

UNIVERSITY "TURAN-ASTANA"

APPROVED

at a meeting of the Academic Council

University "Turan-Astana"

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Chairman of the Academic Council

_____ Professor G.A. Japarova

CATALOG OF ELECTIVE DISCIPLINES

6B04105 - "State and local government"

DURATION OF TRAINING - 4 YEARS

(RECEPTION - 20 23 YEARS)

ASTANA, 2023

Catalog of elective disciplines
OP 6B04105 - State and local government

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
Basic disciplines									
Component of choice									
M 9	Special	APRK 2212	Administrative right RK	<p>The purpose of studying the discipline is to: master the principles of organization and activity of state bodies, their structure, legal status, basic powers</p> <p>Within the framework of this discipline, the following is studied: Basic concepts of the institution of administrative law, the mechanism for exercising executive power; legal status of subjects of administrative law, forms and methods of implementing executive power, responsibility in public administration, administrative process, ways of ensuring legality and discipline in public administration; analysis of administrative and legal regulation in industries and areas of government regulation.</p>	5/5	4	Economics and law	Enterprise economy	<p>1. Knowledge acquired by students: basic concepts and categories of the science of administrative law; principles of organization and activity of state bodies, their structure, legal status, basic powers; legislation in the field of administrative law</p> <p>2. Skills acquired by students: be fluent in administrative and legal concepts and categories; logically and competently express and justify your point of view on administrative and legal issues</p> <p>3. Skills and competencies acquired by students: students' understanding of the most important issues of administrative law contributes to their correct orientation in the state legal sphere.</p>
M 10	Special	KP 2212	Competition law	<p>The purpose of studying the discipline is to develop students' modern knowledge in the field of antimonopoly regulation of a market economy, legal and organizational foundations for the protection and development of competition</p> <p>Within the framework of this discipline, the sources, history of occurrence and basic concepts of antimonopoly legislation are studied . The concept and types of monopolistic</p>	5/5	4	Economics and law	Enterprise economy	<p>1. Knowledge acquired by students: modern concepts of competition; the role , place and significance of competition policy; forms, methods and mechanisms for the creation and functioning of the antimonopoly committee; classifications and ways of creating certain competitive structures; models of competition and competition law; features of legal regulation of competition;</p> <p>2. Skills acquired by students: organize work on the legal regulation of competition and the implementation of competition policy; formulate a competition policy taking into account the requirements of current</p>

				activity are considered. The concept and forms of unfair competition. Antimonopoly regulation of the activities of government bodies. Ensuring competition in the field of trading activities. Initiation and consideration by courts and antimonopoly authorities of cases of violation of antimonopoly legislation.					legislation; link together economic and legal processes in the field of regulation of competition and application of antimonopoly legislation. 3. Skills and competencies acquired by students: ensuring compliance with current antimonopoly legislation when making legal decisions in the competition sphere; drawing up contracts and agreements in the field of competition and taking into account the requirements of antimonopoly legislation; drawing up local regulations of the organization taking into account the requirements of antimonopoly legislation . preparation of legal documents.
Major disciplines									
Component of choice									
M 3	Special	UEGS 3301	Urban and rural economic management	<p>The purpose of studying the discipline: gaining knowledge in the field management of cities, villages and their competitiveness.</p> <p>Within the framework of the discipline, the following is studied: Urban and rural economic management - the concept, its constituent elements. Factors determining the competitiveness of the region. Methods for managing and assessing the competitiveness of the region . Application of effective methods of product quality management. Competitive advantages of the region and their development. The SWOT analysis method in managing the competitiveness of a region: essence, significance of application in practice. Elements of SWOT analysis - strengths and weaknesses, opportunities for business development and threats. Study of the competitive environment.</p>	5 /5	5	Public Administration Theory	Development of management solutions	<p>1. Knowledge acquired by students:</p> <ul style="list-style-type: none"> -fundamentals of the theory and practice of urban and rural economic management - the essence and methods of managing the competitiveness of the region; - methods of managing the competitiveness of the region <p>2. Skills acquired by students:</p> <ul style="list-style-type: none"> - analyze the competitive environment of the region in order to accurately identify all possible dangers and problems ; - predict possible scenarios for the development of situations and their consequences; - correctly apply methods for managing the competitiveness of the region <p>3. Skills and competencies acquired by students:</p> <ul style="list-style-type: none"> -application of methods for managing the competitiveness of the region; - identify problems in managing the competitiveness of the region

