

- Overview
- KAZGUU Governance Board
- Administration
- Mission and Goals
- Values
- Statement on Integrity
- Facilities
- Admission Policy
- Academic Policy
- Program Description

OVERVIEW

The Kazakh University of Humanities and Law (current name - KAZGUU University) was founded by the Decree of the President of the Republic of Kazakhstan on March 14, 1994 as the joint stock company with the participation of the Ministry of Education and Science of the Republic of Kazakhstan. It is located in Astana the capital city of Kazakhstan.

The number of the enrolled Bachelor students in 2014/15 - 5357, including 1694 distant learning students, Master students - 115, PhD

candidates - 8.

KAZGUU University has three schools (faculties) providing training on 10 academic programs at the level of Bachelor, Master and Doctoral (PhD) studies:

•The Higher School of General Education and Languages;

- •The Higher School of Law;
- •The Higher School of Economics.

School	Program	Degree
The Higher School of General Education and Languages	Translation Studies	Bachelor of Translation Studies Master of Translation Studies
	Foundation	No degree
The Higher School of Law	Law	Bachelor of Laws (LL.B.)
	International Law	Master of Laws (LL.M.)
	Law Enforcement Agencies	Ph.D. in Law or Ph.D. in International Law
The Higher School of Economics	Economics	Bachelor of Economics and Business
	Management	Master of Economics and Business
	Finance	Master of Business Administration (joint degree with the UBIS University
	Accounting and Audit	(Switzerland) Doctor of Business Administration (joint degree with the UBIS University
	Tourism	(Switzerland) Bachelor of Services
	Psychology	Bachelor of Social Science Master of Social Science

KAZGUU GOVERNING BOARD

- Board of Trustees,
- Management Board,
- Academic Council,

The Board of Trustees is a strategic body of the university management operating on the principles of voluntariness, equality, openness and collegiality. It is established in order to facilitate the effective operations and development, the role of KAZGUU University in social and political life of Kazakhstan as an academic, research and cultural center of the international level. The Board of Trustees acts as a public consultative body involved in addressing long-term development issues of the university.

The Board of Trustees' Members:

Mr. Baibek Bauyrzhan, the First Deputy Chairman of the People's Democratic Party "NurOtan" – the Chairman of the Board of Trustees;

Prof. Marat Kogamov, Director of the Institute of Criminal Procedure and anti-corruption studies - Deputy Chairman of the Board of Trustees;

Prof. Maksut Narikbayev, President of JSC "Kazakh University of Humanities and Law"-the member of the Board of Trustees;

Mr. Marat Beketayev, Executive Secretary of the Ministry of Justice of the Republic of Kazakhstan - the member of the Board of Trustees;

Mr. Kenes Rakishev, Chairman of the Board of JSC "Sat & Company" - the member of the Board of Trustees.

ADMINISTRATION

The administration of the KAZGUU University endeavors to fulfill the university's Mission in terms of both academic excellence and attention to the student as an "individual". It is responsible for the implementation of academic policies and procedures at operational and strategic levels.

Dr. Talgat Narikbayev, Chairman of the Board, Rector

Prof. Kazbek Zhirenchin, Deputy to the Chairman of the Board

Mr. Galymzhan Kudaibergenov, Deputy to the Chairman of the Board

Ms. Nadezhda Korobko, Deputy to the Chairman of the Board for Financial Affairs

Mr. Rakhimbek Zholayev, Director of the Higher School of General Education and Languages

Dr. Unzila Shapak, Director of the Higher School of Law

Ms. Dilbar Gimranova, MBA,M.Phil., Director/Dean of the Higher School of Economics (HSE)

Ms. Nazira Abdekova, Head of the Registrar Office

Dr. Renata Faizova, Director of the Institute of Postgraduate Study and International Affairs

Dr. Saule Kemelbayeva, Chair of the Department of Economics, Management and Tourism, coordinator of theacademic program Bachelor of Economics and Business with Major in Management

MISSION AND GOALS

KAZGUU Mission: To serve society by providing affordable education of excellent quality.

KAZGUU Goals:

- To become a leading university in Kazakhstan and Central Asia

- To contribute in nurturing of national elite committed to patriotic values and high standards of academic performance

VALUES

The core values of KAZGUU University:

Dedication to

- Professionalism
- Honesty
- Mutual respect
- Fairness

STATEMENT ON INTEGRITY

As an institution committed to quality, KAZGUU University consider integrity as a core principle. All our actions aimed to preventing corruption, following an academic honesty and high ethical standards, creating ethical environment for our students.

FACILITIES

The KAZGUU University campus is located in Astana (Korgalzhyn highway, 8).

Facilities available for students and staff includes: 17 lecture halls; 88 seminar rooms; 2 labs; 12 specialized equipped rooms; 8 linguistic labs; library with 8 reading halls; gym; 2 food courts and 3 cafeteria; medical center.

ADMISSION POLICY

Admission policy complies with the staterequirements. Since 1999 Kazakhstan has introduced a voucher-like, education grants system in higher education. There are two study tracks available tuition fee based and government sponsored. The eligibility of state scholarship holders is determined by the score received by applicants at the Unified National Test (UNT), and their subject choice. Three subjects are obligatory: Russian/Kazakh Language, History of Kazakhstan, and Mathematics. State scholarships are mainly available for priority fields selected centrally and determined by employment projections.

The tuition fee scale is presented in a table below.

The tuition fee for Master program is 650.000,00 KZT. The Doctoral program (PhD) at KAZGUU is financed only through government grants.

Applicants must submit required documents to the Admission Committee during the summer period.

Major/program	Tuition fee per academic year, KZT ¹
	deddenne year, ner
5B030200 International Law,	650.000,00
Bachelor	
5B030100 Law, Bachelor	550.000,00
5B030300 Law Enforcement,	450.000,00
Bachelor	
5B030600 Economics, Bachelor	450.000,00
5B030700 Management,	450.000,00
Bachelor	
5B030800 Accounting and Audit,	500.000,00
Bachelor	
5B030900 Finance, Bachelor	450.000,00
5B020700 Translation Studies,	500.000,00
Bachelor	
5B050300 Psychology, Bachelor	450.000,00
5B090200 Tourism, Bachelor	500.000,00

ACADEMIC POLICY

A key characteristic of KAZGUU University's academic policy is a commitment to the highest standards of quality and integrity. KAZGUU University students are required to comply with all established rules of conduct including attendance policy.

