Two Foreign Languages.

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

The university has five academic buildings, an office in the USA, a modern library fund, including English books, educational and scientific laboratories, specialized classrooms, a sports complex, a sports hall, a dormitory, a medical room, a student cafe, a research and production complex, and transport.

Buildings are equipped with lecture halls and classrooms with modern computer technology, electronic teaching aids, software, and educational furniture. In the classrooms of educational buildings there are LCD - projectors, televisions, interactive and marker boards. Equipment provides the desired level of the educational process.

### **EDUCATIONAL PROGRAMS FOR THE FOREIGN STUDENTS**

For foreign students, KAFU offers both short-term and semester-based study programs:

1. Short-term training and internship programs;
2. International business abroad;
3. Pedagogy and teaching of the English language;
4. Learning a language and culture abroad.

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

The Department of International Cooperation is organizing the stay of foreign students at KAFU. The Department of International Cooperation of KAFU, consisting of 4 employees, has twenty years of experience in the acceptance and accommodation of foreign students and teachers. The Department staff will gladly assist foreign students in the processes of submitting applications and obtaining a student visa, accommodation, as well as help them with schedule during their stay at KAFU.

In addition to assistance from the Department of International Cooperation, during his stay at KAFU each foreign student is assigned an advisor from among local senior students or teachers of KAFU. Advisors, as necessary, will advise and assist foreign students, meet regularly with students to ensure their successful academic performance of the chosen training program.

International students will have access to all resources and programs of the university. KAFU has a Student Development Center; foreign students can become members of one or more of 14 student clubs, and can also organize their own club. Medical care (first aid, medical examinations and preventive measures) of university students is carried out in a medical office. In the educational buildings of KAFU, there is a cafe with a daily

wide selection of dishes of Russian and Kazakh cuisine at affordable prices. KAFU also has its gym; the university has sports units for various sports.

### *Suggested programs for international students:*

#### **1. Short-Term Training and Internship Programs (1 month)**

Foreign students can visit Ust-Kamenogorsk for practical training or internships through KAFU for one month. In most cases, international students may be credited for practice. The training may consist of teaching children, students, adults, teaching English, in training sports teams, and interpreting and writing activities. Training at various enterprises of small and medium business, tourism and hotel business. Moreover, other types of training can be arranged according to the student's preference.

Students can take internships as a counselor, teacher/tutor of the English language. Internships may include working with orphans; working in specialized clinics (hospice); caring for the elderly; teaching children with developmental disabilities.

Interested students are advised to contact the KAFU Department of International Cooperation to organize the most suitable training or internship depending on their preferences.

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

#### **2. The Educational Program "International Business Abroad" (duration 1 semester)**

Foreign students studying undergraduate programs in economic majors can study in Kazakhstan for one semester. At the same time, students can expand their understanding of international business activities; learn the languages and culture of Kazakhstan. Students can be registered for one semester and choose subjects up to 18 credits at KAFU.

##### **Program Benefits:**

- Training in economic disciplines for one semester (9-12 hours per week);
- The discipline "Business Prospects", which will give students an idea of the business environment of Kazakhstan through visits to local enterprises (3 credits);
- Teaching Russian or Kazakh (optional) language at intensive courses, with an individual tutor and practical tasks (3-6 hours per week);

- Education in general subjects or courses on the study of culture (3-6 hours per week).

Students are encouraged to contact the university to determine the available disciplines in the semester that they want to study.

**Cost:** Amount equivalent to US \$ 1,000 per semester, without accommodation, flight and visa fee. Students studying at universities, who have bilateral agreements with KAFU on the mutual refusal of tuition fees, if confirmed, can study for free for one semester.

**Requirements:** Students must be enrolled in a business undergraduate program at their university. Students must send a transcript indicating completed disciplines. The student must fill out and send the contract with KAFU. Students must pass a minimum English proficiency test (not applicable to candidates from English-speaking countries).

**Plan-Calendar:** the program is carried out in the fall semester (September-December) and the spring semester (mid-January - mid-May).

**Credit Confirmation:** students will receive an official transcript from KAFU indicating the disciplines they 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 US Programs. Credits received are easily recounted by the university where the foreign student is studying.

### **3. The Educational Program "Pedagogy and Teaching English"**

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

#### **Program Benefits:**

- Education in pedagogical disciplines for one semester (9-12 hours per week);

- Teaching Russian or Kazakh (optional) language at intensive courses, with an individual tutor and practical tasks (3-6 hours per week);

- On-the-job teaching practicum and practical experience of teaching (3-6 hours per week);

- Studying general education courses or culture during the semester (3-6 hours per week).

Students are encouraged to contact the university to determine the available disciplines in the semester that they want to study.



**Cost:** Amount equivalent to US \$ 1,000 per semester, without accommodation, flight and visa fee. Students studying at universities, who have bilateral agreements with KAFU on the mutual refusal of tuition fees, if confirmed, can study for free for one semester.

**Requirements:** Students must be enrolled in a bachelor's degree program in a teaching major at their university. Students must send a transcript indicating completed disciplines. The student must fill out and send the agreement with KAFU. Students must pass a minimum English proficiency test (not applicable to candidates from English-speaking countries).

**Plan-Calendar:** the program is carried out in the fall semester (September-December) and the spring semester (mid-January - mid-May).

**Credit Confirmation:** students will receive an official transcript from KAFU indicating the disciplines they studied during the semester. The program is accredited by the Ministry of Education and Science of the Republic of Kazakhstan and the Independent Kazakhstan Agency for Quality Assurance in Education (IKAQA). Credits received are easily recounted by the university where the foreign student is studying.

#### **4. The Educational Program for the Study of Language and Culture Abroad**

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

##### **Program Benefits:**

- Intensive language learning up to 30 hours a week (divided into classes with an individual professional tutor, training with a native speaker and practical tasks);

- The ability to study two additional subjects in Kazakh or Russian (3-6 hours per week);

- Cultural studies for 3 hours a week, including local excursions and activities (3 hours a week)

**Cost:** Amount equivalent to US \$ 1,000 per semester, without accommodation, flight and visa fee. Students studying at universities, who have bilateral agreements with KAFU on the mutual refusal of tuition fees, if confirmed, can study for free for one semester.

**Requirements:** Students interested in studying a foreign language and culture abroad for a semester must be enrolled in any undergraduate program at their university. Students must send a transcript indicating completed disciplines. The student must fill out and send the agreement with

KAFU. Students must pass a minimum English proficiency test (not applicable to candidates from English-speaking countries).

**Plan-Calendar:** the program is carried out in the fall semester (September-December) and the spring semester (mid-January - mid-May).

**Credit Confirmation:** students will receive an official transcript from KAFU indicating the disciplines they studied during the semester, including 12 credits for learning a foreign language (Kazakh or Russian). Credits received are easily recounted by the university where the foreign student is studying.

For foreign graduate students in educational programs 7M01701 “Foreign Language: Two Foreign Languages”, 7M02301 “Translation Studies”, 7M04101 “Management”, 7M06101 “IT Systems”, 7M03101 “International Relations” KAFU also offers programs in English:

### **1. Master's Educational Program in Translation Studies (Translation from English into Russian and vice versa)**

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

- Admission to the one-year master's program in translation studies.

All classes are in English;

- Advanced Russian language courses if required;
- Passing a six-week translation training.

**Curriculum:** The program includes the following required disciplines:

- Current Trends in Translation Studies
- 5 additional elective disciplines from the following list:
- Professionally Oriented Foreign Language
  - Organizational Behavior
  - Psychology
  - Stylistics
  - Abstracting and Note Taking
  - Modern Translation Theory
  - Information Technologies in Translation
  - Specific Theory Translation
  - Cross-Cultural Communication

In addition to mastering the above disciplines, students must conduct a research work either in Kazakhstan or in their homeland to prepare and de-

pend a master's project.

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

**Admission Process and Requirements:** International students interested in obtaining a master's degree in Translation Studies must have a bachelor's degree in any major from an accredited university in their home country. Students must pass a minimum English proficiency test (not applicable to candidates from English-speaking countries).

**Plan-Calendar:** The program is carried out annually from the beginning of September to the end of May. Graduate students who will learn the list of disciplines before the end of May can return to their homeland to write a research paper. The master's project can be defended online, for this there is no need to return to Kazakhstan.

## **2. Master's Educational Program in "Management"**

**Program Description:** Foreign students can be enrolled in KAFU for a one-year master's program in business majors that are fully accredited in the Republic of Kazakhstan and the United States of America, with the opportunity to receive an internationally recognized master's degree in business majors. All disciplines of the program are taught in English. Foreign students are automatically enrolled in the discipline "Business Prospects", which will familiarize students with local enterprises and their leadership. Foreign students interested in studying Kazakh or Russian languages can enroll in individual language courses at KAFU.

### **Program Benefits:**

- Admission to the annual master's program of the business major at KAFU. All disciplines are taught in English;
- Admission to the discipline "Business Prospects", which includes a weekly visit to local enterprises.

**Plan-Calendar:** The program is carried out annually from the beginning of September to the end of May. Graduate students who will learn the list of disciplines before the end of May can return to their homeland to write a research paper. The master's project can be defended online; there is no need to return to Kazakhstan.

## **3. Master's Educational Program in "Foreign Languages: Two Foreign Languages"**

**Program Description:** Foreign students interested in obtaining a master's degree in pedagogical science and oriented to teach a foreign language (English) can choose a one-year master program in pedagogical science at KAFU. All disciplines are taught in English. Program Benefits:

- Admission to the one-year master's program in pedagogy and teaching the English language at KAFU. All classes are in English;
- Compulsory enrollment in a foreign language course (Spanish, Kazakh, German, Turkish and French);
- Passing a six-week pedagogical training in teaching the English language.

**Curriculum:** Two compulsory disciplines of the program:

- Modern Methodology of Foreign Language Teaching
  - Foreign Language (Spanish, Kazakh, German, Turkish and French)
- 4 additional elective disciplines from the list:

- History and Philosophy of Science
- Profession-Oriented Foreign Language
- Psychology
- Nature and Organization of Higher Education
- Stylistics
- Assessment and Control of Knowledge
- Cross-Cultural Communication
- Communicative and Cognitive Approach in Foreign Language Teaching

- Comparative Typology of Native and Foreign Language
- Corpus-Based Linguistics

In addition to mastering the above subjects, students must conduct research work either in Kazakhstan or in their homeland to prepare and defend a master's project.

#### **4. Master's Educational Program in “Information Systems”**

**Program Description:** Foreign students can be enrolled in KAFU for the one-year master's program in "Information Systems", which is accredited in the Republic of Kazakhstan, with the opportunity to receive an internationally recognized master's degree in information systems. All disciplines of the program are taught in English. Foreign students are automatically enrolled in the discipline "IT Prospects", which will familiarize students with various examples of the use of information systems by local enterprises. Foreign students interested in studying Kazakh or Russian languages can enroll in individual language courses at KAFU.

Program Benefits:

- Enrollment in the annual master's program in information systems at KAFU. All disciplines are taught in English;

- Enrollment in the discipline "IT Prospects", which includes monthly visits to organizations that use different information platforms.

**Curriculum:** Two compulsory disciplines of the program:

- Management
  - Planning Applications in Information Systems
- 4 additional elective disciplines from the following list:
- Organization and Planning of Research
  - Computing Systems and Telecommunication Networks
  - Analysis of Modeling and Design
  - Programming
  - Modern Environment and Programming Languages

In addition to mastering the above disciplines, students must conduct research work either in Kazakhstan or in their homeland to prepare and defend a master's project.

**Cost:** The amount equivalent to 1,500 US dollars per year of study, without accommodation, flight and visa fee.

**Admission Process and Requirements:** Foreign students interested in obtaining a master's degree in "Information Systems" major must have a bachelor's degree in any technical major from an accredited university in their homeland. Students must pass the test for compliance with the minimum level of English (it does not apply to candidates from English-speaking countries).

**Plan-Calendar:** The program is carried out annually from the beginning of September to the end of May. Graduate students who will learn the list of disciplines before the end of May can return to their homeland to write a research paper. The master's project can be defended online; there is no need to return to Kazakhstan.

### **Admission to Study at KAFU for Foreign Students**

Admission of foreign students to KAFU is carried out on the basis of the Model Rules for Admission to Study at Educational Organizations that Implement Educational Programs of Higher and Postgraduate Education, order № 600, as of 10/31/2018.

The university accepts the applicants with a general secondary, technical and professional, post-secondary, or higher education.

Admission of applicants to the magistracy, doctoral studies of universities, residency of universities and scientific organizations is carried out on a competitive basis based on the results of entrance exams. Admission of foreigners to the magistracy, doctoral studies is carried out on a paid basis. Free postgraduate education received by foreigners on a competitive basis in accordance with the state educational order is determined by international treaties of the Republic of Kazakhstan, with the exception of the scholarship program for master's programs.

Admission of foreign citizens to study on educational programs on a paid basis of postgraduate education is carried out during the calendar year in accordance with the academic calendar of the university.

Acceptance of documents is carried out within the time period stipulated by the Model Rules for Admission to Study at Educational Organizations that Implement Educational Programs of Higher and Postgraduate Education.

The list of documents provided to the admission office:

1. Application addressed to the head of the organization;
2. Document on general secondary (technical, higher) education (original);
3. Medical certificate form (086-U);
4. Copy of identity document (original for verification);
5. Six photos (3x4)

Documents submitted in a foreign language must have a notarized translation into Kazakh or Russian languages.

Documents on education issued by foreign educational organizations are recognized on the territory of the Republic of Kazakhstan in accordance with international treaties (agreements), go through the nostrification procedure in the manner prescribed by law after enrolling the applicants during the first semester of training.

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

Foreign citizens must fill in and send an application by e-mail and pass an online interview via skype. It is recommended to complete the application and enrollment process at least 2 months before the start of the academic year, for the timely obtaining of a study visa and the solution of all organizational issues for entry into the Republic of Kazakhstan.

### **Accommodation for International Students**

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

**KAFU Dormitory:** Single, double, triple and quadruple rooms are equipped with the necessary furniture, there are rooms for training, for leisure and everyday life, free Wi-Fi. Dormitory accommodation is equivalent to \$ 25 per student per month.

