

**UNIVERSITY "TURAN - ASTANA"**

**APPROVED**

**at a meeting of the Academic Council**

**University "Turan-Astana"**

**Protocol No. 7 « 22 » 02 20 23**

**Chairman of the Academic Council**

**\_\_\_\_\_ Professor G.A. Japarova**

**CATALOG OF ELECTIVE DISCIPLINES**

**7M04105 – “ STATE LOCAL GOVERNMENT ”**

**DURATION OF TRAINING – 2 YEARS**

**(RECEPTION - 20 23 YEARS)**

**ASTANA, 20 23**

**Catalog of elective disciplines**  
**OP 7M04115 – “ State local government ”**

Module code	Module name	Discipline code	Name of disciplines	Summary	Amount of credits	Semester	Prerequisites	Post-requisites	Expected results of studying the discipline
1	2	3	4	5	6	7	8	9	10
<b>Basic disciplines</b>									
<b>Component of choice</b>									
M4	Special	UGP P /MB JB/M SPP 5 302	Management of government programs and projects	<p><b>The purpose of studying the discipline:</b> preparation based on the formation of a systematic understanding of the methodological and organizational aspects of program-target and project management in the public sector, which will allow them to participate in the development and implementation of government programs and projects.</p> <p><b>Within the framework of this discipline the following is studied:</b> Project management: theory and practice. Goals and quality criteria for project management. Project planning process. Drawing up a project execution plan. Project implementation processes. Monitoring the implementation and completion of projects. Indicators, goals, objectives of programs. Program effectiveness indicators. The procedure for developing a program at the state and municipal level and the process of managing the program. Methodology for monitoring and assessing the effectiveness of the implementation of the target program .</p>	5/5	1	Management, Theory and practice of public administration	Research Master's student's work	<p><b>1. Knowledge acquired by students :</b> theory and practice of developing and implementing programs in areas and types of economic activity, have theoretical knowledge of project management standards .</p> <p><b>2. Skills acquired by students :</b> formulate the main sections of the program, the consolidated project plan; monitor and regulate the progress of the project and program according to the main parameters; navigate modern methods of construction and evaluation, programs and projects</p> <p><b>3. Skills and competencies acquired by students :</b> conducting a survey and system analysis of the need to develop a target program; forming a target program in one of the selected areas, drawing up an organizational and technological model of the project; calculating the project schedule•</p>
M 3	Special	SML/ SMK / SML 5207	Strategic Management and Leadership	<p><b>The purpose of studying the discipline:</b> is to develop undergraduates' basic theoretical knowledge and basic practical skills in the field of strategic management and leadership</p> <p><b>Within the framework of this discipline the following is studied:</b> Subject, essence, functions and necessity of strategic management . Formation</p>	3/5	3	Business entrepreneurship	Research Master's student's work	<p><b>1. Knowledge acquired by students:</b></p> <ul style="list-style-type: none"> <li>-principles for developing strategic, tactical and operational decisions in relation to managing the production activities of an organization;</li> <li>- principles of planning operational (production) activities of organizations;</li> <li>- basic methods and tools for managing operational activities.</li> </ul>

