

NJSC Kazakh National Research Technical University named after K.I. Satpayev
Institute of Project Management. E.A. Turkebaeva
Department of Business and Management

EDUCATIONAL PROGRAM

"PROJECT MANAGEMENT"
(profile direction (1 year))

Master of Economics and Business by Study Program
"7M04103 Project Management"

Almaty 2020

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Программа составлена и подписана сторонами:

От КазНИТУ им К.Сатпаева:

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Утверждено на заседании Учебно-методического совета Казахского национального исследовательского технического университета им К.И. Сатпаева. Протокол №3 от 19.12.2018 г.

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Qualification:

Level __ National Qualifications Framework:

Professional competence:

After completing the educational program:

have an idea: about the current state and trends of economic development; about modern project management practice.

know: main types and classification of project management, management methods: projects, programs, portfolios, risks, changes, communications;

be able to: to formulate innovative tasks and apply project management methods for their implementation, assess the quality of the project management system, analyze the effectiveness of business processes, use software products to perform project management tasks; modern advances in the use of information technology in project management,

have skills: project management and formation of a portfolio of projects, in-depth analysis of business processes;

be competent: in solving complex professional problems in project planning and the main stages of design, in organizing the management of work, resources, team, project communications, in the methodology for the development and implementation of innovative projects in various fields.

Brief description of the program:

- 1.Objectives
- 2 Types of work
- 3 Objects of professional activity

The purpose of training: Training of highly qualified personnel in the field of project management and innovation, capable of realizing their professional knowledge, skills and abilities in international and domestic companies, as well as in public organizations.

A graduate of an educational program can conduct the following types of professional activities:

- Project oriented,
- Design,
- Management in projects, programs, project portfolios.

The objects of professional activity of graduates of the magistracy are:

- Large international and domestic companies in various sectors of the economy and services;
- Public administration structures;
- Departments of project management;
- Department of project management in educational institutions;
- social spheres (education, science, culture);
- the sphere of consulting services.

PASSPORT OF THE EDUCATIONAL PROGRAM

1 Scope and content of the program

The term of study in the master's program is determined by the amount of acquired academic credits. Upon mastering the established amount of academic credits and achieving the expected learning outcomes for obtaining a master's degree, the master's educational program is considered fully mastered. In the profile master's program, at least 120 academic credits for the entire period of study, including all types of educational and scientific activities of the master's student.

The planning of the content of education, the method of organizing and conducting the educational process is carried out by the university and the scientific organization independently on the basis of the credit technology of education.

The master's degree in the profile direction implements educational programs of postgraduate education for the training of management personnel with in-depth professional training.

The content of the Master's degree program consists of:

- 1) theoretical training, including the study of cycles of basic and major disciplines;
- 2) practical training of undergraduates: various types of practices, scientific or professional internships;
- 3) experimental research work, including the implementation of a master's project - for a specialized master's program;
- 4) final certification.

The content of the Master's degree program consists of:

The program aims to develop students' personal qualities and the formation of general cultural (general scientific, social-personal, instrumental) and professional competencies in the course of teaching master's students in basic and specialized disciplines with the achievement of the corresponding competencies.

Along the trajectory: "Project Management" the program provides for the study of the following disciplines:

- management of the content, timing, and cost of the project;
- human resource management;
- management economics;
- project stakeholders management.

The educational program of the profile magistracy also includes industrial practice, which is carried out in parallel with theoretical training or in a separate period - at the place of the dissertation.

The industrial practice of the undergraduate is carried out with the aim of acquainting with the latest theoretical, methodological and technological achievements.

As part of the experimental research work of the undergraduate (EIRM), the individual work plan of the undergraduate provides for familiarization with innovative technologies and new types of production, it provides for the obligatory passage of industrial practice in scientific organizations and (or) organizations of the relevant industries or fields of activity.

The final result of the experimental research work of a master student is a master's project.