**One-room apartment:** An apartment consisting of one room, a small kitchen and a bathroom with a bath/shower, as a rule, with a refrigerator, and an electric stove. The apartment has cutlery and necessary furniture: ottoman/bed/sofa, chairs and a table. The rent of a one-room apartment in

Ust-Kamenogorsk, including utilities, amounts to the equivalent of 200 US dollars per month.

**Two-roomed apartment:** Apartment consisting of two rooms, a small kitchen, and a bathroom with bath/shower. The apartment is equipped with an electric stove and refrigerator. The apartment has cutlery and furniture: two ottomans/beds, chairs and a table. Renting a two-room apartment in Ust-Kamenogorsk, including utilities, is equivalent to 150 US dollars per student per month.

Food, travel on transport and mobile Internet connection in Ust-Kamenogorsk on average costs the equivalent of 300-400 US dollars per month.

### **Trip to KAFU**

The process of organizing a trip to Ust-Kamenogorsk is simple. Air Astana Airlines 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 are advised to find a flight to Almaty and then transfer to a flight from Almaty to Ust-Kamenogorsk. The cost of a flight from Europe/Asia to Ust-Kamenogorsk and back is the equivalent of about \$ 1,000.

## **INFORMATION ABOUT THE EDUCATIONAL PROGRAMM (full course of study)**

### **Educational Program: 6B04102 “Management”.**

**Awarded Degree:** Bachelor of business and management in the educational program 6B04102 "Management".

A foreign student is provided with:

1. Academic calendar (Appendix 1);
2. Program structure, indicating the names of disciplines, semesters and the number of credits (Appendix 2);
3. Description of subjects (Appendix 3);
4. Syllabuses in English.

**ACADEMIC CALENDAR  
for the 2019-2020 academic year**

**Freshman Year**

until August 25 university enrollment  
 August 26, 27 familiarization and registration for  
 elective subjects for freshmen

**AUTUMN SEMESTER**

**Full-time studies**

**Day of Knowledge. Grand opening of the school year on September 1**

Theoretical Course 09/02/19 - 12/14/19  
 First Rating Week Assessment (P1) 10/14/19 - 10/19/19  
 Second Rating Week Assessment (P2) 12/9/19 - 12/14/19  
 Winter Exam Session 12/18/19 - 01/04/20  
 Winter Vacation 01/06/20 - 01/18/20

**Holidays** August 30, December 1, December 16-17, January 1-2, January 7

**SPRING SEMESTER**

**Full-time studies**

Theoretical Course 01/20/20 - 05/02/20  
 First Rating Week Assessment (P1) 03/02/20 - 03/07/20  
 Second Rating Week Assessment (P2) 04/27/20 - 05/02/20  
 Presentation and Registration of Elective Disciplines for the Next Academic Year 05/01/20 - 05/31/20  
 Training Internship 05/04/20 - 05/09/20  
 Summer Exam Session 05/11/20 - 05/30/20  
 Summer Semester 06/15/20 - 07/25/20  
 Summer Vacation 06/01/20 - 08/31/20

**Holidays** March 8, March 21-23, May 1,7,9, July 6

**3<sup>rd</sup> Year of Study**

**AUTUMN SEMESTER**

**Full-time studies (4 years of study)**

**Day of Knowledge. Grand opening of the school year on September 1**

Theoretical Course 09/02/19 - 12/14/19  
 First Rating Week Assessment (P1) 10/14/19 - 10/19/19  
 Second Rating Week Assessment (P2) 12/9/19 - 12/14/19  
 Winter Exam Session 12/18/19 - 01/04/20  
 Winter Vacation 01/06/20 - 01/18/20



**Holidays** August 30, December 1, December 16-17, January 1-2, January 7

### **SPRING SEMESTER**

#### **Full-time studies (4 years of study)**

|                                                                                  |                     |
|----------------------------------------------------------------------------------|---------------------|
| Theoretical Course                                                               | 01/20/20 - 05/02/20 |
| Teaching Practicum (continuous) (language school)                                | 01/27/20 - 02/08/20 |
| First Rating Week Assessment (P1)                                                | 03/02/20 - 03/07/20 |
| Second Rating Week Assessment (P2)                                               | 04/27/20 - 05/02/20 |
| Presentation and Registration of Elective Disciplines for the Next Academic Year | 05/01/20 - 05/31/20 |
| Summer Exam Session                                                              | 05/04/20 - 05/23/20 |
| Language Internship                                                              | 05/25/20 - 05/30/20 |
| Summer Semester                                                                  | 06/15/20 - 07/25/20 |
| Summer Vacation                                                                  | 05/25/20 - 08/31/20 |

**Holidays** March 8, March 21-23, May 1,7,9, July 6

### **4<sup>th</sup> Years of Study**

### **AUTUMN SEMESTER**

#### **Full-time studies**

#### **Day of Knowledge. Grand opening of the school year on September 1**

|                                    |                     |
|------------------------------------|---------------------|
| Theoretical Course                 | 09/02/19 - 12/14/19 |
| First Rating Week Assessment (P1)  | 10/14/19 - 10/19/19 |
| Second Rating Week Assessment (P2) | 12/9/19 - 12/14/19  |
| Winter Exam Session                | 12/18/19 - 01/04/20 |
| Winter Vacation                    | 01/06/20 - 01/18/20 |

**Holidays** August 30, December 1, December 16-17, January 1-2, January 7

### **SPRING SEMESTER**

#### **Full-time studies (4 years of study)**

|                                                                                                                      |                     |
|----------------------------------------------------------------------------------------------------------------------|---------------------|
| Teaching Internship                                                                                                  | 01/20/20 – 03/28/20 |
| Pre-Graduation Internship                                                                                            | 03/30/20 - 05/02/20 |
| Final Examination:<br>Writing and Defending a Diploma Thesis (Project) or Preparing and Passing a Comprehensive Exam | 05/04/20 - 06/20/20 |

**Holidays** March 8, March 21-23, May 1,7,9, July 6

**Appendix 2**

**EDUCATIONAL PROGRAM  
6B04102 "Management"  
1 YEAR  
COMPULSARY BLOCK**

| <b>Series of Disciplines</b> | <b>Discipline Code</b> | <b>Name of the Discipline</b>              | <b>Number of Credits</b> | <b>Semester</b> |
|------------------------------|------------------------|--------------------------------------------|--------------------------|-----------------|
| CS                           | SIK 1101               | Modern History of Kazakhstan               | 5                        | 2               |
| CS                           | K(R)Ya 1103            | Kazakh (Russian) Language                  | 5                        | 1               |
|                              | K(R)Ya 1104            |                                            | 5                        | 2               |
| CS                           | Iya1105                | Foreign Language                           | 5                        | 1               |
|                              | Iya1106                |                                            | 5                        | 2               |
| CS                           | IKT 1107               | Information and Communication Technologies | 5                        | 1               |
| CS                           | Soc 1108               | Sociology                                  | 2                        | 1               |
| CS                           | Pol 1109               | Political Science                          | 2                        | 1               |
| CS                           | Kul 1110               | Cultural Studies                           | 2                        | 2               |
| CS                           | Psi 1111               | Psychology                                 | 2                        | 2               |
| CS                           | FK 1(2) 112            | Physical Culture                           | 4                        | 1, 2            |

**UNIVERSITY BLOCK**

| <b>Series of disciplines</b> | <b>Discipline Code</b> | <b>Name of discipline</b> | <b>Number of credits</b> | <b>Semester</b> |
|------------------------------|------------------------|---------------------------|--------------------------|-----------------|
| CS                           | Mat 1205               | Theory of Economy         | 4                        | 1               |
| CS                           | Mik1206                | Microeconomics            | 4                        | 2               |

**ELECTIVE DISCIPLINES**

| <b>Series of disciplines</b> | <b>Code of discipline</b> | <b>Name of discipline</b>           | <b>Number of credits</b> | <b>Semester</b> |
|------------------------------|---------------------------|-------------------------------------|--------------------------|-----------------|
| CS                           | OP 1113                   | Basics of Law                       | 5                        | 1               |
| CS                           | EBZh 1114                 | Ecology and Safety training course  | 5                        | 1               |
| CS                           | OAK 1115                  | Basics of Anti-Corruption Education | 5                        | 1               |
| FS                           | ME 1218                   | Mathematics in Economics            | 4                        | 2               |
| FS                           | OM 1219                   | Basics of Mathematics               | 4                        | 2               |

## CONTENT OF DISCIPLINES

### OP 1113 Basics of Law

**Prerequisites:** History of Kazakhstan, Sociology

**Post requisites:** Politology

**Purpose:** study theoretical and practical knowledge in the field of the basics of law.

**Tasks of discipline:**

1. Mastery of the conceptual and terminological apparatus in the field of legal science
2. Mastering the skills of working with regulatory legal acts
3. Know current issues of law
4. Consider the features of interaction of various branches of law

**Summary:** The essence of state and law. Legal relationship. Lawful conduct and offense. Legal responsibility. Fundamentals of constitutional law. Fundamentals of administrative law of the Republic of Kazakhstan. Fundamentals of civil law. Fundamentals of family law. Fundamentals of the organization and activities of law enforcement agencies. Fundamentals of financial law. Fundamentals of tax law. Fundamentals of labor law. Fundamentals of criminal law. Fundamentals of environmental law. Fundamentals of land law. Procedural law of the Republic of Kazakhstan. Fundamentals of international law.

**Expected results:**

1. Show knowledge and understanding of theoretical foundations of the branches of law of the Republic of Kazakhstan.
2. Show knowledge and understanding of the main problems of the current legislation of Kazakhstan.
3. Knowledge and understanding of the basic concepts of constitutional, administrative, criminal law, focused on the content of legal problems and various approaches to their solution.
4. Apply knowledge and understanding during discussions on legal issues, on the application of norms in the modern period.
5. Collect and interpret information to form judgments in the field of law, taking into account social, ethical and scientific considerations.
6. Provide legal information, ideas, problems and solutions to both specialists and non-specialists. Learning skills necessary for independent continuation of further education in the field of study, as well as working skills and application of regulatory legal acts.

### EBZh 1114 Ecology and Safety Training Course

**Prerequisites:** Biology, Chemistry, Geography, Physics, Mathematics, as part of the school curriculum

**Post requisites:** Ecological management

**Purpose:** formation of an ecological worldview, and fundamental knowledge on life safety, providing safe and harmless living conditions.

**Summary:** Discipline considers general environmental problems, the core of which is the person and the biosphere. It is aimed at the formation of environmental thinking among students, it contains sections on environmental safety, life safety, sources and levels of biosphere pollution, ways of protecting the population, organizing rescue operations, measures to increase the sustainability of their work in emergencies, actions of the population, protective structures of civil defense and their organization, training of the population in civil defense.

**Expected results:**

1. demonstrate knowledge and understanding in the field of study, based on advanced knowledge of this field, research methods in pedagogy; methods of pedagogical goal-setting for the design of new models and strategies of the educational process

2. apply knowledge and understanding on a professional level, formulate arguments and solve problems in the field of study

3. collect and interpret information to form judgments based on social, ethical and scientific considerations

4. communicate information, ideas, problems and solutions to both specialists and non-specialists

5. learning skills necessary for independent continuation of further training in the field of study.

### **OAK 1115 Basics of Anti-Corruption Education**

**Prerequisite:** no

**Post-requisites:** writing a thesis

**Purpose:** to form a system of knowledge on combating corruption and to develop on this basis a civil position in relation to this phenomenon

**Summary:** Historical development of the concept of "corruption". The concept of corruption as an anti-social phenomenon. The idea of intolerance to corruption. Transformation of corruption in modern States. Improvement of social and economic relations of the Kazakh society as a condition for the prevention of corruption. Psychological features of the nature of corruption behavior. Formation of anti-corruption culture. Legal and moral consciousness as elements of anti-corruption culture. Public control over corruption. The importance of anti-corruption culture. Features of formation of anti-corruption culture of youth. Ethnic features of formation of anti-corruption culture. Intolerance to corruption in ethnic cultures of Kazakhstan. Formation of intolerance to corruption as a factor of national

security in Kazakhstan. Legal liability for acts of corruption. Moral and ethical responsibility for acts of corruption in various spheres. Religious norms and values as principles of anti-corruption culture of society. Responsibility for corruption in various religious faiths.

**Expected results:**

1) to know the essence of corruption and the reasons for its origin; the measure of moral and legal responsibility for corruption offenses; the current legislation in the field of combating corruption

2) to be able to realize the values of moral consciousness and follow moral norms in everyday practice; to work on improving the level of moral and legal culture; to use spiritual and moral mechanisms to prevent corruption

3) To possess skills of the analysis of a situation of the conflict of interests and moral choice; improvement of anti-corruption culture

**ME 1218 Mathematics in Economics**

**Prerequisites:** Algebra, Geometry and Computer Science from the high school program.

**Post-requisites:** Management Accounting, Econometrics, Controlling

**Purpose:** to master the mathematical apparatus that helps to model, analyze and solve economic problems with the application, if necessary, with the use of computer technology. To help the student to learn mathematical methods that make it possible to study and predict the processes and phenomena of the future activities of the learner as a specialist.

**Summary:** Considers the main provisions of mathematical analysis, analytical geometry and linear algebra, develops algorithmic skills in solving formalized problems, studies mathematical methods of functional systems research.

**Expected results:**

1. Demonstrate knowledge and understanding of the fundamental concepts and methods of the theory of mathematical analysis, algebra and probability theory in the study area and acquire practical skills in solving problems on all topics of the course provided by the program based on advanced knowledge of this field.

2. To apply knowledge and understanding at the professional level in solving practical problems, in describing various phenomena and processes using mathematical models, to solve economic problems using modern software, as well as to formulate arguments and solve problems of the studied area.

3. Collect and interpret information to form judgments based on social, ethical and scientific considerations through knowledge and understanding

of disciplines.

4. Communicate information, ideas, problems and solutions to both specialists and non-specialists by establishing contact, supporting conversation, synchronous communication skills, ability to negotiate and insist on their legal rights.