				of strategic intentions of the organization. Strategic analysis of the organization's environment. Strategic position of the organization. Organization strategy. Organizational support and planning for strategy implementation.					<p><b>2. Skills acquired by students:</b></p> <ul style="list-style-type: none"> <li>- evaluate the expected results of the proposed organizational and management decisions;</li> <li>- assess the organizational and social consequences of decisions made;</li> <li>- use modern methods of organizing planning of operational (production) activities.</li> </ul> <p><b>3. Skills and competencies acquired by students:</b></p> <ul style="list-style-type: none"> <li>- skills in describing problematic situations of the organization's activities, using professional terminology and management technologies;</li> <li>- skills based on the analysis of the results of problem situations of organizing the identification and formation of organizational and management decisions, developing and justifying them, taking into account the achievement of economic, social and environmental efficiency;</li> <li>- skills in assessing the expected results of the implementation of proposed organizational and management solutions, using modern computer tools.</li> </ul>
M 3	Special	MPE D/EP OA/MTE D 5207	Methods of teaching economic disciplines	<p><b>The purpose of studying the discipline:</b> obtaining knowledge in the field of methods of teaching economic disciplines in the conditions of creating an innovative information educational environment, as a driving force for improving the quality of economic education in Kazakhstan.</p> <p><b>Within the framework of this discipline the following is studied:</b> Didactics and methods of teaching economic disciplines. Learning theory. Modern teaching methods. Direct training. Research and modeling in the educational process. Cooperative learning in higher education. The seminar and its purpose. Active learning model. Visibility in teaching economic disciplines. Methodology for organizing independent work of students. Control in the structure of training.</p>	5/5	1	Economic theory, Macroeconomics, Microeconomics	Research Master's student's work	<p><b>1. Knowledge acquired by students:</b></p> <ul style="list-style-type: none"> <li>- the main factors of the economics teaching process, goals and methods of teaching economic disciplines;</li> </ul> <p><b>2. Skills acquired by students:</b></p> <ul style="list-style-type: none"> <li>- use different teaching methods;</li> <li>- apply modern educational technologies</li> </ul> <p><b>3. Skills and competencies acquired by students:</b></p> <ul style="list-style-type: none"> <li>- introduce elements of modern innovative technologies into the educational process;</li> <li>- organize independent activities of students in the classroom</li> </ul>
M 3	Special	MON I/GZ AU/MOS R 5207	Methodology and organization of scientific research	<p><b>The purpose of studying the discipline is</b> to gain knowledge in the field of methodology and methods of conducting scientific and diagnostic research in business.</p> <p><b>Within the framework of this discipline the following is studied:</b> Methodology and methods for conducting scientific and diagnostic research in business, determining the choice of one of two</p>	5/5	1	Economic theory, Macroeconomics, Microeconomics	Research Master's student's work	<p><b>1. Knowledge acquired by students:</b></p> <ul style="list-style-type: none"> <li>- development of the student's personality,</li> <li>- formation of universal, general professional and professional competencies that contribute to self-realization in the chosen field of professional activity;</li> <li>- deepening the ideological culture of students to form and improve professional qualities;</li> </ul>

				possible work formats: the research format itself (research carried out in order to obtain new knowledge about the structure, properties and patterns of functioning of the object (phenomenon) being studied) and the design and research format (identification and development of an applied problem aimed at creating a design solution). The use of different strategies and methods is demonstrated using examples of Kazakh and foreign research in business in the context of the specifics of different master's programs. During the seminar classes, the main stages of research work are modeled, starting with the formulation of a research project problems, goals and objectives of the study, putting forward hypotheses and selecting methods for testing them. Master students gain an understanding of the principles of working with scientific literature, preparing and presenting a research project, and presenting research results.					<p><b>2. Skills acquired by students:</b></p> <ul style="list-style-type: none"> <li>- use different teaching methods;</li> <li>- apply modern educational technologies</li> </ul> <p><b>3. Skills and competencies acquired by students:</b></p> <ul style="list-style-type: none"> <li>- introduce elements of modern innovative technologies into the educational process;</li> <li>- organize independent activities of students in the classroom</li> </ul>
M 3	Special	S P B P GU / MBS JBP / S P BPP A 5209	Strategic planning and budget processes in public administration	<p><b>The purpose of studying the discipline:</b> theoretical and practical training of undergraduates, mastering the essence of the planning system and effective management of the public finance system, mastering the skills of practical calculations of specific types of budgets, studying various types of budgetary influence tools</p> <p><b>Within the framework of this discipline the following is studied:</b> A systematic understanding of the fundamental provisions, essence and specifics of the state budget. The practice of implementing state budget policy. 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 growth</p>	5/5	2	Assessing the effectiveness of public administration	Modernization of the civil service	<p><b>1. Knowledge acquired by students:</b></p> <ul style="list-style-type: none"> <li>- patterns of functioning modern budget system</li> <li>- principles of organizing the budget process in the Republic of Kazakhstan.</li> </ul> <p><b>2. Skills acquired by students:</b></p> <ul style="list-style-type: none"> <li>- calculate a set of indicators characterizing the effectiveness of the budget system</li> </ul> <p><b>3. Skills and competencies acquired by students:</b></p> <ul style="list-style-type: none"> <li>- skills in applying analytical techniques for assessing the economic efficiency of budget execution at different levels</li> <li>- skills in analyzing the final results of implementing budget programs of the Republic of Kazakhstan based on available data.</li> </ul>
M 3	Special	USS/ AISB MSS 5209	Social management	<p><b>The purpose of studying the discipline:</b> to form in students a systematic understanding of the essence, specifics and current problems of management in the social sphere in the context of transformation and modernization processes, to form in students a complex of knowledge about the main categories, principles, functions, mechanisms and levels of development of various sectors of the social sphere in the context developed management practices, to develop students' skills</p>	5/5	2	Assessing the effectiveness of public administration	Modernization of the civil service	<p><b>1. Knowledge acquired by students:</b></p> <ul style="list-style-type: none"> <li>- basic principles, functions and organizational structures of the social sphere as a specific subject and object of management practices;</li> <li>- structure and specifics of social sector management in different sectors and levels of implementation;</li> <li>- the essence of the relationship between social policy and the current state of the social sphere;</li> <li>- the main trends and mechanisms of management in the social sphere in connection with the peculiarities of the</li> </ul>

