

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN
ABAI KAZAKH NATIONAL PEDAGOGICAL UNIVERSITY**



We train teachers who are able to anticipate the needs of modern education, based on advanced methods, national heritage and global approaches. We are increasing the prestige of the teaching profession and becoming a driver of human capital development.

EDUCATIONAL PROGRAM

7M04105 - State and local government

Department of "Economic Specialties"

7M04105 - Мемлекеттік және жергілікті басқару/Государственное и местное управление

№	Name of discipline	Short description of discipline	Cycle	Component	Credits
1	Foreign language (professional)	Purpose: to develop students' communication skills in a foreign language in the professional field. Content: the study of terminology and language specifics in accordance with the professional field of students, as well as the development of writing, speaking, listening and reading skills, taking into account professional needs. Competencies: 1. Proficiency in professional vocabulary and grammar in a foreign language. 2. The ability to compose and understand texts of a professional nature. 3. Oral communication skills in a professional environment. 4. The ability to adapt culturally and interact with native speakers at a professional level. 5. The ability to use a foreign language to work with professional documentation and information. 6. The ability to apply the acquired knowledge and skills in practice in professional activities.	BD	UC	4
2	History and philosophy of science	Purpose: to study the historical development of scientific knowledge and methods of its acquisition, as well as the analysis of philosophical aspects of scientific activity. Content: undergraduates study the main stages of the development of scientific thinking, key scientific theories and concepts, as well as historical contexts that influenced the formation of the scientific world. The discipline helps undergraduates understand how science functions and how scientific knowledge is formed, as well as develops critical thinking and the ability to analyze scientific sources. Competencies: 1. Understanding the historical development of scientific knowledge and methods of obtaining it. 2. The ability to analyze and evaluate philosophical aspects and problems of scientific activity. 3. Knowledge of the basic concepts and theories in the history and philosophy of science. 4. The ability to apply the acquired knowledge to the critical analysis of scientific sources. 5. Development of skills in working with historical and philosophical texts. 6. The ability to formulate and argue one's own position on philosophical and methodological issues of science. 7. Critical thinking and the ability to analyze historical data from the point of view of scientific methodology.	BD	UC	4
3	Higher School Pedagogy	Purpose: to teach undergraduates the basic principles and methods of teaching in higher education institutions. Content: preparation of future teachers of higher education for the effective management of the educational process, the ability to work with different types of students, modern educational technologies and techniques. The discipline is also aimed at developing the skills of planning the educational process, evaluating student knowledge and skills, as well as the ability to reflect on their own teaching activities. Competencies: 1. The ability to develop and adapt curricula and teaching methods for students of higher educational institutions. 2. Skills of conducting and evaluating the educational process in higher education. 3. The ability to create effective educational environments and conditions for students. 4. Skills for developing students' personal culture. 5. Competencies in the field of professional development and self-reflection of teachers of higher educational institutions. 6.	BD	UC	4

7M04105 - Мемлекеттік және жергілікті басқару/Государственное и местное управление

№	Name of discipline	Short description of discipline	Cycle	Component	Credits
		The ability to apply innovative teaching methods and technologies in higher education. 7. Competencies in the field of education of values and culture of learning in higher education.			
4	Management Psychology	Purpose: formation of knowledge about the psychological content and structure of management activities, psychological characteristics of the personality of the head and psychological patterns of joint activity of people to achieve organizational goals; formation of practical skills of psychological support of management activities in various fields of the national economy. Content: Management psychology is a section of psychology about the patterns of managerial activity. Analysis of psychological conditions, features of management activities. Diagnostics and forecasting of the state and changes of the management subsystem; formation of the program of subordinates' activities; organization of decision execution. Managerial needs and abilities of the head. Practical implementation in the form of the creation of diagnostic tools, the development of active methods of training managers, management consulting. Competencies: The ability to manage yourself and your emotions, build and maintain relationships with colleagues and subordinates. The ability to resolve conflicts and cope with negative situations. Skills in developing management strategies and decision-making. The ability to motivate yourself and others. Skills of analyzing and understanding the behavior of people in an organization. The ability to lead a team and achieve goals. Time and resource management skills. The ability to work with changes and adapt to them.	BD	UC	4
5	Basic French (A 1.1)	Objective: to work out the basic competencies necessary for the successful conduct of professional activity in the field of international relations at the A1.1 level. Content: to express an assumption. Tell about your employment. Express a hypothesis. Submit a book. Tell about the changes. Express regret. Express an opinion. Understand the reasoning. Formed competencies: to carry out professional and personal self-education, to design further educational routes and professional career.	BD	EC	3
6	Basic French (A 1.2)	Purpose: acquisition of new language knowledge and skills. Development of the vocabulary of the French language at A-level 1.2. Content: Time and schedule. Preferences and habits. Working day. Make an appointment. To invite. Holidays. Holidays in France and Kazakhstan. To call. Give advice. Tell the biography of the artist. Description of appearance. Seasons. Climate. Describe the area. A letter to a friend. Journey. Formed competencies: must be able to choose and use adequate language forms and means depending on the purpose and situation of communication, on the social roles of communication participants, that is, on who is the communication partner.	BD	EC	5
7	State support for small business	The goal is to train specialists who possess a scientifically based concept of modern regulation and development of entrepreneurial activity. Content: Methods and tools used by	BD	EC	3