Bachelor programs require attaining key competencies (communicational, analytical, etc.) and professional competences relevant for a specific major. The content of academic programs is established by the relevant State Compulsory Standards of Higher and Postgraduate Education. Main document regulating the academic process is curriculum. Curriculums are grounded on the principles of competence-based approach and academic freedom.

KAZGUU University uses the American credit system as the foundation for the curriculum. Typically a semester long course will meet for forty-five class contact hours and is worth three credits.

To earn a degree from KAZGUU University, a student completes a set of credit requirements for a particular program. The requirements usually have a list of courses that must be taken, a list of elective courses, and a minimum number of credits to be earned. Another requirement for graduation is a minimum level of scholastic performance which is measured by the grade point average or GPA.

KAZGUU University uses the following letter grades apply to courses at the undergraduate, graduate, and doctoral levels respectively.

Grade	Percent
A	95-100
A-	90-94
B+	85-89
В	80-84
В-	75-79
C+	70-74
С	65-69
C-	60,64
D+	55-59
D	50-54
F	0-49

To calculate the grade point average (GPA) in a credit based system, the numerical points for each grade are multiplied by the number of credits for the course. The results are summed for all courses included in the calculations.

The Registrar's Office maintains records of student academic performance. Academic record is available in a form of official transcript.

Automated information system of Platonus responds to all the business processes of the university. Each student has a personal account, which allows registering for courses, forming schedule, receiving information on grades, appointed exams, etc. Each instructor must register grades during semester using Platonus. Unofficial transcripts are also available via Platonus.

Year of study is based on the number of credits completed. Each semester 18-22 credits are allowed.

If a student receives a failing grade in a course, the student has a right to retake an examination once. If the examination is failed for the second time, the student may retake the course. If the course is an

¹KZT (Kazakh Tenge) – national currency, the official rate to \$ for 20/02/2015: 1 KZT=183,8\$

optional elective, the student may choose to repeat the course, however is not required to do so. All grades for a course and subsequent retakes are recorded on the transcript, but only the last grade is included in the calculation of the cumulative GPA. This applies even if the last grade is lower than an earlier grade.

To retake a course, a student should register for the course and pay tuition the same as for other courses. The student must attend class sessions (lectures and/or tutorials) and complete all assignments and examinations, the same as if s/he was taking the course for the first time. A student may not recycle assignments or exam scores from a previous enrollment nor can a students use current assignments or exam grades to raise a grade from a previous semester.

The summer semester might be organized to retake courses.

For elective courses a minimum class size is 15 students.

A student may request a leave of absence by submitting a leave of absence form to the Registrar's Office. The maximum time for a leave of absence is one academic year. If a student does not enroll for classes and does not request a leave of absence, the student is administratively withdrawn from KAZGUU University at the end of the late registration period in the second semester of non-enrollment (excluding summer sessions).

Withdrawal can be initiated by the student or by KAZGUU University. The university has the right to administratively withdraw students for poor academic performance, for violations of regulations, for disciplinary reasons, for expiration of the time allowed for graduation or for non-registration (unless a leave of absence has been submitted).

Withdrawal from KAZGUU University terminates the agreements between the student and the university.

Academic period completed at other accredited universities in Kazakhstan or abroad can be transferred to KAZGUU University.

A student with coursework completed outside of KAZGUU University should present a request for course transfer to the Higher School directorate. The application must be accompanied by a detailed course syllabus showing the topics covered in the course and an official transcript showing the number of credits

and the grade or final assessment in the course.

ACADEMIC PROGRAM "BACHELOR OF ECONOMICS AND BUSINESS WITH MAJOR IN MANAGEMENT" -DESCRIPTION

Business oriented Bachelor program in Management is based on the international standards with the focus on the local environment.

While developing the program we took into account the State Compulsory Standards of the Republic of Kazakhstan, employers' and other stakeholders' feedback, as well as KAZGUU capabilities.

The program consists of 129 credits of theoretical training; mandatory state exams, the undergraduate thesis defense, and two internships (twice during four years).

FOUNDATION

The Foundation Program is an introductory program common for all KazGUU freshmen and oriented toward obtaining academic and linguistic skills necessary for learning within the next stage specialization program. It is administrated by the High School of General Education and Languages.

The program consists of the following modules:

Course Code: HK 1101

Course Name: History of Kazakhstan

Credits: 3

Course Description: The main objective of this course is to equip students with knowledge of: basic historical facts and events, their influence to the mar of Kazakh history; specific of socio-economic, political and cultural development of Kazakhstan; the role and place of the Kazakh creative and scientific intelligentsia in the fate of the Kazakh ethnic group; modern processes taking place in the country in the historical context.

By the end of this course, students will be able to: assess cultural, socio-economic and political issues from historical point of view; independently learn and generate new knowledge; make independent decisions in different situations (case study solution), apply methods of historical research, formulate and argue independent point of view related to historical issues; demonstrate patriotism, social activism, tolerance and ethics.

Course Code: CS 1102

Course Name: Computer Science

Credits: 3

Course Description: The course aims at development of practical skills of working with information technologies and Microsoft Office packages.

Upon completion of this course, students will be able to: independently work with different sources of information (multimedia, textbooks, online resources, etc.), store and transmit information via modern technologies (media, cloud technologies, email, etc.); ensure the safety of computer networks; apply word processors, spreadsheets, database management systems, internet services for creating and processing of electronic documents, tables, graphs, linear and non-linear presentations, graphics and video.

Course Code: HS 1103

Course Name: Health and Safety

Credits: 2

Course Description: This course is aimed at learning the basics of safe human behavior in dangerous and emergency situations of natural and man-made disasters; health and healthy lifestyles; government policies of protection in dangerous and emergency situations.

Completion of this course will help to understand the main sources and factors of dangers, and to react properly in potentially danger situations.

Upon completion of this course, students should be able to: identify the main source of danger; decide on appropriate action in emergency situations and give first aid if needed; understand the basics of legislative in the field of safety.