M 10	Special	UMPB 3301	Marketing project management and branding	<p>The purpose of studying the discipline is to: master the basics of managing marketing projects and branding</p> <p>Within the framework of this discipline, the following is studied: Organization and management of marketing activities, determination of methods for solving professional problems, assessment of their effectiveness and quality. Assess risks and make decisions in non-standard situations. Know risk indicators and methods for assessing them. Zones of risk depending on the magnitude of losses. Expert method of risk assessment. Calculation and analytical methods for risk assessment.</p>	5/5	5	Public Administration Theory	Development of management solutions	<p>1. Knowledge acquired by students: about the basics of managing marketing projects and branding in an enterprise</p> <p>2. Skills acquired by students: use methods of risk regulation in business, apply the principles and norms governing business and economic risks in practice</p> <p>3. Skills and competencies acquired by students: use of acquired knowledge on the subject in professional activities, analysis of economic and business relations included in the field of professional activity.</p>
M 10	Special	MM 3302	Motivational management	<p>The purpose of studying the discipline is to master the fundamentals of the theory and practice of motivational management.</p> <p>Within the framework of this discipline, the following is studied: Motivational management - essence, goals and main tasks. Needs, incentives and motives - concept and types . Internal and external environment in planning motivational measures. Essence and classification of approaches in motivational management. Strategies for developing a personnel motivation system. Theories of personnel motivation.</p>	5/5	6	Entrepreneurship and risk	Enterprise economy	<p>1. Knowledge acquired by students: in the field of theory and practice of motivational management, formation of a system of incentives and motivation for the organization's personnel</p> <p>2. Skills acquired by students: use methods of goal setting, planning and implementation of staff motivation plans.</p> <p>3. Skills and competencies acquired by students: analysis of the motivation system and proposals for ways to improve it.</p>

M 10	Special	UZC 3302	Procurement and Contract Management	<p>The purpose of studying the discipline is: formation in students of a holistic understanding of the management system of state and local procurement and contracts</p> <p>Within the framework of this discipline, the following is studied: The regulatory legal framework of the Republic of Kazakhstan and the main provisions on state and local procurement. The state and local customer and its divisions responsible for procurement. Justification of purchases and planning of purchases. Requirements for procurement participants and terms of reference for the procurement of goods, works, services for state and local needs. Procedures for identifying suppliers (contractors, performers) to meet state and local needs.</p>			Entrepreneurship and risk	Enterprise economy	<p>Knowledge acquired by students : - about the goals, objectives and principles of the contract system in the field of procurement -theoretical and practical foundations of the functioning of the system of state and local procurement and the history of its development; - main provisions of the legislation of the Republic of Kazakhstan in the field of procurement of goods, works, services for state and local needs</p> <p>2. Skills acquired by students: - use of regulations in the field of procurement, study of terminology in the field of procurement -apply procurement procedures in various ways</p> <p>3. Skills and competencies acquired by students: - formation of competencies for implementation of procedures for identifying suppliers (contractors, performers) -procedure for monitoring procurement, audit and control in the field of procurement, appeal procedures in the field of public procurement</p>
M 13	Special	KIGB 430 3	Treasury execution of the state budget	<p>The purpose of studying the discipline: is knowledge and understanding of the essence and main functions of treasury execution of the state budget in the Republic of Kazakhstan</p> <p>Within the framework of this discipline, the following is studied: Theoretical foundations of state economic policy and treasury execution of the state budget in the Republic of Kazakhstan . Treasury, its main functions and powers. Budgetary, financial and investment policy of the state. Principles and goals of state social policy. Monetary and price policy of the state. State regulation of foreign economic activity and foreign exchange policy. Experience in using government regulation methods in developed countries.</p>	5/5	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding of the essence and main functions of the treasury execution of the state budget in the Republic of Kazakhstan</p> <p>2. Skills acquired by students: navigate the field of treasury execution of the state budget in the Republic of Kazakhstan, apply in practice the tools for regulating budgetary relations</p> <p>3. Skills and competencies acquired by students: mastery of methods for managing economic instruments of state policy, analyzing the economic policy of the state and the functions of the Treasury</p>

