

Faculty of Digital Transformation
Department of "Economics and business"



APPROVED BY
Vice-rector for academic affairs,
International Information
Technology University JSC
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(Signature) (Full name)
2021

7M04101
(Code of Academic Program)
PROJECT MANAGEMENT
(Name of Academic Program)

CATALOGUE OF ELECTIVE DISCIPLINES

2021

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The catalogue of elective disciplines for the specialty/AP «Project Management»

Educational Program Innovation Management is developed on the basis of the working curriculum of the specialty/AP.

The catalogue of elective disciplines was discussed at a meeting of the department Economics and Business

minutes No. 11 from " 26 " 02 2021.

Head of Department


signature

Shildibekov.E.Z.

Full name, position, degree

CED compiler


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Abdinova M.Kh.

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The catalogue of elective disciplines was approved at a meeting of the Academic Council of "International Information Technology University" JSC minutes No. 4 from " 30 " 03 2021.

Director of IPE


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1**TERMS AND ABBREVIATIONS**

1. 1 Academic program is a single set of basic characteristics of education, including goals, results and content of training, the organization of educational process, ways and methods for their implementation and criteria for assessing learning outcomes.

The content of academic program of higher education consists of three cycles of disciplines - general education disciplines (hereinafter - GED), basic disciplines (hereinafter - BD) and core disciplines (hereinafter - CD).

The cycle of GED includes disciplines of the compulsory component (hereinafter - CC), the university component (hereinafter - UC) and (or) the component of choice (hereinafter - COC). BD and CD include disciplines of UC and COC.

1. 2 Catalogue of elective disciplines (CED) is a systematic annotated list of all COC disciplines, for the entire training period, containing a brief description indicating the purpose of study, a summary of main sections and expected learning outcomes. CED reflects the prerequisites and postrequisites of each academic discipline. It should provide the students with the possibility of an alternative choice of elective disciplines for the formation of an individual educational trajectory.

On the basis of academic program and CED, the students develop individual curricula with the help of advisers.

1. 3 Individual curriculum (IC) is a curriculum formed by the students independently with the help of an adviser for each academic year on the basis of the academic program, the catalogue of elective disciplines or modules;

IC defines an individual educational trajectory of each student separately. It includes disciplines and types of educational activities (internship, experimental research, forms of final certification) of the compulsory component (CC), the university component (UC) and the component of choice (COC).

1. 4 Advisor is a teacher who performs the functions of an academic mentor of a student (according to the appropriate academic program), and assists in choosing a learning path (creating an individual curriculum) and mastering the academic program during the training period.

1. 5 The university component is a list of compulsory educational disciplines determined by the university independently for the mastering of the academic program.

1. 6 The component of choice is a list of academic disciplines and the corresponding minimum amounts of academic credits offered by the university and independently chosen by students in any academic period, taking into account their prerequisites and postrequisites.

1. 7 Elective disciplines are educational disciplines that are a part of the university component and the component of choice in the framework of established academic credits, introduced by organizations of education reflecting the individual preparation of students and taking into account the specifics of socio-economic development, the needs of a particular region and established scientific schools.

1. 8 Postrequisites are the disciplines and (or) modules and other types of academic work, the study of which requires knowledge, skills and competencies acquired at the end of the study of this discipline and (or) modules;

1. 9 Prerequisites are the disciplines and (or) modules and other types of educational work containing knowledge, abilities, skills and competencies necessary for the mastering of the studied discipline and (or) modules;

1. 10 Competencies are the ability of the practical use of acquired knowledge and skills in professional activities.

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ELECTIVE DISCIPLINES

№	Cycle of discipline	Code of discipline	Name of discipline	Semester	Number of credits	Prerequisites
<i>1 year</i>						
1	BD	ECO7701	Economics for managers	1	5	Economic Theory, Management
2	BD	FIN7701	Advanced Financial Management	1	5	Finance
3	BD	MRK7701	Marketing management	1	5	Macroeconomics, Microeconomics, Finance, Marketing, Management
4	BD	JUR7438	Effective communication in project management	1	5	Ethics, Psychology in Management, Business Communication
<i>2 year</i>						
5	PD	MGT7706	International standards of management	3	5	Project Management
6	PD	MGT7707	Program and project portfolio management	3	5	Project Management.
7	PD	MGT7708	Information technology in project management	3	5	Theory and Practice of Project Management
8	PD	MGT7709	Project Management Tools and Techniques	2	5	Economic Theory, Mathematics, Management