Course Code: ESSD 1104

Course Name: Environmental Studies and Sustainable Development

Credits: 2

Course Description: This course aims to update theoretical and practical knowledge on ecology, to evaluate the current ecological problems at the national, local, global levels and introduce solutions. Completion of this course will help to understand, evaluate and propose solutions to current

environmental problems in the world and in Kazakhstan.

Upon completion of this course, students should be able to: analyze environmental problems; identify the causes of ecological disasters; assess current state of environmental problems; identify environmental situations effects to the socio-economic conditions, people's health, etc.; to offer the best possible solutions facing environmental problems.

Course Code: SS 1105

Course Name: Social Science

Credits: 2

Course Description: This course focuses on the study of society, stratification, patterns of social action and mass human behavior, as well as the relationship between personality and society. Completion of this course will help to understand, analyze, propose solutions and argue in the discussion of social problems faced by the modern Kazakh society.

At the end of the course the student will be able to: analyze social and socio-cultural processes within a country and abroad; independently search and analysis necessary social information from different sources; distinguish between objective and subjective analysis of social media; use of sociological knowledge to produce effective managerial decisions and implement social and professional roles.

Course Code: K(R)L 1106

Course Name: Kazakh/Russian Language

Credits: 6

Course Description: This course aims to enhance vocabulary, improve communication skills in Kazakh/Russian language. Completion of this course will allow perceiving, understanding, and speaking. Upon completion of this course, students should be able to: interpret speech, academic texts in Kazakh/Russian; demonstrate oral and written skills.

Course Code: FL 1107

Course Name: Foreign (English) Language

Credits: 6

Course Description: Foreign language course is aimed developing students' foreign at language communicative competence enough to use English. By the end of the course (which corresponds to B1 -Threshold Level / Independent User of English proficiency), students will be able to: deal with most situations likely to arise during their stay in the country of the target language; structure texts, logically express a thought, write an essay, argue own point of view; interpret texts built on linguistic material of everyday and professional communication; use a dictionary and online resources to find the information necessary for further learning.

Course Code: PL 2108

Course Name: Principles of Law

Credits: 2

Course Description: This course is aimed at studying the basics, structure and patterns of law; developing of basic conceptual and categorical framework in jurisprudence.Mastering this course will allow understanding, analyzing, and proposing solutions and argue in discussion of basic concepts and basic categories of law.

Upon completion of the course, students will be able to: operate the basic terms of jurisprudence; analyze and compare the development of different state and legal institutions; apply their knowledge to develop effective managerial decisions; independently search and analyze information in a relevant field from various sources.

Course Code: PS 1109

Course Name: Political Science

Credits: 2

Course Description: This course is aimed at studying the basic laws of political development, political system and political institutions, modern political processes.

Upon completion of the course, students will be able to: analyze and evaluate political and economic situation in the world and Kazakhstan; offer their own solutions to respond current political and economic issues; provide basic predictions of a political situations' development; independently work with different sources to conduct theoretical and applied search.

Course Code: PE 1110

Course Name: Philosophy and Ethics

Credits: 3

Course Description: This course is the basics of theoretical training aimed to acquiring of academic skills necessary for successful study at the undergraduate level and further professional activity. Its main task is to form philosophical, ideological and methodological culture, promote the development of students' skills of independent, critical thinking, creative skills, teamwork, and basic skills in research.

completing the course, students will Upon demonstrate following competencies: skills of independent study, searching, collecting and interpreting information to make judgments; skills of formulating and arguing basic ideas and beliefs, ability to solve problems in a study area; skills of applying of philosophical ideas and categories to analyze sociocultural and socio-professional issues and situations; be able to take axiological decisions, formulate and argue axiological regulative.

Course Code: PE 1111

Course Name: Principles of Economics

Credits: 2

Course Description: This course is developed to form students' skills of analyzing economic situations and behavior of economic agents.

Completion of this course will allow to: navigate in current information flows and adapt to rapidly changing economic environment; analyze and evaluate the social and economic information; plan and carry out own activity based on the results of this analysis; be able to work independently with literature on economic issues.

Upon completion the Foundation Program, students will possess **the following competencies** (in accordance with the first cycle Dublin descriptors):

• Demonstrate knowledge and comprehension in general education courses;

• Evaluate contemporary social, politic, economic, cultural processes through the lens of ethical and moral values;

• Formulate arguments, conclusions and solve problems within the areas of study;

• Demonstrate the skills of independent study;

• Be able to search, collect and interpret information to make judgments through social, ethical and scientific considerations;

• Communicate orally and in written form in three languages (Kazakh, Russian, English);

• Demonstrate basic skills of research methodology with application of information technologies;

• Be able to apply obtained knowledge and skills in further training and employment.

SPECIALIZATION

The Bachelor of Economics and Business with Major in Management is administrated by the Higher School of Economics.

The Program Learning Outcomes - Graduates of the program will be able to:

- demonstrate writing and oral communications and computer skills (LO1)

- demonstrate awareness of the global environment in which businesses operate as well as a national context (LO2) - demonstrate awareness of the global environment in which businesses operate as well as a national context (LO2)

- demonstrate a sense of responsibility (LO3)

- demonstrate leadership and efficient team work (LO4)

- comprehend and apply research methodology (LO5)

- evaluate key concepts of economics, finance, accounting, management, consumer behavior and marketing (LO6)

- understand and integrate core business values (LO7)

- apply analytical skills to diagnose, evaluate, solve problems and find opportunities in business field and develop recommendations (LO8)

- apply best practices in management to develop business, operational and strategic plans, organize and monitor projects, manage resources, build teams and professional relationships (LO9)

- independently collect, update and process relevant information (LO10).