5. Learning skills, mental activity, as the ability to analyze, abstract, schematize, isolate particular cases necessary for self-continuation of further training in the study area for processing and analysis.

### **OM 1219 Fundamentals of Mathematics**

**Prerequisites:** Knowledge of the disciplines such as Algebra, Geometry and Computer Sciences from the high school program.

**Post-requisites:** Management Accounting, Econometrics, Controlling

**Purpose:** to master the mathematical apparatus that helps to model, analyze and solve economic problems with the application, if necessary, with the use of computer technology. To help students to learn mathematical methods, which give the opportunity to study and predict the processes and phenomena of the future activities of students as professionals.

**Summary:** Considers the main provisions of mathematical analysis, analytical geometry and linear algebra, develops algorithmic skills in solving formalized problems, studies mathematical methods of functional systems research.

#### **Expected results:**

1. Demonstrate knowledge and understanding of the fundamental concepts and methods of the theory of mathematical analysis, algebra and probability theory in the field of study and acquire practical skills in solving problems on all topics of the course provided by the program based on advanced knowledge of this field.

2. To apply knowledge and understanding at the professional level in solving practical problems, in describing various phenomena and processes using mathematical models, to solve economic problems using modern software, as well as to formulate arguments and solve problems of the studied area.

3. Collect and interpret information to form judgments based on social, ethical and scientific considerations through knowledge and understanding of disciplines.

4. Communicate information, ideas, problems and solutions to both specialists and non-specialists by establishing contact, supporting conversation, synchronous communication skills, ability to negotiate and insist on their legal rights.

5. Learning skills, mental activity, as the ability to analyze, abstract, schematize, isolate particular cases necessary for self-continuation of further training in the study area for processing and analysis

**EDUCATIONAL PROGRAM 6B04102 «MANAGEMENT»  
2 YEAR  
COMPULSORY BLOCK**

| Series of disciplines | Code of disciplines | The name of disciplines | Number of credits | Semester |
|-----------------------|---------------------|-------------------------|-------------------|----------|
| CS                    | Fil 2102            | Philosophy              | 5                 | 3        |
| CS                    | FK 1(2)112          | Physical Education      | 4                 | 3,4      |

**A COMPONENT OF A HIGHER EDUCATIONAL  
INSTITUTION**

| Series of disciplines | Code of Disciplines | The name of disciplines                                           | Number of credits | Semester |
|-----------------------|---------------------|-------------------------------------------------------------------|-------------------|----------|
| FS                    | POIYa 2201          | Profession- Oriented Foreign Language                             | 3                 | 4        |
| FS                    | PK(R)Ya 2202        | Professional Kazakh (Russian) Language                            | 3                 | 3        |
| FS                    | IEU 2203            | History of Economic Doctrines                                     | 4                 | 4        |
| FS                    | IYaPKRO 2204        | Foreign Language: Practice on the Culture of Speech Communication | 5                 | 3        |
| FS                    | Mak 2208            | Macroeconomics                                                    | 4                 | 3        |
| FS                    | Mar 2210            | Marketing                                                         | 4                 | 4        |
| FS                    | BUA 2209            | Accounting and Audit                                              | 5                 | 4        |
| FS                    | Sta 2211            | Statistics                                                        | 4                 | 3        |
| FS                    | Fin 2212            | Finance                                                           | 4                 | 3        |

**ELECTIVE DISCIPLINES**

| Cycle of disciplines | Code of Disciplines | The name of subjects               | Number of credits | Semester |
|----------------------|---------------------|------------------------------------|-------------------|----------|
| FS                   | IO 2216             | The Art of Public Speaking         | 3                 | 3        |
| FS                   | KM2217              | Communication Management           | 3                 | 3        |
| FS                   | Eko 2220            | Econometrics                       | 5                 | 4        |
| FS                   | EMM 2221            | Economic and Mathematical Modeling | 5                 | 4        |
| FS                   | DKB 2228            | Money, Credit, Banks               | 5                 | 4        |
| FS                   | Cen 2229            | Pricing                            | 5                 | 4        |

## THE CONTENT OF THE DISCIPLINES

### IO 2216 the Art of Public Speaking

**Prerequisites:** Management.

**Post-requisites:** Development of Management Decisions, Business Planning, Project Management.

**Purpose:** to study the basics of rhetoric and culture of speech, the formation of the rules of functioning of language units in speech and the ability to apply them in everyday practice of educational activities.

**Summary:** Studies the theory and practice of management of social communications both within the organization and between the organization and its environment, with the aim of carrying out optimally favorable for the organization of communication processes, the formation and maintenance of image and public opinion, achieving agreement, cooperation and recognition

#### **Expected results:**

- *to demonstrate knowledge and understanding in the studied area, based on advanced knowledge of this area:* - understanding of modern concepts, theoretical status and social functions of rhetoric; - knowledge of the categorical space of the co-temporal theory and practice of rhetoric; - understanding of the existential and moral meaning of rhetoric; - knowledge of the principles of building public statements; - knowledge of the methodology and methodology of oratory

- *to collect and interpret information for the formation of judgments taking into account social, ethical and scientific considerations:* - to be able to analyze and identify patterns of construction of public speeches; - to form and use the tools of oratory; - to apply in practice the principles and forms of oratory

- *to communicate information, ideas, problems and solutions, both to specialists and non-specialists:* - in the methodological analysis of the phenomenon of oratory; - in the active use of public speaking tools; - in public speaking; - professional orientation of thinking and professional position, through the acquisition of General cultural and professional competencies

- *apply knowledge and understanding at the professional level, formulate arguments and solve problems of the studied area:* - competently build their own speech, using analytical skills to explain the mechanisms of management; - use presentations to explain a large amount of information.

- *learning skills necessary for self-continuation of further education in the study area:* - to master the skills of self-presentation; - to master the skills of public speaking.



## **KM 2217 Communication Management**

**Prerequisites:** Organizational Behavior, Management, Business Organization

**Post-requisites:** Strategic Management, Image Technologies, Media Planning, Conflictology

**Purpose:** formation of students ' system knowledge about the conceptual foundations of communication management as a scientific management of the flows of information interaction of people, their groups, public and political formations in order to solve strategic and tactical problems in the development of public relations.

**Summary:** the development of the discipline will allow students to master the knowledge and skills of information interaction management in various fields, techniques and methods of analysis of modern communication problems and the development on its basis of effective solutions for managing information flows.

### **Expected result:**

1. Demonstrate knowledge and understanding in the field of study, based on the best knowledge of the field; - must demonstrate the ability and willingness to determine the place, role and functions of communication management in the structure of modern scientific knowledge and practice;  
- learn the content of the stages of communication management;
2. Apply knowledge and understanding at the professional level, formulate arguments and solve problems of the studied area: - to study the technologies and methods of communication management organization;
3. To collect and interpret information for the formation of assumptions, taking into account social, ethical and scientific considerations; to choose mathematical models of organizational systems, to analyze their adequacy, to adapt models to specific management tasks;
4. To communicate information, ideas, problems and solutions to both specialists and non-specialists; to justify the business development strategy by the results of experts on economic and mathematical models;
5. Learning skills necessary for self-continuation of further education in the field of study; - to master effective methods of resolving communication conflicts;  
- to form knowledge and skills of work with the personnel, maintenance of high level of organizational culture, development of concrete recommendations for the management on communication support of various spheres of activity.

## **Eko 2220 Econometrics**

**Prerequisites:** Theory of Economy.

**Post-requisites:** Financial Analysis

**Purpose:** to provide the basis for quantitative analysis of real economic phenomena, based on the modern development of the theory. To consider the problems of estimating the quality of constructed econometric dependences. To reveal autocorrelation and heteroscedasticity, specification of variables and types of dependence.

**Summary:** Introduces students to the basics of economic and mathematical apparatus necessary to solve both theoretical and practical problems; instills in students the ability and habit of independent study of educational literature on econometrics; develops logical thinking and increases the overall level of mathematical culture; makes empirical content in the main results of economic theory.

**Expected results:**

1. Demonstrate knowledge and understanding in the field of study, based on advanced knowledge of this field; knowledge and understanding of empirical studies of relationships and dependencies; main categories, concepts, classifications, groupings used in econometrics in accordance with the principles of national accounts systems.

2. Apply knowledge and understanding at a professional level, formulate arguments and solve problems in the field of study; the application of knowledge and understanding of interdisciplinary connections of the theory of economics and econometrics with other disciplines to increase the effectiveness of the learning process.

3. Collect and interpret information to form judgments taking into account social, ethical and scientific considerations; formation of judgments of independently constructing and exploring a simple econometric model; apply theoretical knowledge in the process of solving practical problems. 4. Provide information, ideas, problems and solutions to both specialists and non-specialists; communicative abilities in establishing and applying relations between module disciplines and skills acquired in the process of their study, with subsequent program disciplines.

5. Learning skills necessary for independent continuation of further education in the field of study; training skills in solving problems on all module topics provided for in the program; collection, analysis and processing of empirical and statistical data.

**EMM 2221 Economics and Mathematics Modeling**

**Prerequisites:** Mathematics in the High School Program

**Post requisites:** Computerization of Accounting, Accounting Information Systems

**Purpose:** to give an idea of the current problems of EMM. To form

knowledge, abilities and skills in the field of formulation and solution of problems of linear, nonlinear, dynamic programming, antagonistic, positional games. To master the abilities and skills of applying the mathematical apparatus to the tasks of the theory of operations research.

**Summary:** The discipline "Economic and mathematical methods and models" is implemented and mastered with the aim of assimilating students theoretical knowledge and acquiring elementary practical skills in formulating applied economic and mathematical models, their analysis and use for making managerial decisions.

**Expected results:**

1. Demonstrate knowledge and understanding in the field of study, based on advanced knowledge of this field; know the economic fundamentals of the behavior of organizations, have an idea of the various structures of markets and analyze the competitive environment of the industry

2. Apply knowledge and understanding at a professional level, formulate arguments and solve problems of the studied area; apply quantitative and qualitative methods of analysis when making managerial decisions and build economic, financial and organizational and managerial models;

3. To collect and interpret information to form judgments taking into account social, ethical and scientific considerations; choose mathematical models of organizational systems, analyze their adequacy, carry out adaptation of models to specific management tasks;

4. To communicate information, ideas, problems and solutions to both specialists and non-specialists; substantiate a business development strategy with the results of experiments on economic and mathematical models;

5. Learning skills necessary for independent continuation of further education in the field of study; own tools for analysis and quantitative modeling of control systems; be able to use in the practical activities of organizations the information obtained as a result of marketing research and benchmarking;

### **DKB 2228 Money, Credit, Banks**

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

**Post requisites:** Financial Management

**Purpose:** to create an integrated system of knowledge on the theoretical aspects of money, credit and banks, the basics of the functioning of the monetary and credit system, international credit and settlement and foreign exchange relations.

**Summary:** the need for money, their occurrence and essence; functions and types of money; issue and release of money into economic circu-

lation; cash circulation and cash circulation; cashless turnover and its organization; de-tender system; credit and its main characteristics; types and forms of credit; loan interest; fundamentals of international monetary relations; concept and elements of the banking system; concept; structure and principles of the state credit system; National Bank - The Central Bank of the Republic of Kazakhstan; commercial banks and their activities.

**Expected results:**

- demonstrate knowledge and understanding in the study area, based on advanced knowledge of this area: key concepts, patterns and problems of monetary relations; issues of currency regulation and foreign exchange relations; the need for credit, stages of the movement of credit, the application of knowledge and understanding in the ability to analyze the credit-worthiness of the borrower, to calculate the loan interest rate, to have skills in working with the credit module;

- apply knowledge and understanding at a professional level, formulate arguments and solve the problems of the studied area: when using the methodology of bank settlements; when working with the regulatory framework in the field of monetary relations;

- collect and interpret information for making judgments taking into account social, ethical and scientific considerations: to identify the main development trends in the field of money circulation, to study the problematic situations that arise in money circulation, to solve specific problems related to the stabilization of the state's economy, strengthening monetary circulation.

- communicate information, ideas, problems and solutions to both specialists and non-specialists: about the nature of banks and their role in the economy, features of the organization and functioning of the central bank, methods of monetary policy of the National Bank, types of passive and active operations of banks, operations by types of banking services: lending, cash management services, leasing, factoring, trust, securities, etc .; communication skills in the ability to apply the regulatory framework in the field of money circulation, the nature, functions and role of money in the economy, to understand the laws of money circulation, the principles of organization of monetary settlements, the nature of inflation, the forms of its manifestation, types of monetary reforms, elements of the monetary system, types of money systems and its features in the Republic of Kazakhstan;

- the training skills necessary for independent continuation of further training in the field under study: the ability to navigate the variety of functions of banks and other credit institutions; the ability to analyze and apply the basic laws and regulations governing the activities of banks in the Re-

public of Kazakhstan;

### **Cen 2229 Pricing**

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

**Post-requisites:** Financial Management

**Purpose:** formation of students ' systematic knowledge about the structure of prices, principles and factors of pricing, the main directions of using the price mechanism in modern conditions.

**Summary:** gives the student a comprehensive knowledge of the laws of pricing in market competition, teaches him to make a calculation, calculate different and affordable methods of prices and their elements.

**Expected result:**

- to demonstrate knowledge and understanding in the studied area, based on advanced knowledge of this area: to calculate the price (tariff) for any product and for any service; to calculate the elements of prices and tariffs (cost, profit, indirect taxes, supply and marketing allowance, trade allowance); to calculate discounts from prices and allowances for them;

- to apply knowledge and understanding at the professional level, to formulate arguments and solve problems of the studied area: to justify the direction of development of the enterprise; - to estimate economic results of functioning of industrial objects; - to analyze systematically the General tendencies and specific situations in the field of the General and functional management; to process the received results, to analyze and comprehend them taking into account the available literary data;

- to collect and interpret information for the formation of judgments taking into account social, ethical and scientific considerations: to identify the main trends in the field of money circulation, to investigate the problem situations arising in the money circulation, to solve specific problems related to the stabilization of the state economy, strengthening of the money circulation.