M 11	Special	P.E. 430 3	Excel Workshop	<p>The purpose of studying the discipline is to: understand the purpose and capabilities of a spreadsheet; Excel functions and Excel tools</p> <p>Within the framework of this discipline, the following is studied: Basic concepts of spreadsheets, cells and their addressing. input , editing and formatting of data , entering text and numbers, formatting the contents of cells, calculations in spreadsheets, cell references , absolute and relative references, etc.</p>	5/5	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students: the purpose and capabilities of the spreadsheet; Excel functions ; Excel tools for preparing various summaries and reports.</p> <p>2. Skills acquired by students: create complex formulas for performing various calculations; work with databases, tables with associated worksheets and books (files); find optimal solutions for business planning</p> <p>3. Skills and competencies acquired by students: fluency and use of the capabilities of the Excel spreadsheet processor , use of a variety of tools and techniques</p>
M 10	Special	RUR 3304	Development of management solutions	<p>The purpose of studying the discipline: is knowledge and understanding of the essence and content of the organization's management process</p> <p>Within the framework of this discipline, the following is studied: Decision making theory as a scientific discipline. Goals and conditions for developing management decisions. Types of SD according to various criteria.. Basic requirements for SD (timeliness, efficiency, validity, efficiency, etc.) Methodology for developing management decisions. Classification of methods and general formulation of the problem of developing management decisions. Constraints and criteria applied in the process of development and implementation of SD. The main stages of making and implementing management decisions and their content. Decision making under conditions of uncertainty and risk.</p>	6/6	6	Fundamentals of management and marketing	Communication management	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding of the essence and content of the process of managing an organization, methods and tools for developing and making rational management decisions.</p> <p>2. Skills acquired by students: determine the factors that determine the process of making management decisions, formulate alternative solutions and make their selection, evaluate the quality of developed management decisions.</p> <p>3. Skills and competencies acquired by students: develop information communications for making rational decisions; make decisions under conditions of uncertainty and risk</p>
M 12	Special	PMPUR D 3304	Principles and methods of making management	<p>The purpose of studying the discipline: is knowledge and understanding in the field of methods for developing,</p>	6/6	6	Fundamentals of management and marketing	Communication management	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding in the field of methods for developing, making and implementing management decisions</p>

			decisions	<p>making and implementing management decisions</p> <p>Within the framework of this discipline, the following is studied: Decision functions in the methodology and organization of the management process. Basic principles of making management decisions and their characteristics. A set of methods used by managers in the process of making SD. Organization of the process of development, adoption and implementation of management decisions. Target orientation of management decisions. Development of alternative options. Making and implementing management decisions</p>					<p>2. Skills acquired by students: develop the ability to evaluate alternative solutions</p> <p>3. Skills and competencies acquired by students: making management decisions in various situations; to develop practical skills in developing measures to implement management decisions</p>
M 13	Special	URE 430 5	Regional economic management	<p>The purpose of studying the discipline is to: master the socio-economic essence of regional processes</p> <p>Within the framework of this discipline, the following is studied: Regional economic management as a science, object and subject of research, basic concepts and tasks of regional economics, research methods. Methods of collecting, processing and analyzing information about economic, political and social processes in the region. Trends and factors of socio-economic development of regions of the Republic of Kazakhstan and their management . Methodological foundations for the study of regional economics, general conditions and factors of the territorial organization of the country's economy and the economy of the region, the concept, structure and economic potential of the region, the economic core of the region, modern specialization of the regions of Kazakhstan</p>	5/5	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students: the socio-economic essence of regional processes, the actual state of economic, social, demographic, environmental processes at the level of various regions</p> <p>2. Skills acquired by students: analyze the main macroeconomic indicators of the socio-economic development of the region; work with regional statistics; analyze the level of economic security of the region; select the most appropriate methods for managing socio-economic processes at the regional level</p> <p>3. Skills and competencies acquired by students: ideas about the characteristics of the socio-economic development of various regions of Kazakhstan; a set of analytical tools for regional economic policy; tools analysis of the hierarchy of regions and the modern administrative-territorial division of Kazakhstan.</p>

M 13	Special	GRPUA 430 5	State regional policy: management and apparatus	<p>The purpose of studying the discipline: is mastering knowledge about the methodological foundations and methodological approaches to the formation of an integrated system of regulation and management of the economy of the regions of the Republic of Kazakhstan</p> <p>Within the framework of this discipline, the following is studied: The concept of state regional policy, its goals and objectives. Principles and methods of state regulation of economic development of regions. Principles, functions, organizational forms and structure of regional economic management. Financial mechanisms of state regulation of territorial development. Strategic goals and priorities for the implementation of state policy of regional development.</p>	5/5	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students: about the methodological foundations and methodological approaches to the formation of an integral system of regulation and management of the economy and social sphere of administrative-territorial entities.</p> <p>2. Skills acquired by students: solve basic exercises and problems using practical examples</p> <p>3. Skills and competencies acquired by students: processing and analysis of information on managing economic processes at the regional level</p>
M 13	Special	UEBRK 3306	Management of economic security in the Republic of Kazakhstan	<p>The purpose of studying the discipline: is knowledge and understanding of the basics of organizing and managing economic security and the application of methods for analyzing risk factors in the economy</p> <p>Within the framework of this discipline, the following is studied: The current state of economic security of Kazakhstan. Economic security in the national security system of the Republic of Kazakhstan. Public administration and measures to ensure economic security of the Republic of Kazakhstan. Problems of improving legislation in the field of ensuring economic security of the Republic of Kazakhstan. Shadow economy and its impact on economic security</p>	4/4	6	Economic theory Public Administration Theory	State regulation of the economy	<p>1. Knowledge acquired by students : demonstrate knowledge and understanding of the basics of organizing economic security and methods of analyzing risk factors.</p> <p>2. Skills acquired by students: apply the basic principles of creating and operating principles of economic security systems.</p> <p>3. Skills and competencies acquired by students: conducting an expert assessment of risk factors, assessing possible economic losses in the event of a violation of economic and financial security, determining the necessary compensation reserves.</p>

