

Catalog of elective disciplines
“7M01104 – MANAGEMENT IN EDUCATION”

Module code	Module name	Discipline code	Name of disciplines	Summary	Number of credits (KZ/ECTS)	Semester	Prerequisites	Post-requisites	Expected results of studying the discipline
1	2	3	4	5	6	7	8	9	
Basic disciplines									
Component of choice									
M2	Management of an educational institution	NPOU U 5207	Regulatory and legal framework for educational management institution	<p>The purpose of studying the discipline is formation for master's students comprehensive presentation O legal regulation in the field of education in the Republic of Kazakhstan and international standards in the field of education.</p> <p>Legislation, regulating relations in the field of education. Regulatory organizational basics of activity educational institutions. Control education system. State and state-public control of educational and scientific activities educational institutions. Regulatory support postgraduate Additional professional education.</p>	5/5	1	Pedagogy, Fundamentals of Law	Current trend Andways to develop an educational institution Fundamentals of conflict management and V education management system, Behavioral psychology and anti-corruptionnal culture.	<p>1. Purchased students knowledge: know international and government legislative documents in the field of education, regulation economic and management (administrative) aspects; principles of legal regulation in the field of education in the Republic of Kazakhstan;</p> <p>2. Purchased students skills: be able to exercise tactical and operational control;</p> <p>3. Purchased students skills and competencies: select and apply the principles and methods of professional management.</p>
		POOSR K 5207	Legal providing educational	<p>Target studying disciplines is acquisitionsyst ematic knowledge in the field</p>	5/5	1	Pedagogy, Fundamentals of law	Strategic statee planning	<p>1. Purchased students knowledge: know international And state legislative</p>

		th spheres in the Republic of Kazakhstan	<p>legal provisionedu cational sphere of the Republic of Kazakhstan.</p> <p>Discipline "Legalensuring the educational sphere in the Republic of Kazakhstan" forms holistic view basicsstate policy and law in the field of education, about the features of legal regulationeducational activities of the Republic of Kazakhstan, main legal acts international educational legislation.</p>				<p>V sphere education Fundamentals conflictologists and V education management system, Behavioral psychology and anti-corruptionnal culture.</p>	<p>documents in the field of education, regulation economic and management (administrative)aspects; principles of legal regulation in the field of education in the Republic of Kazakhstan;</p> <p>2. Purchased studentsskills:be able to exercise tactical and operational control;</p> <p>3. Purchased studentsskills and competencies:select and apply principles and methods professional management.</p>
	STPROU 5208	Modern trends and ways of development of educational institutions	<p>The purpose of studying the discipline: familiarization With maintrends in the development of a modern educational institution as a reflection of the processes of socio-historical development of society.</p> <p>Within the framework of this discipline the following is studied: Modern trends in the development of education.</p> <p>Diversificationeducati on. Internationalization of education.</p> <p>Personalizationeducati on. Development of advanced and continuous education. Intensification and computerization of lifelong education. Development of principles cyclicity and multi-stage.</p>	5/5	2	Regulatory and legal framework for educational management institutionEdu cation system management Administration introduced organizational educatio nal development resources institutions	<p>Scientific and practical fundamentals professionaltrain ing of education managers Modern assessment approaches educational qualitys systems</p>	<p>1. Purchased studentsskills:know the features of management in an educational institution; the essence of the management process, functions, methods and principles of management of educational systems; new technologies for education management, innovations in education;</p> <p>2. Purchased studentsskills:be able to implement continuous systemic educationalprograms, exercise tactical and operational control;</p> <p>3. Purchased studentsskills and competencies:develop models managed processes,optimize them according to technological, economic, legal and ethical indicators.</p>
	SKPROU 5208	Strategic staeed educational planning	<p>The purpose of studying the discipline:gaining knowledge about the provision of professional teaching staff V RK, providingquality educational services with taking into account needs all participants educationalprocess, creating a multidisciplinary competitive educational system.</p>	5/5	2	Legal support for educatorsnal sphere in R K Education system management	<p>Methodology and methods of psychological and pedagogical preparation of future specialists for professional activities, methodological</p>	<p>1. Purchased studentsskills:know the features of management in an educational institution; the essence of the management process, functions, methods and principles of management of educational systems; new technologies for education management, innovations in education;</p> <p>2. Purchased studentsskills:be able to implement continuous</p>