- communicate information, ideas, problems and solutions to both professionals and non-specialists: in the field of pricing

- *the skills of learning necessary for self-continuation of further education in the field of study:*

with methodical apparatus, allowing to investigate, analyze and predict the phenomena in the field of management;- methods of analysis and forecasting of socio-economic, technical and cultural consequences of management decisions; - skills of independent analytical and project work, requiring extensive education in the appropriate direction.

**EDUCATIONAL PROGRAM**  
**5B050700 " MANAGEMENT»**  
**3 YEAR**  
**COMPULSORY BLOCK**

| Series of Disciplines | Discipline code | Discipline name       | Number of credits | Semester |
|-----------------------|-----------------|-----------------------|-------------------|----------|
| FS                    | OB 3208         | Business Organization | 3                 | 5        |
| CS                    | UP 3302         | Personnel Management  | 3                 | 6        |

**Elective Disciplines**

| Series of Disciplines | Discipline code | Discipline name                       | Number of credits | Semester |
|-----------------------|-----------------|---------------------------------------|-------------------|----------|
| FS                    | UU 3221         | Management Accounts                   | 5                 | 6        |
| FS                    | NU 3222         | Tax Accounts                          | 5                 | 6        |
| FS                    | PP 3223         | Business Law                          | 5                 | 5        |
| FS                    | TP 3224         | Labour Law                            | 5                 | 5        |
| FS                    | GMU 3227        | State and Local Government            | 3                 | 5        |
| FS                    | GRE 3228        | State Regulation of the Economy       | 3                 | 5        |
| FS                    | FA 3229         | Financial Analysis                    | 5                 | 6        |
| FS                    | TEA 3230        | Theory of Economic Analysis           | 5                 | 6        |
| FS                    | MB 3233         | International Business                | 5                 | 6        |
| FS                    | MM 3234         | International Marketing               | 5                 | 6        |
| FS                    | NN 3235         | Taxes and Taxation                    | 5                 | 5        |
| FS                    | OIP 3236        | Investment Project Evaluation         | 5                 | 5        |
| FS                    | SMK 3237        | Quality Management System             | 5                 | 5        |
| FS                    | OST 3238        | Organization and Stimulation of Labor | 5                 | 5        |
| FS                    | EP 3241         | Economics of Enterprise               | 5                 | 5        |
| FS                    | PS 3242         | Principles of Statistics              | 5                 | 5        |
| FS                    | Kon 3245        | Controlling                           | 3                 | 6        |
| FS                    | KSG 3246        | The Control Systems of the State      | 3                 | 6        |
| CS                    | FM 3303         | Financial Management                  | 5                 | 6        |
| CS                    | VKR 3304        | Intra-Company Commercial Settlement   | 5                 | 6        |
| CS                    | BP 3311         | Business Planning                     | 5                 | 6        |
| CS                    | PDP 3312        | Enterprise Activity Planning          | 5                 | 6        |
| CS                    | IM 3317         | Innovation Management                 | 5                 | 6        |
| CS                    | IM 3318         | Investment Management                 | 5                 | 6        |

## DISCIPLINE CONTENT

### UU 3221 Management accounts

**Prerequisites:** Mathematics in Economics, Economic Theory, Microeconomics, Macroeconomics, Accounting and Auditing, Statistics

**Post-requisites:** Financial Analysis, implementation of the thesis.

**Purpose:** to study theoretical and practical aspects in the field of management accounting, focusing on a creative approach to the use of theoretical knowledge and implementation of practical skills.

**Summary:** The course Management accounts examines the use of quantitative and qualitative methods to manage business processes and assess their effectiveness; the use of modern tools for the diagnosis of activities and development strategies of the enterprise and the organization; the use of modern methods of evaluating effective management programs, tasks, activities.

#### **Expected results:**

Demonstrate knowledge and understanding in the field of study based on advanced knowledge of the field:

- **know the methods of cost accounting and costing;**
- **methods of distribution of costs of complex production;**
- **short-term differential accounting;**
- **long-term differential accounting;**
- **management planning.**

Apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area:

- **to use legislative normative and reference literature in the field of accounting management accounts;**
- **organize and maintain management accounting;**
- **make the right management decisions, etc.**

**Collect and interpret information to form judgments based on social, ethical and scientific considerations:** to form a judgment on the relevant professional, scientific problems; on the significance and consequences of their professional activities.

**Communicate information, ideas, problems and solutions to specialists and non-specialists:** establish contact, maintain a conversation, have skills of synchronous communication, be able to negotiate and insist on their legal rights;

**The skills of training necessary for independent continuation of further training in the studied area:** - on accounting management accounting, corresponding to the requirements of qualification characteristics of specialties, namely:

- accounting costs for production;

- accounting and distribution of overhead costs;
- planning and cost control by investment evaluation.
- manage time; effectively use text and other materials (especially TV shows); be able to work in a teleconference mode; be able to work in a group, especially without a teacher; be able to keep records, perform written work and prepare for exams; have the skills of oral presentations, public discussions and analytical presentation of material, political discussions, willingness to compromise and partnership, be able to influence partners, using the knowledge gained; own the methodology of drawing up a management business plan.

### **NU 3222 Tax Accounts**

**Prerequisites:** Mathematics in Economics, Economic Theory, Microeconomics, Macroeconomics, Accounting and Auditing, Statistics, Finance

**Post-requisites:** Financial Management, Taxes of Foreign Countries.

**Purpose:** to study the theory of taxes and taxation. To master knowledge on calculation, accounting and payment of each type of taxes. Study special tax regimes in accordance with current standards.

**Summary:** stages of formation of tax system of Republic Kazakhstan; the description of the current state of the tax system; tax liability; the place, role, subject to tax accounting; accounting and tax policy; tax accounting methods; tax accounting; application of adjustments in tax purposes; tax audit; tax accounting of value added tax (VAT); corporate income tax accounting; taxation of non-profit organizations; the responsibility of the taxpayers; accounting for the simplified tax regime.

**Expected results:**

- *demonstrate knowledge and understanding in the studied area, based on advanced knowledge of this area:* the basics of regulatory regulation of tax accounting in the Republic of Kazakhstan; in the ability to make tax calculations on economic operations of the organization;

- *apply knowledge and understanding at a professional level, to formulate arguments and solve the problems of the study area:* the ability to group income and expenses for tax purposes; based on the revenues and expenditures to determine the tax base; to give a preliminary assessment of calculations of the organization for income tax;

- *to collect and interpret information to form judgments taking into account social, ethical and scientific considerations:* to summarize the data of accounting and tax accounting, to assess their comparability; in the ability to use tax information for management decisions; to open tax accounting registers;

- *to report information, ideas, problems and solutions to both special-*



*ists and non-specialists*: on the procedure for processing accounting information on individual objects of accounting (from primary documents to reporting);

- *the skills of learning necessary for independent continuation of further training in the studied area*: to apply elements of financial and management accounting to determine the tax base for income tax; to register business transactions, reflect them in the relevant accounting tax registers.

### **P 3223 Business Law**

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

**Post-requisites:** Business Planning

**Purpose:** to acquaint with the legal foundations of business relations and relations on state regulation of the economy in order to ensure the interests of the state and society arising between economically independent economic entities or with their participation, regulated not only by General rules of civil law, but also by special rules that constitute a system of legal norms and institutions regulating on the basis of a combination of public and private interests arising in the process of economic (entrepreneurial) activity.

**Summary:** market relations of legal regulation; features and norms 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 by business law.
2. To develop skills of use of interdisciplinary connections of business law with other legal disciplines for increase of efficiency of process of training.
3. Develop the ability to translate knowledge from one form to another.
4. Master the theoretical and practical techniques and skills of working with the text of the textbook, documents, monographs and periodicals.
5. Be able to apply the acquired knowledge in various practical situations.
6. Be able to distinguish factual material from subjective opinion.
7. Understand the main content of the concepts and categories used by business law.

### **TP 3224 Labour Law**

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

**Post-requisites:** Business Planning

**Purpose:** formation of bachelors in the process of studying the discipline of knowledge about the basic legal institutions of labor law, the fundamental principles of labor law, the place of labor law in the system of legislation; skills of scientific and practical activities in the field of legal regulation of labor relations.

**Summary:** the concept of labor and its role in society. Social and labor relations are the main ones in the sphere of social organization of labor. Subject of labor law: labor relations of employees with employers. Other relations closely related to labor relations. The concept and meaning of labor law is one of the main branches of the Russian legal system. Method of labor law and its features. The ratio of centralized and local regulation of labor relations. A combination of regulatory and contractual methods of regulation. The system of labor law and the system of labor legislation. Delimitation of labor law from related branches of law related to labor activity (civil, administrative, etc.). The concept and meaning of the principles of labor law, their relationship with the General legal (basic) and intersectoral principles. General characteristics of the principles of labor law: their structure, classification and implementation in labor law.

**Expected results:** to know the basic provisions and concepts of labor law, the essence and content of labor relations; to be able to: operate with legal concepts and categories of labor law; to analyze legal facts and arising in connection with them labor relations; to analyze, interpret and correctly apply the legal norms of labor legislation; to properly prepare and execute legal documents; to possess: legal terminology; skills of working with legal acts; skills of analysis of various legal phenomena and legal norms.

### **GMU 3227 State and Local Government**

**Prerequisites:** Economic Theory, History of Economic Studies, Microeconomics, Macroeconomics

**Post-requisites:** Development of Management Decisions

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

**Summary:** Theoretical foundations of public administration. Public administration as a way to implement state power. The essence of state regulation of the economy. Budget and tax policy of the state. Monetary policy. National forecasting, planning and programming of social and economic 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. Antimo-

nopoly regulation. The essence, content and basic principles of municipal management. Strategic planning in the region. Assessment of the level of socio-economic development of the region.

**Expected results:**

- demonstrate knowledge and understanding in the study area based on advanced knowledge of the field: the history of state regulation of the economy, monetary and fiscal policy, theoretical and methodological aspects of public administration in various areas of activity, the fundamentals of municipal management, the basics of governance at the macro-, meso - and municipal level;

- apply knowledge and understanding at the professional level, formulate arguments and solve problems of the studied area: methods, algorithms and tools of state regulation for the formation of goals and strategies for the development of socio-economic systems, forecasting, planning and programming of socio-economic development;

- to collect and interpret information to form judgments taking into account social, ethical and scientific considerations: on relevant professional, scientific problems about the significance and consequences of their professional activities;

- communicate information, ideas, problems and solutions to both professionals and non-specialists: establishing contact, maintaining conversation, synchronous communication skills, the ability to negotiate and insist on their legal rights; quickly respond to non-standard, problematic situation of professional communication;

- the skills of learning necessary for self-continuation of further education in the study area: the ability to work in a teleconference; the ability to work in a group, especially without a teacher; the ability to keep records, perform written work and prepare for exams; oral presentations, the ability to criticize and self-criticism, the ability to correctly and convincingly present their position.

**GRE 3228 State Regulation of the Economy**

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

**Post-requisites:** Development of Management Decisions

**Purpose:**

- familiarization with the methodology of state regulation of the economy;

- familiarization with the basics of regulation of economic activity in the region by public authorities;

- study of management systems of individual directions of social pol-

icy of the state at the regional level;

- study of foreign experience of state regulation of certain areas of economic activity.

**Summary:** Forms theoretical knowledge of future specialists in the field of macroeconomic regulation and management of socio-economic development of the country and regions. Gives fundamental knowledge of concepts and categories of economic policy, laws of functioning of market economy and behavior of its subjects, the purposes and tasks, directions and methods of state regulation of economy.

**Expected results:**

- to demonstrate knowledge and understanding in the studied area, based on advanced knowledge of this area: theoretical concepts that reflect the essence of state regulation of the economy; to understand the logical interaction of the results of economic activity of subjects; to know the individual areas of economic regulation; to know the foreign experience of state regulation, etc.

### **FA 3229 Financial Analysis**

**Pre-requisites:** Mathematics in Economics, Economic Theory, Microeconomics, Enterprise Economics, Statistics, Finance, Accounting

**Post-requisites:** Development of Management Decisions, Financial Management

**Purpose:** to form deep theoretical knowledge in the field of assessment of the financial condition of the enterprise. Acquire practical skills in technical and economic calculations in the assessment of the financial activity of the enterprise.

**Summary:** The study of the discipline "Financial analysis" - will give students a holistic understanding of accounting and analysis, to carry out theoretical and practical training in mastering practical skills in the preparation and reading of financial statements, financial analysis and the ability to apply the results of financial analysis for management decisions, to focus students on the application of the provisions of the studied discipline in the future practical activity of managers of firms and specialists in the field of financial management.

**Expected results:**

Demonstrate knowledge and understanding in the field of study based on advanced knowledge of the field:

- know and understand the theoretical foundations of financial analysis, methods and techniques used in financial analysis.

Apply knowledge and understanding at a professional level, formulate arguments and solve problems in the field of study:

- be able to correctly formulate the goals and objectives in the course of analytical work;
- demonstrate the practice of using methods of financial reporting analysis to objectively assess the current financial condition of companies;
- be able to work with a set of analytical indicators to assess the liquidity, financial stability, solvency, profitability and business activity of the company;
- be able to rank companies based on the application of models for assessing the financial situation, based on the application of a system of indicators of the economic status of a commercial organization;
- be able to make evidence-based conclusions based on the results of analytical studies, make informed management decisions based on them, aimed at solving a specific problem, taking into account the specifics of the analyzed company.

**Collect and interpret information to form judgments based on social, ethical and scientific considerations:** to form a judgment on appropriate professional and scientific problems; on the significance and consequences of their professional activities.

**Communicate information, ideas, problems and solutions to both specialists and non-specialists:** establish contact, maintain a conversation, have the skills of synchronous communication, be able to negotiate and insist on their legal rights.