M 13	Special	NBRK 3306	National safety RK	<p>The purpose of studying the discipline: is knowledge and understanding in the field of legal, organizational, economic, technical and other measures implemented by national security subjects</p> <p>Within the framework of this discipline, the following is studied: The global security system : principles of construction and features. Trends in the formation of the national security system of the Republic of Kazakhstan. The current state of the national security system. Political security of the Republic of Kazakhstan. Socio-economic security of the Republic of Kazakhstan. Geopolitical aspects of national security of Kazakhstan.</p>	4/4	6	Economic theory Public Administration Theory	State regulation of the economy	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding in the field of legal, organizational, economic, technical and other measures implemented by subjects of national security, within the framework of state policy in the field of national security</p> <p>2. Skills acquired by students: understand the principles of national security and be guided by them in the process of making government decisions</p> <p>3. Skills and competencies acquired by students: development and implementation of a set of operational and long-term measures to prevent and neutralize threats to national security</p>
M 14	Special	EPG 3307	Economic policy of the state	<p>The purpose of studying the discipline: is knowledge and understanding of the economic foundations of the formation and implementation of the state's economic policy</p> <p>Within the framework of this discipline, the following is studied: Theoretical foundations of state economic policy. Budgetary, financial and investment policy of the state. Principles and goals of state social policy. Monetary and price policy of the state. State regulation of foreign economic activity and foreign exchange policy. Experience in using</p>	4/4	6	Public Administration Theory	State regulation of the economy	<p>1. Knowledge acquired by students : demonstrate knowledge and understanding of the economic foundations of the formation of the state's economic policy</p> <p>2. Skills acquired by students: assess the influence of the main environmental factors on the country's economic policy pursued by the state and on the results of its development</p> <p>3. Skills and competencies acquired by students: mastery of methods for managing economic instruments of state policy and analyzing state economic policy</p>

				government regulation methods in developed countries.					
M 2	Special	USZO 3307	Foreign economic policy	<p>The purpose of studying the discipline: to acquire the necessary knowledge about the organization of foreign economic activity in the Republic of Kazakhstan and in international practice at the present stage.</p> <p>The discipline studies: The concept and types of foreign economic policy and activities , sources and subjects of legal regulation foreign economic transactions . Methods for protecting national security interests . Currency and tax regulation. And the use of foreign economic relations to accelerate the creation of a market economy in the Republic of Kazakhstan. Current trends in countries' renewable energy policies.</p>	4/4	6	Public Administration Theory	State regulation of the economy	<p>1. Knowledge acquired by students :</p> <ul style="list-style-type: none"> -patterns of development of legal practice, including judicial practice, and its significance in the mechanism (system) of legal regulation ; -status and development of international legal regulation and foreign legislation in the field of foreign economic activity; -methodology for obtaining legal knowledge. <p>2. Skills acquired by students :</p> <ul style="list-style-type: none"> justify the decisions made, including taking into account possible consequences, foresee the consequences of his decisions <p>3. Skills and competencies acquired by students :</p> <ul style="list-style-type: none"> - drawing up documents in the field of foreign economic activity and established practice; - application of regulatory legal acts in the field of foreign economic activities.
M 14	Special	ARGSP 3308	Analysis and implementation of government strategies and programs	<p>The purpose of studying the discipline: to master the order analysis and implementation of government strategies and programs</p> <p>Within the framework of this</p>	3/3	5	Economic theory	State regulation of the economy	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding of the principles of state and territorial planning in the public service system</p> <p>2. Skills acquired by students:</p>