								systemic education, organize	
				<p>Within the framework of this discipline the following is studied: Modern trends in the training of teaching staff in world practice. The state of training of teaching staff in the Republic of Kazakhstan. Structure And content professional pedagogical training of teaching staff in the Republic of Kazakhstan. Requirements for professional preparation psychological and pedagogical personnel of the new formation.</p>			<p>basic principles of education quality management</p>	<p>implementation educational programs, exercise tactical and operational control;</p> <p>3.Purchasable studentsskills and competencies:develop modelsmanaged processes,optimize them according to technological, economic, legal and ethical indicators.</p>	
M2	Management of an educational institution	USO 5209	Education system management	<p>The purpose of studying the discipline:receivingknowledge theoretical foundations And practical skillsmanagement of the education system.</p> <p>IN within given disciplines studied: Security professional pedagogical personnel V RK, provision quality educational services With taking into account the needs everyone p... educational process, creation of multidisciplinary competitive educational organizations.Modern trends in the training of teaching staff in world practice. State preparationteaching staff in the Republic of Kazakhstan.</p>	5/5	1	Pedagogy of higher education, Psychology of management	<p>Current trend Andways to develop an educational institution Methodological management basics quality of education, Financial managementand financially -technical educational resourcesth organization</p>	<p>1.Purchased studentsskills:know the features of management in an educational institution; the essence of the management process, functions, methods and principles of management of educational systems; new technologies for education management, innovations in education;</p> <p>2.Purchased studentsskills:be able to analyze the signs of various types managementorganizations; select and apply the principles and methods of professional management, providingeffectiveness and efficiency of the organization;</p> <p>3.Purchased studentsskills and competencies:implement continuous systemic education, organize the implementation of educational programs, implement tactical and operational control</p>

		AORRO U 5209	Administration introduced organizational resources for the development of an educational institution	The purpose of studying the discipline: to generate knowledge about the formation and functioning of administrative and organizational resources for the development of an educational institution. IN within given disciplines studied: Methodology of state science administrative management,	5/5	1	Pedagogy of higher education, Psychology of management	Strategic planning in sphere Scientific and practical foundations professional preparation	1.Purchased studentsknowledge: know the main trends in the formation and implementation of organization and administration in the field of education; 2.Purchased studentsskills: be able to select and apply the principles and methods of professional management, providing effectiveness and efficiency
				administrative management as a complex systemic social phenomenon. Specifics of the system of administrative and organizational resources for the development of an educational institution.				education managers, finance And accounting V education	activities of the organization; 3.Purchasable studentskills and competencies: have skills professional speechculture, dialogue with subjects of the educational process, identification and practical solution of current methodological problems in teaching.
Major disciplines									
Component of choice									
M2	Management of an educational institution	UFMTR OO 5302	Financial management and financially-technical educational resources of the organization	The purpose of studying the discipline: acquisition of practical skills in carrying out etc and current analysis organization resource, diagnostics activities educational organizations. Within the framework of this discipline the following is studied: Introduction to the basics of enterprise planning. Enterprise finances, their structure and circulation. Financial and material management -technical resources. Control investment resources. Modern management systems for financial and material and technical resources.	3/3	2	Education system management	Scientific and practical fundamentals professional training for education managers	1.Purchased studentsknowledge: know the theoretical foundations of finance and accounting in educational organizations, theoretical aspects of financial markets and instruments, financial services; 2.Purchased students skills: be able to apply in practice the acquired theoretical knowledge in management and finance to solve specific problems; 3.Purchased studentskills and competencies: skills in creating financial products using the latest technologies; drawing up financial plans, reading balance sheets to analyze financial activities, accounting and reporting utilization of budget funds.