				<p>in using modern knowledge in the field of organization and functioning of the social sphere</p> <p><b>Within the framework of this discipline the following is studied:</b> The social sphere as an object and subject of management in modern society. Social sphere and social policy: a systematic approach. Current aspects of management in the social sphere. Regulation of socially acute problems of the population in the social sphere. Development of social sphere sectors in the context of management practices. State programs as a mechanism for managing the social sphere. Current problems and ways of development of the social sphere</p>					<p>formation</p> <p><b>2. Skills acquired by students:</b> – analyze the experience of using various mechanisms in the development of various sectors of the social sphere; – apply acquired knowledge to analyze practices</p> <p><b>3. Skills and competencies acquired by students :</b> – ability to analyze, organize and plan in the field of state and local government – ability to plan activities of a public authority in connection with the overall development strategy of the state and region</p>
<b>Major disciplines</b>									
M4	Special	TPG U/M BT P /TPP A 5302	Theory and practice of public administration	<p><b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field of theory and practice of public administration.</p> <p><b>Within the framework of this discipline, the following is studied:</b> The main trends in the development of science and practice of state and municipal management. , Modern concepts of state and local government. Organizational models and mechanisms for implementing public policy. Mechanisms for optimizing state and local government .</p>	5/5	2	Psychology of management Business entrepreneurship	Project management in public administration Management of territory competitiveness	<p><b>1. Knowledge acquired by students :</b> demonstrate knowledge and understanding of decision making in public administration</p> <p><b>2. Skills acquired by students :</b> Ability to make government management decisions</p> <p><b>3. Skills and competencies acquired by students :</b> Application of the method and model for the development of public management decisions</p>
M4	Special	S KG MU / MJB ZK /M CSL G 5302	Modern concepts of state and local government	<p><b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field of modern concepts of state and local government.</p> <p><b>Within the framework of this discipline the following is studied:</b> About the main features of the “ideal” bureaucratic concept of M. Weber and its modern significance for the Republic of Kazakhstan . The concept of corporate governance and the main mechanisms for its implementation in practice (foreign experience). Mechanisms of repression and resistance in the psychoanalytic management paradigm. The role of socio-psychological mechanisms in behavioral</p>	5/5	2	Psychology of management Business entrepreneurship	Research Master's student's work	<p><b>1. Knowledge acquired by students :</b> demonstrate knowledge and understanding in the field theories of public administration; the main stages of the evolution of public administration in Kazakhstan; public administration methodology; formation of policy and strategy of public administration;</p> <p><b>2. Skills acquired by students :</b> develop strategy and tactics of public administration; draw up instructions and regulations on the organization of activities of government bodies; solve practical issues on organizing the work of employees of government bodies.</p> <p><b>3. Skills and competencies acquired by students :</b> own methods for implementing basic management</p>