				<p>discipline, the following is studied: Theoretical foundations of strategic planning. Organizational basis of state and territorial planning Legislative basis for planning and implementation of state strategies and programs . Modern understanding of planning. Application of planning methods and techniques.</p>					<p>to use methods of territorial planning of the activities of local governments and authorities in order to ensure state interests.</p> <p>3. Skills and competencies acquired by students: application of mechanisms and technologies of territorial planning to implement effective public policy</p>
M 12	Special	SPGSP 3308	Strategic planning of state and target programs	<p>The purpose of studying the discipline: is gaining knowledge in the field of strategic planning of state and target programs</p> <p>Within the framework of this discipline, the following is studied: The content of public administration and planning of state and target programs. Market approach to state planning. Responsibility in government planning. State planning and organized interests. Formation and implementation of public policy. Development and decision-making in the state planning system. Decentralization of public administration and development of local self-government in the Republic of Kazakhstan.</p>	3/3	5	Economic theory	State regulation of the economy	<p>1. Knowledge acquired by students : demonstrate knowledge and understanding in the field of strategic planning of state and target programs</p> <p>2. Skills acquired by students: apply the basic techniques of strategic planning of state and target programs, navigate various types of strategies and programs</p> <p>3. Skills and competencies acquired by students : skills of strategic planning of state and target programs and evaluation of their effectiveness</p>
M 14	Special	GSTP 2309	State service V RK	<p>The purpose of studying the discipline: is knowledge and understanding of the principles of the civil service, improving the civil service in the Republic of Kazakhstan</p> <p>Within the framework of this discipline, the following is studied: The theoretical foundations and political significance of the civil service system as a social and legal institution. The civil service system, its types, positions, procedure. Conceptual foundations, principles and mechanism of state personnel policy of the</p>	5/5	3	Economics and law	Public Administration Theory	<p>1. Knowledge acquired by students : demonstrate knowledge and understanding of the principles of public service activities and the implementation of personnel policies</p> <p>2. Skills acquired by students: to use in practice methods of work in the civil service, to be guided by the ethical principles of work of civil servants</p> <p>3. Skills acquired by students and competencies: application of management skills in the public service, as well as skills in developing and implementing personnel policies.</p>

				Republic of Kazakhstan. Moral foundations of personnel policy. Morality of civil servants, standards of their official behavior.					
M 15	Special	UIGS 2309	Managing change in the public service	<p>The purpose of studying the discipline: is knowledge and understanding of the theoretical and methodological foundations of organizational change management</p> <p>Within the framework of this discipline, the following is studied: Legal regulation in the field of public administration. Legal forms of public administration. Civil service as a subject of legal regulation. Public service and career. Working conditions and social security of civil servants. Responsibility for violations of legislation on civil service.</p>	5/5	3	Economics and law	Public Administration Theory	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding in the field of theoretical and methodological foundations of organizational change management; studying the features of the formation of organizations in conditions of continuous change</p> <p>2. Skills acquired by students: the ability to find organizational and managerial solutions, evaluate the results and consequences of the management decision made</p> <p>3. Skills and competencies acquired by students: developing skills in determining the need for organizational changes, diagnosing the state of the organization, working with staff resistance, team building, and forming strategies.</p>
M 15	Special	SDOU 2310	Management documentation system	<p>The purpose of studying the discipline: is knowledge and understanding in the field of documentation support for enterprise management</p> <p>Within the framework of this discipline, the following is studied: Basics of working with documents in the management process. Document flow in management bodies. Standards and classifiers in the management documentation system. General basics of business correspondence. Features of the design of the most common types of organizational and administrative documents. Organization of current work with documents.</p>	5/5	3	Economics and law	Development of management solutions	<p>1. Knowledge acquired by students: knowledge and understanding in the field of documentation support of the management process</p> <p>2. Skills acquired by students: develop the ability to provide documentation management of processes in the GMU system</p> <p>3. Skills and competencies acquired by students: skills in working with regulations and executive and administrative documents.</p>
M 15	Special	E.P. 2310	Electronic government	<p>The purpose of studying the discipline: is understanding of the principles and significance of e-government</p>	5/5	3	Economics and law	Development of management solutions	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding of the principles of operation and the current state of e-government</p>