PROGRAM SEQUENCING

Fall	Spring
18 credits Mandatory:	18 credits Mandatory:
HK 1101, CS 1102, ESSD 1104, K(R)L 1106 (3 credits), FL 1107 (2 credits), PE 1111, ME 1201	HS 1103, SS 1105, K(R)L 1106 (3 credits), FL 1107 (2 credits), PS 1109, PE 1110, MIC 1202
Electives (1 credits from):	Electives (2 credits from):
MA 1211	MM 1212
18 credits	18 credits
Mandatory:	Mandatory:
FL 1107 (2 credits), MAC 2203,	PL 2108, BFL 2208, AA 2209
STAT 2204, PM 2205, PF 2206, BK(R)L 2207, PM 2301	Internship 1 (2 credits during summer time)
Electives (3 credits from):	Electives (12 credits from):
ECO 2213	BAN 2214, RE 2215, FMI 2216, FAI 2217, CE 2218, IE 2219, MC 2303, OM 2304
18 credits	
Mandatory:	19 credits
IB 3210	Electives (19 credits from):
<i>Electives (16 credits from):</i> FAII 3220, BL 3221, PB 3222, PT 3223, SM 3224, PL 3225, PSE 3226, UE 3227, MA 3228, SM 3305, IM 3306, CIM 3307, CIE 3308, CIF 3309, CIA 3310	AUD 3229, INS 3230, DAF 3231, IF 3232, IB 3233, CF 3234, TA 3235, OB 3236, IM 3311, PM 3312, DM 3313, STM 3314, STE 3315, STF 3316, STAA 3317
20 credits	
Mandatory:	
HRM 4302	Internship 2 (4 credits)
Electives (18 credits from):	State Exam (1 credit)
CCS 4237, FA 4238, LA 4239, CM 4318, CG 4319, RM 4320, FM 4321, SCM 4322, ATM 4323, ATE 4324, ATF 4325, ATAA 4326	Thesis Defense (2 credits)
	18 credits Mandatory: HK 1101, CS 1102, ESSD 1104, K(R)L 1106 (3 credits), FL 1107 (2 credits), PE 1111, ME 1201 Electives (1 credits from): MA 1211 18 credits Mandatory: FL 1107 (2 credits), MAC 2203, STAT 2204, PM 2205, PF 2206, BK(R)L 2207, PM 2301 Electives (3 credits from): ECO 2213 ECO 2213 IB 3210 Electives (16 credits from): IB 3210 Electives (16 credits from): FAII 3220, BL 3221, PB 3222, PT 3223, SM 3224, PL 3225, PSE 3226, UE 3227, MA 3228, SM 3305, IM 3306, CIM 3307, CIE 3308, CIF 3309, CIA 3310 20 credits Mandatory: HRM 4302 Electives (18 credits from): CCS 4237, FA 4238, LA 4239, CM 4318, CG 4319, RM 4320, FM 4321, SCM 4322, ATM 4323, ATE 4324,

CURRICULUM

Major Courses I – Mandatory

Course Code: ME 1111 Credits: 2

Course Name: Mathematics

Course Description: This course is aimed at the development of the mathematical apparatus for modeling, analyzing and solving economic problems. Course outline includes: integral calculus; differential equations; elements of the theory of probability and mathematical statistics; time-series; classical linear multiple regression model.

Prerequisites: none

Learning Outcomes: LO1, LO5

Course Code: MIC 1202 Credits: 2

Course Name: Principles of Microeconomics

Course Description: "Principles of Microeconomics" is an introductory course that teaches the fundamentals of microeconomic theory, such as consumer behavior, theory of the firm, supply and demand analysis, competition and market structures, externalities and basics of the welfare economics. Students will learn to analyze and apply microeconomic concepts to address current economic problems and acquire economic thinking skills.

Prerequisites: PE 1111

Learning Outcomes: LO1, LO2, LO5, LO6

Course Code: MAC 2203 Credits: 2

Course Name: Principles of Macroeconomics

Course Description: "Principles of Macroeconomics" is an introductory course that teaches the fundamentals of macroeconomic theory: GDP and macroeconomic indicators, inflation and unemployment, macroeconomic policy, AD-AS model, IS-LM model, Mundell-Fleming model, economic growth and Solow model. Students will learn to analyze and apply economic concepts, to model and evaluate economic processes at the national level.

Prerequisites: MIC 1202

Learning Outcomes: LO1, LO2, LO5, LO6

Course Code: STAT 2204 Credits: 2

Higher School of Economics

Course Name: Statistics

Course Description: The course provides basic training on collecting, processing and analyzing economic information and application of statistical methodology at the micro- and macro- levels. Upon completing this course students will be able to use statistical methods for collecting, processing and analyzing data;produce statistical observations; present statistical information in a form of tables and graphs.

Prerequisites: PE 1111, ME 1111

Learning Outcomes: LO1, LO5, LO6, LO10

Course Code: PM 2205 Credits: 2

Course Name: Principles of Marketing

Course Description: "Principles of Marketing" aims to learn theoretical foundations and acquire categories, concepts, as well as practical skills of using the principles of marketing at a company level. Completion of this course will enable students to understand basic categories: competition, product, price, demand, supply, suppliers, intermediaries, market research; to use marketing research tools and techniques at a basic level; to develop a marketing plan for a particular product or company.

Prerequisites: MIC 1202

Learning Outcomes: LO1, LO2, LO5, LO6, LO8, LO10

Course Code: PF 2206 Credits: 2

Course Name: Principles of Finance

Course Description: The course clears up essence and functions of finance, their role in economics, relationship and interaction of finance with other economic categories, content of financial resources, financial systems, financial policy, and mechanism of financial planning, management and control.

Students will learn to use basic financial terms; to generalize theoretical and practical aspects of finance at micro- and macro- levels; to analyze an allocation of financial resources; to use basic methods of financial planning; to evaluate the financial policy.

Prerequisites: PE 1111

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: BK(R)L 2207

Credits: 2

Course Name: Business Kazakh (Russian) Language

Course Description: The objective of this course is to form language competency, to provide level of knowledge and skills which allow using Kazakh/Russian language for different professional related situations, for research and self-study, for communications at professional level.

By the end of this course students will be able to: apply Kazakh/Russian language skills of oral and written communication, such as reading and translating original literature on professional topics; demonstrate the ability to take part in professional conversations and discussions; use Kazakh/Russian language for business communications; independently develop further skills.

Prerequisites: K(R)L 1106

Learning Outcomes: LO1, LO6

Course Code: BFL 2208 Credits: 2

Course Name: Business Foreign Language

Course Description: The objective of this course is to form language competency, to provide level of knowledge and skills which allow using foreign language for different professional related situations, for research and self-study, for communications at professional level.