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DESCRIPTION OF ELECTIVE DISCIPLINES

Description of discipline	
Code of discipline	ECO7701
Name of discipline	Economics for managers
Number of credits (ESTS)	5 credits
Course, semester	1,1
Department	Economics & Business
Course author (s)	Kamysbayev M.K.
Prerequisites	Economic Theory, Management
Postrequisites	Strategic and investment management, effective project team management, project timing management
Brief course description (main sections)	Training takes place in the form of lectures and practical exercises, using presentation material, solving problems, analyzing cases, as well as performing independent work by undergraduates with teacher's methodological consultations.
Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)	Understand the principles and methods of micro and macroeconomic analysis that are necessary for managers; Ability to use analysis methods to assist in business decision making.

Description of discipline	
Code of discipline	FIN7701
Name of discipline	Advanced financial management
Number of credits (ESTS)	5 credits
Course, semester	1,1
Department	Economics & Business
Course author (s)	Adambekov N.T.
Prerequisites	Finance
Postrequisites	Project Evaluation and Cost Management
Brief course description (main sections)	This course covers a wide range of financial issues, including working with financial statements, evaluating future cash flows, evaluating bonds and stocks, evaluating risk and profit, evaluating a decision on budgeting capital. The course is intended primarily for professionals who intend to work in various industries that will encounter difficulties in making financial decisions.

<p>Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)</p>	<p>Students who successfully complete the course will be able to: determine the financial and managerial financial function; describe the purpose of the firm and explain why maximizing the value of the firm is a suitable goal for the business; discuss the role of financial statements (income statement, balance sheet, statement of cash flows, statement of changes in equity) in assessing the results of operations and the financial position of the company; understand who uses financial ratios and how; use ratios to analyze the liquidity and activity of the company; use coefficients to analyze the profitability of the company and its market value; use a summary of financial ratios and a DuPont analysis system to perform a full analysis of ratios; understand the concept of future value and fair value, their calculation for individual amounts and the relationship between them; Understand the effect of compound interest more often than annually on the future value and effective annual interest rate.</p>
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<p align="center">Description of discipline</p>	
<p>Code of discipline</p>	<p>MRK7701</p>
<p>Name of discipline</p>	<p>Marketing management</p>
<p>Number of credits (ESTS)</p>	<p>5 credits</p>
<p>Course, semester</p>	<p>1,2</p>
<p>Department</p>	<p>Economics & Business</p>
<p>Course author (s)</p>	<p>Omarova A.Sh.</p>
<p>Prerequisites</p>	<p>Macroeconomics, Microeconomics, Finance, Marketing, Management</p>
<p>Postrequisites</p>	<p>Marketing Research</p>
<p>Brief course description (main sections)</p>	<p>The purpose of the course: to study the theoretical foundations and categorically-conceptual apparatus of marketing management, as well as to master practical skills in applying elements and principles of marketing management in the activities of firms and companies.</p>
<p>Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)</p>	<p>As a result of studying the course, students should: Know the theoretical and practical aspects of marketing management To be able to conduct marketing analysis, manage marketing, make the right and timely decisions in the field of marketing Be competent in the process of marketing management and decision making.</p>

Description of discipline	
Code of discipline	MGT7707
Name of discipline	Program and project portfolio management
Number of credits (ESTS)	5 credits
Course, semester	2,3
Department	Economics & Business
Course author (s)	Nekrasova N.A.
Prerequisites	Project Management.
Postrequisites	Work on a master's thesis
Brief course description (main sections)	<p>This discipline allows you to increase the manageability and attractiveness of projects and the portfolio as a whole by changing the parameters of projects included in the program and portfolio. why it is necessary to develop management recommendations for the transformation of projects. Teaches methods to ensure a stable and effective project management mechanism. Gives recommendations for the development of organizational schemes and management systems to meet the ever-changing needs of projects or to find ways to consolidate the knowledge gained by employees in the course of various projects. As a result of the project analysis, it provides information and recommendations to managers of all levels for making decisions. As a result, the listener can determine the most favorable development paths for the company, taking into account financial constraints, adopted policies and rules; increased clarity in the implementation of strategic plans and achievement of strategic goals of the company, reduced costs of company resources for unnecessary projects, increased efficiency in the use of resources on existing projects.</p>

