

І. ЖАНСУГІРОВ АТЫНДАҒЫ ЖЕТІСУ МЕМЛЕКЕТТІК
УНИВЕРСИТЕТІ
ЖЕТЫСУСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ
ИМЕНИ И. ЖАНСУГУРОВА
ZHETYSU STATE UNIVERSITY NAMED AFTER I. ZHANSUGUROV

БЕКІТІЛДІ/ УТВЕРЖДЕНА/ APPROVED

университеттің Ғылыми Кеңесі отырысында/
на заседании Ученого совета университета/
at the meeting of the Academic Council of the University/
Хаттама/ Протокол/ Protocol № 9 «24» 04 2020
Ректор/ Ректор

_____  Р.Е.Д. профессор Қ.Баймырзаев/
д.т.н. профессор Қ. Баймырзаев/
d.g.s., Professor K. Baimyrzayev

**БІЛІМ БЕРУ БАҒДАРЛАМАСЫ
ОБРАЗОВАТЕЛЬНАЯ ПРОГРАММА
EDUCATIONAL PROGRAM**

6B04102 – Мемлекеттік және жергілікті басқару
6B04102 – Государственное и местное управление
6B04102 – State and local government

БАКАЛАВРИАТ
BACHELOR'S DEGREE

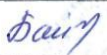


THE MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN
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The educational program 6B04102 – State and local government developed in accordance with the following regulations:

1. The law of the Republic of Kazakhstan "About education" dated 27.07.2007 №319;
2. Rules of organization of educational process on credit technology of education, approved by the Order of the Minister of Ministry of Education and Science № 152 dated 20.04.2011;
3. State obligatory standard of higher education, approved by the order of the Minister of education and science of the Republic of Kazakhstan dated October 31, 2018 № 604.
4. State program for the development of education and science of the Republic of Kazakhstan for 2020-2025. (Resolution of the Government of the Republic of Kazakhstan dated 27.12. 2019, No. 988).


Developers:

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The educational program was considered and recommended for approval at meetings:

Educational and Methodical Council of the University

Protocol № 7 from «27» 03 2020

Chairman of Educational and methodical Council  D. Kaldiyarov

Methodical Bureau of the faculty law and Economics

Protocol № 4 from «12» 03 2020

Chairman Methodical Bureau of the faculty  A.Nurtayeva

Department of public administration and management

Protocol № 7 from «21» 02 2020

Head of the department  G. Baytaeva

1. PASSPORT OF THE EDUCATIONAL PROGRAM

1.1 Context

Registration number: 6B04100206

Code and classification of the domain of education: 6B04 business, management and law

Code and classification of the direction of preparation: 6B041 business and management

Group of educational programs: B044 management and administration

Name of educational program: 6B04102 - "State and local government"

Program type: First cycle: baccalaureate level 6 NQF / ORC / ISCED

Degree awarded: bachelor of business and management in the educational program 6B04102 - State and local government

Total credits: 240 academic credits

The typical duration of training: 4 years

Language of study: Kazakh, Russian

License for educational activities: The Educational program is implemented on the basis of the Appendix to the License № 12019969 dated December 21, 2012 in the direction of training 6B041-Business and management, issued by the Committee for control in the field of education and science of the Ministry of education and science of the Republic of Kazakhstan.

Accreditation.

1) **Institutional accreditation:** An Independent Agency for quality assurance in education, certificate number IA-A No. 0101 dated 22.04.2019, period of validity of accreditation 22.04.2019-19.04.2024;

2) **Specialized accreditation:**

The rating OP:

1) **Independent Agency of accreditation and rating – 5/25**

2) **Independent Agency for quality assurance in education – 6/11**

Professional standards developed by the National chamber of entrepreneurs of the Republic of Kazakhstan «Atameken» :

Professional standard of «Activities in the field of planning and analysis of company resources; Financial management».

1.2 Location I. Zhansugurov in ZhSU in the system of higher and postgraduate education of the Republic of Kazakhstan

Mission: is to be driving force for innovative development of society by means of providing qualitative education, training and researches at the national and international levels

Vision: We want to be a significant factor in socio-economic and spiritual development of region, to be the driving force of innovative economic development in Almaty region.

Strategic Goal: Training of competitive staff.

Labor market research in accordance with the economy demands:

Based on the results of continuous monitoring of the employment of EP graduates and employers' requests, the greatest need for personnel is observed by the economic and financial management bodies (ministries, departments and agencies), local government (akimats of districts, cities, regions) and the apparatus of executive bodies.

1.3 Profile of the educational program

Rationale: State and local government is a specialty aimed at creating an effective system of management of the national economy, its branches and regions.

A distinctive feature of the educational program is that students will receive the necessary knowledge and skills for qualified work in the future in the local government, the Office and Administration of the President of Kazakhstan, structural units of the Government of Kazakhstan and national companies.

In accordance with this, within the framework of the educational program, two educational trajectories are distinguished:

1. Public service and management: training of a specialist possessing deep knowledge in the field of scientific and methodological bases of government regulation of social and economic processes and their management in the conditions of development of market infrastructure and a combination of various models of managing.

2. State regulation of the real sector of the economy: training of a specialist possessing deep knowledge in the field of scientific and methodological bases of government regulation, the real sector of the economy, socio-economic processes and their management in the conditions of development of market infrastructure and a combination of various models of management.

The purpose of the educational program: training a specialist of a new formation with broad fundamental knowledge, initiative, adaptive to the changing requirements of the labor market and technology, able to work in a team with the necessary knowledge in the field of public service, economics, management, finance, law, psychology, statistics, able to analyze the source material and draw conclusions.