By the end of this course students will be able to: apply foreign-language skills of oral and written communication, such as reading and translating original literature on professional topics; demonstrate the ability to take part in professional conversations and discussions; use foreign language for business communications; understand and accept business culture of the target language nation; independently develop further skills.

Prerequisites: FL 1107

Learning Outcomes: LO1, LO6

Course Code: AA 2209 Credits: 2

Course Name: Accounting and Audit

Course Description: This course is the basics of accounting and auditing, considering their key concepts and principles, methods and techniques. This will allow students to demonstrate the skills of financial reporting and the ability to analyze and use

Higher School of Economics

modern tools of information processing. The course content complies with generally accepted international standards, at the same time taking into account the legislation and programs of accounting and auditing used in Kazakhstan.

Prerequisites: MIC 1202, PF 2206

Learning Outcomes: LO1,LO6,LO8, LO10

Course Code: IB 3210 Credits: 2

Course Name: Introduction to Business

Course Description: This course allows forming a systematic view on a business and a process of its organization in the context of Kazakhstan. Upon the completion of the course students will be able to: register various forms of business in line with the law of the Republic of Kazakhstan; develop a business plan and monitor its implementation; start a business using the franchise agreement; assess and properly carry out the process of bankruptcy.

Prerequisites: MIC 1202, PM 2301

Learning Outcomes: LO1, LO2, LO6, LO8, LO10

Major Courses I – Electives

Course Code: MA 1211 Credits: 1

Course Name: Mathematical Analysis

Course Description: This course presents the basics of mathematical analysis and contains sections: linear algebra with elements of analytic geometry, differential and integral calculus, functions of several variables. The main objective is to apply mathematical analysis to evaluate micro and macroeconomic models.

Prerequisites: ME 1111

Learning Outcomes: LO1, LO5, LO10

Course Code: MM 1212 Credits: 2

Course Name: Mathematical Modeling

Course Description: The study of this course allows students to master the methodology of constructing an extreme-point solution using mathematical inequalities and maximizing/minimizing optimum function; independently simulating economic processes with the use of computer programs.

Prerequisites: ME 1111, MA 1211

Learning Outcomes: LO1, LO5, LO10

Course Code: ECO 2213 Credits: 3

Course Name: Econometrics

Course Description: Within the course of "Econometrics" students will learn quantitative methodology of analyzing real economic phenomena. It is mainly based on the evaluation and analysis of multiregression using the least squares method. The course focuses on the modeling, making decisions on the specification and identification of the model, the choice of method for estimating model parameters, the interpretation of the results.

Prerequisites: ME 1111, MM 1212, STAT 2204

Learning Outcomes: LO1,LO5, LO10

Course Code: BAN 2214 Credits: 3

Course Name: Banking

Course Description: This course allows students to get a comprehensive insight to banking activities. It outlines the features of the bank management; bank active and passive operations; the assessment of the borrower's creditworthiness; bank risk management, financial analysis, etc.

Upon completion of this course, students will be able to analyze the structure, composition and dynamics of active and passive operations of the bank; financial condition of the bank; assess the bank's performance in terms of reliability, stability, liquidity, ability to pay and profitability; and to make recommendations for improvement.

Prerequisites: PF 2206

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: RE 2215 Credits: 3

Course Name: Regional Economics

Course Description: Learning the course "Regional Economics", students will get an opportunity to familiarize with contemporary concepts of development of regions, the principles of effective region management; to learn to evaluate the role of a particular region in the country's economy.

After completing the course, students will be able to: assess the economic activity of a particular region;

Higher School of Economics

identify specialization of the region and the degree of its involvement in interregional economic relationships; create cross-sectoral balance of the region; determine a rational geographical distribution of industry within a region and a country. The property of this course is its application to Kazakhstan.

Prerequisites: MAC 2203

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: FMI 2216 Credits: 3

Course Name: Financial Markets and Intermediaries

Course Description: This course covers functioning of financial markets and institutions, dealing with the global financial markets on the one hand, and specific financial institutions and intermediaries in the Republic of Kazakhstan on the other, such as securities market, foreign exchange markets the systems of insurance, pension, and others.

Upon completion of this course, students will be able to: analyze the activities of financial institutions in different countries; use instruments of money market; analyze the financial markets and their legal support; develop reasonable conclusions and propose concrete recommendations.

Prerequisites: PF 2206

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: FAI 2217 Credits: 3

Course Name: Financial Accounting I

Course Description: The aim and objective of financial accounting is to provide reliable information for management decision making. The course includes the following items: short-term assets accounting, inventory accounting, long-term assets accounting, liabilities and equity accounting, accounting of income and expenses of business entities.

"Financial Accounting I" is included as one of the mandatory exams at the Certified International Professional Accountant (CIPA) program ("Certified Accounting Practitioner - CAP").

The completion of this course will allow to: keep accounting records on cash, fixed assets, inventories; manage accounts receivable and accounts payable; make an inventory and reflect it in accounts; identify

and account depreciation of long-term assets; compose financial report.

Prerequisites: AA 2209

Learning Outcomes: LO1, LO6, LO8, LO10

Course Code: CE 2218 Credits: 3

Course Name: Cases in Economics

Course Description: The objective of this course is to provide a deeper understanding of economic categories, laws and relations by examining and analyzing specific cases. Cases include both a variety of economic problems (in mathematical and graphical interpretation), and particular empirical research which help to visualize how the economic theory works in practice.

The completion of the course will allow students to consolidate the theoretical knowledge gained within the courses of micro- and macroeconomics, to acquire applied analytical and modeling skills, and skills of economic and statistical assessment of the models.

Prerequisites: MIC 1202, MAC 2203, ECO 2213

Learning Outcomes: LO1, LO2, LO5, LO6, LO10

Course Code: IE 2219 Credits: 3

Course Name: International Economics

Course Description: The course is designed based mainly on theoretical concepts and principles and grounded in the belief that economic analysis is essential to the understanding of modern world affairs.

of this will The graduation course allow understanding, evaluating, and suggesting solutions to the important challenges Kazakhstan and the world face in the coming years. After completing of this course students will be able to: apply basic concepts of the international trade for the analysis of the world economy or/and the economy of a specific country; analyze and evaluate trade and exchange rate policies of a certain country; evaluate current trends in international trade, capital and labor flows, behavior of firms in a global economy, integration processes, role of international organization; analyze the balance of payment of a certain country and develop recommendations on its improvement; apply the principle of comparative analysis for two or more countries.