				economics. On the peculiarities of the national character of the Republic of Kazakhstan and its consideration in the practice of innovation management. The mechanism of national identity.					functions and decisions; modern technologies for effectively influencing individual and group behavior of personnel in organizing activities. identifying strengths and weaknesses in management and organization of activities of government agencies
M4	Special	TUIP /IZhB T/TM IP 5303	The theory of innovation project management	<p><b>The purpose of studying the discipline:</b> formation of systemic knowledge of undergraduates in the field theories of innovation project management.</p> <p><b>Within the framework of this discipline the following is studied:</b> Development of a concept for managing an innovative project . Initial (pre-investment) phase of innovation project management . And the investment phase of innovation project management . Liquidation phase of innovation project management</p>	5/5	2	Psychology of management Business entrepreneurship	Mechanisms for making and implementing government decisions	<p><b>1. Knowledge acquired by students :</b> demonstrate knowledge and understanding in the field of theory and management of innovative projects; know the concept of a national innovation system (NIS), its place and role in modern developed economies.</p> <p><b>2. Skills acquired by students :</b> assess innovative risks in project management; generation, selection and implementation of innovative ideas; carry out assessment of innovative projects based on portfolio matrices, competitiveness analysis, life cycle, discounted cash flow.</p> <p><b>3. Skills and competencies acquired by students :</b> practical skills in the field of managing innovative projects ; communication skills and ability to work with people; competence in a specific area of specialization of an innovative enterprise.</p>
M4	Special	GRR SE/E NSM R/SR RSE 5303	State regulation of the real sector of the economy	<p><b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field state regulation of the real sector of the economy .</p> <p><b>Within the framework of this discipline the following is studied:</b> Management of the real sector of the economy: necessity, significance, general strategy . Anti-crisis management and the real sector of the state economy. Basic concepts of state planning of the real sector of the economy. Macroeconomic dynamics and the real sector of the economy. Investment and innovation activities of the real sector of the economy. Scientific and technological progress and competitiveness of the real sector of the economy</p>	3/3	2	Psychology of management Business entrepreneurship	Mechanisms for making and implementing government decisions Political management	<p><b>1. Knowledge acquired by students :</b> demonstrate knowledge and understanding in the field of state regulation of the economy and the methodology of state regulation of the economy and its main elements.</p> <p><b>2. Skills acquired by students :</b> be able to give a general description of the forms of government regulation; be able to forecast and strategically plan, apply basic methods of state regulation of the economy;</p> <p><b>3. Skills and competencies acquired by students :</b> skills in implementing monetary regulation mechanisms; skills in implementing mechanisms for implementing the structural, industrial and investment policies of the state; skills in implementing mechanisms of state regulation of employment and social protection of the population; skills in implementing mechanisms of state regulation of foreign economic activity of the state.</p>
M5	Special	RP/AS/RP 6304	Regional policy	<p><b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field regional policy.</p>	5/5	3	Economic theory	Research Master's student's work	<p><b>1. Knowledge acquired by students:</b> -demonstrate knowledge and understanding in the field of regional development and economic development of the country's regions;</p>