Distinctive features of the program:

	Trajectory A): Civil service and management:	State regulation of the real sector of the economy B): Государственное регулирование реального сектора экономики
<i>Area of professional activity</i>	Area of professional activity of the graduate - management of national economy, administrative-territorial units, manager and economist in national companies and various enterprises of the country.	Area of professional activity of the graduate - management of national economy, administrative-territorial units, manager and economist in national companies and various enterprises of the country.
<i>Objects of professional activity</i>	Apparatus and Administration of the President of the Republic of Kazakhstan (RK); apparatus of the Parliament of the Republic of Kazakhstan; various structural units of the Government of Kazakhstan; economic and financial management bodies (ministries, departments and agencies); local governments (akimats of districts, cities, regions) and apparatus of local	National public and private companies, concerns, corporations, small and medium-sized businesses and others.

	Executive bodies	
<i>A branch of the Department</i>	Department of the Agency of the Republic of Kazakhstan for Civil Service Affairs and Anti-Corruption, Department of internal policy of Almaty region	Chamber of entrepreneurs of Almaty region
<i>Practice bases</i>	Department of the Agency of the Republic of Kazakhstan for civil service Affairs and anti-corruption, Department of internal policy of Almaty region, State institution "Office of akim of Erkin Rural district of Taldykorgan»	Chamber of entrepreneurs of Almaty region, State institution "Department of land relations of Taldykorgan", Department of state revenue of Almaty region, "House of friendship - center of public consent" GU, LLP "Kainar-AKB»
<i>Academic mobility</i>	Students have the opportunity to study in academic mobility programs at universities in the Czech Republic, Poland, Turkey, Spain and other countries.	
<i>Scholarship programs</i>	Erasmus - a set of scholarship programs within the European Union	
<i>Other unique characteristics and features</i>	employment at school "ZHETISU" for the preparation of future civil servants provides opportunities for further employment	

Graduate Attributes:

- Possesses knowledge and skills in his subject domain, including elements of advanced experience and innovation;
- Thinks creatively and creatively approaches the solution of new problem situations, demonstrating initiative and originality;
- Expands and deepens knowledge, skills necessary for everyday professional activity independently;
- Follows rules of professional ethics, responsibly and honestly completes responsibilities;
- Demonstrates developed skills of individual and team work, ability to communicate effectively;
- Possesses ability to prioritize and manage time, performing organization, ability to plan, focus on results;
- Is a patriot of his country and a tolerant citizen of the world, meets the culture of other nations.

Graduates competences due to EP:

KC1 - to have basic knowledge in the field of (social and economic) disciplines that contribute to the formation of a highly educated person with a broad outlook and culture of thinking;

KC 2 - to have the skills of handling modern technology, to be able to use information technology in the field of professional activity;

KC 3 - to know the social and ethical values based on public opinion, traditions, customs, social norms and to be guided by them in the professional activity;

KC 4 - to know the basics of the legal system and legislation of Kazakhstan; to comply with the norms of business ethics, to possess ethical and legal norms of behavior;

KC 5 - to know the trends of social development of society; to be able to adequately navigate in different social situations; to be able to work in a team, to correctly defend their point of view, to offer new solutions; to be able to find compromises, to correlate their opinion with the opinion of the team: to strive for professional and personal growth;

KC 6 - to have the basics of economic knowledge, to have a scientific understanding of management, marketing, finance, etc.; to know and understand the goals and methods of state regulation of the economy, the role of the public sector in the economy;

KC 7 - to be able to self-knowledge, to critical evaluation of their strengths and weaknesses, to moral and physical self-improvement, to high motivation of their professional and civic engagement;

KC 8 - be capable of professional written and oral communication in Kazakh and Russian languages; know a foreign language at the level necessary to perform professional tasks;

KC 9 - to be able to express and justify its position on the choice of methods for solving problems, knows the basics of interaction of public authorities with civil society institutions, business, mass media, citizens.

KC 10 – the ability to develop draft normative and non-normative legal acts, the ability to navigate the legal system of Kazakhstan.

Learning outcomes:

LO1 – Shows active citizenship in interpersonal and intercultural communication in a multilingual environment based on fundamental knowledge and skills in the field of social, political, cultural, psychological Sciences in the context of their role in the modernization and digitalization of Kazakhstan's society;

LO2 – Has the ability to evaluate and apply innovative approaches to the understanding of social phenomena and processes in the legal, business, industrial, environmental environment;

LO3 – knows the laws, theories and applies in practical situations, based on natural, scientific, technological and mathematical Sciences;

LO 4 - knows the scientific principles underlying professional activity;

LO5 - speaks Kazakh (Russian), foreign languages and uses in professional activities and communication, as well as in interpersonal communication and is able to work in an international environment with an understanding of cultural, linguistic and socio-economic differences;

LO6 - understands the relevant scientific and organizational work to justify the economic policy of the state, to determine the targets of the coming period and the development of medium-term plans for socio-economic development of the country and its administrative-territorial taxa;

LO7 – applies in practice economic and social indicators of development of the respective regions (districts, cities, regions);

LO8 – applies the mechanisms of socio-economic policy within the object of management;

LO9 - analyzes the medium-and long-term prospects of socio-economic development of rural areas, districts, cities and regions;

LO10 - analyzes the issues of improving the structure of economic management bodies;

LO11 - assesses the monitoring of the implementation of state Programs, the Message of the President of Kazakhstan, plans, decisions of Central and local economic authorities in order to identify the need to adjust them to the prevailing local conditions and situations;

LO12 - assesses the effectiveness of management of the economy and social sphere of rural settlements, districts, districts, cities and regions.

Matrix of correlation of learning outcomes in the educational program as a whole with the formed competencies

	LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	LO 9	LO 10	LO 11	LO 12
KC 1					+			+				+
KC 2	+	+	+								+	
KC 3						+						+
KC 4			+			+						
KC 5			+			+	+	+	+			
KC 6			+			+			+	+	+	
KC 7				+	+					+		
KC 8					+							
KC 9			+								+	+
KC 10						+	+		+		+	

Employment opportunity:

A graduate of a bachelor's degree in the educational program 6B04102 - "State and local government" is awarded an academic bachelor's degree in business and management.