Prerequisites: MIC 1202, MAC 2203

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: FAII 3220 Credits: 3

Course Name: Financial Accounting II

Course Description: The course "Financial Accounting II" continues the course "Financial Accounting I" and is designed for students majoring in accounting. It examines the fundamental topics contributing to the development of professional thinking to consolidate accounting information.

Syllabus developed in accordance with generally accepted international standards, taking into account the legislation and programs of accounting and auditing in the Republic of Kazakhstan.

Upon completion of this course, students will be able to: to calculate financial costs, amounts in satisfaction of the lease obligation, investment balance cost; to analyze the impact of changes in exchange rates; to consolidate financial statements.

Prerequisites: FAI 2217

Learning Outcomes: LO1, LO6, LO8, LO10

Course Code: BL 3221 Credits: 3

Course Name: Business Law

Course Description: An understanding of legal rules is important for future manager, since it provides a framework for making business decisions and facilitating commercial transactions. Upon studying this course students will learn legal regulations of business activity and business relations in the Republic of Kazakhstan.

Prerequisites: PL 2108

Learning Outcomes: LO1, LO2, LO6, LO8, LO10

Course Code: PB 3222 Credits: 3

Course Name: Public Budgeting

Course Description: The course of "Public Budgeting" covers basics of the budgetary system of the Republic of Kazakhstan; public authorities' financial activity; budget content and classification. The course pays a special attention to the analysis of the state budget's revenues and spending.

Upon completion of this course, students will be able to analyze and forecast the state budget's planning and implementing.

Prerequisites: MAC 2203, PF 2206

Learning Outcomes: LO1, LO2, LO6, LO10

4.4.4

Course Code: PT 3223 Credits: 3

Course Name: Principles of Taxation

Course Description: This course will allow students to attain a comprehensive understanding of taxation, features of taxes, role of taxes in a tax system, tax calculation and payment methodology.

Upon completion of the course, students will be able to interpret the Tax Code, calculate taxes and other regulatory charges, taking into account taxation scheme, profiles, and preferences.

Prerequisites: MAC 2203, PF 2206

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: SM 3224 Credits: 3

Course Name: Stock Market

Course Description: This course reveals the most important theoretical issues related to securities and derivative, stock market and its features, market players.

Upon completing this course, students will be able to comprehend the structure of the stock market, types of securities; to assess the value and profitability of financial instruments; to analyze the performance of financial institutions in different countries; etc.

Prerequisites: PF 2206, FMI 2216

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: PL 3225 Credits: 3

Course Name: Principles of Leadership

Course Description: The course is aimed to target highly mature and motivated students who plan to pursue managerial career in organizations of both private and government sectors. The course is modeled as an integrated framework that consists of the best leadership practices presentations and lectures. The students will also be exposed to learning firsthand experience of great leaders from industry,

Higher School of Economics

government and wide range of social sector enterprises.

Prerequisites: None

Learning Outcomes: LO1, LO2, LO3, LO4, LO7, LO8, LO10

Course Code: PSE 3226 Credits: 2

Course Name: Public Sector Economics

Course Description: This course deepens students' knowledge about the functions of the government in the modern economy. It explores issues related to expenditure and government debt and tax policy, education, healthcare and social security, public decision making, application of criteria for evaluating government actions.

Prerequisites: MAC 2203

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: UE 3227 Credits: 2

Course Name: Urban Economics

Course Description: This course deepens the course of Regional Economics. It is devoted to the basic problems of the urban economy: a role of market forces in urban development; effects of geographic location on micro-level decisions; use and development of land in modern cities; local authorities' budget and tax policies. Upon studying the course of "Urban Economics" students will be able to analyze the performance of the city, to identify its main problems and develop recommendations to address them.

Prerequisites: MIC 1202, MAC 2203

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: MA 3228 Credits: 2

Course Name: Managerial Accounting

Course Description: This course reveals the system of information provision within the company.

"Managerial Accounting I" is included as one of the mandatory exams at the Certified International Professional Accountant (CIPA) program ("Certified Accounting Practitioner - CAP"). Course outline includes the following topics: cost management;

planning and cost analysis; short-term managerial decisions and long-term investment decisions; pricing; budgeting.

Prerequisites: AA 2209, FAI 2217

Learning Outcomes: LO1, LO6, LO8, LO10

Course Code: AUD 3229 Credits: 3

Course Name: Audit

Course Description: The objective of this course is to provide students with principles of audit theory and practice in accordance with general international practices and IFRS. This course will cover basic audit principles and procedures. By the end of the course students will be able to: plan an audit; Identify and cover major Audit Risks; plan a test of controls; plan and perform audit procedures; form an audit opinion.

Prerequisites: AA 2209

Learning Outcomes: LO1, LO6, LO8, LO10

Course Code: INS 3230 Credits: 3

Course Name: Insurance

Course Description: This course evolves the insurance sector and its regulation, the system of contracting, insurance payments and coverage, the procedure for determining damage and insurance compensation.

Upon completion of this course, students will be able to: calculate the main parameters of insurance statistics: insurance rates, premiums, amount of damage and insurance compensation; assess a likelihood of an insurable event occurring; analyze the financial activities of insurance companies.

Prerequisites: PF 2206, FMI 2216

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: DAF 3231 Credits: 3

Course Name: Data Analysis and Forecasting

Course Description: The course "Data Analysis and Forecasting" deals with basic concepts of processing of multidimensional random variables, models and methods for multidimensional data analysis and forecasting. The aim of the course is to provide students with the skills of data analysis of different

nature to support decision making and forecasting in Economics.

Prerequisites: ECO 2213

Learning Outcomes: LO1, LO5, LO6, LO10

Course Code: IF 3232 Credits: 3

Course Name: International Finance

Course Description: This course examines theoretical and practical aspects of international monetary relations in terms of globalization, international foreign exchange, credit, securities, and gold markets, as well as international financial institutions.