7M04105 - Мемлекеттік және жергілікті басқару/Государственное и местное управление

№	Name of discipline	Short description of discipline	Cycle	Component	Credits
		the state to regulate entrepreneurial activity in the national economy. Activation of entrepreneurial activity in the Republic of Kazakhstan as the most important factor of economic growth. Development of effective infrastructure, use of modern forms of innovation financing. Emerging competencies: to know the main problems in the field of state regulation of entrepreneurial activity, possible directions for stimulating the development of entrepreneurship			
8	Innovative trends in local government	Purpose: to form an idea of the innovative development of the region and develop skills for analyzing innovative processes in various fields of activity. Contents: the history of the formation of scientific views on innovative processes in society; the content of modern theories and concepts of innovative development, the system of correlation of concepts of innovative trends in the region. Competencies: the ability to analyze and use the data obtained to make decisions on state regulation of the economy of the Republic of Kazakhstan.	BD	EC	3
9	Information and analytical technologies of public administration	Purpose: Ideas on the use of information and analytical systems and decision support systems in public administration, the ability to use modern data analysis tools in professional activities. Contents: Obtaining theoretical knowledge about methods and tools for constructing information and analytical reports. Obtaining theoretical knowledge about methods and tools for modeling administrative processes and procedures. Obtaining practical skills in the application of methods and tools for collecting and analyzing, and processing information in information systems. Formed competencies: Ability to analyze, plan and organize professional activities	BD	EC	4
10	Practical French	Purpose: to tell about your employment. Express a hypothesis. Submit a book. Express regret. Express an opinion. Understand the reasoning. Navigate the city. World map. Traditions and customs. Content: Learning to choose a profession in career growth. necessary for successful conduct in the field of professional activity. Media and technology in modern life. Formed competencies: to carry out professional and personal self-education, to design further educational routes and professional career.	BD	EC	3
11	Advanced foreign language	Purpose: to develop the basic competencies necessary for the successful conduct of professional activity Content: detailed reports on the subject. News and reports. Articles and reports on contemporary issues, modern fiction. Actively participate in a discussion on a familiar problem, explaining and defending your opinion. A statement on an actual problem. Formed competencies: to carry out professional and personal self-education, to design further educational routes and professional career.	BD	EC	5
12	System analysis in public administration	Purpose: to study the possibilities of system-analytical methods of information support for the development, adoption and execution of decisions in the field of public administration.	BD	EC	5

7M04105 - Мемлекеттік және жергілікті басқару/Государственное и местное управление

№	Name of discipline	Short description of discipline	Cycle	Component	Credits
		Contents: the content of the principle of consistency, a systematic (integrated) approach and system analysis in the structure of modern scientific methodology, methodological levels of systemic research of management problems, scientific foundations of the formation of the public administration system, basic system-analytical techniques. Competencies: readiness for communication in oral and written forms to solve the tasks of professional activity, apply grammatical rules and models that allow you to understand fairly complex texts and competently build your own speech in a variety of modern forms and in various modularity.			
13	Theory and mechanisms of modern public administration	The purpose of the discipline is the formation of systemic knowledge in the field of public administration theory, generalization and synthesis of theoretical knowledge about the system of mechanisms of modern public administration in Kazakhstan. Contents: Basic principles of management in the system of state and local government. Basic rules. Assessment of situations, understanding of the problem in GMU. Formed competencies: The ability to apply knowledge of the theory and modern public administration mechanisms of public administration and management of socio-economic development at the regional level.	BD	EC	4
14	Academic writing	Purpose: To develop skills in writing academic texts and persuasive arguments in accordance with the requirements of the academic community. Content: mastering the methods and structure of academic writing, including critical thinking, analysis and synthesis of research materials, argumentation and logical construction of the text. This discipline also aims to develop skills in working with sources, citing and referencing in accordance with academic standards. As a result, successful mastering of the discipline should enable doctoral students to effectively and persuasively present their research findings and views to the academic community through publications, conferences and other forms of communication. Competencies: analyzing and critically evaluating information; structuring and organizing information; researching and finding sources of information; writing a paper; promoting one's arguments and views in the scientific community; critically searching for and improving one's professional competence.	PD	UC	5
15	Business communications in the professional sphere	Purpose: to form the psychological and pedagogical culture of students, the ability to use the acquired knowledge to solve the problems of personal self-development and self-improvement, as well as effective professional socialization, to form the skills of effective behavior in the process of communication. Content: the ability to perceive and correctly evaluate people with tolerance, including their individual characterological characteristics, goals, motives, intentions, states; to engage in effective interpersonal and business communication;. Formed competencies: Mastering scientific and professional vocabulary, business communication technologies in oral and written form.	PD	EC	5