<p>Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)</p>	<p>Own methods to decompose the goal of the program, breaking it into subgoals (subprograms or projects will be responsible for their implementation), which must be unconditionally fulfilled to achieve the goal of the program. Apply methods to determine the internal dependencies of individual projects within the program, which in turn will help in the selection of projects, alignment and distribution of resources, because any dependence reduces the number of decisions from which it is necessary to choose programs that are meaningful for the purpose. Select options for project selection and portfolio formation, which is able to achieve both tactical and strategic goals of the organization. reducing production and other risks. Apply the principles of balancing the portfolio, that is, achieving a balance between short-term and long-term projects, between the risks of projects and the possible income from their implementation, the development of new products and the improvement of old ones. Have an idea of monitoring the planning processes and the implementation of selected projects. In particular, making decisions regarding the allocation of limited resources, providing all projects with the necessary resources in an adequate amount while ensuring the beneficial and efficient use of resources. To be able to solve the problems of analyzing the effectiveness of a project portfolio and finding ways to increase it. Making decisions on introducing new projects into the portfolio or closing unprofitable or ineffective projects providing flexible facility management in the changing economic conditions in the field of their activities, as well as logistics and rational planning tasks using various scientific achievements Become a skilled user of software products for making appropriate calculations.</p>
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<p align="center">Description of discipline</p>	
Code of discipline	MGT7706
Name of discipline	International standards of management
Number of credits (ESTS)	5 credits
Course, semester	1,2
Department	Economics & Business
Course author (s)	Nekrasova N.A.
Prerequisites	Project Management
Postrequisites	-
Brief course description (main sections)	This discipline allows you to gain knowledge about the standards used in the international practice of project management, increase project management efficiency by properly assessing the project's

	<p>place in implementing the organization’s strategy, correctly defining the goals and objectives of the project, and comprehensively assessing stakeholder requirements for the product / project result. Teaches the use of various tools and methods used in managing the content, schedule, cost, risks, resources, communications, project quality. It instills the skills of proper interaction with stakeholders, timely decision-making on making changes to the project management plan. Students will be able to effectively evaluate, plan strategies to respond to risks and monitor them during the project. Within the framework of research, a set of project documents will be developed and put into practice, and approaches to the construction of a Project Management System will be formed. They will master flexible approaches to project management in the IT field with an incremental life cycle. As a result, the student will be able to formulate the optimal set of processes and procedures for project management, as applied to a specific organization, taking into account its specifics, market place, development strategy, which in turn will lead to an increase in the technological maturity of the organization in the field of project management, and as a result, increase its competitiveness.</p>
<p>Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)</p>	<p>Know and understand (descriptor a): - know international structures - authors of standards in the field of project management, clearly distinguish between areas of application of standards and practical guidelines depending on types of projects, know the modern terminology of project management, definitions, concepts, tools and methods applicable to management of various functional areas of the project.</p> <p>To be able to (handle in): - correctly use the context of standards in practice, develop project documents in accordance with the recommendations of the standards, use tools and methods in managing the content, schedule, resources, cost, risks, quality, stakeholders, communications and integration of the project. Use flexible approaches to project management with an incremental / adaptive life cycle. Apply promising, leadership, practical competencies.</p> <p>To analyze the goals and interests of project participants; determine the goals, subject area and structure of the project; calculate the project schedule; form the main sections of the project summary plan; analyze project risks; to select software tools for solving the main tasks of project management.</p> <p>Own (descriptor c, d, e): - own the tools and methods used in project management, skills in organizing and informing the project; communication skills and interaction of project stakeholders. Be able to make decisions based on the assessment of external factors and the assets of the organization’s processes.</p> <p>Based on the results of studying this discipline, students will be able to qualify for the domestic professional certification of NPP Atameken for the title of “Assistant Project Manager”, as well as for the international IPMA Level D.</p>