Students who complete this course will be able to: independently analyze and argue the essence of international finance; analyze the balance of payment of a certain country; determine the cost-effectiveness of the various forms of international payments and different ways of lending in foreign trade transactions; assess the currency market, the main trends of exchange rate fluctuations; evaluate areas of cooperation of Kazakhstan with international governmental and non-financial organizations.

Prerequisites: PF 2206, IE 2219

Learning Outcomes: LO1, LO2, LO6, LO10

Course Code: IB 3233 Credits: 3

Course Name: International Business

Course Description: This fundamental course is designed to introduce the business decision-making process within the global markets. It will cover the following issues: cultural, political and legal environment in which international business operates; business applications of the theories of international economics; global financial and risk-related decisions and their assessments; basics of corporate strategy in a global environment. The completion of this course will help future managers to comprehend key economic, political and social dimensions of international business and analyze and evaluate the global factors that affect business in the modern world.

Prerequisites: MIC 1202, IE 2219

Learning Outcomes: LO1, LO2, LO6, LO7, LO8, LO10

Course Code: CF 3234 Credits: 2

Course Name: Corporate Finance

Course Description: Offered course highlights the essence, basic concepts and principles of corporate finance, optimal composition and structure of the financial resources, corporate assets and their sources. Upon completion of this course, students will be able to: perform mathematical calculations to financial make effective decisions; analyze corporations' financial position and achievement of financial stability; assess financial stability and creditworthiness of corporations; diagnose the financial condition of a corporation; offer effective interventions to address issues.

Prerequisites: MIC 1202, PF 2206

Learning Outcomes: LO1, LO2, LO6, LO8, LO10

Course Code: TA 3235 Credits: 2

Course Name: Tax Accounting

Course Description: This course reveals the essence and basic rules of tax accounting, requirements for preparation and storage of accounting records, guidelines for tax reporting, and also gives an opportunity to explore features of tax accounting in specific cases. The course is planned to study the basic forms and types of tax control.

Completion of this course will allow to: understand the role and importance of the tax accounting and its mission; be aware of the regulatory framework and practice of organization the tax accounting in the company; prepare tax forms to systemize information on the objects of taxation.

Prerequisites: AA 2209, PT 3223

Learning Outcomes: LO1, LO6, LO8, LO10

Course Code: OB 3236 Credits: 3

Course Name: Organizational Behavior

Course Description: Organizational behavior studies the behavior of people in the organization and assesses its impact on performance. The course of "Organizational Behavior" focuses on human resource management as an object.

Minimum level of knowledge and skills mastered within this course include: possession of theoretical issues of individual behavior in the organization, groups' formation and development and their behavior; ability to understand the essence of the organizational culture in the company, balance between "leadership" and "power", impact of conflict on the organization; skills of managing interpersonal and intergroup relations, as well as organizational change.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO5, LO8, LO10

Course Code: CCS 4237 Credits: 3

Course Name: Cost Control Systems

Course Description: The course offers the theoretical, methodological and practical principles of the modern concepts of managerial analysis in the company. Main emphasis is made on the peculiarities of a strategic approach to analyzing and decision-making.

Upon completion of this course, students will be able to: provide a reasonable assessment of the use of fixed assets in the company; identify possible security provisions and use of material resources; seek opportunities to increase productivity; reveal possibilities for growth of production and sales; assess factors influencing costs structure; propose ways to improve financial performance of the company.

Prerequisites: AA 2209, FAI 2217, CF 3233

Learning Outcomes: LO1, LO5, LO6LO8, LO10

Course Code: FA 4238 Credits: 3

Course Name: Financial Analysis

Course Description: This course investigates the methodology of financial analysis, paying particular attention to the analysis of the public financial statements.

This course aims to teach students: how to analyze the financial condition of a company, including funding sources and methods of investment; how to evaluate repayment ability, business activity, financial stability, profitability; how to develop managerial decisions and recommendations to improve the financial statement.

Prerequisites: AA 2209, FAI 2217, CF 3233

Learning Outcomes: LO1, LO5, LO6, LO8, LO10

Course Code: LA 4239 Credits: 3

Course Name: Labor Economics

Course Description: The aim of the course is to develop students' understanding of the processes occurring at the labor market, changes in employment, formation and development of new social and labor relations, current approaches to human resource performance, evaluation and remuneration.

Prerequisites: MIC 1202

Learning Outcomes: LO1, LO2, LO6, LO10

Major Courses II - Mandatory

Course Code: PM 2301 Credits: 3

Course Name: Principles of Management

Course Description: The "Principles of Management" course introduces the fundamental topics of management. It provides students with an understanding of what is the role of manager in organization, broad overview of the subject of management and covers basic theoretical concepts.

The content of the course includes: essence and evolution of the management as a science; basic theoretical concept of management; organizations and their strategies; internal and external environment; organizational structure and culture; information and communications; decision-making; functions and methods of management; motivation; teamwork; leadership; control, etc.

Prerequisites: MIC 1202

Learning Outcomes: LO1, LO2, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: HRM 4302 Credits: 2

Course Name: Human Resource Management

Course Description: This basic course of HRM explains how to build an effective system of managing people within organization. It considers HRM as an element of company's mission and strategy, stresses the staff the most important resource requiring as development and investment. In line with this concept, we will discuss formation of human resources policy, strategic approach to the human resource management. The course explores traditional functions of human resource management: personnel planning, recruitment and placement, wages and incentives. The purpose of the course is to familiarize students with modern methods of HRM, and develop their skills on planning the staff, recruiting, hiring, and evaluating.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO4LO5, LO8, LO9, LO10

Major Courses II - Electives

Course Code: MC 2303 Credits: 3

Course Name: Managing Change

Course Description: This course was designed as an introduction to managing change in organizations with the emphasis on students' development of the ability to understand the necessity of change in organization.

By the end of this course students will be able to: provide an introduction to conceptual and theoretical underpinnings of change in the organizational context; determine and comprehend how effective change management helps an organization gain a competitive advantage; evaluate what kind of skills and competences managers need to manage change effectively.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO3, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: OM 2304 Credits: 3

Course Name: Operations Management

Course Description: The course is built on the principles of:

• studying the operational management as the system which requires scientific attitude;

• practical application of all the elements and methods of operational management as a source of company's competitive advantage.