				Electronic government: basic concepts. Regulatory and legal framework of e-government in the Republic of Kazakhstan. Identification tools in e-government applications. Methods for assessing readiness for e-government and the effectiveness of e-government. Government service portals.					<p>2. Skills acquired by students: use methods of working with electronic government</p> <p>3. Skills and competencies acquired by students: application of mechanisms and technologies for working with electronic government in the public policy system</p>
M 15	Special	EGS 4311	Ethics of a public servant	<p>The purpose of studying the discipline: is knowledge of ethical standards of public service, problems in this area and ways to solve them</p> <p>Within the framework of this discipline, the following is studied: The essence and content of the concept of ethics in the public service. Management ethics as a type of professional ethics. Problems of modern economic ethics. Ethical aspects of partnership, competition, relationships between the company and government agencies and public organizations. Public Service Ethics: Values and Norms of Administrative Ethics.</p>	4/4	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding in the field of legal , moral and ethical standards in the field of public service</p> <p>2. Skills acquired by students: diagnose ethical problems and apply basic models for making ethical management decisions.</p> <p>3. Skills and competencies acquired by students: the skill and analysis of preventing and resolving situations that could lead to a conflict of interest in the public service.</p>
M 15	Special	GSKP 4311	Civil service and personnel policy	<p>The purpose of studying the discipline: is knowledge and understanding of the principles of public service activities and the implementation of personnel policies</p> <p>Within the framework of this discipline, the following is studied: The theoretical foundations and political significance of the public service system as a social and legal institution. The civil service system, its types, positions, procedure. Conceptual foundations, principles and mechanism of state personnel policy of the Republic of Kazakhstan. Moral foundations of personnel policy.</p>	4/4	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students: the principles of the civil service system in the Republic of Kazakhstan and the implementation of personnel policy</p> <p>2. Skills acquired by students: use basic methods of work in the public service.</p> <p>3. Skills and competencies acquired by students: application of management skills in the public service, as well as skills in implementing personnel policies.</p>

				Morality of civil servants, standards of their official behavior.					
M 10	Special	ESF 4312	Economic strategy of the company	<p>The purpose of studying the discipline is: knowledge of basic categories, concepts, terms, classification of strategies and their content</p> <p>Within the framework of this discipline, the following is studied: Economic strategy of a company - concept, essence. Economic strategies in the socio-economic development of a company. State regulation of the economy and enterprise strategy. Strategies in organization development. Basic principles of strategic management. Approaches in strategic management processes. Strategy and tactics in management. Risks in strategic management. Innovations in strategic management. Strategic Management Manager. Strategic personnel management of the organization. Technology of strategic management.</p>	6/6	7	Enterprise economy	Internship	<p>1. Knowledge acquired by students: main categories, concepts, terms of the discipline and their classification</p> <p>2. Skills acquired by students: - independently analyze and conduct diagnostics of the enterprise, use foreign experience in strategic management in practical activities, develop an anti-crisis strategy for the organization.</p> <p>3. Skills and competencies acquired by students: - basic theoretical and practical skills of strategic management in the context of economic development</p>
M 10	Special	MPF 4312	Marketing policy of the company	<p>The purpose of studying the discipline is: knowledge and understanding of the mechanism of the organization's marketing activities</p> <p>Within the framework of this discipline, the following is studied: Marketing policy of a company - concept, essence, significance of development and successful implementation. Marketing and production activities of the enterprise. Ensuring product competitiveness. The main directions of development of the company's marketing policy, its content and main sections. Directions for increasing the efficiency of</p>	6/6	7	Enterprise economy	Internship	<p>1. Knowledge acquired by students : demonstrate knowledge and understanding in the field of the mechanism of functioning of marketing work in the organization</p> <p>2. Skills acquired by students: searching for ways to improve the marketing service and the organizational structure of marketing management</p> <p>3. Skills and competencies acquired by students: evaluate the effectiveness of the implementation of marketing policies, measures to increase the effectiveness of marketing services</p>

				marketing activities in an organization					
M 10	Special	E.M. 431 3	Environmental management	<p>The purpose of studying the discipline: the formation of knowledge and skills in the organization of environmental management.</p> <p>Within the framework of this discipline, the following is studied: Environmental management as a comprehensive study and independent assessment of compliance with regulatory requirements for environmental protection by business (or other) activities, as well as the preparation of recommendations for solving environmental problems of production</p>	5/5	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students: learn the basics of environmental management, its meaning and main functions</p> <p>2. Skills acquired by students: compare regulatory requirements for environmental protection with the results of the enterprise's production activities</p> <p>3. Skills and competencies acquired by students: development of environmental and management thinking and culture, the importance of implementing environmental projects</p>

