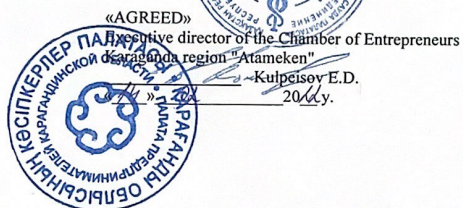


MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN

KARAGANDA UNIVERSITY
NAMED AFTER ACADEMICIAN EA.Buketov



«AGREED»
Chairman of the Board of the
Chamber of Commerce of the Karaganda region
Bekseitova K.K.
«14» 2022 y.



EDUCATIONAL PROGRAM
in the direction of training "7M041 Business and administration"

«7M04105 - Business administration»
Level: Master

Karaganda, 2022

The educational program in the specialty "7M04105 - Business administration" was developed in accordance with the State Educational Establishment of the Republic of Kazakhstan

- The 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 compulsory standard of postgraduate education of Oct 31, 2018 No. 604
- The National Qualifications Framework of 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
- Classifier of areas for training personnel with higher and postgraduate education from October 13, 2018. No. 569.

Educational program in the specialty
«7M04105 - Business administration»

Content:

№	Passport of the educational program	pages
1	Code and name of the educational program	4
2	Code and classification of the field of education, areas of training	4
3	Group of educational programs	4
4	Amount of credits	4
5	Form of education	4
6	The language of instruction	4
7	Degree awarded	4
8	Type of EP	4
9	ISCED level	4
10	Level of NFK	4
11	Level according to SQF	4
12	Program Features	4
	Partner University (SOP)	4
	Partner University (AEP)	4
13	Number of the appendix to the license for the direction of training	4
14	Name of accreditation body and period of accreditation of the educational program	4
15	Purpose of the educational program	4
16	Qualification characteristics of the graduate	4
a)	List of graduate jobs	4
b)	Sphere and objects of professional activity of the graduate	4
c)	Types of professional activity of the graduate	4
d)	Functions of professional activity of the graduate	5
17	Formulation of competency-based learning outcomes	6

1. Passport of the educational program

1. Code and name of the educational program: "7M04105 - Business administration".
2. Code and classification of the field of education, areas of training: field of education - 7M04 Business, administration and Law; field of training 7M041 - Business and administration
3. Group of educational programs: M072 Management and administration
4. Amount of credits: 120
5. Form of study: full-time
6. Language of instruction: Kazakh, Russian
7. Degree: Master of Economics in the educational program "7M04105 - Business administration"
8. Type of EP: active
9. ISCED level: 7
10. Level according to NFK: 7
11. Level according to SQF: 7
12. Distinguishing features of the EP
13. Number of the appendix to the license for the direction of personnel training: №KZ83LAA00018495 date of issue 28.07.2020, Appendix 016
14. Name of accreditation body and period of accreditation of EP:
15. The aim of the program is to training of highly qualified specialists, competitive in the labor market, in demand by modern organizations, capable of effectively managing business processes in dynamically changing social and professional conditions with the use of an effective risk management system.
16. Qualification characteristics of a graduate.
 - a) List of positions for graduates: middle and senior manager, including top manager of national and international companies; Business analyst in large and medium-sized companies analyst or manager of the corporate governance department (development and other), head of the department, head of the department, director of development, executive director, general director of the corporation, head of various divisions in state management structures, head of enterprises of various forms of ownership and branch affiliation, researcher in research institutes, lecturer in universities.
 - b) The sphere and objects of professional activity of graduates:

The sphere of professional activity of graduates of the educational program "7M04105 - Business Administration" are: state bodies, enterprises, institutions and organizations of all forms of ownership, management bodies of state regulation of the economy in the links of market infrastructure, research institutions. The Master of Economics in specialty "7M04105 - Business Administration" can carry out analytical, research, organizational, management (administrative) and educational (pedagogical) activities in the following areas: research into the functioning of industry and regional markets, economic entities of various organizational and legal forms; improvement of the enterprise management system; formulation of economic strategy and enterprise policies; regulation of socio-economic relations at the state, sectoral and intra-company levels.