**Training skills necessary for independent continuation of further training in the field of study:**

**Possess skills of:**

- collection and processing of initial information;
- use of modern methods of selection and calculation of key performance indicators;
- interpretation of the dynamics of the indicators obtained as a result of calculation and graphical illustration of their changes;
- independent work on the analysis of specific situations, identification of existing problems, formulation of conclusions and recommendations.
- manage time; effectively use text and other materials (especially TV shows); be able to work in a teleconference mode; be able to work in a group, especially without a teacher; be able to keep records, perform written work and prepare for exams; have the skills of oral presentations, public discussions and analytical presentation of material, political discussions, willingness to compromise and partnership, be able to influence partners using the knowledge gained.

## TEA 3230 Theory of Economic Analysis

**Pre-requisite:** Mathematics in Economics, Economic Theory, Micro-economics, Enterprise Economics, Statistics

**Post-requisite:** Development of Management Decisions, Financial Management

**Purpose:** to learn the General methods of knowledge of economic processes of the enterprise, social and economic efficiency and final results of their activity. To form an idea of economic analysis as a science, the focus of its theory on the development of methods for obtaining, processing and using information and instilling in students the ability to link the scheme of economic analysis with the management of economic activity of the enterprise.

**Summary:** Forms a holistic view of economic analysis as the most important function of organization management, studies the main methods of economic analysis and their application at different stages of the process of development and management decision-making, helps to get practical skills in the analysis and evaluation of various areas of current, financial and investment activities.

### **Expected results:**

- Demonstrate knowledge and understanding in the field being studied, based on advanced knowledge of the field:

- to know and understand the essence and content of economic analysis, its method in the enterprise management system; the main techniques and methods of economic analysis; typology and classification of types of economic analysis, its information support; methodology of economic analysis, including its target orientation, sequence of analysis, system of methods.

- Apply knowledge and understanding on a professional level, form arguments and solve problems of the study area:

- to apply knowledge and understanding in carrying out economic analysis at the enterprise and its main structural divisions; to assess the production potential of the enterprise and its use; to apply the results of factor analysis in order to justify management decisions; to determine the financial condition of the enterprise and its development trends;

- **Collect and interpret information to form judgments based on social, ethical and scientific considerations:** to form a judgment on appropriate professional and scientific problems; on the significance and consequences of their professional activities.

**Communicate information, ideas, problems and solutions to both specialists and non-specialists:** establish contact, maintain conversation, have synchronous communication skills, be able to negotiate and insist on

their legal rights;

**Training skills necessary for independent continuation of further training in the field of study:** manage time; make effective use of text and other materials (especially TV shows); be able to work in a teleconference mode; be able to work in a group, especially without a teacher; be able to keep records, perform written work and prepare for exams; have the skills of oral presentations, public discussions and analytical presentation of material, political discussions, willingness to compromise and partnership, be able to influence partners using the knowledge; to make analytical reports (notes) in which conclusions and recommendations based on the results of the analysis should be presented in a reasoned manner.

### **MB 3233 International Business**

**Pre-requisites:** Economic Theory, Microeconomics

**Post-requisites:** Development of Management Decisions.

**Purpose:** to form the necessary amount of knowledge about the specifics of international business. Reveal the concept of managing international companies. Develop management skills and familiarize undergraduates with the cultural aspects of business management.

**Summary:** General characteristics of international business; world markets and centers of business activity; legal, technological and political aspects of international business; role of culture; ethics and social responsibility; theories of international trade and international investment; international monetary system and balance of payments; international monetary financial markets; formation of national trade policy; international cooperation; international strategic management; analysis of foreign markets and penetration strategies; international strategic alliances; international organizational structures and control; leadership and behavior of employees in an international company; international marketing; international operational management; international financial management; international financial accounting and taxation; international management of human resources and labor relations.

#### **Expected results:**

– demonstrate knowledge and understanding in the field of study, based on advanced knowledge of the field: to know and understand the essence and content of international business, business operations carried out by multinational (or transnational) corporations that are based in the most developed industrial countries and have a Mature market economy;

– apply knowledge and understanding at the professional level, formulate arguments and solve problems of the studied area: be able to distinguish between approaches and choose different directions of business

development, use the provisions of the discipline as a basis for an adequate assessment of decisions on the implementation of certain types of international business operations;

- to collect and interpret information for forming judgments taking into account social, ethical and scientific considerations: to form judgments on professional and scientific problems about the significance and consequences of their professional activities, about the functional problems of managing international activities, to be able to collect, analyze and process empirical and statistical data;

- communicate information, ideas, problems and solutions to both specialists and non-specialists: be able to establish contacts, maintain a conversation, negotiate and insist on their legal rights, correctly and convincingly present their position;

- training skills necessary for independent continuation of further training in the field of study: be able to manage time, work in a group, keep records, speak to an audience, perform written work and prepare for exams, be able to quickly respond to non-standard problem situations of professional communication, work with scientific, special and periodical literature in the field of international Economics and international management, be able to prepare presentations.

### **MM 3234 International Marketing**

**Pre-requisites:** Economic Theory, Microeconomics

**Post-requisites:** Production Management, Strategic Management.

**Purpose:** to form the necessary amount of knowledge about the specifics of international branding, peculiarities of studying the foreign economic environment, tactics and strategies of the company's behavior when entering foreign markets.

**Summary:** the concept of international marketing; international marketing environment; study of the world market in international marketing; product policy in international marketing; pricing policy in international marketing; sales policy in international marketing; promotion policy in international marketing; management of international marketing activities.

**Expected results:**

- demonstrate knowledge and understanding in the field of study, based on advanced knowledge of this area: to know the essence, goals, objectives and means of advertisement; history of development of advertising activities; theoretical foundations and basic requirements of advertising practice; classification of advertising means;

- apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area: be able to make ad-



vertising and PR-message; plan advertising and PR - campaign; analyze the advertisement activity of competitors; be able to calculate the economic and psychological effectiveness of advertising; calculate GRP indicators, to sign a contract with an advertising Agency;

- to collect and interpret information for the formation of expectations, taking into account social, ethical and scientific considerations on the evaluation of the effectiveness of strategies and tactics for promoting products to the market, to master the skills of advertising and PR-actions; drawing up a media plan; use of other means of marketing communications (sales promotion, public relations); organization of exhibitions, fairs.

- to communicate information, ideas, problems and solutions, both to specialists and non-specialists: to choose means of distribution of advertising and PR-information, methods and means of sales promotion, forms of personal sales;

- training skills necessary for independent continuation of further training in the studied area: to master skills, methods of conducting research on the market of advertising services; formation of the budget of the advertisement; to make presentations, to know modern advertising technologies; integrated marketing communications; ATL -, BTL-actions, media planning.

### **NN 3235 Tax and Taxation**

**Pre-requisites:** Economic Theory, Macroeconomics, Microeconomics, Finance, Accounting

**Post-requisites:** Financial Management, Foreign Taxes, Tax Accounting and Accountability.

**Purpose:** to form deep theoretical and practical competence on the work of the tax system of the Republic of Kazakhstan. Acquire the skills and abilities to calculate taxes and other mandatory payments, focus on a creative approach to the use of theoretical knowledge and implementation of practical skills.

**Summary:** the concept, economic essence and necessity of taxes; functions and types of taxes; tax system; organizational structure of tax service bodies; registration of taxpayers; rights and obligations of taxpayers and tax agents: corporate income tax; individual income tax; value added tax; excise taxes; General statistics of taxes and payments from subsoil users; social tax; land tax; vehicle tax; property tax of legal entities and individuals, fees, special tax regimes

**Expected results:**

- *demonstrate knowledge and understanding in the field of study, based on advanced knowledge of the field:* the main elements of taxes, their

functions and classification; elements of the tax system, tax service bodies, their functions and responsibilities; types of tax offenses and applicable sanctions; elements of taxation on taxes and other mandatory payments to the budget of the Republic of Kazakhstan.

- *apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area:* in the field of working with regulatory and legislative acts in the field of taxation; in determining the object of taxation and tax payers; in practical activities for the organization of calculations of tax payments, organization of the tax accounting system, preparation of tax and financial statements of the company.

- to collect and interpret information for forming judgments taking into account social, ethical and scientific considerations about the main principles and terms of occurrence and performance of a tax liability, ways to ensure it; the current system of taxation, tax accounting, identification of the relationship between tax and accounting, financial reporting; the ability to collect and analyze the initial data necessary for the calculation of economic and socio-economic indicators that characterize the tax activities of economic entities.

- provide information, ideas, problems and solutions to both specialists and non-specialists in operational and Advisory work on taxation issues; on the theoretical and methodological foundations of tax accounting and taxation, on the quality of the company's financial statements and the standards that define it.

- *training skills necessary for independent continuation of further training in the studied area:* knowledge of the methodology of tax calculations and the logical sequence of their implementation; calculation of the main types of taxes and fees; correct application of tax benefits in taxation.

### **OIP 3236 Investment Projects Evaluation**

**Pre-requisites:** Economic Theory, Microeconomics, Enterprise Economics.

**Post-requisites:** Financial Management

**Purpose:** to familiarize with modern methods of evaluation of investment projects. Form a conceptual understanding of the main ideas on which modern financial theory is based. Be able to make the calculations necessary for participation in the modern financial world.

**Summary:** the concept of an investment project; the complex nature of investment activity; the main characteristics of the investment environment; indicators of efficiency of investment activity; analysis of financial feasibility of investment projects; credit accounting; complex formalized analysis of investment activity; internal corporate evaluation of the effec-

tiveness of financial proposals; formalized analysis of the natural component of the investment process; directions of analytical understanding of the investment process; system-forming aspects of business planning.

**Expected results:**

– *demonstrate knowledge and understanding in the field of study based on advanced knowledge of the field:* know and understand the economic essence and content of various categories of investment and investment activity, the basics of financing and crediting investment costs, be able to predict changes in the investment activity of enterprises and analyze the investment activity on the basis of existing trends in their development, be able to identify the weakest aspects of the investment process and determine the necessary measures to eliminate them;

– *apply knowledge and understanding at a professional level, formulate arguments and solve problems in the field of study:* apply legislation and regulations on investment and investment activities, use the knowledge gained in practical activities;

– *collect and interpret information to form judgments based on social, ethical and scientific considerations:* form judgments on professional and scientific problems about the significance and consequences of their professional activities, be able to collect, analyze and process empirical and statistical data;

– *communicate information, ideas, problems, and solutions to both professionals and non-professionals:* be able to establish contacts, maintain a conversation, correctly and convincingly present their position, effectively organize group work based on knowledge of the processes of group dynamics and the principles of team formation;

– *learning skills necessary for self-continuation of further education in the field of study:* effectively use text and other materials, be able to work in a group, perform written work and prepare for exams, speak orally, publicly discuss and analytically present the material, possess methods of evaluating the effectiveness of real and financial investments.

### **SMK 3237 Quality Management Systems**

**Pre-requisites:** Economic Theory, Microeconomics, Management

**Post-requisites:** Project Management, Development of Management Decisions, Strategic Management, Financial Analysis, Thesis.

**Purpose:** to form deep knowledge for organizational-managerial and design-analytical activities in the field of quality management.

**Summary:** the basics of the concept of "quality"; the value and cost of the product; quality management system; stages of development of the philosophy of quality; methodology of quality management systems; qual-

ity of life; experience in the application and development of quality management systems in the USA, Japan, USSR, Kazakhstan; competitive advantage and strategic planning, the concept. Types of quality indicators; functions and planning of quality management process; organization; coordination and regulation; control, accounting and analysis of quality management processes; quality control methods; technical control; statistical methods of quality control; 7 statistical methods or tools of the quality system; graphs; Pareto diagram; Ishikawa diagram; control sheet or histogram; scatter chart; control maps; 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 processes; objects and methods of standardization; review of the requirements of the international standard ISO 9000; certification;; regulatory scope of certification activities of the state; assessment of customer satisfaction, economic and social aspects of quality.

**Expected results:**

– *demonstrate knowledge and understanding in the field of study based on advanced knowledge of the field:* product quality management; have an understanding of the essence of quality and its management; understand the features of the modern approach, taking into account the market requirements for the formation, maintenance and maintenance of product quality; knowledge of the main systems, methods and tools of quality management; the relationship between the concepts of competitiveness and product quality; sources of competitive advantage; quality management functions at all stages of the product life cycle and determine their interdependence; to know system total quality management and peculiarities of organizational structure of the enterprise based on the quality; to know the types of standards and be able to analyze systems of standardization at the enterprise; to know the requirements for a quality management system based on ISO 9000; know and be able to reveal the essence of the quality management system and its basic elements; be able to develop a quality management system on the example of the enterprise; to know the principles of quality management according to ISO 9000; know the stages, procedures for product certification and quality systems;

– *apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area:* ability to apply methods of analysis, forecasting, optimization of management decisions, integrated coordination of the quality function at all stages of the product life cycle and assess the effectiveness of their implementation; practical application of statistical methods of quality control (checklists, control cards, Pareto chart, histograms, Ishikawa chart); be able to describe and

document processes in the organization (to make documentation procedures, regulations, quality standards, quality management); to be able to audit the quality system, processes and the workplace; be able to structure accounting information on the functioning of the quality system; be able to apply in practice methods of questioning, customer survey and analysis of satisfaction; to know the organizational, economic and social aspects of quality; be able to apply in practice methods of assessing and monitoring the level of product quality, determination of quality costs and calculation of economic efficiency of improving product quality; be able to analyze the practical aspects of the functioning of quality management systems in the enterprise.

– *collect and interpret information to form judgments based on social, ethical and scientific considerations*: on relevant professional and scientific issues; on the significance and consequences of their professional activities;

– *communicate information, ideas, problems, and solutions to both biologists and non-biologists*: establishing contact, maintaining a conversation, synchronous communication skills, the ability to negotiate and insist on their legal rights; quickly respond to non-standard, problematic situation of professional communication;

– *training skills necessary for independent continuation of further training in the field of study*: development of skills to work with scientific, special and periodical literature in the field of business and quality management; development of skills of system quality management based on the concept of TQM, the ability to prepare presentations.

### **OST 3238 Organization and Stimulation of Labor**

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

**Post-requisites:** Project Management, Development of Managerial Decisions, Strategic Management, Financial Analysis, Thesis.