Objectives of the educational program:

- in-depth theoretical and practical training in the chosen direction of science and pedagogical activity;
- development of the ability for self-improvement and self-development, needs and skills of independent creative mastery of new knowledge during their entire active life;
- training of specialists with a high level of professional culture, including the culture of professional communication, who have a civic position, who are able to formulate and solve modern scientific and practical problems, teach in universities, and successfully carry out research and management activities;
- training in project management and application of standards in the field of project management.
- Acquisition of project management skills in the state and industrial spheres.

2 Requirements for applicants

The previous level of education of applicants is higher professional education (bachelor's degree). The applicant must have a diploma of the established sample and confirm the level of knowledge of the English language with a certificate or diplomas of the established sample.

The procedure for the admission of citizens to the magistracy is established in accordance with the "Standard rules for admission to training in educational institutions that implement educational programs of postgraduate education."

The formation of a contingent of undergraduates is carried out by placing a state educational order for the training of scientific and pedagogical personnel, as well as paying for training at the expense of citizens' own funds and other sources. The state provides citizens of the Republic of Kazakhstan with the right to receive, on a competitive basis, in accordance with the state educational order, free postgraduate education, if they receive education of this level for the first time.

At the "entrance", a master's student must have all the prerequisites necessary for mastering the corresponding educational master's program. The list of required prerequisites is determined by the higher education institution independently.

In the absence of the necessary prerequisites, the master student is allowed to master them on a paid basis.

3 Requirements for completing studies and obtaining a diploma

Awarded degree / qualifications: The graduate of this educational program is awarded the academic degree "Master of Business and Management".

A graduate who has mastered master's programs must have the following general professional competencies:

- the ability to independently acquire, comprehend, structure and use new knowledge and skills in professional activities, develop their innovative abilities;
- the ability to independently formulate research goals, establish a sequence for solving professional problems;
- the ability to apply in practice the knowledge of fundamental and applied disciplines that determine the focus (profile) of the master's program;
- the ability to professionally choose and creatively use modern scientific and technical equipment for solving scientific and practical problems;
- the ability to critically analyze, represent, defend, discuss and disseminate the results of their professional activities;
- possession of the skills of compiling and preparing scientific and technical documentation, scientific reports, reviews, reports and articles;
- willingness to lead a team in the field of their professional activities, tolerantly perceiving social, ethnic, confessional and cultural differences;
- readiness to communicate in oral and written forms in a foreign language to solve problems of professional activity.

A graduate who has mastered the master's program must have professional competencies corresponding to the types of professional activity that the master's program is focused on:

- production activities:
 - the ability to independently carry out production, field and laboratory and interpretation work in solving practical problems;
 - the ability to professionally operate modern field and laboratory equipment and instruments in the field of the mastered master's program;
 - the ability to use modern methods of processing and interpreting complex information to solve production problems;
- project activities:
 - the ability to independently compose and submit projects of research and development work;
 - readiness to design complex research and development work in solving professional problems;
- organizational and management activities:
 - the readiness to use the practical skills of organizing and managing research and development work in solving professional problems;
 - readiness for the practical use of normative documents in planning and about4

Working curriculum of the educational program

4.1. The term of study is 1 year

Educational program "PROJECT MANAGEMENT"														
recruitment 2019 - 2020 school year														
Academic degree: Master of Business Administration														
Duration of study: 1 year														
Year of study	Code	Name of the discipline	Component	Credits		Lc/Lb/Pr	Prerequisites	Code	Name of the discipline	Component	Credits		Lc/Lb/Pr	Prerequisites
				ECTS	RK						ECTS	RK		
1	1 semester						2 semester							
	LNG205	Foreign language (professional)	БД ВК	5	3	2/0/1	AAP221	Practical research of the undergraduate	ЭИРМ	6	4			
	MNG 219	Project management (Management + Management psychology)	ПД КВ	4	2	1/0/2	AAP222	Production practices	ПД	10	6			
		Additional component	БД КВ	4	2		ECA2013	design and defense of master's thesis	ИА	12	7			
		Additional component	ПД КВ	5	3									
		Additional component	ПД КВ	5	3									
		Additional component	ПД ВК	5	3									
	AAP221	Practical research of the undergraduate	БД КВ	3	3									
Total:				34	20		Total:				28	17		
Total:										62	37			
2														

Решение Ученого совета Сәтбаев университеті. Протокол № ____ от " ____ " _____ 201__ г.