The objects of professional activity of masters in the educational program "7M04105 - Business Administration" are: economic, financial, marketing, production, economic and analytical services of organizations and enterprises, regardless of their type of activity, form of ownership, categories of participants (residents and non-residents of the Republic of Kazakhstan), organizational and legal forms, state bodies of the republican and local levels; research institutes, educational institutions of primary professional, secondary professional, higher professional education.
 - c) Types of professional activity of the graduate:
 - System-management activities. A business administrator with a master's degree develops methodological support for the implementation of a system of information and analytical control over the activities of functional divisions/structural units of the organization to form a set of support tools aimed at the effective work of divisions and coordination of their activities. It regularly analyzes and evaluates the organization's management system, including its external business relations, in order to improve it, including on the basis of organizational changes.
 - Information and analytical activities. A business administrator with a master's degree level organizes and coordinates the collection, processing and analysis of information on the results of the activities of the organization's divisions in the short and medium term. They analyze the main performance indicators of the divisions according to the current reporting forms using IT products and identify the causes of deviations based on the results of the analysis. The business adminis-

trator develops models for coordinating the processes of information exchange between the divisions of the organization, advises the developers of the information system on the organization of information exchange between the structural units of the organization.

- Process and technological activities. A business administrator with a master's degree level contributes to the development, implementation, implementation of control, evaluation and correlation of the components of professional activity in the main business processes and related processes of human resource management, logistics, financial management, accounting, marketing. To carry out this activity, the business administrator must have competence about the content of the main business processes and tools for their regulation, methods for identifying reserves within technological and information processes.

- Design and management activities. A business administrator with a master's degree can manage projects of any scale in conditions of high uncertainty caused by requests for changes and risks in the conditions of the organizational environment of the project with the use of risk management tools and project problems. The activity includes the development of methodological tools for information and analytical support of the project to ensure control over the activities of the structural units involved in the implementation of the project.

- Research activities. Research activities of masters in this field of training are carried out both within the research programs of higher educational institutions, and as part of the corresponding research groups of research institutes and organizations. A special place is given to international programs of scientific cooperation in the field of economics, organization and management.

- Educational (pedagogical) activities. The educational (pedagogical) activity of graduates of this profile consists in professional activities (teaching economic and managerial disciplines) in educational institutions, secondary and higher professional education.

d) Functions of professional activity of the graduate:

- to operate development of the operating businesses and creation new, implementation of the innovative business projects providing sustainable development and success of the company in the long term;
- to master and apply modern methods of management and development of business;
- to develop and realize the effective strategy of growth of competitiveness of firm;
- to use the principles and methods of outsourcing and delegation of powers of management and development of business;
- to operate personnel of divisions of the organization;
- to analyze, control and regulate the financial and economic situations developing in divisions of the subject of managing, in the organizations of small and medium business during implementation of projects;
- to use modern information technologies for realization of functions of management;
- to conduct business studies and use of their results for planning and the organization of production and rendering services;
- to estimate quality and efficiency of projects, the organization of their realization; - to prepare administrative documentation and to hold business meetings, to formulate and make out operational tasks of management and to control their performance;
- to organize the work on a scientific basis, to be able to acquire new knowledge, to understand the social importance of the activity.