Course content will allow students to form a comprehensive view on the nature and purpose of operational management and develop their skills in using tools of operational management, analyzing the effectiveness of its practical application.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO4, LO5, LO8, LO9, LO10

Course Code: SM 3305 Credits: 3

Course Name: Strategic Management

Course Description: The course of "Strategic Management"" is designed to provide training on theoretical and methodological principles of strategic approach in managing the company.

The main objectives are: developing the strategic thinking; understanding policy measures required in this regard; comprehending basic approaches and tools of strategic management; analyzing and concluding on important issues and processes at the strategic level; using management techniques in different situations related to professional activities; understanding the value of the strategy in a changing environment; setting basic goals and objectives, achieving results through various tools and procedures of planning, organization, motivation and control.

Prerequisites: OM 2304, PM 2301, MIC 1202, MAC 2203, PF 2206

Learning Outcomes: LO1, LO2, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: IM 3306 Credits: 3

Course Name: Innovation Management

Course Description: The course aims to familiarize future managers with a specific of operating in innovative sphere and includes such issues as subject and goals of innovative industries, production efficiency, economic evaluation of new techniques, production planning and sales planning, fixed and floating assets in innovative sphere, ways to reduce R&D cost, profit and profitability and others. Upon completion of this course, students should be able to: know a nature and role of business innovation in the national economy; know the principles, categories, elements and subjects of innovative sphere; be able to determine the effectiveness of a government policy in the development in the innovative system; be able to assess innovation infrastructure.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO4, LO5, LO8, LO9, LO10

Course Code: CIM 3307, CIE 3308, CIF 3309, CIA 3310

Course Name:CurrentIssuesinManagement/Economics/Finance/AccountingandAudit

Course Description: Each of the proposed courses covers a series of current trends and challenges in a particular field.

Prerequisites: tbc

Learning Outcomes: LO1, LO2, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: IM 3311 Credits: 3

Course Name: Investment Management

Course Description: Learning this course will allow students to form a comprehensive view of the system of investment management: factors affecting efficiency of investments, investment prospects and investment activities; investment project, its structure and life cycle, feasibility study; financing of investments; etc.

Prerequisites: PM 2301, PF 2206

Learning Outcomes: LO1, LO2, LO4, LO5, LO8, LO9, LO10

Course Code: PM 3312 Credits: 3

Course Name: Project Management

Course Description: This course will introduce and overview the major topics in Project Management. Included are main stages of project management, their planning and sequence, evaluation of required resources, project organizing and monitoring, introducing changes, project commissioning.

Having completed this course, students will clearly understand the difference between project management of business processes management; comprehend content of the project management and its tools; understand interests of various stakeholders and their impact on the effectiveness of the project; determine project's limitation.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO4, LO5, LO8, LO9, LO10

Course Code: DM 3313 Credits: 3

Credits: 3

Course Name: Decision Making

Course Description: Decision Making course is aimed at: mastering the key terms and concepts related to managerial decisions; understanding key categories of decision-making theory; learning methods of effective solutions development and assessment; developing skills of independent decision-making in different situations.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO3, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: STM 3314, STE 3315, STF 3316, STAA 3317

Credits: 3

CourseName:SelectedTopicsinManagement/Economics/Finance/AccountingandAudit

Course Description: Each of proposed courses covers a series of selected topics in a particular field.

Prerequisites: tbc

Learning Outcomes: LO1, LO2, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: CM 4318 Credits: 3

Course Name: Cases in Management

Course Description: Through analysis of particular cases from the practice of international and Kazakh companies, this course will provide deeper application of the theoretical concepts in management.

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO3, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: CG 4319 Credits: 3

Course Name: Corporate Governance

Course Description: This is an introductory course that explores the relationship between corporate governance and the economic, social, and political impact of corporations. The course outline includes: the roles of directors, boards, committee structures, regulatory and legal constraints, accountability and reporting; risk; corporate and professional ethics.

Higher School of Economics

Prerequisites: PM 2301

Learning Outcomes: LO1, LO2, LO3, LO4, LO5, LO7, LO8, LO9, LO10

Course Code: RM 4320 Credits: 3

Course Name: Risk Management

Course Description: This course will examine the way in which business makes an assessment of, control and transfer risk, as well as risk management principles. The risk management process involves identification of risks and associated potential costs, analysis of the causes of risk of financial loss, determination and selection of strategies to treat risk, management and monitoring of results. Expected learning outcomes: to be able to identify possible risks arising in business; to be able to identify the factors influencing possible risks; to be able to assess risks and their impact on operations; to be able to operate with the "risk/return" ratio.

Prerequisites: PM 2301, PF 2206

Learning Outcomes: LO1, LO2, LO3, LO5, LO8, LO9, LO10

Course Code: FM 4321 Credits: 3

Course Name: Financial Management

Course Description: This course is based on a theory of financial management, its nature, functions, and methods, basic concepts and indicators. Students will learn to practically apply financial assessment techniques, cost analysis and analysis of capital structure, corporative risks analysis and evaluation, operational and financial analysis and forecasting at a level of a company.

Prerequisites: PM 2301, CF 3233

Learning Outcomes: LO1, LO2, LO3, LO5, LO8, LO9, LO10

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Course Code: SCM 4322 Credits: 3

Course Name: Supply Chain Management

Course Description: The course structure is based on an integrated understanding of the process of supply chain management, including supply, production and operations, logistics, sales, after-sales service. It

provides further insight into the application of the basic managerial courses.

The course covers the following topics: managing demand; sales and operations planning; supply chain management; production management and operations; logistics; sales management.

Prerequisites: OM 2304

Learning Outcomes: LO1, LO2, LO3, LO3, LO4, LO5, LO8, LO9, LO10

Course Code: ATM 4323, ATE 4324, ATF 4325, ATAA 4326 **Credits:** 3

Course Name: Advanced Topics in Management/Economics/Finance/Accounting and Audit

Course Description: Each of proposed courses covers a series of advanced topics in a particular field.

Prerequisites: tbc

Learning Outcomes: LO1, LO2, LO5, LO7, LO8, LO9, LO10

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