Решение Ученого совета Института ____ Протокол № ____ от " ____ " _____ 201__ г.

Проректор по научно-образовательной деятельности

Директор Института

Д.К. Наурызбаева

А.А.Алдашев

ИТОГО:
 БД (ВК, в т.ч. Пед.пр.) = 20 кр.
 БД = 18 кр.
 ПД (ВК, КВ, в т.ч. Иссл.пр.) = 46 кр.
 НИРМ = 24 кр.
 ИА = 12 кр.

ИТОГО: 120 кр.

* 1 акад.кредит равен 30 акад.часам

MODULAR CURRICULUM

Education program: **7M04103 – Project Management**

Form of study: full
and business

Duration of training: 1 year

Academic degree: Master of economics

The cycle	code	Name of disciplines	Semester	Acad. credits	lec.	lab.	prac	IWS	Type of control	Chair
Profile training module										
Basic disciplines (BD) (20 credits)										
University component (16 credits)										
BD 1.1.1	LNG202	Foreign language (professional)	1	6	0	0	3	3	Exam	EL
BD 1.2.1	MNG274	Management	1	6	2	0	1	3	Exam	SED PM
BD 1.3.1	HUM204	Management psychology	1	4	1	0	1	2	Exam	SED PM
Choice component (4 credits)										
Module Project management (4 credits)										
BD 1.4.2.1	MNG254	Project Management	1	4	1	0	1	2	Exam	SED PM
BD 1.5.2.2	MNG312	Models and methods in project management								
BD 1.6.2.3	MNG504	Supply and contract management in the project								
Major disciplines (MD) (25 credits)										
Choice component										
Module Management (12 credits)										
MD 2.7.1.1	MNG234	Business communications	1	6	2	0	1	3	Exam	SED PM
MD 2.8.1.2	MNG244	Human resources management								
MD 2.9.1.3	MNG241	Organizational behaviour								
Module Financial management (6 credits)										
MD 2.10.2.1	MNG273	Financial and management accounting	1	6	2	0	1	3	Exam	SED PM
MD 2.11.2.2	MNG223	Financial analysis and project evaluation								
MD	MNG120	Management Accounting								

2.12.2.3										
Practice-oriented module										
MD 2.13.4	AAP246	Work placement	2	7	0	0	3	4	Report	SED PM
Research Module (13 credits)										
MSERW	AAP207	Master's student experimental research work, including internship and master's project implementation	2	13	0	0	6	7	Report	SED PM
Module of final attestation (12 credits)										
FA	ECA206	Registration and defense of the master's thesis	3	12	0	0	6	6	Defense of dissertation	SED PM
Total			70							

Vice-Rector for Research and Academic Affairs

D.K. Nauryzbayeva

Chair of the APC

K.B. Tulegenova

Director of the IPM

M.A. Subalova

Director of the SEC PM

A.P. Salina

5 Descriptors of the level and amount of knowledge, skills, abilities and competencies

The requirements for the level of preparation of a master's student are determined on the basis of the Dublin descriptors of the second level of higher education (master's) and reflect the acquired competencies, expressed in the achieved learning outcomes.

Learning outcomes are formulated both at the level of the entire educational program of the master's program, and at the level of individual modules or academic discipline.

Descriptors reflect learning outcomes that characterize the student's abilities:

1) demonstrate developing knowledge and understanding in the studied area of business and management, based on advanced knowledge of the field of business and management, when developing and / or applying ideas in the context of research;

2) apply at a professional level their knowledge, understanding and ability to solve problems in a new environment, in a broader interdisciplinary context;

3) collect and interpret information to form judgments, taking into account social, ethical and scientific considerations;

4) clearly and unambiguously communicate information, ideas, conclusions, problems and solutions, both to specialists and non-specialists;

5) learning skills necessary for self-continued further education in the studied area of business and management.