Formulation of competency-based learning outcomes

Form 2

Type of competencies	Learning Outcome Code	Learning outcome (according to Bloom's taxonomy)
1. Softskills	LO 1	Generalizes the main epistemological models, the nature of the transformation of the concept of rationality, classifies modern approaches to socio-humanitarian and natural science knowledge and their co-measurement, formulates and justifies the basic tasks of scientific research.
	LO 2	Defines the approaches of conducting independent research and teaching activities on the basis of a wide multidisciplinary education, the use of a variety of research methods and modern educational technologies.
	LO 3	Presents the main provisions and features of the practical psychologist in the field of management, methods and techniques to improve the efficiency of the organization on the basis of prevention and resolution of conflict situations between the subjects of interaction.
	LO 4	Studies and determines the necessary amount of knowledge of a foreign language for communication at the General and professional level, forms the skills of expression of thoughts and opinions in interpersonal, business, professional communication in a foreign language.
2.: Digital skills	LO 5	Uses a foreign language in interpersonal communication and professional activities, conduct written communication in a foreign language, make business letters, applies methods and means of knowledge for intellectual development, cultural level, professional competence in business.
	LO 6	Forms and evaluates the main approaches and methods of commercialization of the results of scientific and technical activities, systematizes the functions and tasks of management of commercialization processes.
3.: Hardskills	LO 7	Formulates and defines the basic concepts, categories, knowledge, revealing the essence of innovation in business administration, especially the development of the theory of innovation, patterns of development of innovative processes, theory and practice of management.
	LO 8	Describe the conceptual basis and methodology of business studies and interpretation of business information, assistant analytical processing of the economic indicators business.
	LO 9	Carries out business administration and planning of the enterprise, designs the management system of the Corporation taking into account its organizational and legal status, external and internal environment.
	LO 10	Carry out the main directions, methods of economic analysis, methods of identification and assessment of reserves of production; directions of use of results of the complex economic analysis of efficiency of business.
	LO 11	Carries out system planning of the project at all phases of its life cycle; calculates the project schedule with the help of tools of calendar and network planning; provides effective management of changes.
	LO 12	Apply the conceptual framework of risk identification and assessment, develop a management strategy to neutralize them.
	LO 13	Studies the essence, structure and features of business planning of innovative projects, assesses its effectiveness under different conditions of investment and financing.
	LO 14	Develops and implements business strategies and effective business models, taking into account the characteristics, factors of choice and its transformation in modern conditions.
	LO 15	Provides the optimal choice of tools for the processing of socio-economic data in accordance with the task, analysis of the results of calculations and substantiation of the findings for the purposes of crisis business administration and sustainable development of the enterprise.

Definition of discipline modules in accordance with the learning outcomes

Learning Outcome Code	Module name	Discipline name	Scope (ECTS)
LO 1, LO2, LO3, LO8	Philosophical and historical aspects of socio-humanitarian knowledge	History and philosophy of science	4
LO 1, LO2, LO3		Higher School Pedagogy	4
LO 1, LO3, LO10		Psychology of management	4
LO 2, LO4, LO5	Foreign language (professional)	Foreign language (professional)	4
LO4, LO5		Business English in Business Administration	5
LO 2, LO4, LO5		Foreign language for special purposes	
LO6, LO7	Administration and commercialization of scientific and educational projects	Commercialization of the results of scientific and technical activities	5
LO6, LO7		High-tech entrepreneurship in small business	
LO6, LO7		Innovation in Business Administration	5
LO6, LO7		Economics and innovation management	
LO4, LO8, LO10, LO11	Business administration and business intelligence methodology	Business research	4
LO5, LO9, LO12, LO13		Business Administration and Enterprise Planning	4
LO8, LO9, LO10, LO11		Business Performance Analysis	4
LO6, LO7, LO11, LO13, LO14	Project Management in Business Administration	Project Management and Project Analysis	4
LO6, LO7, LO11, LO13, LO14		Methodology of economic analysis	
LO4, LO5, LO11, LO12, LO15		Enterprise risk management (in English)	4
LO4, LO5, LO11, LO12, LO15		Economics and organization of work at the enterprise (in English)	
LO8, LO9, LO15	The practice of business administration	Corporate Business Administration	4
LO8, LO9, LO15		Strategic and in-house planning	
LO6, LO10, LO14		Business strategies and modern business models	5
LO6, LO10, LO14		Management of business communications	
LO8, LO9, LO12, LO15		Crisis Business Administration	4
LO8, LO9, LO15		Business process engineering and reengineering	
	Research work	Research practice	14
		Scientific research work of undergraduate, including internships and the implementation of the master's project	23

	Final certification	Design and defense of a master's project	12
--	---------------------	--	----