		FUO 5302	Finance and Accounting in Education	<p>The purpose of studying the discipline: in-depth studying basic principles And basic financial rules provision activities of budgetary institutions and conducting accounting financial and non-financial assets, liabilities And results their activities.</p> <p>IN within given disciplines studied: Theoretical aspects of financial</p>	3/3	2	Administrative and organizational educational development resources institutions	Scientific and practical fundamentals professional training for education managers	<p>1. Purchased students knowledge: know the theoretical foundations of finance and accounting in educational organizations, theoretical aspects of financial markets and instruments, financial services;</p> <p>2. Purchased students skills: be able to apply in practice the acquired theoretical knowledge in management and finance to solve specific problems;</p>
				<p>markets and instruments, financial services in education. Fundamentals of finance and accounting for educational organizations.</p> <p>Sources financing. Financial plans. Financial analysis. Accounting and reporting in educational organizations.</p>					<p>3. Purchasable student skills and competencies: skills in creating financial products using the latest technologies; drawing up financial plans, reading balance sheets for financial analysis activities, accounting and reporting on the use of budget funds.</p>
M3	Scientific and practical	IKTUO 5303	Information Communication and management technologies in education	<p>The purpose of studying the discipline: formation of knowledge and skills in applying general principles of selection and use general and special application software And information tools For solutions professional tasks.</p> <p>Within the framework of this discipline the following is studied: Working with text and audiovisual information. Introduction to the concept of security in the field of information technologies .Telecommunication technologies. Modern information and communication technologies in the educational process. Remote educational technologies.</p>	5/5	2	Management Psychology Modern I'm a trend and ways development of educational institutions	Scientific and practical fundamentals professional training for education managers	<p>1. Purchased student knowledge: know the basic concepts, principles, theories and facts related to computer science; basic information technologies in the field of education management;</p> <p>2. Purchased student skills: be able to apply and use information technologies V professional activity;</p> <p>3. Purchased student skills and competencies: possess the skills of: using information technologies V ensuring management quality; professional speech culture, conducting dialogue with subjects of the educational process</p>

		UIPOO 5303	Control innovations and projects in educational organizations	<p>The purpose of studying the discipline: in the formation of professional competencies of students in the field of management projects Veducational organization.</p> <p>Within the framework of this discipline the following is studied: Innovations and projects as objects of management. Innovation project management methodology. Methods for searching design solutions. Business plan for an innovative project. Development of a strategic innovation program activities.</p> <p>Peculiarities management innovative projects and programs. Expenses on</p>	5/5	2	Generation of ideas And startup Education system management	Organization and systematization of projects and scientific research in education	<p>1. Purchased students knowledge: know the features of management in an educational institution; the essence of the management process, functions, methods and principles of management of educational systems; new technologies for education management, innovations in education;</p> <p>2. Purchased students skills: designing an educational environment that ensures the quality of the educational process;</p> <p>3. Purchased students skills and competencies: research, design, organization and evaluation of the implementation of methodological support teachers With using</p>
				innovative activity.					innovative technologies.
M4	Quality management of the educational process	NPOPPMO 6304	Scientific and practical fundamentals professional training for education managers	<p>The purpose of studying the discipline: formation of master's students' knowledge about the scientific and practical foundations of professional preparation education managers</p> <p>Within the framework of this discipline the following is studied: The essence and characteristics of the main system-forming elements management in education. Organization Basics activities teaching staff as a function of management in education. Scientific and practical basics of professional preparation education managers. Factors determining efficiency management in education. Fundamentals of psychological and pedagogical ethics business</p>	5/5	3	Strategic state planning V in the field of education Administrative and organizational development resources institutions, finance And accounting V education	Researcher Chinese practice	<p>1. Purchased students knowledge: be aware of the required amount of knowledge, skills, skills that characterize formation personal and professional qualities of ideological, axiological, behavioral parameters of consciousness and activity of an education manager;</p> <p>2. Purchased students skills: analyze personnel management and the management structure of the teaching staff;</p> <p>3. Purchased students skills and competencies: be competent in matters of professional planning activities, social interactions, personal growth in accordance with personal and professional self-determination; manager's professional ethics education.</p>