6 Competencies on completion of training

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6.1 Requirements for key competencies of graduates of a specialized master's program must:

1) have an idea:

- about the current state of the economic, political, legal, cultural and technological environment of the world business partnership;
- on the organization of strategic enterprise management, innovation management, leadership theories;
- on the main financial and economic problems of the functioning of enterprises.

2) know:

- the main driving forces behind changes in the structure of the economy;
- features and rules of investment cooperation;
- at least one foreign language at a professional level, allowing for scientific research and practical activities.

3) be able to:

- critically analyze existing concepts, theories and approaches to the study of processes and phenomena;
- integrate the knowledge gained in different disciplines, use it to solve analytical and managerial problems in new unfamiliar conditions;
- conduct a microeconomic analysis of the economic activity of the enterprise and use its results in the management of the enterprise;
- to apply in practice new approaches to the organization of marketing and management;
- make decisions in difficult and non-standard situations in the field of organization and management of economic activities of an enterprise (firm);
- to apply in practice the norms of the legislation of the Republic of Kazakhstan in the field of regulation of economic relations;
- think creatively and be creative in solving new problems and situations;

- to carry out information-analytical and information-bibliographic work with the involvement of modern information technologies;
- to summarize the results of experimental research and analytical work in the form of a master's thesis, article, report, analytical note, etc.

4) have skills:

- solutions to standard professional tasks;
- professional communication and intercultural communication;
- oratory, correct and logical formulation of their thoughts in oral and written form;
- expanding and deepening the knowledge necessary for daily professional activities and continuing education in doctoral studies;
- the use of information and computer technologies in the field of professional activity.

5) be competent:

- in the field of contemporary problems of the world economy and the participation of national economies in world economic processes;
- in the organization and management of the enterprise;
- in the implementation of industrial relations with various organizations, including public service bodies;
- in ways to ensure constant updating of knowledge, expanding professional skills and abilities.

B - Basic knowledge, skills

6.2 Requirements for the experimental research work of a master student in a specialized master's program:

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- 1) corresponds to the profile of the master's educational program, according to which the master's project is carried out and defended;
- 2) is based on modern achievements of science, technology and production and contains specific practical recommendations, independent solutions to management problems;
- 3) it is performed using advanced information technologies;
- 4) contains experimental and research (methodological, practical) sections on the main protected provisions.

6.3 Requirements for organizing practices:

The educational program of the profile master's degree includes industrial practice in the PD cycle.

Industrial practice in the PD cycle is carried out with the aim of consolidating the theoretical knowledge gained in the learning process, acquiring practical skills, competencies and experience of professional activity on the taught educational program of the Master's program, as well as mastering advanced experience.

7 ECTS Diploma Supplement

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The application was developed according to the standards of the European Commission, Council of Europe and UNESCO / CEPES. This document is for academic recognition only and is not an official proof of education. Not valid without a university degree. The purpose of completing the European Annex is to provide sufficient information about the holder of the diploma, the qualification obtained, the level of this qualification, the content of the study program, the results, the functional purpose of the qualification, as well as information about the national education system. The application model that will be used to translate grades uses the European Credit Transfer or Transfer System (ECTS).

The European Diploma Supplement provides an opportunity to continue education at foreign universities, as well as to confirm national higher education for foreign employers. When going abroad for professional recognition, additional legalization of the educational diploma is required. The European Diploma Supplement is completed in English upon individual request and is issued free of charge.

Foreign language (professional)

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Professional English for Project Managers

CODE – LNG205

CREDIT – 3 (0/0/3)

PRE-REQUISIT – Academic English, Business English, IELTS 5.0-5.5

THE PURPOSE OF THE COURSE

The purpose of the course is to develop students' English language competence for their current academic studies and efficient professional performance in the field of Project Management.

COURSE DESCRIPTION

The course aims at building up vocabulary and grammar for effective communication in the field of Project Management and is focused on improving reading, writing, listening, and speaking skills within the Intermediate level. Students are expected to acquire knowledge of Business English vocabulary and learn grammatical structures that are frequently used in the management context. The course comprises 6 modules. The 3rd module of the course is concluded with a midterm test and the 6th module is followed by an End-of-course test. The course finishes with the Final examination. It is also mandatory for the master students to do their individual study (MIS). MIS is masters' independent work supervised by the instructor.