				<p><b>Within the framework of this discipline the following is studied:</b> Scientific approaches to regional policy . Spatio-temporal, genetic, geosystemic, reproductive, problem and geopolitical approaches. Regional Research Methods . Modeling methods. comparative geographical, statistical, cyclic and program-targeted methods , gross regional product. Territorial development indices, regional human capital. Accumulated fixed assets, regional development rates. indicators of social development of the subjects of the Republic of Kazakhstan. Level of development of the agricultural and service sectors. State of education, medicine and management.</p>					<p>-features of the organization of regional management.</p> <p><b>2. Skills acquired by students:</b></p> <ul style="list-style-type: none"> <li>-apply research methods in regional economics ;</li> <li>- manage the socio-economic potential in the regions;</li> <li>-calculate the ratio of local and regional interests;</li> </ul> <p><b>3. Skills and competencies acquired by students:</b></p> <ul style="list-style-type: none"> <li>-factor analysis of socio-economic development and increasing the competitiveness of regions.</li> </ul>
M5	Special	GChP RK / KRM ZhS / MCT RK 6304	Public-private partnership in the Republic of Kazakhstan	<p><b>The purpose of studying the discipline:</b> Understand how public and private organizations can collaborate to achieve mutually beneficial results, especially in the context of infrastructure development, social service delivery, and other public sector projects .</p> <p><b>Within the framework of this discipline, the following is studied:</b> Introduction to public-private partnership (PPP). Legal and institutional framework. Identification and assessment of potential PPP projects. Project financing. Managing risks associated with PPP projects. Negotiation and management of PPP contracts. Social and environmental impacts of PPP projects. Monitoring and evaluation of PPP projects. International comparisons of PPP experience.</p>	5/5	1	Economics and law, Economic theory, Fundamentals of finance, Accounting, Management	Experimental research work	<p><b>1. Knowledge acquired by students:</b></p> <ul style="list-style-type: none"> <li>- basic concepts and principles of PPP;</li> <li>- legal and regulatory framework underlying PPP projects;</li> <li>- various stages of developing a PPP project;</li> <li>- on the social and environmental consequences of PPP projects.</li> </ul> <p><b>2. Skills acquired by students:</b></p> <ul style="list-style-type: none"> <li>- identify and analyze risks associated with PPP projects and develop strategies to mitigate and manage these risks;</li> <li>- negotiate contracts and agreements;</li> <li>- monitor and evaluate the effectiveness of projects, as well as ensure accountability and transparency of PPP operations.</li> </ul> <p><b>3. Skills and competencies acquired by students:</b> communication and stakeholder management from both the public and private sectors, including relationship management and conflict resolution.</p>
M5	Special	SEU KGS/ MKK EShB /SEC MCS 6305	Official ethics and conflict management in public service	<p><b>The purpose of studying the discipline:</b> formation of systemic knowledge of undergraduates in the field of formation of official ethics and conflict management in the public service.</p> <p><b>Within the framework of this discipline the following is studied:</b> On the features of the state civil service as a social and moral institution . Legal regulation of the state civil service in the Republic of Kazakhstan. Moral conflict in public</p>	5/5	3	Psychology of management	Research Master's student's work	<p><b>1. Knowledge acquired by students :</b> know the ethical standards of business relations, the basics of business communication, the principles and methods of organizing business communications; the essence and methods of managing organizational culture; causes and methods of managing conflicts and stress in an organization.</p> <p><b>2. Skills acquired by students :</b> be able to apply methods and means of cognition for intellectual development, increasing cultural level, and</p>