M6	Special	Political management	<p>The purpose of studying the discipline: the formation of systemic knowledge in the field of political management.</p> <p>The discipline studies: methods used in political management , analytical construction of the situation, concept and stages , ethical problems of political management , concept and types of political power , effectiveness of political power , concept of a political campaign , external environment of a political campaign , subjects and objects of a political campaign , concept political action , motivation for political action , etc.</p>	5/5	7	Public Administration Theory	Internship	<p>1. Knowledge acquired by students : Know : the object and subject of the theory of political management ; the importance of theoretical methods for describing and explaining political management ; know the subjects and objects of the political-technological process; motivation for political action</p> <p>2. Skills acquired by students : -analysis and forecast of the economic, political, social situation in the political technology of the state; -be able to organize the work of the political leader’s apparatus; - lead political dialogue, negotiations; - highlight the administrative aspects of the situation and influence it.</p> <p>3. Skills and competencies acquired by students : -working with literary sources; - own PR technologies.</p>
M4	General	L.M. 431 4 Leadership in management	<p>The purpose of studying the discipline: gaining knowledge on the subject, acquiring skills and leadership abilities.</p> <p>Within the framework of this discipline, we study: Leadership as a phenomenon of modern society. Leadership and power. The structure and dynamics of leadership. The concept of a leader’s socio-psychological resource. Psychophysiological, socio-cultural, economic, practical potential of a leader. Leadership and management. Leadership styles. Gender and age characteristics of a leader's personality. Leader behavior and group socio-psychological processes.</p>	5/5	7	Business communication	Internship	<p>1. Knowledge acquired by students: the history of the formation of the concept of “leadership”; leadership models and their typologies; leadership styles and mechanisms for their adaptation to organizational practice; principles and methods for adapting leadership styles in given organizational conditions; models for making leadership decisions; mechanisms for developing the leadership potential of a manager.</p> <p>2. Skills acquired by students: assess the conditions and consequences of implementing various leadership styles in the current organizational conditions; evaluate the role of the leadership component in the process of implementing management activities;</p> <p>3. Skills and competencies acquired by students: skills in analyzing the conditions and consequences of implementing various leadership styles</p>

M 12	Special	KM 43 1 4	Communication management	<p>The purpose of studying the discipline is: gain knowledge on the theoretical and practical fundamentals of communications management</p> <p>Within the framework of this discipline, the following is studied: Communications in management – concept, content. Communication process, its stages. Elements of the communication process. Fundamentals of communication technologies in management. Theories of communication management and their social nature. Features and main directions of communication management. Stages of developing a communication improvement program. Modern methods of decision making in communication management. Information technologies in the activities of government bodies . Efficiency of communication technologies.</p>	5/5	7	Business communication	Internship	<p>1. Knowledge acquired by students : gain knowledge on the theoretical and practical foundations of communications management</p> <p>2. Skills acquired by students: be able to navigate the terminology of the discipline and be able to analyze the state of communication processes in the organization, form communication channels and carry out activities to increase the efficiency of the information exchange process</p> <p>3. Skills and competencies acquired by students: gain the skills to use their knowledge in the process of improving communication management.</p>
M 3	Special	OUGB 3315	Fundamentals of state budget management	<p>The purpose of studying the discipline: theoretical and practical training of students, mastering the essence of the planning system and effective management of the public finance system</p> <p>Within the framework of the discipline, the following is studied: a systematic understanding of the fundamental provisions, essence and specifics of the state budget. The practice of implementing the state budget policy . The budget as a financial plan. The impact of the state budget on the economy as a whole. State budget in the sphere of material production and as a stimulator of its</p>	6/6	6	Public Administration Theory	State regulation of the economy	<p>1. Knowledge acquired by students: -patterns of functioning of the modern budget system -principles of organizing the budget process in the Republic of Kazakhstan.</p> <p>2. Skills acquired by students: -calculate a set of indicators characterizing the effectiveness of the budget system</p> <p>3. Skills and competencies acquired by students: -skills in applying analytical techniques for assessing the economic efficiency of budget execution at different levels -skills in analyzing the final results of implementing budget programs of the Republic of Kazakhstan based on available data.</p>