LEARNING OUTCOMES UPON SUCCESSFUL COMPLETION OF THE COURSE

Upon successful completion of the course, the student will be able to figure out the main idea and overall message, as well as specific details while listening to monologues, dialogues and group discussions within business and management context; understand written and spoken English speech on the Management-related topics; read, analyze and interpret authentic business English texts for perspectives, attitudes and styles; write managerial texts (reports, letters, e-mails, meeting minutes) following the generally accepted structure with a higher degree of grammatical accuracy and using business words and phrases, speak about various business situations using appropriate business vocabulary and grammatical structures – in pair and group discussions, at meetings and negotiations.

Project Management

CODE 2302

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CREDIT 5

PRE-REQUISIT: The discipline "Project Management" is based on knowledge gained as a result of studying disciplines in courses undergraduate

THE PURPOSE OF THE COURSE

The purpose of teaching the discipline "Project management "is the development of project management methodology in various fields of activity, education of a culture adequate modern project management and information technology, creating conditions for the introduction of new information technologies in the field execution of projects. The course is based on international guidelines for project management (Project Management Body of Knowledge).

COURSE DESCRIPTION

The content of the discipline is directed to study modern concepts, methods, design tools management in order to apply them in further practical activities of a specialist to solve planning and execution problems projects.

LEARNING OUTCOMES UPON SUCCESSFUL COMPLETION OF THE COURSE

After completing the course, the master student will acquire knowledge of management projects in accordance with modern design requirements management - apply in the process of project management software MS Project software

Master's student must be able to: prepare stage documents project initiation such as a feasibility study, project charter, etc., develop and analyze documents related to planning project activities, apply different methods decision support, promptly monitor the execution of work and track deadlines, select personnel, resolve contradictions between team members, manage the risks arising from the implementation projects.

Master's student must know: Modern standards in regional management projects and their characteristics, PMI approach to project management, Investment planning, Project risk accounting, Methods to optimize the use of available resources, Methods conflict management, Analysis of actual indicators for timely adjustments to the progress of work.

Project content, timing and cost management

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CODE

CREDIT **4**

PRE-REQUISIT: Management. Economic Theory (Bachelor's Programs)

THE PURPOSE OF THE COURSE

Creation of master's students' skills in solving practical economic and technical problems of project management, programs, portfolios, including at the state level and in business structures of various sectors of the economy.

COURSE DESCRIPTION

Applied tasks and problems of developing a comprehensive project management plan. Development of a plan for attracting and developing key project personnel. Schedule of the need and attraction of personnel. Feasibility study approval. Determination of the capital investment budget. Project cost estimate. Design assignment. Determination of the chart structuring model. Determination of requirements for quality assurance and control. Development of a project quality assurance plan. Project risk planning. Planning and approval of the procurement plan. Project management and management. Tasks and problems, methods and tools for monitoring and adjusting the project. Project team recruitment. Project team development Monitoring and control. Content management, content confirmation. Analysis of the project model. Construction technical supervision. Analytical reporting.

LEARNING OUTCOMES UPON SUCCESSFUL COMPLETION OF THE COURSE

Know: the main directions of applied research and tasks in the field of project management, programs and project portfolios, the methodology of searching and forming algorithms and mechanisms for solving problems in various areas of knowledge of project and program management, problems specific to project and program management. Be able to: formulate problems and tasks and find scientifically based methods for their solution in the field of project and program management. Own: modern professional methods of searching and solving problems of project and program management, analytical tools in the field of professional project and program management.

Project stakeholders and communications management

CODE

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CREDIT 5

PRE-REQUISIT Management. Economic Theory (Bachelor's Programs)

THE PURPOSE OF THE COURSE

To form an understanding of the basic terms, definitions, types and methods of communication in projects, methods of practical planning of their management among the students of the course "Management of stakeholders and project communications".

