


MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN
KARAGANDA UNIVERSITY NAMED AFTER ACADEMICIAN E.A. BUKETOV

«AGREED»
Head of the State Institution " Department of Economy
of Karaganda region"

Mukanov A.I.
«14» 06 2022

«AGREED»
Chairman of the Board
PA «Chamber of Commerce» of the Karaganda region

K. K. Bekseitova
«14» 06 2022

«SUBMIT»
Chairman of the Board – Rector of
Karaganda university named after Aca
ademician E.A. Buketov
Professor N.O. Dulatbekov

«14» 06 2022

THE EDUCATIONAL PROGRAM

«7M04103.1 State and local government»
Level: Magistracy

Karaganda, 2022

The educational program in the direction of training "7M041 State and local government" was developed on the basis of:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III “On Education”
- Law of the Republic of Kazakhstan dated July 11, 1997 No. 151-I. "On languages in the Republic of Kazakhstan"
- State obligatory standard of postgraduate education dated August 31, 2018 No. 604
- The National Qualifications Framework dated March 16, 2016 by the Republican Tripartite Commission on Social Partnership and Regulation of Social and Labor Relations.
- Order of the Ministry of Education and Science of the Republic of Kazakhstan “On approval of the Rules for organizing the educational process on credit technology” dated October 2, 2018 No. 152 (as amended and supplemented on October 12, 2018 No. 563)
- Classifier of areas for training personnel with higher and postgraduate education dated October 13, 2018. No. 569.

Educational program "7M04103.1 State and local government"

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Passport of the educational program

1. **Code and name of the educational program:** "7M04103.1 State and local government"
2. **Code and classification of the field of education, areas of training:** "7M04103.1 State and local government"
3. **Group of educational programs:** "State and local government"
4. **Volume of credits:** 60 ECTS
5. **Form of study:** full-time
6. **Teaching language:** Russian, Kazakh
7. **Awarded degree:** Master of Economic Sciences in the educational program "7M04103.1 State and local government"
8. **Type of OP:** current
9. **ISCED level** (International Standard Classification of Education) - level 7;
10. **Level according to the NQF** (National Qualifications Framework) - level 7;
11. **Level according to the SQF** (Industry Qualifications Framework) - level 7;
12. **Distinctive features of the EP:**
13. **The number of the application to the license for the direction of personnel training:** License in the specialty 7M041 - Business and Management KZ83LAA00018495 Appendix, dated 07/28/2020.
14. **The name of the accreditation body and the validity period of accreditation of the EP:** Independent Agency for Quality Assurance in Education (IQAA), Certificate of International Accreditation of Educational Programs SA-A No. 0193/1 dated November 09, 2020. Valid until 08.11.2027
15. **The objectives of the EP:** formation of undergraduates' skills and abilities aimed at acquiring professional competencies necessary for professional activity in the field of state and local government to increase its efficiency, effectiveness and transparency.

16. Qualification characteristics of master's degree graduates

List of qualifications and positions

A graduate of the master's program is awarded the degree "Master of Economics and Business, specialty" 7M041 State and Local Administration "(management positions; economists of central and local governments; managers of state enterprises, joint-stock companies; manufacturing companies, holdings, service enterprises, etc.; economists-managers of administrative structures of the financial and credit sector; specialists in economics of social sectors)

Sphere of professional activity

The sphere of professional activity of graduates under this educational program "7M04103.1 State and local government" are:

- state bodies, institutions and organizations of all forms of ownership,
- management bodies of state regulation of the economy in the links of the market infrastructure,
- research institutions.

Objects of professional activity

The objects of professional activity of masters "7M04103.1 State and local government" are:

- various organizations and divisions in the system of state and local government,
- processes of economic, political, organizational, social life of society,
- problems of functioning and development of the state and its regional and local entities,
- problems of interaction between man and society.

Subject of professional activity

The subject of professional activity of graduates of "7M04103.1 State and local government" are:

- management, economics, management,
- analysis, indicative and strategic planning, forecasting,
- making financial and economic decisions at the levels of the national, regional economy and enterprises, etc.