7M04105 - Мемлекеттік және жергілікті басқару/Государственное и местное управление

№	Name of discipline	Short description of discipline	Cycle	Component	Credits
16	Image and brands of the territory	Objective: To develop students ' professional knowledge and skills in the field of integrated marketing applications of the necessary mechanisms to solve specific problems in the field of positioning the territory to improve its image. Skills to be formed : The ability to use economic policy tools as modern methods in the professional activity of communication. Content: To develop students ' skills in using various marketing tools to increase the attractiveness of the territory as a place of residence and activity, to familiarize them with the basics of development	PD	EC	5
17	Personnel Policy in the Public Service	The discipline is aimed at consideration of issues in the field of personnel management of state bodies. As a result of the development of the discipline, undergraduates will be able to carry out analytical work on personnel audit of state organizations	PD	EC	5
18	Professional ethics of a civil servant	The goal is to form a holistic view of administrative ethics as scientific knowledge and professional moral regulatory system of modern civil service among undergraduates. Content: To form the skills of ethical behavior in undergraduates in the context of carrying out activities in the public service, understanding the need and relevance of ethical knowledge in the modern development of public service. Formed competencies: Formation of a holistic set of knowledge in students about the regulatory legal framework for the functioning of the executive authorities of the Republic of Kazakhstan and its subjects.	PD	EC	5
19	Regional Economics	Objective: to study possible ways of forming an economic mechanism for the functioning of the country's economic complex at the regional level. Content: Concept and types of regions. Theory of agricultural standard Y. Tunen. Natural resource potential of the region. Regional revenue. Competence: to know and understand the main components of regional development	PD	EC	5
20	Strategic management	Purpose: formation of theoretical knowledge in the field of public administration of innovative development of the territory and practical skills in organizing work on forecasting, planning. Content: The ability to abstract thinking, analysis, synthesis. The ability to plan and organize the work of a public authority to develop an organizational structure adequate to the strategy, goals and objectives, internal and external conditions of the activity of a public authority. Formed competencies: The ability to apply methods of analysis and planning in the study of the strategic management system	PD	EC	5
21	Public Administration Module	The course analyzes: the economic content of the state budget. Budget structure and budget system of the Republic of Kazakhstan. Budgetary rights of public authorities and management. Budget classification and content of the budget process. State financial control. Tax and other obligatory revenues to the state budget. State credit.	PD	EC	5
22	Management in the social sphere	Purpose: mastering by students of systematic theoretical knowledge about social management, social state, social development of the territory, the essence of social policy,	PD	EC	5

7M04105 - Мемлекеттік және жергілікті басқару/Государственное и местное управление

№	Name of discipline	Short description of discipline	Cycle	Component	Credits
		national priorities for the development of the social sphere of the Republic of Kazakhstan and its regions. Contents: methodological foundations of management in social work. The system of relationships between different levels of management in social work. The role of the regulatory framework in the management of social work. Functions, organizational structures and management methods in social work. The place and role of public service in the management system in social work. Formed competencies: The ability to bear social and ethical responsibility for decisions made in the process of managing the social sphere.			
23	Public procurement management	The study of the discipline helps to understand the principles of placing orders for state needs. Describes the subjects, soliciting orders, and the participants of placement of orders. Methods of procurement for state and local needs. The regulatory framework for the placement of state and local orders.	PD	EC	5
24	Managing the promotion of the city and region	Objective: to develop students' professional knowledge and skills in the field of integrated marketing communications. Content: to develop students' skills in using various marketing tools to increase the attractiveness of the territory as a place of residence and activity, positioning the territory to increase its investment attractiveness; to promote the formation and development of a competitive approach to territory management. Emerging competencies: the ability to use modern methods of diagnosis and analysis of socio-economic problems in making and executing managerial decisions in the field of public administration.	PD	EC	5