**Purpose:** to study the basic laws of economic behavior of an individual and a company. To understand the influence of individual factors in the markets for goods and resources, market failures.

**Summary:** motives, fundamentals of the company; consumer and entrepreneurial behavior in a market economy; cases of market failure.

**Expected results:**

– *to demonstrate knowledge and understanding in the field of study, based on the advanced knowledge of this field*: actual problems of managing the system of motivation and stimulation of labor activity of the personnel of the organization; methods for assessing the effectiveness of the

motivation and incentive system;

– *to apply knowledge and understanding on a professional level, formulate arguments and solve problems in the field of study*: to put into practice methods for evaluating the effectiveness of a motivation and incentive system;

– *to collect and interpret information to form judgments based on social, ethical and scientific considerations*: skills to assess the effectiveness of using the social potential of the organization;

– *to communicate information, ideas, problems and solutions to both specialists and non-specialists*: methods for assessing the effectiveness of the motivation and incentive system in place in the organization, the procedure for its preparation and implementation;

– *to learn skills necessary for independent continuation of further training in the field of study*: to analyze the competitiveness of the effectiveness of wage policies.

### **EP 3241 Enterprise Economy**

**Prerequisites:** Economics, Mathematics in Economics, Microeconomics, Macroeconomics, Accounting and Auditing, Statistics.

**Post-requisites:** Taxes and Taxation, Financial Analysis, Financial Management.

**Purpose:** developing economic thinking among students on the basis of studying the economic mechanism of the enterprise's functioning in the conditions of a market type of management, as well as practical skills in technical and economic calculations, determining the economic efficiency of using enterprise resources.

**Summary:** Description of the development of the economy of the Republic of Kazakhstan and its state regulation. The enterprise as an entity. Economic and social production efficiency. The fixed capital of the enterprise. Raw materials, material and fuel and energy resources. Working capital of the enterprise. Labor resources. Remuneration at the enterprise. Innovation and investment activities of the enterprise. Costs of production and sales. Marketing and production activities of the enterprise. Ensuring the competitiveness of products. Income and profitability of production. Finance of the company.

**Expected results:**

*to demonstrate knowledge and understanding in the field of study, based on the advanced knowledge of this field*: to know and understand the main categories, economic phenomena and processes occurring in the enterprise, their relationship and interdependence; description of the resource base of the enterprise (fixed capital, working capital, including raw materi-

als and fuel and energy resources, labor potential); the economic content of indicators for assessing the use of various resources of the enterprise and the criteria for their classification depending on the areas of its activity, the scope of economic indicators for calculating the effectiveness of the enterprise and its competitiveness;

*to apply knowledge and understanding on a professional level, formulate arguments and solve problems in the field of study:* be able to formulate logical conclusions for search and decision-making in the field of enterprise planning, organization of its investment activities, motivation and remuneration, cost management through the use of economic calculation methods through inductive and deductive methods, be able to systematize and select the most informative indicators of the use of the resource base enterprises and on their basis to assess the current situation, identify problems and propose solutions, identify trends and development of the enterprise and develop measures for the efficient use of its resources through the use of statistical information and financial statements;

*to collect and interpret information to form judgments based on social, ethical and scientific considerations:* form judgments on professional and scientific problems about the significance and consequences of their professional activities, be able to collect, analyze and process empirical and statistical data;

*to communicate in formation, ideas, problems and solutions to both specialists and non-specialists:* to be able to establish contacts, maintain a conversation, negotiate and insist on their legal rights, correctly and convincingly represent their position;

*learning skills necessary for independent continuation of further training in the field of study:* to be able to analyze financial, accounting and statistical information contained in the statements of enterprises, use it to diagnose an enterprise by conducting point, rating, factor and SWOT analysis, calculate economic indicators characterizing the performance of business entities (indicators of the use of fixed capital, working capital, labor resources, indicators of liquidity, financial stability, profitability, business activity, etc.) using Excel application for the systematization and argumentation of generalized conclusions, to develop skills of costing, pricing, depreciation, payroll, the formation of the production program necessary for the development of forecasts and development plans for the enterprise, be able to prepare analytical reports on the use of material, labor, financial resources of the enterprise.

### **PS 3242 Principles of Statistics**

**Prerequisites:** Economic Theory, Philosophy, Mathematics in Eco-

nomics, Computer Science.

**Post-requisites:** Economic and Mathematical Modeling

**Purpose:** The goal of teaching the discipline is the study of statistical methodology: general principles, techniques and methods for collecting, processing analysis of statistical data, studying the patterns and development trends of mass social phenomena and processes, their quantitative characteristics.

**Summary:** Introduction. Introduction to the theory of statistics. Organization of state statistics in the Republic of Kazakhstan. Theory of statistical observation. Methods of representing statistical information. Absolute and relative values and graphic representation. Average values and indicators of variation. Distribution Rows. Selective observation. A statistical study of the dynamics of social phenomena. Average characteristics of a number of speakers. The structure of a number of dynamics. Indices. Statistical techniques for studying relationships. Statistics of national accounts, basic macroeconomic indicators. System of National Accounts.

**Expected results:**

1. - to *demonstrate knowledge and understanding in the field of study, based on advanced knowledge of this field* of statistical tasks in a market economy; scientifically-based system of interrelated socio-economic indicators; methods for the collection, processing and comprehensive analysis of macroeconomic, industry and social indicators; methods for calculating the system of general indicators that reflect the results of development in the Republic of Kazakhstan;
2. –to *apply knowledge and understand in go professional level, formulate arguments and solve problem sin the field of study:* interdisciplinary connections of the theory of economics, mathematical statistics with other disciplines to increase the effectiveness of the learning process;
3. - *collect and interpret information to form judgments taking into account social, ethical and scientific considerations* about subjects based on the ability to independently systematize statistical observation data in the form of summaries and groupings, distribution series, time series, graphs and tables; calculate absolute, relative, average values, indicators of variation, indices and other general indicators to reflect specific social and socio-economic phenomena; constructively use the methods of statistical analysis for economic management, as well as modeling and forecasting of socio-economic processes; analyze the results of statistical studies and draw reasoned conclusions;
4. –to communicate information, ideas, problems and solutions, both to specialists and non-specialists: in establishing and applying relations between module disciplines and skills acquired in the process of studying



- them, with subsequent program disciplines;
5. - *learning skills necessary for independent continuation of further training in the field of study*: organization and conduct of continuous and selective monitoring; building statistical graphs and tables; analysis of arrays of statistical data; calculus and interpretation of statistical indicators characterizing socio-economic phenomena; formulating conclusions arising from the analysis.

### **Kon 3245 Controlling**

**Prerequisites:** Management Accounting

**Post-requisites:** Development of Management Decisions

**Purpose:** to give a systemic idea of the nature, tasks and functions of the controlling system, forms of information support, the possibilities of integration with modern control systems.

**Summary:** Modern concepts of controlling. The need and causes of controlling. The role of controlling in enterprise management, its relationship with other management functions. The structure and content characteristics of the controlling sections. The importance of economic information for controlling and its types. The role of planning, accounting and analysis of economic activity in the controlling system. Management accounting as the basis of controlling. Professional organizations of controllers in Kazakhstan and abroad.

#### **Expected results:**

- to demonstrate knowledge and understanding in the studied area, based on the advanced knowledge of this area: knowledge and understanding of the main provisions of controlling, management accounting, control of the production process taking into account international experience in accounting, controlling the production process and the provision of services; budgeting and decision making in various situations; features of accounting and accounting policies of enterprises; international aspects of accounting; the possibility of using accounting tools in decision making; features of accounting and decision making in a developed stock market;

- to apply knowledge and understanding at a professional level, formulate arguments and solve the problems of the studied area on the corresponding professional, scientific problems; the significance and consequences of their professional activities;

- to collect and interpret information to form judgments taking into account social, ethical and scientific considerations; establishing contact, maintaining a conversation, simultaneous communication skills, the ability to negotiate and insist on their legal rights; respond quickly in non-standard, problematic situations of professional communication;

- communicate information, ideas, problems and solutions to both specialists and non-specialists: mastery of the tools for building a monitoring system, accounting at the international level and the formation of accounting reports in accordance with international requirements, as well as be able to use methods of controlling, management accounting in preparing and disclosure of information in the presented financial statements;

- learning skills necessary for independent continuation of further training in the field of study: time management; effective use of text and other materials (especially television programs); ability to work in the mode of newsgroups; ability to work in a group, especially without a teacher; the ability to keep notes, perform written work and prepare for exams; oral presentations, public discussions and analytical presentation of the material, political discussions, readiness for compromise and partnership, the ability to influence partners using the acquired knowledge.

### **KSG 3246 State Control Systems**

**Prerequisites:** State and Local Government

**Post-requisites:** Development of Management Decisions

**Purpose:** to study the system of organs and the interaction of state control.

**Summary:** The essence, goals, main content and tasks of state control. State financial control. Subject of state financial control and their control functions. Planning control activities. Control over financial statements of the organization

**Expected results:**

- to demonstrate knowledge and understanding in the studied area, based on the advanced knowledge of this area: bodies that monitor the activities of the organization; legislative and local acts regulating the procedure for conducting inspections; sanctions for violation of the legislation on taxes and fees and insurance contributions to state extra-budgetary funds; ways to ensure the fulfillment of taxpayer obligations to pay taxes and insurance contributions to state extra-budgetary funds;

- to apply knowledge and understanding at a professional level, formulate arguments and solve the problems of the studied area on the corresponding professional, scientific problems; the significance and consequences of their professional activities;

- communicate information, ideas, problems and solutions to both specialists and non-specialists: - the procedure for drawing up inspection reports and making decisions on them; - the procedure for compiling protocols on administrative offenses; - the procedure for appealing decisions on acts of inspections; - ways to ensure the obligation to pay taxes and contri-

butions to state extra-budgetary funds;

- to collect and interpret information to form judgments taking into account social, ethical and scientific considerations; to establish contact, maintain a conversation, simultaneous communication skills, the ability to negotiate and insist on their legal rights; to respond quickly in non-standard, problematic situations of professional communication;

- learning skills necessary for independent continuation of further training in the field of study: time management; effective - types of checks and presentation of results; - types of checks on the correctness of calculation and payment of insurance premiums to state extra-budgetary funds, their planning, implementation and presentation of results; - types of audits of the organization (enterprise), carried out by other inspection bodies, in terms of issues related to accounting activities.

### **FM 3303 Financial Management**

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

**Post requisites:** writing a thesis.

**Purpose:** to master fundamental knowledge in the field of financial management. To form modern economic thinking for managerial financial decisions and their implementation at the company level.

**Summary:** “Financial Management” is an area of economic science, where a significant place is given to securities market research, methods for assessing financial assets, determining their profitability and riskiness, corporate dividend policy, analyzing and forecasting the market price and capital structure, attracting financial resources through the use of various financial market instruments. In order to rationally manage the movement of financial resources, it is necessary to know the methodology and methodology of financial management and master the ability to make decisions in practice. The key figure in any business is not the head - the administrator, not the commercial director, but the financial manager, that is, the financial director - the head who manages money and monitors the circulation of free financial resources.

**Expected results:**

Demonstrate knowledge and understanding in the field of study, based on the advanced knowledge of this field:

1. Know and understand the theoretical concepts that reflect the essence of financial management and its place in the economic system;
2. Know and understand the goals, objectives of financial management;
3. Know and understand the basic concepts of financial management;

Apply knowledge and understanding on a professional level, formulate arguments and solve problems in the field of study:

1. Apply knowledge and understanding in the analysis of information and statistical materials of the company according to its financial situation;

2. Apply knowledge and understanding in the use of planning and budgeting methods for the current activities of the company;

3. Apply knowledge and understanding in the use of acquired knowledge to develop measures to draw up the financial policy of the company;

4. To apply knowledge and understanding in the ability to work with the regulatory framework in the field of financial relations;

Collect and interpret information for the formation of judgments taking into account social, ethical and scientific considerations: form a judgment on the relevant professional, scientific problems; the significance and consequences of their professional activities.

Communicate information, ideas, problems and solutions to both specialists and non-specialists: establish contact, maintain a conversation, have synchronized communication skills, be able to negotiate and insist on their legal rights;

Learning skills necessary for independent continuation of further training in the field of study: manage time; make good use of text and other materials (especially TV shows); be able to work in teleconference mode; be able to work in a group, especially without a teacher; be able to keep notes, do written work and prepare for exams; have the skills of oral presentations, public discussions and analytical presentation of material, political discussions, willingness to compromise and partnership, be able to influence partners using the acquired knowledge;

1. Skills in the collection, analysis and processing of empirical and statistical data;

2. The ability to prepare presentations;

3. Skills in working with scientific, special and periodical literature in the field of financial management.

**The formation and development of the following competencies in students:**

The ability to assess the conditions and consequences of organizational and managerial decisions; The ability to use the basic methods of financial management for the valuation of assets, working capital management, decision-making on financing, the formation of dividend policies and capital structure; The ability to evaluate the impact of investment decisions and financing decisions on the growth of a company's value (value); Ability to think economically; The ability to assess the impact of the macroeconomic environment on the functioning of organizations and bodies of state

and municipal government; Knowledge of the economic foundations of the behavior of organizations, the understanding of the various structures of markets and the ability to analyze the competitive environment of the industry Ability to apply quantitative and qualitative methods of analysis when making managerial decisions and build economic, financial and organizational and managerial models; The ability to apply the basic principles and standards of financial accounting for the formation of accounting policies and financial statements of the organization; The ability to analyze financial statements and make informed investment, credit and financial decisions; The ability to evaluate the effectiveness of using various accounting systems and cost allocation; have the skills of calculating and analyzing the cost of production and the ability to make informed management decisions based on management accounting data; The ability to analyze market and specific risks, use its results to make managerial decisions; The ability to evaluate investment projects under various conditions of investment and financing; Ability to substantiate decisions in the sphere of working capital management and selection of financing sources; Proficiency in financial planning and forecasting techniques; Understanding the role of financial markets and institutions, the ability to analyze various financial instruments; Ability to develop business plans for the creation and development of new organizations (activities, products).