Types of professional activity:

a) in the field of organizational and managerial type of professional activity:

- implementation of strategic management in the interests of society and the state (public service), including the setting of socially significant goals, the formation of conditions for their achievement, the organization of work to obtain the maximum possible results;
- conducting an analysis of the economic state of the branches of the public sector, individual organizations, determining the economic consequences of prepared or adopted decisions;
- conducting a personnel policy and personnel audit, team building and organization of teamwork, the ability to maximize the use of personnel potential, motivating and developing personnel in order to ensure the greatest effectiveness of their work;
- improving the performance of employees of the organization on the basis of personal example, the ability to learn and improve work, taking into account experience and new ideas, the manifestation of leadership qualities, the ability to make informed decisions, to convince the expediency of these decisions and put decisions into practice, to evaluate the consequences of the implementation of decisions;
- organization of interaction with the external environment (other state bodies, organizations, citizens);

b) in the field of administrative and technological type of professional activity:

- application of legislation, regulatory legal procedures in administrative activities, including the preparation of draft regulatory legal acts, their feasibility study;
- optimization of business processes, document management and business correspondence with citizens and external organizations, including in a foreign language;

c) in the field of consulting and information and analytical activities:

- advising state, non-profit and economic organizations;
- formation of databases, evaluation of their completeness and quality, application of these data for expert evaluation of real management situations;
- the use of computer technology, information and communication technologies, mathematical and statistical methods in solving managerial problems, for the purpose of information support for state and local government;
- development of administrative regulations, draft job regulations for civil servants, job responsibilities of employees of organizations;

d) in the field of project activities:

- preparation of forecasts for the development of organizations, institutions and individual industries and enterprises, regions (taking into account existing social, environmental problems, compliance with safety requirements);
- development of programs for the socio-economic development of the state and local level;
- substantiation and analysis of the implementation of social and economic programs, using the methods of project analysis;
- development of a feasibility study and determination of the likely effectiveness of investment projects, including those in the social sphere;

e) in the field of research and teaching activities:

- participation in research work on the problems of state and local government, preparation of reviews and analytical studies on certain topics of specialization;
- preparation and testing of individual educational programs and courses, presentation of research results for other specialists;

f) in the field of educational or pedagogical activity of bachelors of this specialty, it consists in professional activity in secondary vocational educational institutions.

Functions of professional activity:

- implementation of management activities in various areas of economic and social development of administrative-territorial units (districts, districts, cities, regions) and the Republic of Kazakhstan;

- conducting a comparative analysis of indicators characterizing the process of socio-economic development of territories, administrative districts and regions in order to formulate conclusions and proposals for improving the administrative and economic mechanisms of a positive impact on this process;
- adoption of science-based economic decisions that take into account local factors and the conditions for their implementation, while respecting the priority of national interests;
- carrying out planning and forecasting calculations for the scientific substantiation of the prospects for economic and social development of the relevant administrative-territorial units in the conditions of a multistructural economy and increasing its competitiveness;
- preparation of analytical, reference, normative-instructive and other materials in order to stimulate the activity of local representative bodies in the manifestation of legislative initiatives on the development of the economy and the standard of living of the local population;
- substantiation of proposals for increasing the efficiency and improving the structure of not the local economy, but also local economic management bodies with different ratios of forms of ownership of the means and results of labor.

**Formulation of learning outcomes based on graduate competencies
"7M04103.1 State and local government"**

Type of competencies	Learning outcome code	Learning outcome (according to Bloom's taxonomy)
1. Softskills:	LO 1	Demonstrates the possibility of using knowledge of foreign languages, free communication at international conferences with foreign colleagues, participation in international projects to solve professional tasks.
	LO 2	Generalizes mathematical, natural-scientific and statistical apparatus, including in the field of management. Uses methods of economic analysis to make managerial decisions in the field of economics.
	LO 3	Demonstrates knowledge of the main provisions and features of psychological aspects in the field of management activities; methods and techniques to improve the effectiveness of the organization.
2. Digital skills:	LO 4	Demonstrates new knowledge on innovation policy in various spheres of economic activity. Identifies promising areas of innovation policy of the state.
	LO 5	Applies quantitative and qualitative methods for conducting applied research and business process management, prepares analytical materials based on the results of their application.
	LO 6	Applies design and digital technologies in the field of state and local government.
3. Hardskills:	LO 7	Defines the specifics of the activities of the system of public service bodies and their interaction with local self-government bodies. Conducts strategic analyses of the development of public administration facilities.
	LO 8	Defines the specifics of the activities of the system of public service bodies and their interaction with local self-government bodies. Conducts strategic analyses of the development of public administration facilities.
	LO 9	Carries out strategic planning of the activities of local authorities; organizes the development and implementation of management decisions. Ensures the rational and targeted use of state and local resources.
	LO 10	They apply methods of creating an organizational environment focused on attracting and retaining talented employees who are able to solve the tasks of state management bodies.
	LO 11	Collects, analyzes, systematizes, evaluates and interprets the data necessary to solve professional tasks in the field of anti-corruption.