After graduating from the educational program "State and local government" student can find a job in these areas:

- management positions in state bodies;
- Apparatus and Administration of the President of the Republic of Kazakhstan;
- Apparatus of The Parliament of The Republic of Kazakhstan;
- various structural units of the Government of the Republic of Kazakhstan;
- the authority management of the economy and finance (ministries, departments and agencies);
- local governments (akimats of districts, cities, regions) and executive bodies;
- national public and private companies, concerns, corporations, research institutes, etc.
- managers of state-owned enterprises, joint stock companies, production companies, holdings, service enterprises, etc.

2. THE CONTENTS OF THE EDUCATIONAL PROGRAM

2.1 Description of modules

Module number	Module code and name	№ and name of discipline	Academic hours	Cycle of disciplines	Responsible department
1	SH -1 «Social and humanitarian»	1) Modern history of Kazakhstan	31	GED	Department of history of Kazakhstan
		2) Philosophy		GED	Department of social and humanitarian disciplines
		3) Social and Political knowledge module (sociology, cultural studies, political science, psychology)		GED	Department of social and humanitarian disciplines/ Department of pedagogy and psychology
		4) Social studies knowledge (interdisciplinary course)		GED	Department of state and legal disciplines/ Department of pedagogy and psychology/ Department of Kazakh language and literature/ Department of journalism and Philology
		5) Physical training		GED	Sportclub
2	IC - 2 «Informatively - communicative»	1) Information and communication technologies (in English)	35	GED	Department of mathematics and Informatics
		2) Foreign language		GED	Общеуниверситетская кафедра иностранных языков
		3) Kazakh (Russian) language		GED	Kazakh language and literature / Department of journalism and Philology
		4) Professional Kazakh (Russian) language		BD	Department of public administration and management
		5) Professionally-oriented foreign language)		BD	Department of public administration and management

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3	IS-3 "Introduction to the specialty»:	1) Economic theory	26	BD	Department of Economics and service
		2) Management		BD	Department of public administration and management
		3) State regulation of the economy		BD	Department of public administration and management
		4) Marketing		BD	Department of public administration and management
4	SA -4 «Statistics and analysis»:	1) (OC) Application of digital technologies in economy and business	20	BD	Department of mathematics and Informatics
		2) (OC) Financial and economic calculations in tabular processors		BD	Department of mathematics and Informatics
		3) (OC) Statistics		BD	Department of accounting and Finance
		4) (OC) Statistical methods in the economy		BD	Department of accounting and Finance
		5)(UC) Finance		BD	Department of accounting and Finance
		6) (OC) Social sphere management		BD	Department of public administration and management
		7)(OC) Commercialization and business planning		BD	Department of public administration and management
5	MD - 5 « Management by directions »:	1) (OC) Innovation management	23	BD	Department of public administration and management
		2)(OC) Anti-crisis management		BD	Department of public administration and management
		3) (OC)New public management		BD	Department of public administration and management
		4)(OC) Start-up management		BD	Department of public administration and management
		5) (OC) Local government and self-		BD	Department of public administration and

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		government			management
		6)(OC) Municipal management		BD	Department of public administration and management
		7) (OC) Conflict management		MD	Department of public administration and management
		8) (OC) Conflictology		MD	Department of public administration and management
		9) (UC) Educational practice		BD	Department of public administration and management
6	PAB - 6 «Public administration and business»	1) (OC) State and business	34	BD	Department of public administration and management
		2) (OC) Business organization		BD	Department of public administration and management
		3)(OC) Public procurement management		BD	Department of public administration and management
		4) (OC) Small and medium business management		BD	Department of public administration and management
		5) (UC) Theory of public administration		BD	Department of public administration and management
		6) (OC) Project Management		BD	Department of public administration and management
		7)(OC) State management of foreign economic activity		BD	Department of public administration and management
		8) (UC) Quality management of public services		MD	Department of public administration and management
		9) (UC) Regional Economics and Management		MD	Department of public administration and management
		10) (UC) Work practice		BD	Department of public administration and management
7	PSA - 7 «Public service and administration»	1) (OC) Public service and management in the Republic of Kazakhstan		MD	Department of public administration and management
		2) (OC) Legal status of		MD	Department of public

		civil servant			administration and management
		3) (OC) Foreign models of public service	56	MD	Department of public administration and management
		4)(OC) International experience of public administration in the real sector of the economy		MD	Department of public administration and management
		5)(UC) E-government technology		MD	Department of public administration and management
		6) (OC) Socio-economic planning and forecasting		MD	Department of public administration and management
		7)(OC) Strategic management		MD	Department of public administration and management
		8)(UC) Management of government programs		MD	Department of public administration and management
		9)(UC) Work practice		MD	Department of public administration and management
		10)(UC) Pre-diploma practice		MD	Department of public administration and management
		11)(CC) Writing and defending a thesis (project) or taking a comprehensive exam		MD	Department of public administration and management

2.2 Information about disciplines

№	Name of discipline	Short description of the discipline (30-50 words)	Number of credits	Formed learning outcomes (codes)
Cycle of general educational disciplines <i>Compulsory component</i>				
1	Modern history of Kazakhstan	Deals with the main stages and features of the historical process in Kazakhstan at the present stage. Studies the main stages of independence and development of Kazakhstan's statehood in the context of the world process. Traces political and economic reforms on the path of independence. Reveals the main directions of Kazakhstan's foreign policy at the present stage	5	LO1
2	Philosophy	Deals with the main stages of development of world and Kazakh philosophical thought and worldview trends. It	5	LO1