### **VKR 3304 Intercompany Commercial Calculation**

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

**Post requisites:** writing a thesis.

**Purpose:** to put theoretical knowledge in the field of in-house commercial calculation; to study economic management methods; to know the importance of commercial and internal calculation in the enterprise.

**Summary:** the role and importance of planning in the company; forms, principles and methods of planning; organization of planned work at the enterprise; information support and its role in internal accounting; analysis of financial economic activities at the enterprise; business plan functions and tasks; production plan; organizational plan; marketing plan; risk assessment and insurance; financial plan.

**Expected results:**

- To demonstrate knowledge and understanding in the studied area, based on the advanced knowledge of this area: key concepts of pricing;
- To apply knowledge and understanding at a professional level, formulate arguments and solve the problems of the studied area on the corresponding professional, scientific literature, statistics;

- To communicate information, ideas, problems and solutions, both to specialists and non-specialists: to develop their informed understanding of the logic of economic development; have skills in collecting, analyzing and processing empirical and statistical data.

- To collect and interpret information to form judgments taking into account social, ethical and scientific considerations;

- Training skills necessary for independent continuation of further training in the field of study: be able to apply knowledge in other disciplines directly related to pricing; be able to work with the regulatory framework in the field of pricing.

### **BP 3311 Business Planning**

**Prerequisites:** Economic Theory, Microeconomics, Enterprise economics, Marketing.

**Post requisites:** Entrepreneurial law, International Business, Crisis Management, Project Management, Writing a thesis.

**Purpose:** To develop special analytical skills among students in planning the activities of the company, as well as to teach students how to properly plan the activities of the company, depending on the rapidly changing market and organization potential.

**Summary:** corporate planning is a condition for a stable business; selection of a company development strategy; business project as an innovative concept; elaborate of a business plan, the process of forming the image, mission and development strategy of the company; the effectiveness of investment business projects; making decisions about investing; promotion of a business plan to the capital market; organization of the business plan implementation process; business consulting support; business information support; ensuring commercial security of company business information; typical mistakes in business planning; company bankruptcy mechanism; business reengineering; a range of services that contribute to improving the efficiency of the business project.

#### **Expected results:**

To demonstrate knowledge and understanding in the field of study, based on the advanced knowledge of this field:

*To know and understand* the methodological foundations of business planning; basic methods and technology of business planning; place and role of the business plan in company management; methodological features of compiling various types of business plans used in business management; theoretical, methodological and legal foundations of the organization and functioning of the system of state regulation of reproduction processes – factors, dynamics and structure of economic growth, countercyclical regu-

lation, stabilization of the financial and monetary/credit sphere, etc.; general concepts of strategic management in the enterprise.

To apply knowledge and understanding on a professional level, formulate arguments and solve problems in the field of study:

*To be able* to use the methods of modern business planning as the basic technology of business management; draw up various sections of business plans.

**To collect and interpret information to form judgments taking into account social, ethical and scientific considerations:** to form a judgment on relevant professional, scientific problems; the significance and consequences of their professional activities.

**To communicate information, ideas, problems and solutions to both specialists and non-specialists:** establish contact, maintain a conversation, have synchronized communication skills, be able to negotiate and insist on their legal rights;

**Learning skills necessary for independent continuation of further training in the field of study:** manage time; make good use of text and other materials (especially TV shows); be able to work in teleconference mode; be able to work in a group, especially without a teacher; be able to keep notes, do writing work and prepare for exams; have skills of oral and presentations, public discussions and analytical presentation of material, political discussions, readiness for compromise and partnership, be able to influence partners using the acquired knowledge; own the methodology of preparing a management business plan.

### **PDP 3312 Enterprise Planning**

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

**Post requisites:** Writing a thesis.

**Purpose:**

- To give a conceptual and terminological apparatus that characterizes the essence and content of the subject;
- To form a complete knowledge system for students on the theoretical aspects of enterprise planning;
- To reveal the interconnection of all concepts, their internal logic.

**Summary:** The role and importance of planning in the economy. Methodological foundations of enterprise planning. Strategic Planning Methodology. System of forecasts and plans. Manufacturing program. Planning the development of the enterprise. Logistics planning. The plan for labour and personnel. Planning the cost and profit of the enterprise. Financial planning at the enterprise. Operational planning of production.

Budgeting.

**Expected results:**

1. Knowledge of key concepts, patterns and problems of enterprise planning;
2. Possession of the methodology of economic calculations necessary when planning the activities of the enterprise;
3. The ability to work with the regulatory framework in the field of planning the activities of the enterprise;
4. The ability to work with economic literature, statistics;
5. The ability to think abstractly.

**IM 3317 Innovation Management**

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

**Post requisites:** Project Management

**Purpose:**

- To give a conceptual and terminological apparatus that characterizes the essence and content of the subject;
- To form a complete system of theoretical knowledge and practical skills in students in the field of managing the innovative activity of economic entities;
- To reveal the interconnection of all concepts, their internal logic.

**Summary:** Theoretical foundations of the management of scientific and technological progress and innovation. Formation of the theory of innovation and its modern concepts. Technological patterns in economic development. Scientific and technical sovereignty of the state. Classification of business entities by innovative type. The role and place of innovative technologies in the production activities of firms. Innovative and technological strategies. Investment attractiveness of projects and programs of innovative technologies. World experience in supporting innovation. Forms of small innovative business. Strategy of innovative and technological development of the Republic of Kazakhstan.

**Expected results:**

- To demonstrate knowledge and understanding in the field of study, based on advanced knowledge in the field of theoretical knowledge and practical skills relating to solving problems of an economic and organizational nature; the main content of concepts and categories used by innovative management;
- To apply knowledge and understanding at a professional level, formulate arguments and solve problems studied in the field of analysis, assessment of the state of the company and its indicators (natural, labor, fi-



nancial);in the field of assessing the ability to create the benefits of a product or service in accordance with demand; analysis of the possibility of providing the most effective areas for the development of the company; in the field of ownership of the methodology for evaluating innovative solutions, the methodology for choosing the best innovative project and the optimal sequence for the development of capital investments in innovations; skills in calculating cost estimates for the implementation of innovative projects and their effectiveness;

- To collect and interpret information to form judgments taking into account social, ethical and scientific considerations;
- To communicate information, ideas, problems and solutions to both specialists and non-specialists;
- To training skills necessary for independent continuation of further training in the field of study.

### **IM 3318 Investment Management**

**Prerequisites:** Management.

**Post requisites:** writing a thesis.

**Purpose:** the acquisition of theoretical knowledge in the field of investment activity as an integral part of the economic management of an enterprise, the development of practical skills for calculating the main financial and economic indicators in the field of investment activity, the substantiation of decision-making on investment projects.

**Summary:** Economic essence and classification of investments; Investment projects. Classification of investment projects. Requirements for their development; The essence, purpose and objectives of investment management; Functions and mechanism of investment management. Investment activities. Phases of the project life cycle (identification, development, preliminary assessment (examination), negotiations, implementation and evaluation of implementation results); Assessment of the economic efficiency of the investment project; The impact of risk and uncertainty in assessing project performance; Formation of a real investment program.

**Expected results:**

- *To demonstrate knowledge and understanding in the studied field, based on the advanced knowledge of this field:* to know and understand the economic nature and content of various categories of investments and investment activities, the basics of financing and lending to investment costs, to be able to predict changes in the prospects for investment activities of enterprises and analyze the activation of investments on the basis of existing trends in their development, be able to identify the weaknesses of the

investment process and determine the need measures to eliminate them;

- *To apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area:* apply legislative and regulatory acts on investments and investment activities, use the acquired knowledge in practical activities;

- *To collect and interpret information to form judgments taking into account social, ethical and scientific considerations:* to form judgments on professional and scientific problems about the significance and consequences of their professional activities, to be able to collect, analyze and process empirical and statistical data;

- *To communicate information, ideas, problems and solutions to both specialists and non-specialists:* be able to establish contacts, maintain a conversation, correctly and convincingly present their position, effectively organize group work based on knowledge of group dynamics processes and principles of team building;

- *The training skills necessary for independent continuation of further training in the field of study:* to effectively use textual and other materials, be able to work in a group, perform written work and prepare for exams, speak orally, publicly discuss and analyze the material analytically, own methods for assessing the effectiveness of real and financial investment.

## EDUCATIONAL PROGRAM 5B050700 "MANAGEMENT"

### 4 YEAR

#### ELECTIVE DISCIPLINES

| The series of disciplines | Code of the discipline | Name of the discipline              | Number of credits | Semester |
|---------------------------|------------------------|-------------------------------------|-------------------|----------|
| CS                        | AM 4225                | Anti-Crisis Management              | 5                 | 7        |
| CS                        | UZ 4226                | Cost Management                     | 5                 | 7        |
| FS                        | PM 4305                | Production Management               | 5                 | 7        |
| FS                        | OTP 4306               | Production Technology Basics        | 5                 | 7        |
| FS                        | RUR 4309               | Development of Management Decisions | 5                 | 7        |
| FS                        | ISU 4310               | Management Systems Research         | 5                 | 7        |
| FS                        | SM 4313                | Strategic Management                | 5                 | 7        |
| FS                        | Kon 4314               | Conflict Management                 | 5                 | 7        |
| FS                        | UP 4315                | Project Management                  | 5                 | 7        |
| FS                        | EM 4316                | Environmental Management            | 5                 | 7        |
| FS                        | Log 4319               | Logistics                           | 5                 | 7        |
| FS                        | KMB 4320               | Quantitative Methods in Business    | 5                 | 7        |

## CONTENT OF DISCIPLINES

### AM 4225 Anti-Crisis Management

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

**Post requisites:** writing a thesis.

**Purpose:** to study the basics of crisis management, studying the problems of crises. Consider the basics on the formation of an information field for conducting analytical studies to diagnose the state of the enterprise, as well as on a system of measures and methods for preventing bankruptcy.

**Summary:** the occurrence of crises in the enterprise; organization crisis: its types, phases, consequences; stages of bankruptcy (financial crisis) of the organization; the solvency of the enterprise: the nature, reasons for the decline; common reasons for the insolvency of the organization; liquidity assessment of the balance sheet of an enterprise; stages and measures of possible stabilization of the financial condition of the enterprise; accounts receivable of the enterprise, analysis; restructuring the receivables of the organization; enterprise payables, analysis; restructuring of accounts payable of the organization.

#### **Expected results:**

- *To demonstrate knowledge and understanding in the study area, based on the advanced knowledge of this area:* to know and understand the features of crisis management, the stages of possible stabilization of the financial condition of the enterprise and measures to optimize the property complex;

- *To apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area:* mastery of practical methods of accelerated and effective reaction to significant changes in the environment, development of managerial and financial mechanisms to get out of crisis situations with minimal losses for the enterprise, determination of the laws of crisis situations, development of practical actions in the conditions of declaring an enterprise insolvent (bankrupt);

- *To collect and interpret information to form judgments taking into account social, ethical and scientific considerations:* to form judgments on professional and scientific problems about the significance and consequences of their professional activities, to be able to collect, analyze and process empirical and statistical data;

- *To communicate information, ideas, problems and solutions to both specialists and non-specialists:* to be able to establish contacts, maintain a conversation, negotiate and insist on their legal rights, correctly and convincingly present their position;

- *The training skills necessary for independent continuation of further*

*training in the field of study:* to be able to manage time, work in a group, keep records, speak to an audience, work with the regulatory framework, economic literature, and be able to prepare presentations.

### **UZ 4226 Cost Management**

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

**Post requisites:** writing a thesis.

**Purpose:** to study the theoretical foundations and practical aspects of cost management in an industrial enterprise, in small enterprises and the computerization of this process.

**Summary:** means, methods of achieving a high economic result by an enterprise; work and the relationship of the enterprise, profit.

**Expected results:**

- *To demonstrate knowledge and understanding in the studied area, based on advanced knowledge of this area:* cost management in an industrial enterprise, in small enterprises and the computerization of this process.

- *To apply knowledge and understanding on a professional level, formulate arguments and solve the problems of the studied area:* forecast and plan costs, determine costs at various stages of the product life cycle.

- *To collect and interpret information to form judgments taking into account social, ethical and scientific considerations:* to control and analyze production costs.

- *To communicate information, ideas, problems and solutions, both to specialists and non-specialists:* To determine the impact of the organization of material support of production on costs.

- *To training skills necessary for independent continuation of further training in the field under study:* to link costs with product quality. To apply modern cost management methods such as direct costing, standard cost, controlling.

### **PM 4305 Production Management**

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

**Post requisites:** writing a thesis.

**Purpose:** to equip with theoretical and practical knowledge in the field of managing production systems (operating systems) on the example of industrial production. To improve and optimize the management of the national economy of the Republic of Kazakhstan.

**Summary:** production management methods; a rational combination in space and time of means, objects of labour and labour itself for the im-

plementation of the production process; advanced techniques and methods of progressive technology for the optimal functioning of the enterprise; the basis; production management structure; principles of rational organization of production; the formation of the production program; methods for calculating production capacity; Logistics issues reduction of production risks; rules of technological preparation; the ability to optimally plan, organize, monitor and analyze the activities of enterprises based on well-accepted management decisions.

**Expected results:**

- *To demonstrate knowledge and understanding in the studied area, based on the advanced knowledge of this area:* to know and understand the laws of the organization of production processes and technical preparation of production;

- *To apply knowledge and understanding on a professional level, formulate arguments and solve problems in the field of study:* when developing plans for the production of products and the provision of services, managing product quality;

- *To collect and interpret information to form judgments taking into account social, ethical and scientific considerations:* to form judgments on professional and scientific problems about the significance and consequences of their professional activities, to be able to collect, analyze and process empirical and statistical data;

- *To communicate information, ideas, problems and solutions to both specialists and non-specialists:* to be able to establish contacts, maintain a conversation, negotiate and insist on their legal rights, correctly and convincingly present their position;

- *The training skills necessary for independent continuation of further training in the field of study:* to be able to manage time, work in a group, keep records, speak before an audience, write and prepare for exams, be able to quickly respond to non-standard problem situations of professional communication, be able to prepare presentations, to calculate the calendar planning standards and other indicators.