Definition of modules of disciplines in accordance with learning outcomes

Name of the module	Name of disciplines	Volume (ECTS)
Fundamentals of higher education	Foreign language (professional)	4
	Management	4
	Psychology of management	4
Organizational foundations of public administration	Innovative public policy	4
	Strategic change management	5
	Project management in the public sector	5
	Public administration in the field of IT	5
Functional foundations of public administration	Theory and practice of public administration public service	4
	Management of socio-economic development of the region	4
	Leadership and Talent Management in Government Agencies	4
	Mechanisms for combating corruption in public administration	4
	Research work of a master student, including an internship and a master's thesis (RWMS)	4
Research work	Registration and defense of a master's thesis	24
final examination	Management of socio-economic development of the region	12

Achievability Matrix of Learning Outcomes

NN	Name of disciplines	Short description of discipline (30-40 words)	Number of credits	Formed learning outcomes (codes)													
				LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	LO 9	LO 10	LO 11			
Cycle of general education disciplines																	
OOM-1	Foreign language (professional)	The content of the discipline includes three main components that are closely interrelated due to professional qualifications: the field of communication and subject matter; socio-cultural knowledge; linguistic knowledge. To form the ability to communicate orally and in writing in a foreign language to solve the tasks of professional activity.		+													
	Management	The discipline is aimed at developing undergraduates' knowledge in the field of management, which is the basis for effective work in organizations of different forms of ownership at all levels in the modern economy. The content of the course is aimed at obtaining the skills of managing an organization and its system of construction, means and methods of influencing the management system on the organization.			+												
	Psychology of management	The discipline is aimed at forming undergraduates' systemic ideas about psychological features in management activities, in mastering the skills of analyzing socio-psychological manifestations underlying management assessment. The content of the course involves the study of basic concepts, theoretical posi-					+										

		tions and current problems of management psychology.												
OMC - 2	State innovation policy	The discipline is aimed at forming the foundations of knowledge about the importance of innovation policy in the country and in the region, their relationship with economic and social processes. The course content is aimed at obtaining a comprehensive system of knowledge about the theory and practice of innovation policy management and ways to solve them.					+							
	Managing strategic changes	The discipline is aimed at developing undergraduates' knowledge, skills and abilities to use modern methods of strategic planning. At the same time, it assumes the development of competencies in terms of analyzing the methodology for the development and implementation of scientifically-reasoned and objective directions of effective strategic changes.						+						
	Project management in the public sphere	The discipline is aimed at training undergraduates with knowledge of the basics of project management in the public sphere. The content of the course involves mastering practical skills in the implementation of project activities by management bodies, taking into account current legislation and modern tools.							+					
	Public administration in the field of IT	The discipline is aimed at training undergraduates with knowledge of the effective use of information (IT) technologies to solve professional problems in the field of state and local government. The content of the course involves mastering practical skills on the use of modern technology capabilities to improve the quality and effectiveness of management decisions.							+					
MBC-3	Theory and	This discipline involves mastering the theoret-								+				