		studies the General theoretical problems of being and consciousness, describes the experience of world philosophical thought in the study of universal problems of worldview. It is aimed at developing holistic views of the world and understanding the reality of the modern era. Reveals the basic philosophical concepts, categories and methods of philosophical knowledge		
3	Information and communication technology (in English)	Studies modern methods and means of professional communication, carried out by means of information technologies for search, collection, storage, processing and dissemination of information. Develops skills in working with databases, table processors, e-technologies, Smart and cloud technologies	5	LO1
4	Social and Political knowledge module (sociology, cultural studies, political science, psychology)	It contains socio-political and psychological knowledge, reflecting the laws, mechanisms and facts necessary for the knowledge of the depth of objective and subjective processes of development of society and man. Interaction between scientific disciplines - sociology, cultural studies, political science, psychology, is based on the principles of information complementarity, integration and methodological integrity of research approaches	8	LO1
5	Kazakh (Russian) language	It contains the classification of types of texts. It studies the vocabulary, morphology and syntax of the Kazakh (Russian) language. It is aimed at mastering lexical topics related to various spheres of life and activity of society, in accordance with the level of language proficiency. Reveals the culture of speech and communication	10	LO1
6	Foreign language	Aimed at the development of levels A2, B1, B2 (pan-European scale of foreign language proficiency) in accordance with the adapted national level model of teaching languages of the trinity, contains modern trends in learning and practical knowledge of foreign languages in everyday communication and professional activities	10	LO1
7	Physical training	Studies the features of physical culture and sports. Reveals the main forms of physical culture in the educational and extracurricular time. It is aimed at the formation of a healthy lifestyle, personality of the student, his physical perfection and self-regulation	8	LO1
Cycle of general educational disciplines <i>University component / Optional component</i>				
8	Social science knowledge (interdisciplinary course)	Describes the main branches and institutions of Kazakhstan law. Studies the legislative basis of the anti-corruption culture of the Republic of Kazakhstan. Considers the problems of formation of leadership qualities and skills of innovative activity. It is aimed at the formation of the leader's ability to include changes caused by the innovation process in the structure of its activities. Examines the biography of Ilyas Zhansugurov, his place in the Kazakh literary science. Studies his contribution to the formation of artistic principles of Kazakh literature.	5	LO 2

Cycle of basic disciplines University component				
9	Economic theory	Examines the subject and methods of economic theory, the foundations of social production, property relations, forms of social economy, types of economic systems, characteristics of market economy, the foundations of the theory of supply and demand, approaches to the periodization of society, the essence of entrepreneurship, national economy and macroeconomic indicators, equilibrium, economic cycle, unemployment, inflation, state regulation of the economy, economic growth.	8	LO 6 LO 7 LO 8 LO 9
10	Management	Examines and studies the content of management and allows you to learn the basics of classical management, forms a set of knowledge about the principles, functions and processes of management, develops specific skills of various types of management activities and analysis of management systems.	6	LO 10 LO 11
11	State regulation of the economy	Studies the theoretical foundations of state regulation of the economy. Economic growth: the main factors and government measures to ensure it. Directions of scientific and technological progress and the role of the state in its acceleration. Formation and mechanisms of industrial policy implementation. State regulation of investments. Regulatory role of the state in the development of industrial infrastructure.	7	LO 3 LO 4 LO 9 LO 11 LO 12
12	Marketing	Studies the following issues: theoretical foundations and concepts of marketing; Marketing research; Marketing environment; consumer Behavior in commodity markets; market Segmentation; Product in the marketing system; Pricing policy in marketing; Communication policy in marketing; Advertising in the marketing system; marketing Planning and control; Strategic planning in marketing; international marketing.	5	LO 2 LO 9
13	Finance	Examines the basics of organization and financial management, the composition and structure of the financial system of the Republic of Kazakhstan, the finances of economic entities, public Finance (taxes, state budget and extra-budgetary funds, public credit and public debt), the basics of insurance, actual problems of Finance. Studies the financial system of Kazakhstan. Examines the problems and challenges of financial policy at the present stage	5	LO 7
14	Professional Kazakh (Russian) language	Describes the preparation of students for communication in oral and written form in the Kazakh (Russian) languages to solve the problems of professional activity. Students study terminology in the field of information management in the Kazakh (Russian) languages.	5	LO 5
15	Professionally-oriented foreign language)	Describes the preparation of students to communicate verbally and in writing in English to solve the problems of professional activity. Students study terminology in the field of information systems, management in English, as well as	5	LO 5

		knowledge of four types of speech activity in English.		
16	Theory of public administration	Considers the following aspects: theoretical aspect of public administration; system approach in management, functions and structure of management; interaction of the state and society in the process of public administration; implementation of public policy in the process of public administration; state power and public administration: organizational and functional structure of public administration; legal regulation of relations of public administration; system of state bodies of the Republic of Kazakhstan.	5	LO 3 LO 4 LO 10 LO 11 LO 12
Cycle of basic disciplines <i>Optional component</i>				
17	A) Application of digital technologies in economy and business	Studies the basics of digital economy; digital automation; virtualization of workspace; optimization of executive management; transformation of customer service quality; "Digital economy of Kazakhstan" as the ideology of technological and economic breakthrough; identify the risks of the digital economy, its impact on the labor market; technologies and opportunities for digital transformation of the organization; the use of digital technologies in business	5	LO 1 LO 3
	B) Financial and economic calculations in tabular processors	Considers the following issues: Organization of economic calculations in MS Excel. The use of built-in financial functions for the analysis and calculation of economic indicators. Analysis of economic information using lists in MS Excel. Plotting charts and diagrams. The selection of the parameter. Carrying out optimization economic calculations by means of MS Excel		LO 1 LO 3
18	A) Statistics	Studies the subject, method, tasks and organization of statistics. Statistical observation. Statistical summary and grouping. Absolute and relative values. Average values and indicators of variation. Series dynamics. Economic indices. Sampling method. Statistics on the number of employees and the use of working time. Labor productivity statistics. Production cost statistics. Statistics of fixed assets. Systems of indicators of socio-economic statistics.	5	LO 3 LO 7 LO 11
	B) Statistical methods in Economics	Considers the following questions: Subject, method, tasks of statistical science. Statistical observation. Statistical indicators: types and content. Analysis of the variational distribution series. Analysis of the dynamic number distribution. Index method in economic research. Analysis of the structure of the population. Sample survey. Statistical analysis of interrelations of economic phenomena		LO 3 LO 7 LO 11
19	A) Social sphere management	Studies the following issues: the concept of the social sector, the goals and objectives of the social sphere in the modern state. Forms of organizations in the social sphere; education Management; Health care management; Culture management; Innovation management; Social insurance;	5	LO 6 LO 7 LO 8 LO 9 LO 12