Description of discipline	
Code of discipline	MGT7708
Name of discipline	Information technology in project management
Number of credits (ESTS)	5 credits
Course, semester	2,3
Department	Economics & Business
Course author (s)	Mohammad Hamada
Prerequisites	Theory and Practice of Project Management
Postrequisites	Practical work, dissertation
Brief course description (main sections)	The course considers: Professional application software for information support of project management, interface and setting up the MsProject environment, creating a project structure, determining the duration of a project, maintaining a list of project resources, assigning resources to tasks, saving basic plans, tracking the project, analyzing project data and reporting. Most of the time, classes in the discipline are held in the form of training on the use of the MsProject software system during work on end-to-end and individual projects in the MsProject environment.
Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)	<p>As a result of studying the course, the student will: know</p> <ul style="list-style-type: none"> - the state of the subject, its methodology, significance for practical work, development prospects; - mathematical methods and models used in the practice of project management, methods for their implementation in information systems; - functionality of professional software tools to support management activities. <p>be able to</p> <ul style="list-style-type: none"> - use the basic methodological and practical approaches to computer planning, tracking and analysis of the project, its resources and costs; - create and generate reports, develop electronic documents that ensure all processes of the project life cycle. <p>have skills</p> <ul style="list-style-type: none"> - professional use of the Microsoft Project software system.

Description of discipline	
Code of discipline	MGT7709
Name of discipline	Project management tools and techniques
Number of credits (ESTS)	5 credits
Course, semester	1,2
Department	Economics & Business
Course author (s)	Adilova A.M.
Prerequisites	Economic Theory, Mathematics, Management
Postrequisites	Master's thesis

Brief course description (main sections)	The course is devoted to the study of the theoretical and methodological foundations of quantitative methods for analyzing information in a business environment, the methodology of applying these methods for making specific management decisions in a market economy. Training takes place in the form of lectures and practical exercises, using presentation materials, solving problems, analyzing case studies, as well as performing independent research work by undergraduates with teacher's methodological consultations.
Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)	After completing the course, students will be able to: <ul style="list-style-type: none"> • Understand the principles and methods of quantitative analysis that managers need; • Ability to use quantitative analysis to facilitate business decision making.

Description of discipline	
Code of discipline	JUR7438
Name of discipline	Effective communications in project management
Number of credits (ESTS)	3
Course, semester	1
Department	Media communications and history of Kazakhstan
Course author (s)	Tokarchuk Pavel Nikolaevich Professor of MBA, Academician. MAIN 8 777 210 71 19
Prerequisites	Ethics, Psychology in management. Business conversation
Postrequisites	Facilitation of negotiations in project management
Brief course description (main sections)	<p>Project management is an area of human activity where communication plays a defining role. The effectiveness of negotiations, the degree of mutual understanding with partners, employees, satisfaction of employees with their work, moral and psychological climate in the organization depends on how well it is built.</p> <p style="text-align: center;">Purpose of the course:</p> <p>To form basic knowledge, skills and practical skills of using modern communication technologies in the negotiation process of project management. To master and test the methods of interaction and influence, allowing to adequately respond to the situation, communicate freely and effectively, effectively interact with people, use various models of behavior, holistically understand their own and common interests, set priorities and make choices.</p> <p style="text-align: center;">Main sections:</p> <p>Conflict genes, Conflict, Methods for resolving conflicts with stakeholders Tolerance, Intolerance Verbal and non-verbal communication</p>

	<p>Active listening. Brainstorm. Attunement Emotional intellect Project management negotiations</p>
<p>Expected Learning Outcomes (knowledge, abilities, skills and competencies acquired by students)</p>	<p style="text-align: center;">Expected Study Outcomes</p> <p>Be able to</p> <ul style="list-style-type: none"> -analyze, synthesize and critically summarize the information received through various communication channels from the communicator to the communicant -apply techniques of verbal and non-verbal communication, active listening, polite refusal, the ability to recognize conflicts and ask questions -moderate "brainstorming", successfully negotiate in project management <p style="text-align: center;">Skills and competencies</p> <ul style="list-style-type: none"> - confidently work in a team using attunement -develop emotional intelligence -build your brand, image, reputation tolerantly and politically correct - adhere to legal and ethical standards in the professional activities of a project management manager