practice of public administration	ical foundations of the formation of public administration and forecasting its development depending on the state of the state economy. The content of the course is focused on the systematization of knowledge about the modern system of public administration, their maximum integration with professional activities in public administration.												
Public service	This discipline involves the development of theoretical knowledge and practical skills in the field of public service development. The content of the course is focused on the systematization of knowledge about the essence of the main directions of the development of the civil service as an integral component of the welfare state.									+			
Management of socio-economic development of the region	This discipline involves mastering the theoretical foundations of the formation of knowledge about the region as an object of economy and a subject of public administration. The course content is focused on a holistic view of the patterns, features and problems of regional development and public administration in Kazakhstan.										+		
Leadership and talent management in government agencies	This discipline involves the training of undergraduates with knowledge in the field of public administration in such aspects of human resources management as talent management, leadership and career development of employees in government agencies. It is focused on the presentation of the organizational environment, on attracting and retaining talented employees.											+	
Mechanisms for combating corruption in	This discipline involves the development of theoretical foundations for the formation of knowledge about the problems of corruption												+

	public administration	in the domestic and international context, theoretical and practical approaches to combating corruption, ways and methods of developing a strategy to combat corruption, and ways of its application.												
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Coordination of the planned learning outcomes with the methods of teaching and evaluation within the module

Learning outcomes	Planned learning outcomes for the module	Teaching methods	Assessment methods
LO 1	Demonstrates the possibility of using knowledge of foreign languages, free communication at international conferences with foreign colleagues, participation in international projects to solve professional tasks.	interactive lecture	test
LO 2	Generalizes mathematical, natural-scientific and statistical apparatus, including in the field of management. Uses methods of economic analysis to make managerial decisions in the field of economics.	interactive lecture	test
LO 3	Demonstrates knowledge of the main provisions and features of psychological aspects in the field of management activities; methods and techniques to improve the effectiveness of the organization.	interactive lecture	presentations
LO 4	Demonstrates new knowledge on innovation policy in various spheres of economic activity. Identifies promising areas of innovation policy of the state.	interactive lecture	project preparation
LO 5	Applies quantitative and qualitative methods for conducting applied research and business process management, prepares analytical materials based on the results of their application.	interactive lecture	test
LO 6	Applies design and digital technologies in the field of state and local government.	interactive lecture	test
LO 7	Defines the specifics of the activities of the system of public service bodies and their interaction with local self-government bodies. Conducts strategic analyses of the development of public administration facilities.	interactive lecture	presentations
LO 8	Defines the specifics of the activities of the system of public service bodies and their interaction with local self-government bodies. Conducts strategic analyses of the development of public administration facilities.	interactive lecture	test
LO 9	Carries out strategic planning of the activities of local authorities; organizes the development and implementation of management decisions. Ensures the rational and targeted use of state and local resources.	interactive lecture	test
LO 10	They apply methods of creating an organizational environment focused on attracting and retaining talented employees who are able to solve the tasks of state management bodies.	interactive lecture	test
LO 11	Collects, analyzes, systematizes, evaluates and interprets the data necessary to solve professional tasks in the field of anti-corruption.	interactive lecture	test

Criteria for assessing the achievability of learning outcomes

Codes LO	Criteria
LO 1	Can: communicate freely at international conferences with foreign colleagues Owns: knowledge of foreign languages for solving problems of professional activity
LO 2	Knows: mathematical, natural-science and statistical apparatus, including in the field of management Owns: methods of economic analysis for making managerial decisions in the field of economics.
LO 3	Knows: the main provisions and features of psychological aspects in the field of management Owns: methods and techniques to improve the efficiency of the organization.
LO 4	Knows: the main provisions of the innovation policy in various areas of economic activity Owns: knowledge about the innovation policy of the state.
LO 5	Knows: quantitative and qualitative methods for conducting applied research in the field of business processes Owns: analytical materials on business management
LO 6	Knows: the main provisions for the development of innovative technologies in the field of state and local government Can: how to: apply design and digital technologies in the field of state and local government
LO 7	Knows: theories, concepts and modern approaches to state and local government Owns: knowledge related to the implementation of modern public management.
LO 8	Knows: features of the activity of the system of public service bodies Can: interact with government agencies Owns: strategic analysis of the development of public administration objects.
LO 9	Knows: the main provisions of the strategic planning of the activities of local authorities Can: organize the development and implementation of management decisions. Owns: knowledge of rational and targeted use of state and local resources.
LO 10	Knows: methods for creating an organizational environment focused on attracting and retaining talented employees Owns: knowledge and tools capable of solving the tasks of state authorities.
LO 11	Knows: the main provisions of the implementation in the field of combating corruption. Can: collect, analyze data necessary to solve professional problems in the field of combating corruption. Owns: methods of assessing the fight against corruption.