Matrix of attainability of learning outcomes																
NN n/n	Disciplines	Brief description of the discipline (30-40 words)	Number of credits	Formable learning outcomes (codes)												
				PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13
Cycle of basic disciplines																
University component																
D1	History and philosophy of science	Formation of knowledge about the general laws of scientific knowledge in its historical development and changing socio-cultural aspect. The content of the discipline: the main categories of philosophy of science, typological characteristics of the main concepts describing the development of scientific knowledge, forms and methods of cognition, their evolution, the ratio of rational and irrational, logic and intuition, discoveries and justifications in scientific cognition.	4	+	+	+					+					
D2	Higher School Pedagogy	Formation of knowledge about the theoretical foundations of pedagogy, management of the learning process in higher education. The content of the discipline: Higher school pedagogy, its specifics and categories. Modern educational paradigms. The essence and objectives of higher and postgraduate professional education. Characteristics of Kazakhstan's system of higher and postgraduate professional education. Didactics of higher education. Competence-based approach in the training of professionals.	4	+	+	+										
D3	Psychology of management	The purpose of the course: is to form students systematic ideas about the psychological laws of management, to disclose the specifics of the use of social psychological knowledge in the structure of the Manager, in the development of skills analysis of socio-psychological principles underlying effective management. Course content: basic concepts, theoretical positions and actual problems of psychology of management; theoretical features of psychology of management; personal features of the head.	4	+		+							+			
D4	Foreign language (professional)	Improving the level of proficiency of undergraduates in a foreign language to solve social and communicative tasks. Course content: mastering the skills of expressing opinions, argumentation of decisions and actions, analysis of socially significant processes and problems; free use of three main components: the sphere of communication and topics, socio-cultural cognition, linguistics.	4		+		+	+								
Cycle of major disciplines																
Elective component																

[illegible]

[illegible]

[illegible]

[illegible]

Alignment of planned learning outcomes with the methods of teaching and assessment within the module

Learning outcomes	Planned learning outcomes for the module	Training methods	Assessment methods
LO 1	Generalizes the main epistemological models, the nature of the transformation of the concept of rationality, classifies modern approaches to socio-humanitarian and natural science knowledge and their co-measurement, formulates and justifies the basic tasks of scientific research.	Discussion	Colloquium
LO 2	Defines the approaches of conducting independent research and teaching activities on the basis of a wide multidisciplinary education, the use of a variety of research methods and modern educational technologies.	Case Methods	Student portfolio
LO 3	Presents the main provisions and features of the practical psychologist in the field of management, methods and techniques to improve the efficiency of the organization on the basis of prevention and resolution of conflict situations between the subjects of interaction.	Round table	Presentations
LO 4	Studies and determines the necessary amount of knowledge of a foreign language for communication at the General and professional level, forms the skills of expression of thoughts and opinions in interpersonal, business, professional communication in a foreign language.	Communicative method	Writing an essay in a foreign language
LO 5	Uses a foreign language in interpersonal communication and professional activities, conduct written communication in a foreign language, make business letters, applies methods and means of knowledge for intellectual development, cultural level, professional competence in business.	Project-based learning	Project preparation
LO 6	Forms and evaluates the main approaches and methods of commercialization of the results of scientific and technical activities, systematizes the functions and tasks of management of commercialization processes.	Interactive lecture	Test
LO 7	Formulates and defines the basic concepts, categories, knowledge, revealing the essence of innovation in business administration, especially the development of the theory of innovation, patterns of development of innovative processes, theory and practice of management.	Case Methods	Colloquium
LO 8	Describe the conceptual basis and methodology of business studies and interpretation of business information, assistant analytical processing of the economic indicators business.	Master classes	Student portfolio
LO 9	Carries out business administration and planning of the enterprise, designs the management system of the Corporation taking into account its organizational and legal status, external and internal environment.	Case Methods	Test,
LO 10	Carry out the main directions, methods of economic analysis, methods of identification and assessment of reserves of production; directions of use of results of the complex economic analysis of efficiency of business.	Project-based learning	Project preparation
LO 11	Carries out system planning of the project at all phases of its life	Project-based learning	Student portfolio

	cycle; calculates the project schedule with the help of tools of calendar and network planning; provides effective management of changes.		
LO 12	Apply the conceptual framework of risk identification and assessment, develop a management strategy to neutralize them.	Master classes	Test
LO 13	Studies the essence, structure and features of business planning of innovative projects, assesses its effectiveness under different conditions of investment and financing.	Discussion	Presentations
LO 14	Develops and implements business strategies and effective business models, taking into account the characteristics, factors of choice and its transformation in modern conditions.	Interactive lecture	Project preparation
LO 15	Provides the optimal choice of tools for the processing of socio-economic data in accordance with the task, analysis of the results of calculations and substantiation of the findings for the purposes of crisis business administration and sustainable development of the enterprise.	Interactive lecture	Project preparation

Graduate attributes

Form 7

High professionalism in the field of economics and business
 Emotional intelligence
 Adaptability to global challenges
 Leadership
 Entrepreneurial mindset
 Global citizenship
 Understanding the meaning of the principles and culture of academic integrity