		employment Regulation.		
	B) Commercialization and business planning	Studies all aspects of the planned activities of economic entities. The main emphasis is made on the methodology of developing a business plan. The acquisition of these skills is necessary for students of all economic specialties.		LO 2 LO 4 LO 6
20	A) Innovation management	Describes the formation of the theory of innovation and its modern concepts. Fundamentals of management of innovative activity of the company. Methods and forms of organization of the innovation process. Determination of the level of innovative potential of the enterprise. Management of innovative projects and evaluation of the level of project effectiveness. Methods of management of creation and development of innovation at different stages of the product life cycle. Innovation strategy. The results of innovation.	5	LO 2 LO 3 LO 10
	B) Anti-crisis management	Describes the causes of crises and their role in the socio-economic development of society. Typology of crises. Features and varieties of economic crises. Signs of crisis: recognition and overcoming. Phase of the cycle and their expression. The need and necessity for crisis management. The main features and mechanisms of crisis management. State regulation of crisis situations and crises in the system of public administration.		LO 3 LO 4 LO 7 LO 9 LO 10
21	A) New public management	Examines and studies the issues of organization, theory and methodology (scientific approaches, principles of public administration, its goals, objectives, functions, processes occurring in the system of public administration, management methods by which the tasks of the state and its structures at various levels are solved), the process of decision-making and management technology.	6	LO 3 LO 5 LO 10
	B) Start-up management	He examines the interaction of formal and informal institutions that determine the position and patterns of creation and development of start-up projects and small businesses and their management in modern Kazakhstan, as well as the organization and management of the implementation process of the startup of the project in accordance with the priorities of the development of the national economy.		LO 2 LO 3 LO 11
22	A) Local government and self-government	Considers local government and self-government as an integral system of organization of the population in addressing issues of local importance. Legislation on administrative - territorial division and local self-government. Powers of public authorities in the field of local self-government.	5	LO 7 LO 8 LO 9 LO 12
	B) Municipal management	Studies the history of municipal government. Theory of regional management. Relationship between local representative and Executive authorities. Planning in the work of local government. Economic mechanism of local government. Regional marketing.		LO 7 LO 8 LO 9 LO 12
23	A) State and	Studies the state and the formation of a mixed economy. The	5	LO 2

	business	system of state management of the economy and bureaucracy. Organizational bases of state management of economy. The state as a subject of stimulation of market relations. Economic basis of entrepreneurship development. Regulation of "Government-Business" relations and its experience in different countries. The role of the state in solving the problems of economic growth and the formation of civil society.		LO 4 LO 6
	B) Business organization	Studies the concept of business, history of development. Classification of types of business. Forms of business. The order of registration of business entities. Bankruptcy and liquidation of the company. The objective necessity of creation of business infrastructure. Elements of business infrastructure. Customs system. Definition and functions of customs. The tax system of business. Basic principles of business management. Personnel management in business and business ethics.		LO 2 LO 6 LO 12
24	A) Public procurement management	Examines the concept of public procurement and public needs. Public procurement of products, works and services as one of the most important instruments of market economy regulation. State regulation of the public procurement system. Principles of legal regulation of public procurement. Auction, species. auctions and order of carrying out. Some problems of development and functioning of competitive mechanisms of public procurement in Kazakhstan.	5	LO 2 LO 3 LO 6 LO 9
	B) Small and medium business management	He is studying the basics of small and medium-sized enterprise management. History of development of business organizations. Ways to create your own business. Organizational and legal forms of small and medium-sized enterprises. The concept and principles of organizational structures of small and medium-sized enterprises. Strategy for the development of small and medium-sized enterprises. Infrastructure of small and medium enterprises.		LO 2 LO 3 LO 6 LO 7
25	A) Project management	Studies the following issues: features of project management, project management techniques in the field of information technology; development of skills in the management of the project approach, the creation and management of project teams; the use of modern information systems that provide project management.	5	LO 2 LO 4 LO 6
	B) State management of foreign economic activity	Examines the basic theoretical and practical skills in the field of management of foreign economic activity of the state, and also allows you to learn the organization of state regulation of foreign economic relations in countries with a market economy, the organization of foreign economic activity in Kazakhstan.		LO 2 LO 4 LO 7 LO 9
26	Educational practice	Passage of training and familiarization practice includes familiarization, study and implementation of practical actions taking into account the chosen specialization. Students get a General idea of the authority, the company,	2	LO 3 LO 4 LO 10

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		institution, organization, the place and role of the future specialist in the structure of the object of practice.		
27	Work practice	This form of training students take place in enterprises and institutions corresponding to their specialty.	3	LO 3 LO 4 LO 10
Cycle of main disciplines <i>University component</i>				
28	Quality management of public services	Considers the main stages of development of quality systems. Comprehensive quality management. Total quality management. The concept and indicators of the quality of public services. Determination of the composition of indicators of quality and availability of public services. Training of civil servants of the Republic of Kazakhstan and Certification of civil servants.	6	LO 4 LO 8 LO 10 LO 12
29	Regional Economics and management	The General questions of development of the region, the region as object of managing and management are considered. Methods used to analyze the territorial organization of the economy; the main objectives of the regional economy and management; territorial organization of society; regional characteristics of the economy; interregional relations; patterns, principles and factors of distribution of productive forces; the essence of specialization and integrated development; natural resource potential of Kazakhstan.	5	LO 7 LO 9 LO 12
30	E-government technology	Studies the technology of "electronic government", effectively performing the functions of public administration, aimed at communicating with citizens, business structures based on information technology in public administration in the modern era.	5	LO 1 LO 2
31	Management of government programs	Describes the relationship with the use of the legislation of the Republic of Kazakhstan in the field of public Finance, financial resources, their planning, budgeting of financial activities. The use of legislation, regulations, including the Budget and Tax codes of the Republic of Kazakhstan, Republican laws, government resolutions, presidential decrees, regulations, other Executive and legislative authorities at all levels is assumed to the greatest extent.	5	LO 10 LO 11 LO 12
Cycle of main disciplines <i>Optional component</i>				
32	A) Conflict management	Examines the mastery of the content of the course contributes to the formation of General management, psychological, legal culture, improve personal and professional, conflictological competence, communicative literacy, competitiveness of graduates.	5	LO 3 LO 4
	B) Conflictology	Traces the development of laws and mechanisms of conflicts, behavior in conflict situations, in the organization and conduct of business negotiations, industrial relations in		LO 3 LO 4