The graduate Model:

- demonstrates developed skills of individual and team work, the ability to communicate effectively;
- has knowledge and skills in his subject area, including elements of excellence and innovation;
- thinks creatively and creatively approaches the solution of new problem situations, showing initiative and originality;
- independently expands and deepens the knowledge, skills and abilities necessary for everyday professional activities;
- has academic integrity;
- owns modern project management skills;

Types of competencies	Description of competencies
1. Softskills:	Demonstrates the possibility of applying knowledge of foreign languages to solve problems of professional activity, free communication at international conferences with foreign colleagues, participation in international projects. Summarizes the mathematical, natural-science and statistical apparatus, including in the field of management. Uses methods of economic analysis for making managerial decisions in the field of economics. Demonstrates knowledge of the main provisions and features of psychological aspects in the field of managerial activity; ways and techniques to improve the efficiency of the organization.
2. Digital skills:	Demonstrates new knowledge on innovation policy in various areas of economic activity. Identifies promising areas of innovation policy of the state. Applies quantitative and qualitative methods for applied research and business process management, prepares analytical materials based on the results of their application. Applies design and digital technologies in the field of state and local government
3. Hardskills:	Demonstrates knowledge of theories, concepts and modern approaches to state and local government in the implementation of modern public management. Determines the features of the activities of the system of public service bodies and their interaction with local governments. Conducts strategic analyzes of the development of public administration facilities. Carries out strategic planning of activities of local authorities; organizes the development and implementation of management decisions. Ensures the rational and targeted use of state and local resources. They apply methods of creating an organizational environment focused on attracting and retaining talented employees who are able to solve the problems of state au-

thorities. Collects, analyzes, systematizes, evaluates and interprets the data necessary to solve professional problems in the field of combating corruption.

Compiled by:
Head of the Department "Management"



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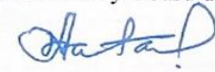
B. E. Aigozhin

The educational program was considered by the faculty council from 14.02.2022 Protocol No. 7

The educational program was considered at a meeting of the Academic Council dated 28.04.22 minutes No. 5

The educational program was reviewed and approved at a meeting of the University Board dated 16.05.22 protocol No. 12

Member of the Board - Vice-Rector for Academic Affairs



T. Z. Zhusipbek

Director of Academic Affairs Department



G. S. Akybaeva

Dean of the Faculty



Zh. S. Khusainova

EDUCATIONAL PROGRAM DEVELOPMENT PLAN
7M04103.1 - "State and local government"

The objectives of the EP: Formation of undergraduates' skills and abilities aimed at acquiring professional competencies necessary for professional activity in the field of state and local government to increase its efficiency, effectiveness and transparency.

Target indicators:

№	Indicators	Unit	2021-2022	2022-2023	2023-2024	2024-2025
1	Development of human resources					
1.1	Growth in the number of teachers with academic degrees	Number of people	11		1	
1.2	Advanced training in the field of teaching	Number of people	5	5	5	5
1.3	Involving practitioners in teaching	Number of people	2	2	2	2
1.4	Other	Number of people				
2	Promotion of the OP in the ratings					
2.1	NAOKO	Position	3	3	3	2
2.2	IAAR	Position	7	5	5	4
3.	Development of educational and scientific-methodical literature, electronic resources					
3.1	textbooks	Number	1		1	
3.2	Tutorials	Number	2	1	1	1
3.3	Electronic textbook	Number	2	2	1	1
3.4	Video/audio lectures	Number	1	1	1	1
3.5	Other	Number				
4.	Development of educational and laboratory facilities			1		
4.1	Acquisition of software products	Number				
4.2	Other	Number				
5.	Updating the content of the EP					
5.1	Updating the learning outcomes and the list of disciplines, taking into account the requirements of the labor market, scientific achievements, professional standards	Year	+	+	+	+
5.2	Introduction to the EP of academic disciplines in foreign languages*	Year		+		+
5.3	Introduction of new teaching methods	Year		+		
5.4	Other	Year				

Head of the department "Management",



S.Sh. Mambetova