COURSE DESCRIPTION

Basic concepts and terms in communications management. Participants of communications in the project: identification of participants, identification of their interests, needs and expectations. Communication participants in the project: prioritizing stakeholders (stakeholders) and choosing a strategy for working with them. Development of a plan for managing the expectations of stakeholders (stakeholders). Means and methods of communication in the project at different stages. Meetings as a form of communication in the project: types, goals, stages, roles, execution and control of the decisions made on the project. Development of a communications management plan for the project: purpose, main sections, implementation control.

LEARNING OUTCOMES UPON SUCCESSFUL COMPLETION OF THE COURSE

undergraduates must acquire knowledge of modern standards in the field of project communications management, be able to evaluate and systematize the goals of the main stakeholders, acquire skills in practical application of methods for assessing the impact of project stakeholders and ways of resolving conflict situations,

Human Resource Management

CODE

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CREDIT 5

PRE-REQUISIT Management. Economic Theory (Bachelor's Programs)

THE PURPOSE OF THE COURSE

Discipline "Human Resource Management" is the study of theoretical provisions, methodological and applied developments in the field of human resource management, allowing to form the skills of making effective personnel decisions.

COURSE DESCRIPTION

The course "Human Resource Management" examines the basic terms and definitions, stages of the evolution of management thought in the field of HRM. The role and place of HRM in corporate management and its relationship with the strategic objectives of the company are revealed. The state and development trends of the labor market are analyzed from the point of view of meeting the organization's need for human resources. Various conceptual approaches and methodological aspects of work with personnel are highlighted. Much attention is paid to modern HRM technologies in the context of real business practice on the example of the best domestic and foreign companies.

LEARNING OUTCOMES UPON SUCCESSFUL COMPLETION OF THE COURSE

undergraduates must be able to design new mechanisms, methods, forms of management and development of human resources at various levels of management; develop and apply criteria for the effectiveness of human resource management at different levels; apply methods for calculating various indicators, including the number of personnel, the effectiveness of measures for the development of human resources.

Flexible control technologies

CODE

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CREDIT 4

PRE-REQUISIT Project Management, Research Methodology

THE PURPOSE OF THE COURSE

The aim of teaching the discipline "Flexible management technologies" is to study ways to improve the performance of an organization through the use of modern flexible approaches to project management.

COURSE DESCRIPTION

Discipline provides guidance on how to manage a project when requirements are constantly changing. Students will gain a systematic professional understanding of flexible approaches to project management, knowledge of when it is appropriate to use Agile and in which it is not advisable, practical step-by-step mastering of the SCRUM methodology, an understanding of templates that allow you to embed and scale Agile techniques to the size of an organization, and get acquainted software products for control automation based on flexible approaches.

LEARNING OUTCOMES UPON SUCCESSFUL COMPLETION OF THE COURSE

As a result of studying the discipline, the undergraduate must know: modern project management methodology, definitions and concepts of Agile and SCRUM; advanced software products for control automation based on flexible approaches.

Master's project defense

CODE – ECA2013

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CREDIT – 12

The purpose of the master's thesis / project is: demonstration of the level of scientific / research qualifications of a master student, the ability to independently conduct scientific research, test the ability to solve specific scientific and practical problems, knowledge of the most general methods and techniques for their solution.

SHORT DESCRIPTION

Master's thesis / project is a final qualifying scientific work, which is a generalization of the results of independent research by a master's student of one of the topical problems of a particular specialty of the corresponding branch of science, which has an internal unity and reflects the course and results of the development of the chosen topic.

Master's thesis / project is the result of the research / experimental research work of the master student, carried out during the entire period of the master's student's training.

The defense of a master's thesis is the final stage of the master's preparation. Master's thesis / project must meet the following requirements:

- the work should conduct research or solve urgent problems in the field of business and management;
- the work should be based on the definition of important scientific problems and their solution;
- decisions must be scientifically grounded and reliable, have internal unity;
- thesis / project must be written individually;

Content

- 1 Scope and content of the program
- 2 Requirements for applicants
- 3 Requirements for completing studies and obtaining a diploma
- 4 Working curriculum of the educational program
- 5 Descriptors of the level and amount of knowledge, skills, abilities and competencies
- 6 Competencies on completion of training
- 7 ECTS Diploma Supplement