SPOKOS 6305	Modern assessment approaches educational quality systems	<p>The purpose of studying the discipline:formation at master's students understanding of quality management principlesV educational institutions, skills and practical skills in building quality systems.</p> <p>Within the framework of this discipline the following is studied: Concepts and models of quality management. Goals, objectives and basic principles of quality management. Application of quality management methods and tools to improve the processes of educational, research and innovation activities in educational institutions.Preparation</p> <p>Andconducting internal audit quality systems.</p>	5/5	3	ModernI'm a trend andways development of educational institutions Management of the education system, Administrator of educational-organizational educational development resources institutions	ResearcherChin ese practice	<p>1.Purchased studentsknowledge:know the features of management in an educational institution; the essence of the management process, functions, methods and principles of management of educational systems; new technologies for education management, innovations in education;</p> <p>2.Purchased studentsskills:be able to develop and successfully implement a development strategy for an educational institution;</p> <p>3.Purchased studentsskills and competencies:be competent in matters of designing an educational environment, ensuring qualityeducational process.</p>
MOUKO 6305	Methodological What are the basics of management? quality of education	<p>The purpose of studying the disciplineformation knowledge theoretical and methodological approacheseducation quality management, basic concepts And provisions of the concept management quality of education.</p> <p>Within the framework of this discipline the following is studied: Strategy for improving the quality of education. Quality management bodies education in educational institution.Regulatory framework for managing the quality of education. Criteria and indicators for assessing the quality of training and education. Results quality management educational process.</p>	5/5	3	Modern concep and educational development program institutions, education system management, administration of educational and organizational educational development resources institutions	Researchfirst practice	<p>1.Purchased studentsknowledge:know the features of management in an educational institution; the essence of the management process, functions, methods and principles of management of educational systems; new technologies for education management, innovations in education;</p> <p>2.Purchased studentsskills:be able to develop and successfully implement a development strategy for an educational institution;</p> <p>3.Purchased studentsskills and competencies:be competent in matters of designing an educational environment, ensuring qualityeducational process; updating and implementing in the pedagogical process their ideas about the methodological foundations of education and modern concepts of teaching.</p>

M4	Quality management of the educational process	PPIO 6306	<p>Pedagogy and psychology of inclusive education</p> <p>The purpose of studying the discipline: to form ideas about the main directions, content and forms and specifics of inclusive education.</p> <p>Within the framework of this discipline the following is studied: History of the development of inclusive education. Basic concepts and categories of pedagogy and psychology of inclusive education, the theoretical foundations of inclusive education, technologies, used in general and inclusive education. Inclusive education in the Republic of Kazakhstan: tasks, problems and prospects.</p>	5/5	3	Modern concepts and educational development program institutions, education system management, administration of educational and organizational educational development resources institutions	Research first practice	<p>1. Purchased students knowledge: know the fundamental principles of pedagogy and psychology of management, the methodology of scientific knowledge;</p> <p>2. Purchased students skills: establishing trusting contact and dialogue, persuasion and support of people; finding organizational and managerial decisions in non-standard situations</p> <p>3. Purchased students skills and competencies: identification and practical solution of current methodological problems in teaching to be competent in matters of designing an educational environment, ensuring quality educational process;</p>
		RVSDO 6306	<p>Educational development systems and additional education</p> <p>The purpose of studying the discipline: assimilation of theoretical and methodological foundations of formation of development of additional education, social pedagogical work with different categories of children and students, the population.</p> <p>Within the framework of this discipline the following is studied: Education and educational activities. Concept and characteristics of educational system. Organization of educational activities. Concept and characteristics of institutions of additional education. System of additional education for children. Methodology and technology of social and pedagogical work in the system of additional education.</p>	5/5	3	Modern concepts and educational development program institutions, education system management, administration of educational and organizational educational development resources institutions	Research first practice	<p>1. Purchased students knowledge: know the fundamental principles of pedagogy and psychology of management, the methodology of scientific knowledge;</p> <p>2. Purchased students skills: establishing trusting contact and dialogue, persuasion and support of people; finding organizational and managerial decisions in non-standard situations</p> <p>3. Purchased students skills and competencies: identification and practical solution of current methodological problems in teaching to be competent in matters of designing an educational environment, ensuring quality educational process;</p>