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		the practice of the teacher and diagnostic, counseling psychologist.		
33	A) Public service and management in the Republic of Kazakhstan	Studies the basic principles of public service; analysis of Kazakhstan and foreign experience of reforming the public service; legal basis of public service of the Republic of Kazakhstan at the present stage; classification of public positions and civil servants. The concept of a new model of public service of the Republic of Kazakhstan	6	LO 8 LO 10 LO 11 LO 12
	B) Legal status of civil servant	Studies the division of civil servants into political and administrative. Categories of administrative civil servants, their characteristics. Legal status of civil servants and its elements. Limitations of legal personality associated with the stay in the public service.		LO 3 LO 6
34	A) Foreign models of public service	Examines the organizational and legal basis of public service abroad. Basic principles and General approaches development of the system of public service of the Republic of Kazakhstan. A new model of public service. Model of public service in the UK. The concept of public service in Japan. Singapore experience in public service organization. The essence of the French public service. Public service reform in Western countries	5	LO 6 LO 10
	B) International experience of public administration in the real sector of the economy	Studies the centralization of public administration. Systems with horizontal and vertical control. Improving the quality of service delivery and building public and private sector confidence in government. The reduction of public spending: Growth efficiency. Other achievements. Organization of public service in the USA. Organization of public service in South-East Asia and China. Public administration in the context of globalization.		LO 6 LO 10
35	A) Socio-economic planning and forecasting	Examines the forms of public administration of the economy. Socio-economic forecasting and planning as a form of public administration. Objective necessity and possibility of socio-economic forecasting and planning in market conditions. The concept of planning. The ratio of forecasting and planning. Planning level. Subject of planning. Objects and subjects of planning. Connection of planning science with social and socio-economic Sciences.	5	LO 6 LO 7 LO 8 LO 9 LO 12
	B) Strategic management	Examines the content of strategic processes. Ideological foundations of strategic management. Formation of management ideology of a particular company. Analysis of the external environment of the organization. Analysis of the attractiveness of a particular industry. The economic essence of the industry. Analysis of the company. Analysis of the state of a particular company. Strategic opportunities and their role in strategy formation. Analysis of competitive strategies of a particular company. The company's strategies in various industries.		LO 6 LO 7 LO 8 LO 9 LO 12

36	Work practice	This form of training students take place in enterprises and institutions corresponding to their specialty.	13	LO 3 LO 4 LO 10
37	Pre-diploma practice	Completes the stage of the process of formation of the future specialist. After passing this part of the educational process to obtain the status of a graduate student only need to perform and defend the thesis.	5	LO 3 LO 4 LO 10
38	Writing and defending a thesis (project) or taking a comprehensive exam	Examines the stages of work that reveal the ability and ability of students to solve problems that really exist in the practice of public relations.	12	LO 3 LO 4 LO 7 LO 10 LO 11

2.3 Additional educational programs (Minor)

In order to form additional competencies for related or specialized educational programs that will help graduates of ZhSU named after I. Zhansugurov to be more competitive in the labor market, as well as to meet their personal needs, students are offered to study one of the programs Minor to choose from.

The list of Minor programs, their brief description, the composition of disciplines and formed learning outcomes are contained in the Catalog of additional educational programs (Minor).

2.4 Innovative technologies and teaching methods used in the educational process

In order to form the key competencies of the graduate and the results of training in the educational program 6B04102 - "State and local government", the teaching staff uses the following innovative technologies and teaching methods:

1. Information and communication technologies (ICT) in subject learning
2. Personality-oriented technologies in teaching the subject
3. Information and analytical support of educational process and management of quality of education of the student
4. Monitoring of the intellectual development
5. Educational technologies as the leading mechanism of formation of the modern pupil
6. Didactic technologies as a condition of development of educational process of OU
7. Psychological and pedagogical support of the introduction of innovative technologies in the educational process (technology portfolio)

2.5 Features of the implementation of the educational program for students with special educational needs

If there are persons with special educational needs in the students contingent in the educational program, this educational program is adapted to the special educational needs of such students.

A special procedure for the development of the discipline "Physical culture" is established for persons with special educational needs taking into account the state of their health. The choice of places of practical training for persons with disabilities is carried out taking

into account the state of health of students and accessibility requirements. Conducting current, intermediate and final certification at the University takes into account the individual psychophysical characteristics of persons with disabilities. Students with special educational needs are provided with printed and (or) electronic educational resources in forms adapted to limit their health.

Individual support is provided or the social adaptation of students with special educational needs, which is continuous and comprehensive. Support of students with special educational needs is determined by the goals, content and methods of the educational process, aimed at preventing emerging problems of educational adaptation, preventing the timely formation of the necessary competencies.

Support includes:

- organizational and pedagogical support, which is aimed at monitoring the study of students with special educational needs in accordance with the schedule of the educational process in an inclusive learning environment;
- psychological and pedagogical support, which is carried out for students with special educational needs, having problems in learning, communication and social adaptation, is aimed at the study, development and correction of the student's personality and the adequacy of the formation of competencies, using psychodiagnostic procedures, psychological prevention and correction of personal distortions;
- preventive and health support, which provides for the solution of tasks aimed at improving the adaptive capacity of students with special educational needs;
- social support, solving a wide range of tasks of a social nature, on which depends the successful study of students with special educational needs. It includes assistance in solving household problems, living in a hostel, transport issues, social payments, allocation of material assistance, organization of leisure, summer recreation, their involvement in student self-government, organization of volunteer movement, etc.