				service. Moral and ethical component in the system of public civil service . Moral guidelines for building a career as a state civil servant Conceptual foundations of ethical behavior in the state civil service					professional competence.  <b>3. Skills and competencies acquired by students :</b> master modern technologies and manage personnel behavior (formation and maintenance of the moral and psychological climate in the organization; management of increasing the ethical level of business relations and the effectiveness of business communication; management of organizational culture; management of conflicts and stress).
M5	Special	MRK SK/ UZhZ h ShM /MR CST 6305	Mechanisms for resolving conflict situations in a team	<b>The purpose of studying the discipline:</b> formation of systemic knowledge of undergraduates regarding the formation of a mechanism for resolving conflict situations in a team.  <b>Within the framework of this discipline the following is studied:</b> Principles of conflict research: general scientific , specific . The main types of social conflicts The effectiveness of third party participation in conflict resolution Constructive and destructive consequences of conflicts . Management of interpersonal and group conflicts. Conflict -forming motives among coaches, team formation and management in conditions of physical education and sports activities , with team cohesion , etc.	5/5	3	Psychology of management	Research student's work Master's student's work	<b>1. Knowledge acquired by students :</b> know the mechanisms for resolving conflict situations in a team and methods of organizing business communications; the essence and methods of managing organizational culture; causes and methods of managing conflicts and stress in an organization.  <b>2. Skills acquired by students :</b> be able to apply methods of resolving conflict situations in a team.  <b>3. Skills and competencies acquired by students :</b> master modern technologies and mechanisms for resolving conflict situations in a team.
M6	Special	TR R UR/B ShAT /TD MD 6306	Technologies for the development and implementation of management decisions	<b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field of technologies for the development and implementation of management decisions .  <b>Within the framework of this discipline the following is studied:</b> Contents of management decisions, elements of the decision and their interactions. Functions of management decisions , requirements for management decisions . Factors on which management decisions depend . About ensuring the quality of management decisions: the relationship of elements of the quality of management decisions , aspects of the quality of management decisions. modeling of management situations The need for modeling , models based on normative theories, their disadvantages . Development of modeling , classification of mathematical models based on the characteristics	5/5	3	Management Theories and mechanisms of modern government	Research Master's student's work	<b>1. Knowledge acquired by students :</b> know the basic concepts associated with the development and implementation of management decisions; know the principles and functions of making management decisions; analyze factors influencing the decision-making process; analyze current planning in the organization; analyze the types and types of management decisions; analyze the results obtained when solving problems.  <b>2. Skills acquired by students:</b> be able to analyze diagrams that help to better understand the logic of the material being presented; be able to use theoretical material when questioning non-standard practical situations.  <b>3. Skills and competencies acquired by students :</b> carry out a set of sequentially repeated actions consisting of individual stages, procedures, operations for developing technologies for developing and making management decisions; identify a problem situation and analyze it; formulate goals and limitations; assess opportunities for



				of their behavior: deterministic, probabilistic, game models. other model classifications					solving problems when making management decisions; be able to develop alternative solutions; evaluate solution options and make a final decision; organize and control the execution of the decision.
M6	Special	MPR GR /MSh MOZ h /MAI GD 6306	Mechanisms for making and implementing government decisions	<p><b>The purpose of studying the discipline:</b> formation of systemic knowledge of undergraduates in the field mechanisms for making and implementing government decisions.</p> <p><b>Within the framework of this discipline the following is studied:</b> Public Policy and Public Administration . An analysis of the process of developing and implementing public policy . Classification of state management decisions Development of state management decisions . Methodological basis for the development of government decisions. Development and implementation of management decisions in conditions uncertainty and risk. Management decisions and managerial responsibilities . The problem of improving the quality and efficiency of state and local institutions</p>	5/5	3	Management Theories and mechanisms of modern government	Research Master's student's work	<p><b>1. Knowledge acquired by students : Know :</b> the specifics of the state as a subject of decision-making; know the basic theoretical interpretations of the state as a subject of decision-making (in the context of network theory, the theory of public management, e-government, good governance, synergetic and technological approaches).</p> <p><b>2. Skills acquired by students :</b> apply management parameters, including inherent processes and decision-making mechanisms; analyze the situation before making a government decision; organize a global vision of particular problems, corrective collection of information and diagnosis of the situation; organize the execution and control of government decisions; develop and make government decisions in risky situations.</p> <p><b>3. Skills and competencies acquired by students :</b> working with literary sources; developing a strategy for implementing government decisions.</p>
M6	Special	PM /SM/ PM 6306	Political management	<p><b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field political management.</p> <p><b>Within the framework of this discipline the following is studied:</b> Methods used in political management . Analytical design of the situation. Concept and stages , ethical problems of political management . The concept and types of political power , the effectiveness of political power The concept of a political campaign . In the external environment of a political campaign . With subjects and objects of a political campaign . The concept of political action . Motivation for political action , etc.</p>	6/6	3	Management, Assessing the effectiveness of public administration	Research Master's student's work	<p><b>1. Knowledge acquired by students : Know :</b> the object and subject of the theory of political management ; the importance of theoretical methods for describing and explaining political management ; know the subject and object of the political-technological process; motivation for political action: main directions of research.</p> <p><b>2. Skills acquired by students :</b> 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><b>3. Skills and competencies acquired by students :</b> working with literary sources; own PR technologies .</p>
M6	Special	PMG U/M BZh	Project management in	<p><b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field</p>	6/6	3	Economic theory	Research Master's student's	<p><b>1. Knowledge acquired by students:</b> know the critical factors of project success ; with the rest of the project management documentation ; with standard tools for</p>