M3	Scientific and practical foundations of education management	OKSMO 6307	<p>Fundamentals of conflict management and in the education management system</p> <p>The purpose of studying the discipline: formation of conflictological issues, development And working off main approaches To management interpersonal conflict, formation of skills and knowledge, analysis and forecasting conflictological aspects professional activity.</p> <p>Within the framework of this discipline the following is studied: The concept of conflict. Classification of conflicts and their role in society. Theory and practice of forecasting and warning social conflicts. Technologie preventing conflicts in the education management system. Forms and methods of resolution conflicts.</p>	5/5	3	Psychology of management, Regulatory -legal foundations of educational management institution m.	ResearcherChin ese practice	<p>1. Purchased students knowledge: know the fundamental principles of pedagogy and psychology of management, the methodology of scientific knowledge;</p> <p>2. Purchased students skills: be able to effectively resolve conflict situations;</p> <p>3. Purchased students skills and competencies: professional planning activities, social interactions, personal growth in accordance with personal and professional self-determination; professional speech culture, conducting dialogue with subjects of the educational process.</p>
		OOP 6307	<p>Fundamentals of organizational psychology</p> <p>The purpose of studying the discipline: formation of knowledge of organizational features psychology How scientific and applied discipline</p> <p>Within the framework of this discipline the following is studied: The concept of "organization". Personnel management. Personality of the leader. Communication process in the organization. Individual and group behavior. Motivation and assessment labor. Social psychological innovation and management organizational changes</p>	6/6	3	Psychology of management	ResearcherChin ese practice	<p>1. Purchased students knowledge: know the fundamental principles of pedagogy and psychology of management, the methodology of scientific knowledge;</p> <p>2. Purchased students skills: be able to prepare rational decisions in management activities and implement them; analyze the signs of various types management organizations; select and apply the principles and methods of professional management, providing effectiveness and efficiency of the organization;</p> <p>3. Purchased students skills and competencies: creatively use modern methods of organizational psychology</p>

	OSPNIO 6308	Organization and systematization I projects and	The purpose of studying the discipline: mastering knowledge of organizing and systematizing projects and scientific	5/5	4	Innovation Management And A nd	Completing a master's thesis dissertations.	1. Purchased students knowledge: know about the possibilities of scientific methods of cognition and their use for
		scientific research in education	research in education Within the framework of this discipline the following is studied: Methods of scientific research. Modeling as a method of scientific research. Basics of system views. System analysis methodology. Formulation and structuring of the problem. Research of control systems. The importance of studying socio-economic systems. Development research projects. Typical content project.			projects in educational organizations Generation of ideas And startup		solving specific problems in the field of methodology research by specialty "Management in education"; 2. Purchased students skills: be able to apply scientific methods of cognition V professional activities; 3. Purchased students skills and competencies: apply theoretical and experimental research methods to solve applied problems.
	MMNPI 6308	Methodology and methods scientifically - pedagogical research	The purpose of studying the discipline: formation at student submissions O methodology and methods pedagogical research. Within the framework of this discipline the following is studied: The structure of scientific knowledge. Specifics of pedagogy as a science. Forms of organization of scientific knowledge. Sources And conditions research search. Methodology scientific pedagogical research. The concept and functions of methodology in pedagogy. Levels of methodology. Conceptuality of pedagogical research. Basic structural Components pedagogical research.	5/5	4	Story a nd philosophy of science	Completion of a master's thesis.	1. Purchased students knowledge: know about the possibilities of scientific methods of cognition and their use to solve specific problems in the field of methodology research by specialty "Management in education"; 2. Purchased students skills: be able to apply scientific methods of cognition V professional activities; 3. Purchased students skills and competencies: apply theoretical and experimental research methods to solve applied problems.

- 1) Considered at the meeting of the Department of Social Sciences, Humanities and Language Disciplines, Minutes No. 6 dated January 20, 2023.
- 2) Discussed and recommended at a meeting of the academic committee of the State University of Humanities, protocol No. 4 of 16.02. 2023
- 3) **The catalog of elective disciplines is agreed upon:**

No.	Agreed with employers (name of organization, position, full name)
1	Association of Legal Entities Republican Association of Private Preschool Organizations and secondary education "Adilet", director - Kudaikulova D.N.
2	No. 7 Mektep - gymnasium, Nur - Sultan K., director - Aitova Zh.T.
3	"Zhas Urpaq" children's correctional center, director Satimova Zh.S.
4	LLP "Institute of Psychology and Social Sciences", director - Shabakbaeva A.N.

Head of the department _____ K.M. Nagymzhanova

Dean of the school _____ MM. Narbinova