3. PROVISION OF THE EDUCATIONAL PROGRAM

3.1 Human resources

The educational program is implemented by the Department of Public Administration and Management. Quantitative and qualitative indicators of teaching staff serving the educational program (basic and major disciplines):

The total number of teaching staff 11 people, including:

Doctors of science – 2

Candidates of Sciences – 3

PhDoctors – 1

Masters – 5

The degree of Department – 55 %.

Qualification characteristics of the teaching staff are reflected in the **Personnel directory**.

3.2 Logistics

1) Library stock and services

An obligatory guarantee of quality educational services of higher education institution is the provision of information resources.

The most important part of the information resources is the library Fund – the oldest and most important of the foundations of civilization, a repository of valuable knowledge and spiritual wisdom, national memory, cultural and scientific heritage of many generations.

The library Fund on the educational program, the code and the name for May 1, 2019 makes 2568 copies, including in the state language - 1485 copies, 981 in Russian and 102 in foreign languages. Insert information about library collection which your University Library provides students and faculty access to databases: Web of Science, Elsevier, Scopus, Polpred.com, Kaznel, Epigraph, NCSSTE.

Access to the Republican interuniversity electronic library (RIEL), which combines electronic educational and scientific resources of Universities of Kazakhstan, is provided.

Currently, the library has bibliographic databases of its own generation – an Electronic catalogue: “Books”, “Periodicals (subscription)”, “Electronic publications”, “Abstracts”, “Brochures”, “Notes”, “Articles”. The library has created a multi-level information Website: <http://www.zhgu.edu.kz/>.

Since 2009 the electronic catalog in library is conducted in more advanced library and information system “The Kazakh automated library and information system” (“KABIS”: the automated workplace “Acquisition”, the automated workplace “Cataloger”, and “Administrator”). All remote users of the library can view the catalog from any computer included in the local computer network of the University.

The library has access to the electronic database “Library Fund of ZhSU”, which works in the corporate network of the University. There are 3802 full-text books in this database, 2600 of them were purchased from the publishing house “Epigraf”. The presence of a planetary scanner is a new generation of “electronic archive” allows you to quickly and accurately scan books, catalogs, magazines, newspapers, coins, medals, coinage, art paintings, historical documents, and be added to the electronic database.

The library opened multifunctional halls of electronic resources, created Wife zone, updated software processing information.

User service is carried out in 5 reading rooms, which are equipped with 114 automated workstations.

Readers of the library have the opportunity to get literature at home from the subscription of educational, scientific and fiction, as well as to search for books in the open, free access, independently select sources of information that develops skills of professional search, broadens the horizons of students and attracts them to read books.

2) Student residence

Currently, the University has two student residence with 524 bed capacity. In students residence, created an enabling environment for a full life and study: there are residential sections, which are equipped with sanitary units, rest rooms with TVs, reading and computer rooms, showers and Laundry, household rooms, equipped with electric stoves.

The organization of social and cultural life in the dormitories engaged in student councils, elected from among the student activists. An electronic database of students living in the dormitories has been created. The allocation of seats in the dormitories to consider applications of students-orphans and are provided with free dormitories. Doctoral and master students enrolled in the target program are fully provided with a dormitory.

3) Distance learning technologies (DLT).

To provide students with the opportunity to develop educational programs of higher education, directly at the place of residence, in Zhetysu state University named after I. Zhansugurov since 2011 has been introduced distance learning.

Distance learning is provided by the use of a set of modern information and communication and educational technologies that allow carrying out the processes of learning, knowledge control, online proctoring, practical training and consultations on a fully indirect interaction of the student and the teacher.

Distance learning technologies are used in relation to students enrolled in educational programs with a reduced period of study on the basis of technical and professional, post-secondary and higher education.

For the organization of educational process on remote educational technologies at University the information and educational portal with the pages containing educational and methodical, testing and organizational and administrative information for students is created.

To equip trainees with the educational-methodical materials on all disciplines of the curriculum that are implemented with the use of distance learning technologies, the faculty developed the electronic educational and methodical complexes, electronic textbooks, video lectures.

To carry out the process of educational interaction in real time at the University there is a specialized multimedia audience, which allows you to conduct classes in the “on-line” mode.

4) Possibility of free additional training

For those who want to improve their skills or get additional education, the University opened a Center of advanced training and additional education.

On the basis of the center, students of the University can undergo free language training in English and prepare for the exam to confirm the international level of English – IELTS.

The Lagoon of English club is organized at the center for the development of skills of spoken English, vocabulary, formation of intercultural professionally-oriented communicative competence. Volunteers – native speakers take part in the work of the club.

At the center opened an office “Robotics”. Everyone in his spare time can design and program robotic structures and mechanisms.

The center organizes and conducts training seminars and refresher courses with the issuance of certificates for teachers and all categories of employees in the main priority areas of science and education.

5) Development of entrepreneurial competencies

For the development of entrepreneurial competencies of students and young scientists at the University opened an Office of commercialization of research results, which successfully operates the competence center “Start-Up Academy ZHGU”.

“Start-Up Academy ZHGU” – a platform that unites students, business coaches, entrepreneurs, investors, government representatives and other stakeholders. The Academy provides free, comprehensive support to budding entrepreneurs from consulting and information support to attract investors, facilitate the submission of applications for participation in financial programs or to receive government grants.

The Academy provides the entire necessary infrastructure for the youth of Almaty region to develop innovation and entrepreneurship and increase the number of small and medium-sized businesses. The Academy conducts training sessions and seminars, engaged in targeted search, selection and development of start-up projects, as well as consulting support on the development of startups and measures of state support of entrepreneurship, organization of mentoring, providing expert support, conducting grant competitions.