**OTP4306 Production Technology Basics**

**Prerequisites:** Management, Production Management

**Post-requisites:** thesis paper writing.

**Goal:** to teach students the basics of production engineering.

**Summary:** production and technological processes; three typical basing schemes; basic concepts and definitions of dimensional chain theory; production methods and tools; achieving the quality of parts in the manufacturing process; temporary connections in the production process; tech-

nological basis of cost reduction.

**Expected results:**

*show knowledge and understanding in the studied field, based on the advanced knowledge of this area:* to know and understand the laws of organization of production processes and technical preparation of production;

*apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area:* when developing plans for the production of products and the provision of services, managing product quality;

*collect and interpret information to form judgments taking into account social, ethical and scientific considerations:* form judgments on professional and scientific problems about the significance and consequences of their professional activities, be able to collect, analyze and process empirical and statistical data;

*information, ideas, problems and solutions to both specialists and non-specialists:* be able to establish contacts, maintain a conversation, negotiate and insist on their legal rights, correctly and convincingly represent their position;

*the training skills necessary for independent continuation of further training in the field of study:* be able to manage time, work in a group, keep records, speak in front of an audience, write and prepare for exams, be able to quickly respond to non-standard problem situations of professional communication, be able to prepare presentations, calculate the calendar planning standards and other indicators.

### **RUR 4309 Managerial decisions development**

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

**Post-requisites:** thesis paper writing.

**Purpose:** to form a holistic system of knowledge on the theoretical aspects of managerial decision making. To give a conceptual and terminological apparatus characterizing the essence and content of the subject; reveal the relationship of all concepts, their internal logic.

**Summary:** development of managerial decisions in the training of specialists, its goals and structure; quality requirements for management decisions; the role of economic laws and scientific approaches in improving the quality and effectiveness of management decisions; technology for the development and implementation of management decisions; management decision analysis methods; heuristic methods for making management decisions; methods for forecasting management decisions; methods of economic feasibility of management decisions;

foresight research.

**Expected results:**

1. To know the key concepts, patterns and problems.
2. To know the methodology of technical and economic calculations necessary to justify management decisions.
3. To be able to work with the regulatory framework in the field of entrepreneurship.
4. To be able to work with economics books, statistics.
5. To be able to think in the abstract.

### **ISU 4310 Control Systems Research**

**Prerequisites:** Management, Business Organization, Assessment of Investment Projects

**Post-requisites:** thesis paper writing.

**Purpose:** prepare future specialists for making successful managerial decisions, thanks to the study of the system of scientific knowledge and the development of research techniques.

**Summary:** research and its role in the scientific and practical activities of a person; object and subject of research; systems analysis in management research; the functional role of research in the development of control systems; logical apparatus for the study of control systems; methods of analysis and justification; composition and selection of research methods for control systems: testing in the study of control systems; parametric research and factor analysis of control systems, sociological studies of control systems; expert assessments in the study of control systems; reflective study of control systems; planning of the research process of control systems, organization of the research process of control systems; scientific and practical effectiveness.

**Expected results:**

- demonstrate knowledge and understanding in the field of study, based on advanced knowledge of this field: on causality and research methodology, on the nature and cycles of problem research, on logical tools and system analysis. on the planning and organization of research activities.

- apply knowledge and understanding at a professional level, formulate arguments and solve problems of the studied area: determine the effectiveness of the control system based on parametric studies.

- collect and interpret information to form judgments taking into account social, ethical and scientific considerations: to structure and construct a system, to build models of systems. main systems research methodologies: systemic, situational, cybernetic, process and causal approaches.

- communicate information, ideas, problems and solutions to both specialists and non-specialists: classes and fundamentals of choosing models of systems, properties of systems and their parameters. classification of problems, cycles of their research, models and methods of solution. basic concepts, definitions and classification of elements of scientific knowledge.

- teaching training skills necessary for independent continuation of further training in the field under study: formulation and methods of experimentation, testing and diagnostics of control systems.

### **SM 4313 Strategic management**

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

**Post-requisites:** thesis paper writing.

**Purpose:** to learn modern concepts of strategic management. To form deep theoretical and practical competencies in the field of the process of implementing strategic management of the company. Develop skills and abilities to make managerial decisions at a strategic level, focus on a creative approach to the use of theoretical knowledge and the implementation of practical skills.

**Summary:** essence and definitions of strategic management; the purpose of the organization; main tasks in the aspect of strategic development; the external environment of the organization in strategic analysis; decisions in strategic management; analysis of the competitive environment of the organization; analysis of organizational resources; corporate growth strategies; evaluation of the implementation of strategic plans; strategic control.

#### **Expected results:**

- demonstrate knowledge and understanding in the studied area, based on advanced knowledge in the field of strategic management; detailed model of strategic management; main tasks of strategic management; knowledge of key concepts, patterns and problems of making and substantiating managerial decisions in the field of managing innovative activities of business entities; business planning process; various processes of building a system of organization plans;

- apply knowledge and understanding at a professional level, formulate arguments and solve problems of the studied area, work with the proposed cases; work with scientific, special and periodical literature in the field of project management; critically analyze the situation; analyze the types of activities of enterprises and recommend the most effective strategies for carrying out their activities, focusing on the internal and external environment of the business; clearly define the mission, goals and strategic vision of the company; basic theories of analysis and portfolio management



of a diversified company; basic corporate strategies of organizations; conduct strategic analysis of the organization; conduct a structural analysis of the competitive environment of the organization; corporate change strategies; analyze situations from the practice of foreign and Kazakhstani organizations; work with scientific, special and periodical literature in the field of strategic management; knowledge of the methodology of technical and economic calculations necessary to justify decisions on the implementation of innovative projects; work with the regulatory framework in the field of innovation; ability to work with economic literature, statistics; ability to think abstractly; apply analytical skills. - collect and interpret information to form judgments taking into account social, ethical and scientific considerations;

- communicate information, ideas, problems and solutions to both specialists and non-specialists;

- training skills necessary for independent continuation of further training in the field of study, time management; effective use of text and other materials (especially television programs); ability to work in the mode of newsgroups; ability to work in a group, especially without a teacher; the ability to keep notes, do written work and prepare for exams.

### **Kon4314 Conflict Resolution Studies**

**Prerequisites:** Management.

**Post-requisites:** diploma paper writing.

**Summary:** Introduction to Conflict Resolution Studies. Conflict Resolution Studies theory. Conflicts in the different fields of interpersonal interaction. Intergroup and institutional conflicts. Conflicts research methods. Conflicts prevention and solution to a conflict.

**Purpose:** to show students a system of scientific knowledge in the field of conflict theory and psycho-diagnostic tools for its diagnosis; contribute to the formation of skills of constructive resolution and prevention of conflicts in professional and pedagogical activities; to help students develop the necessary professional qualities of future pedagogues-psychologists.

**Expected results:**

**To know** the categorical apparatus of discipline; general patterns of emergence, development and completion of conflicts; methodological principles of conflict resolution and study methods; the structure of the conflict, the reasons for its occurrence and the impact on the psyche, behavior, human activities; the dynamics and functions of the conflict in the team and the life of the individual; types of conflicts and a system for their forecasting, prevention and settlement; the dynamics of the negotiation process.

**To be able** to accurately and fully analyze the conflict, diagnose its causes, object, goals, motives, interests and values of the conflicting parties; Competently develop and apply practical strategies for behavior in the course of conflict interaction; identify and evaluate the obvious and hidden consequences of the conflict, the impact on the conflicting parties of various factors; use an arsenal of psychological self-defense and psychological impact on the opposing side.

**To own** an arsenal of diagnostic tools for conflict research; the skills of the user of psycho-diagnostic tools; technologies for analysis and conflict management in professional activities; techniques for providing psychological assistance to the client and tactics of negotiating.

### **UP 4315 Projects Management**

**Prerequisites:** Management.

**Post-requisites:** diploma paper writing.

**Goal:** introduce modern project management concepts. To form deep theoretical and practical competencies in the field of the process of implementing project management in various industries of production and services, focusing on a creative approach to the use of theoretical knowledge and the implementation of practical skills.

**Summary:** the nature and definitions of project management; design environment; project participants; The planning process; risk management; hierarchical structure of work; ensuring the balance of the project; the formation of a highly effective project team; communications in project management; enterprise project management.

**Expected results:**

*demonstrate knowledge and understanding in the studied area, based on the advanced knowledge of this area;* to know and understand the sequence of formation of material and information flows, methods of management, planning and regulation of material and information flows in the conditions of development of market relations, know the basics of the functioning of the warehouse and transport system;

*apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area:* apply logistic techniques in order to increase the efficiency of the functioning of material-conducting systems, reduce the time interval between the acquisition of raw materials (semi-finished products) and the delivery of the finished product to the consumer, optimize inventories, speed up the process of obtaining information, improve the level of service, organize rational interaction with the transport system;

*collect and interpret information to form judgments taking into ac-*

*count social, ethical and scientific considerations:* form judgments on professional and scientific problems about the significance and consequences of their professional activities, be able to collect, analyze and process empirical and statistical data;

*communicate information, ideas, problems and solutions to both specialists and non-specialists:* be able to establish contacts, maintain a conversation, negotiate and insist on their legal rights, correctly and convincingly present their position;

*learning skills necessary for independent continuation of further training in the field of study:* to be able to manage time, work in a group, keep records, speak in front of an audience, perform written work and prepare for exams, be able to quickly respond to non-standard problem situations of professional communication, work with regulatory Legislative framework, economic literature, be able to prepare presentations.

### **EM 4316 Environmental Management**

**Prerequisites:** Economic theory, Microeconomics, Business Economics, Management

**Post-requisites:** thesis paper writing

**Purpose:** to form the ecological thinking necessary for putting into practice the state strategy of the Republic of Kazakhstan on the rational use of natural resources and environmental protection, ensuring sustainable development in a market economy.

**Summary:** system of environmental management bodies and the environment; administrative and legal regulation of environmental activities in order to provide a comprehensive solution to problems; balanced development of the economy and improvement of the environment.

**Expected results:**

- demonstrate knowledge and understanding in the study area, based on advanced knowledge of this area: theoretical concepts of the concept of environmental management and audit in the field of tourism and environmental activities;

- apply knowledge and understanding at a professional level, formulate arguments and solve problems of the studied area: in the ability to apply the methodological approaches of environmental management and audit in the field of tourism and environmental protection to solving practical problems;

- collect and interpret information to form judgments taking into account social, ethical and scientific considerations in the ability to determine the tourism potential of natural and urbanized territories for different types of tourism activities;

- communicate information, ideas, problems and solutions to both specialists and non-specialists in the ability to use environmental audit techniques in tourism and environmental activities.

- the training skills necessary for independent continuation of further training in the studied area: to develop plans, projects for the effective management of tourism activities (taking into account the preservation of the environment and economic viability).

### **Log4319 Logistics**

**Prerequisites:** Law Basics, Economics Theory, Finance, Management, Business Economics.

**Post-requisites:** Strategic Management

**Purpose:** the study of the rational process of promoting goods and services from suppliers of raw materials to consumers, the functioning of the sphere of circulation of products, goods, services, inventory management and provision, the creation of a distribution infrastructure.

**Summary:** Analysis of the logistics definitions. Objects of study and the basic requirements of logistics. Tasks, mission ("7R") and types of logistics activities. The place of logistics in the company: the pyramid of the full value of M. Porter. Methodology and scientific base of logistics. Modeling in logistics. The basic principles of a systems approach. The interaction of logistics with other sciences. The concept and classification of flows. Types of logistics flows: material, financial, information and service. Description of logistic flows. Logistic hierarchy. Logistic strategy. Logistic concepts and technologies. Basic logistics systems. Key business processes. Logistic operations. Basic, key and supporting logistic functions. Functional areas of logistics and their characteristics.

#### **Expected results:**

*demonstrate knowledge and understanding in the studied area, based on the advanced knowledge of this area*; to know and understand the sequence of formation of material and information flows, methods of management, planning and regulation of material and information flows in the conditions of development of market relations, know the basics of the functioning of the warehouse and transport system;

*apply knowledge and understanding on a professional level, formulate arguments and solve problems of the studied area*: apply logistic techniques in order to increase the efficiency of the functioning of material-conducting systems, reduce the time interval between the acquisition of raw materials (semi-finished products) and the delivery of the finished product to the consumer, optimize inventories, speed up the process of obtaining information, improve the level of service, organize rational interaction with

the transport system;

*collect and interpret information to form judgments taking into account social, ethical and scientific considerations:* form judgments on professional and scientific problems about the significance and consequences of their professional activities, be able to collect, analyze and process empirical and statistical data;

*communicate information, ideas, problems and solutions to both specialists and non-specialists:* be able to establish contacts, maintain a conversation, negotiate and insist on their legal rights, correctly and convincingly present their position;

*learning skills necessary for independent continuation of further training in the field of study:* to be able to manage time, work in a group, keep records, speak in front of an audience, perform written work and prepare for exams, be able to quickly respond to non-standard problem situations of professional communication, work with regulatory Legislative framework, economic literature, be able to prepare presentations.

### **KMB 4320 Quantitative Business Methods**

**Prerequisites:** Management, Business Economics, Econometrics, Mathematical Modeling in Economics

**Post-requisites:** Strategic Management

**Summary:** Introduction to quantitative business methods. Business strategy development. Decision Tools Forecasting in management. Queuing Theory. Strategic decisions. Aggregate Planning Tactics. Inventory Management and Precisely On Time Management Technique. Material Requirements Planning (MRP). Short-term planning tactics.

**Goal:** achievement of the requirements of the international standard for training in the field of manager training.

#### **Expected results.**

To know about:

- the role of production and operational management in the system of development management functions of the organization;
- the importance of the production strategy, its connection with the strategy of the entire organization;;
- the conditions in which production and service decisions are made;
- the mathematical approach in the structural decisions;
- the intrafactory planning system and its connection with the manufacturing cycle;
- the modern quality management system strategies;
- the inventory and logistics management in the manufacturing process;
- the basic strategies and projects management approaches, etc.

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for foreign students**

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