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M 15	Special	SOOB 3315	Public relations in government agencies	<p>The purpose of studying the discipline: mastering theoretical knowledge and skills in organizing connections with public in government</p> <p>Within the framework of this discipline, the following is studied: Public relations in government bodies - concept, specifics, current state in the Republic of Kazakhstan. Basics of working with documents in management. Document flow in management bodies. Standards and classifiers in the management documentation system. General basics of business correspondence. Features of the design of the most common types of organizational and administrative documents. Organization of current work with documents.</p>	6/6	6	Public Administration Theory	State regulation of the economy	<p>1. Knowledge acquired by students: knowledge and understanding in the field of public relations in government bodies and documentation support of management</p> <p>2. Skills acquired by students: develop skills in organizing public relations in government bodies, ensure document management of processes in the State Medical University system.</p> <p>3. Skills acquired by students and competencies: - formation of effective public relations in government bodies -skills in working with regulations and executive and administrative documents.</p>
M1 2	Special	GRE 43 16	State regulation of the economy	<p>The purpose of studying the discipline: is mastering the meaning, structure and main tasks solved by the GRE system</p> <p>Within the framework of this discipline, the following is studied: The objective need for state regulation of the economy and its essence. Objects of state regulation: macrosphere, production, infrastructure, social sphere of the economy and its regional components. Socio-economic forecasting and planning as the initial stage of state activity in regulating the economy.</p>	5/5	7	Theory of government regulation	Internship	<p>1. Knowledge acquired by students: systems of state regulation of the national economy, activities of fiscal and monetary policy.</p> <p>2. Skills acquired by students: analyze the state of the gas exploration system in Kazakhstan and the economic efficiency of its development</p> <p>3. Skills and competencies acquired by students: skills in using terminology used in government activities and in the system of government regulation of the Kazakh economy.</p>

M 13	Special	GPU 43 16	Public Policy and Administration	<p>The purpose of studying the discipline: is knowledge of the basics of organizing optimization of public administration and methods of management analysis</p> <p>Within the framework of this discipline, the following is studied: Implementation of public policy in the process of public administration. Basic concepts of public policy and management. Instruments and mechanisms of public policy and management. Innovations in public administration caused by the development of information technology.</p>	5/5	7	Theory of government regulation	Internship	<p>1. Knowledge acquired by students: demonstrate knowledge and understanding of the basics of organization, optimization of public administration and methods of management analysis</p> <p>2. Skills acquired by students: apply the basic laws of creation and principles of functioning of subjects and objects of public administration</p> <p>3. Skills and competencies acquired by students: assessing risk factors, assessing possible economic losses in case of violation of the economic and financial component of the legislation</p>
M 14	Special	EPKR K 43 17	Economic policy of the enterprise and competitiveness	<p>The purpose of studying the discipline: is understanding the essence of the state's economic policy and ways to increase competitiveness</p> <p>Within the framework of this discipline, the following is studied: Economic policy of the state. Industrial policy and government regulation. Competitiveness in a market economy. Competitiveness of services and methods of its assessment. Competitiveness management as a process. Development of programs to increase competitiveness. Ensuring the implementation of programs to increase competitiveness.</p>	5/5	7	Enterprise economy	Internship	<p>1. Knowledge acquired by students: demonstrate knowledge in the field of functioning of the modern economy at the macro and micro levels; master the content of the main directions for increasing the competitiveness of the economy</p> <p>2. Skills acquired by students: analyze economic phenomena, processes and institutions at the micro- and macro-level; identify economic problems when analyzing specific situations</p> <p>3. Skills and competencies acquired by students: application of economic research methodology; modern methods of collecting, processing and analyzing economic and social data</p>
M 14	Special	UEK 43 17	Economic Management of Kazakhstan	<p>The purpose of studying the discipline: is knowledge of the fundamentals of functioning of the sphere of national economic management</p> <p>Within the framework of this discipline, the following is studied: Methodological foundations of managing the economy of Kazakhstan. Regional management in Kazakhstan.</p>	5/5	7	Enterprise economy	Internship	<p>1. Knowledge acquired by students: methods and principles of managing the national economy, features of managing the economy of the Republic of Kazakhstan, foreign experience in public management</p> <p>2. Skills acquired by students: use the methodology of forecasting and managing socio-economic development</p> <p>3. Skills and competencies acquired by students:</p>

				The system of measures to manage the economy of Kazakhstan at the present time. National program of denationalization and privatization. Rationalization of the organizational structure of state economic management.					understanding the specifics of the functioning of the public administration mechanism, developing basic skills in government management
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- 1) Considered at a meeting of the Department of Business Administration, Minutes No. 7 dated February 15, 2023.
- 2) Discussed and recommended at the meeting of the academic committee of the ShBIT, minutes No. 3 of 02/16/2023.
- 3) **The catalog of elective disciplines is agreed upon:**

No.	Agreed with employers (name of organization, position, full name)
1	State Institution ASControl of the Ulytau region , head of department - Almenov T.S.
2	RGU "National Bank of the Republic of Kazakhstan", deputy. Director - Ishchanova R.K.
3	State Institution “Housing and Communal Services Department”, acting head - A. Mukhambetali

Head of the department _____ **G.K. Bekbusinova**

Dean _____ **R.A. Aimkulov**