		M/ PMP A630 7	public administ ration	project management in public administration.  <b>Within the framework of this discipline the following is studied:</b> Justification of the need to use project management in the Republic of Kazakhstan. Basic prerequisites for the development of project management in the Republic of Kazakhstan. The main barriers to the development of project management. Basic principles and legal basis for the development of project management in Kazakhstan. Main directions and tools for implementing the Concept of Project Management Development				work	decomposition of design work ; Methods for developing a schedule and budget project _  <b>2. Skills acquired by students :</b> develop project management documents, namely: Project Charter . Project schedule (schedule) . Project budget (cost plan) . Risk management plan .  <b>3. Skills and competencies acquired by students:</b> in justifying the need to start investment projects depending on financial indicators
M6	Special	MOS PK/K SKM Zh /MPC LC 6308	Moderni zation of public consciou sness and legal culture	<b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field modernization of public consciousness and legal culture.  <b>Within the framework of this discipline the following is studied:</b> Basic approaches to the study of legal culture in modern legal science . Methodology for analyzing legal culture . The relationship between the category “legal culture” and basic legal categories . The structure of legal culture . Functional characteristics of legal culture . In the ideas and types of legal cultures. State policy in the field of improving the legal culture of the population . Legal culture as the most important factor in the legal socialization of the individual .	6/6	3	Behavior al what psycholo gy and anti- corruptio n culture History and philosop hy of science	Research Master's student's work	<b>1. Knowledge acquired by students:</b> the legal space of functioning of legal culture and law.  <b>2. Skills acquired by students :</b> understand the significance of legal culture as a type of universal human culture; use the general cultural fund of knowledge.  <b>3. Skills and competencies acquired by students :</b> basic knowledge of cultural studies, apply the most important components of legal culture in professional activities
M6	Special	MGS/ MKZ h/MG S 6308	Moderni zation of the civil service	<b>The purpose of studying the discipline:</b> the formation of systemic knowledge of undergraduates in the field modernization of the civil service.  <b>Within the framework of this discipline the following is studied:</b> Current state of the public service system of the Republic of Kazakhstan. Theoretical and practical foundations of the functioning of the institution of public service and the history of its development in the Republic of Kazakhstan. Principles of implementation and regulation of public service . Regulatory legal support for the public service and possible prospects and directions for its development . Principles of personnel policy and specifics of	5/5	3	History and philosop hy of science Behavior al psycholo gy and anti- corruptio n culture	Research Master's student's work	<b>1. Knowledge acquired by students : Know :</b> the concepts of state apparatus and public service system; know the needs and expectations of society for the modernization of the civil service in view of the changing functions of the state; know the basics of management psychology in the civil service.  <b>2. Skills acquired by students :</b> - use the methodology in practice management activities; set goals and formulate tasks for the modernization of the civil service; analyze socially significant problems and processes occurring in society and predict their development in the future for the modernization of the civil service; analyze regulatory legal documents in the activities of civil servants.

				work in the structural divisions of state bodies for public service management . Fundamentals of building a system of state guarantees and features of their provision to civil servants at all stages of their careers					<b>3. Skills and competencies acquired by students :</b> organizing the public service based on scientific principles and methods of personnel management in accordance with current legislation and standards of conduct; organization of the apparatus civil service; general scientific methodology, logic and technology for making management decisions in the civil service; master the methodology of scientific research in professional activities.
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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.	<b>Agreed with employers</b> (name of organization, position, full name)
1	State Institution State ASControl of the Ulytau region, head of the 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** \_\_\_\_\_ Bekbusinova G.K.  
**Dean of the school** \_\_\_\_\_ R.A. Aimkulov