6) Maintaining a healthy lifestyle and playing sports

For the youth of the University created favorable conditions for sports and maintain a healthy lifestyle. In their free time, students are free to engage in sports halls and sections of several sports.

Active work in this direction is carried out by the Sports club of the University, which is engaged in the formation and promotion of the values of a healthy lifestyle, uniting students into teams to demonstrate their needs and abilities in a freely chosen sport, organizing and conducting sports and recreational activities, organizing youth participation in sports competitions of various levels.

The sports base of the University is a multifunctional stadium, with a standard football field, with sectors for long jumps, throwing grenades and treadmills, Boxing, gymnastics, wrestling and a gym equipped with modern sports equipment, tourist bases “Karlygash” and “Kulager”.

7) Socio-Cultural environment and development of creative personal qualities

Today, the system of training at the University must meet the highest educational standards, be universal, ensure the formation of key competencies of the specialist as the basis of his professional skills and personal growth.

The University has created favorable conditions for the formation of competencies of social interaction, active life position, civic consciousness, self-organization and self-government, system-activity character.

The Department of educational and social work, the Department of cultural work, the Youth center are engaged in the development of creative activity of students in the socio-cultural environment of the University.

In order to reveal the diverse creative abilities of students at the University operate:

- Department of the Assembly of peoples of Kazakhstan;
- dance ensembles "Shagala" (winner of international competitions) and “Kulager”;
- vocal and instrumental ensemble “Live Band”;
- student theatre “Zhas Tulek”;

- debater's club "Ilyastyn Soz Kulagerlery";
- volunteer clubs "Alau", "Rise up", "Kush-Zhiger", "Ayala", "Kamkor";
- club of fun and resourceful "Amigo", "Physics and mathematics" and "Creative", "Dollar";
- club "Young journalist";
- literary club "Mizam";
- intellectual club "New generation";
- student Association "Zhas Otan";
- labor Association "Zhasyl El";
- Association of public police assistants "Zhas Kyran";
- Military-Patriotic club "Erlik";
- club "Kyzykty psykholgiya".

8) Internet Access and Wi-Fi

The University has powerful technical support – 65 multimedia boards and 1171 computers, 87 of which are in the reading rooms of the library, academic buildings, dormitories in free access for students. All computers of the University are provided with free access to the global Internet, the speed of which is 300 MB/s. Free access to Wi-Fi at a speed of 100MB/s is Provided.

9) Digitalization of the educational process

In order to develop digitalization, informatization, automation of processes, the University uses modern hardware and software.

The University is provided and equipped with software that allows automating the main processes of the University (educational, research, social and educational).

Department of development and implementation of information systems of the University created and implemented such software as: "Selection Committee"; "Accounting and movement of students"; "Educational and methodical complex of discipline"; "Registration for discipline"; "Class schedule"; "Electronic journal of students quality control"; "State certification Commission/State examination Commission"; "Computer testing"; "Transcript"; "Diploma supplement"; "Automated distance learning"; "Library Fund of ZhSU"; "Personnel management Department"; "The system of accounting of working time of the employee Perco-20S"; "Sending data to Unified system of higher education management", etc.

The University has developed a flexible, client-oriented platform of the new generation "Smart ZhetySU", aimed at digitalization, automation, optimization of the main processes of the University, as well as ensuring high-quality interaction between the teacher and the student through the personal account at each stage of training

10) Publishing services

High-quality and effective educational and scientific activity of higher educational institution is impossible without reliable publishing support. Therefore, in order to prepare for the publication of teaching AIDS, scientific works and improve the quality of printing products, the University has a publishing Department.

The Publishing Department of the University is a modern publishing and printing complex with an expanded range of services and a full printing production cycle.

The complex of measures and organizational and technical works aimed at the production of scientific, educational, methodical, reference products of the University is carried

out on the basis of its own material and technical resources. All conditions are created for timely performance of work.

The publishing Department is provided with modern computer and printing equipment designed for high-speed digital printing of books, brochures, booklets, brochures. Modern equipment of the publishing Department allows you to publish blanks and printing products of the highest quality in the shortest possible time.

The publishing Department also produces advertising and information, advertising and image and presentation printing products (about 500 items per year).

4. PLAN FOR THE FURTHER DEVELOPMENT OF THE EDUCATIONAL PROGRAM

№	Event content	Realization term	Responsible person
Educational and methodical direction			
1	Preparation of textbooks on current disciplines (in the state and Russian languages)	2020-2021 years	Baytaeva G., Kydyrbaeva E., Bekmetova A. K., Mussina T., Tolamisova A., Babash D
2	Development of e-textbooks and obtaining patents	2020-2021 years	Baytaeva G., Kydyrbaeva E., Bekmetova A. K., Mussina T., Tolamisova A., Babash D
Research direction			
1	Publications in scientific journals The Committee on control in education and science MES RK	2020-2021 years	PTS
2	Publication of articles in scientific journals of Scopus, Web of Science database	2020-2021 years	PTS
Educational direction			
1	Organize a meeting with representatives of the Department of culture, archives and documentation of Almaty region on the theme: " local History – the basis of spiritual renewal"	September-October 2020	Baytaeva G. R.,
2	Curatorial hours on the theme: " Legal culture – the fight against corruption"	November-December 2020	Baytaeva G. R.,
Advanced training			
1	Language course	2020-2021 years	Kydyrbaeva E. O. - IELTS, Husanov B. sh - IELTS, Elementary, Baytaeva G. R., Subareva J. C. – Pre-Intermediate Alzhanova M. K. – Elementary Sultanov G. S. –

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			Elementary Bekmetova A. K. – Elementary Syrlybayeva M. T. – Elementary
Career guidance			
1	Conduct professional work in the schools of Taldykorgan and the region (the quest game)	January-March	Baytaeva G. R.
Other areas of work			
1	Additional professional training of students at the school of management "ZHETISU»	2020-2024 years	Baytaeva G. R.