Model of a graduate of an educational program

Types of competencies	Competency description
1. Softskills	<p>Ability to improve and develop their intellectual, professional and general cultural level.</p> <p>Comply with the rules of the Code of Ethics, generally accepted and corporate principles, requirements for behavior and requirements for fulfilling assigned duties.</p> <p>Be responsible for the decisions made and the results of their activities.</p> <p>Ability to independently acquire and use knowledge and skills in practice, strive for their constant updating, the use of new methods, approaches, technical support tools.</p>
2. Digital skills:	<p>Availability of computer literacy, possession of software, use of necessary peripheral devices.</p> <p>Ability to effectively carry out activities in the field of business administration, including business communication, search and exchange of information, monitor the use of a common resource base, joint performance of common tasks using computer technology, programming.</p> <p>Be able to use, create, develop, modify the necessary digital content, including the field of business administration.</p> <p>Ability to ensure digital information security through the protection of official, personal data, compliance with confidentiality requirements.</p>
3. Hardskills	<p>To study, know the regulatory and other necessary business documentation in the areas of professional activity.</p> <p>Be able to organize the effective work of the headed service unit with strict compliance with qualification, service and other regulatory requirements and full provision of the necessary technical and other service resources.</p> <p>Ensuring proper control over the performance of subordinates' official duties and compliance with regulatory requirements.</p> <p>Apply modern management methods in the department headed, ensure clear coordination of work, provide a stimulating effect with the use of flexible methods of influence. Possess professional competence that ensures the ability to make rational decisions.</p> <p>Ability and skills to work with business documentation, including various kinds of reports, programs, orders, etc. To be able to process the required reports in a qualified and timely manner and to ensure in this direction a clear coordinated timely work of</p>

subordinates.

Ability to organize a favorable business, psychological climate in the headed service unit, compliance with sanitary, temperature and other requirements for the compliance of office premises that contribute to the effective work of employees.


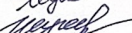

Compliers:

Working Group Members:

Head of the Department of Economics and International Business, PhD, Associate Professor,

Candidate of Economics, Professor

Master student

 Zh.M. Zhartay
 T.A. Mukashev
 S.D. Shushaev

The educational program was reviewed and recommended at the faculty council from 14. 04. 2022y Protocol № 4.

The educational program was considered at the meeting of the SMC and recommended for approval from 28.04. 2022y Protocol № 5



The educational program was reviewed and approved at a meeting of the Academic Council from 16. 05. 2022y Protocol № 12

Member of the Board, Vice-Rector for Academic Affairs

Director of the Department of Academic Affairs

Dean of the economic faculty



Zhusipbek T.Z.

Akybaeva G.S.

Zh.S. Khussainova

EDUCATIONAL PROGRAM DEVELOPMENT PLAN

7M04105 – BUSINESS ADMINISTRATION

The purpose of the Plan is to contribute to improving the quality of the conditions for the implementation of the educational program, taking into account the current requirements of the labor market and the achievements of modern science.

Target indicators:

№	Indicators	Unit of measurement	2022-2023 (in fact)	2023-2024 (plan)	2024-2025 (plan)	2025-2026 (plan)
1	Human resources development					
1.1	Increase in the number of teachers with academic degrees	Number of people	19	+1	+1	+1
1.2	Advanced training in the teaching profile	Number of people	15	+1	+1	+1
1.3	Involvement of practitioners in teaching	Number of people	7	+1	+1	+1
2	Promotion of the EP in the ratings					
2.1	IQAA	Position	2	2	1	1
2.2	IAAR	Position	7	5	3	1
2.3	Atameken	Position	-	-	-	-
3.	Development of educational and scientific-methodical literature, electronic resources					
3.1	Textbooks	Number	-	1	1	2
3.2	Training manuals	Number	2	3	4	5
3.3	Methodological recommendations/instructions	Number	1	1	2	2
3.4	Electronic textbook	Number	2	3	4	5
3.5	Video/audio lectures	Number	1	1	2	2
4.	Development of educational and laboratory facilities	Number				
4.1	Purchase of software products	Number	1	2	2	2
4.2	Purchase of equipment	Number	2	2	3	3
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			+	

Head of the Department of Economics and International Business



Zh. Zhartay