

## **DISCLAIMER**

**This is the second part of the Academic Catalog of 2012-13 Academic Year which is only applicable for Spring and Summer semesters of 2013. Academic programs, curricula, courses and credits used in this Catalog are based on GOSO 2011 which will be changed and modified, based on the GOSO 2012, in the Catalog of 2013-14 Academic Year and be effective from August 2013. New students coming in the Spring and summer semesters in 2013 will be automatically transferred into the new Catalog of 2013-14. If necessary, KIMEP Univeristy Administration reserves the rights to make changes and modifications in this Catalog without prior notice and approval.**

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# PART V — ACADEMIC COMPONENTS OF DEGREE PROGRAMS

## LANGUAGE CENTER

### ADMINISTRATION

Director of the Language Center:  
K. J. Saycell, MA, TTHD

Office # 228, Dostyk bld.

Tel.: +7(727) 270-43-71 (ext. 2266)

E-mail: [lc.reception@kimep.kz](mailto:lc.reception@kimep.kz)

[www.kimep.kz/academics/lc](http://www.kimep.kz/academics/lc)

#### Statement of Purpose

The Language Center at KIMEP University delivers high quality language courses for undergraduate and graduate students that assist them in fully and effectively participating in their degree programs. The Center also offers three academic programs aimed at enriching opportunities for KIMEP students to encounter courses in the Humanities.

#### Mission

The mission of the Language Center is for all students to acquire the key language skills: the ability to listen effectively and understand the meaning of an oral communication, to speak fluently and to communicate clearly and concisely in a given language, to be able to express ideas in correct written format and to be able to read and comprehend university-level texts. In addition, the Language Center aims to integrate high-order analytical and critical thinking skills in all its courses and to provide students with a firm orientation in university study so as to enable them to be successful learners.

#### Profile

Since the inception of KIMEP in 1992, English has been the language of instruction. The Language Center has therefore always played a dominant role in KIMEP academics. At present the Language Center has a core staff of local and foreign language professionals. In addition, with support from the Soros Foundation, the British Council and TACIS, the Language Center has accumulated a rich and well utilized library of teaching resources. The Language Center now has over 1,250 titles from American and British publishers. In addition to running all-important English courses for both undergraduates and graduates at KIMEP, the Language Center also runs a Master of Arts in Teaching English to Speakers of Other Languages (MA in TESOL). This is useful not only for teachers of English but also for developing excellence in the teaching of any foreign or second language.

## FOUNDATION ENGLISH

### English at KIMEP

One of the reasons students work hard at KIMEP is that all courses, with the exception of Kazakh and a few other courses, are taught in English. Students quickly learn that a basic knowledge of English is insufficient because the English used in the classroom is academic English. Academic English is different from general English in many significant ways. Because of this, the Language Center conducts a number of courses in English for Academic Purposes to help students succeed in their studies. Every student must participate in some or all of these courses and receive a passing grade.

### English Requirements for Admission

As part of the admission process, students must take an English proficiency test. Usually students will take the KIMEP Entrance English Test (KEET), which is administered by KIMEP. To qualify for admission, students must achieve the required score on the KEET or an equivalent test.

New students who have been exempted from the entrance test (KEET) and who do not have a valid TOEFL or IELTS certificate must take a placement test prior to the start of classes. It is the student's responsibility to find out when this test can be taken. The Advising Office in the Language Center can provide information about testing.

### Foundation English Courses

Upon admission to KIMEP, undergraduate students are placed in an English course according to their level of proficiency. This level is ascertained by reference to the KIMEP English Entrance Test (KEET) or an equivalent

instrument, such as a TOEFL or IELTS score. In the Foundation English phase, there are five levels of English, each requiring a total of 300 learning hours. The total number of courses that a student needs to complete will depend on his/her proficiency in English.

The Foundation English courses are as follows:

Code	Name of Course	Level of Proficiency	Level of Proficiency upon Completion *	Duration in learning hours	Prerequisite
ENG 0001	Foundation English Level 1	Elementary	A1	300 hours	Required score for admission to KIMEP
ENG 0002	Foundation English Level 2	Pre-intermediate	A2	300 hours	ENG0001 (or requisite KEET)
ENG 0003	Foundation English Level 3	Pre-intermediate to Intermediate	B1 mid	300 hours	ENG0002 (or requisite KEET)
ENG 0004	Foundation English Level 4	Intermediate to Upper Intermediate	B1	300 hours	ENG0003 (or requisite KEET)
ENG 0005	Foundation English Level 5	Upper Intermediate	B2 mid	300 hours	ENG0004 (or requisite KEET)

\* Levels are defined in terms of the Common European Framework of Reference (CEFR).

### Confirmation of Level (Verification Test)

Although the KEET (or equivalent) is used as the primary reference for placement, new students will receive an assessment on the first day of class in order to confirm their suitability to the level in which they have been placed. This verification test is compulsory for all newly admitted students. After due consultation and the approval of the Language Center Director, an instructor may advise a student to move to a higher or a lower level. All such moves are exclusively in the interests of the student. Students may refuse to move to a higher or lower level but will be required to sign a document in which they take full responsibility for their decision.

Once students have been placed in Foundation English, they should proceed through the required levels. It is not possible to skip a level.

### Aims of the Foundation English Courses

These courses are KIMEP students' first encounter with university study. The purpose of the courses is, therefore, twofold:

- To offer intensive practice in the use of English in all four skill areas (speaking, listening, reading and writing).
- To guide students from the outset in the acquisition of effective study methods, sound academic skills, higher-order thinking and problem-solving, and critical thinking.

Classes are strongly learner-centered and task-based. Great emphasis is placed on encouraging students to take responsibility for their learning and to realize the crucial importance of diligent study habits both in and outside the classroom. Assessment is continuous and feedback is constructive and frequent.

### Course Duration

Each Foundation English course requires 300 learning hours, including class contact time, homework, individual and group projects, library and Internet research, independent study and other tasks.

Courses offered in the fall and spring semesters run for a half-semester. At the end of the 6-7 week course a final result is issued and students can then move up to the next level (either a Foundation English course or the first two courses in English for Academic Purposes) or repeat the course. Courses are planned in such a way that it is possible to take an English course in both half-semesters (i.e. both before and after the mid-semester break). The Language Center Advising Coordinator is available to assist students in making appropriate choices.

Students who pass Foundation English level 5 in the first half of a semester can take Academic Speaking (GEN 1100) and Academic Reading and Writing 1 (GEN 1120) in the second half of the semester.

### Concurrent Study

Students may enroll in the 1-credit Life Security course concurrently with any Foundation English course. In other cases concurrent enrollment is permitted only within the following guidelines:

Code	Students may take concurrently:
ENG0001	Only Life Security
ENG0002	Only Life Security
ENG0003	1-3 credits taught in Russian or Kazakh

ENG0004	1-3 credits taught in Russian or Kazakh
ENG0005	1-3 credits in any medium of instruction

No exceptions to the above table will be considered. Students should refer to the General Education or Academic Program sections for any restrictions that might apply to courses that can be taken concurrently with ENG0005.

### Final Results

Students do not receive a letter grade for Foundation English courses. Instead they receive either a Pass or a Fail. The grade of "I" (incomplete) does not apply to Foundation English. In the event of a Fail, the student must repeat the course. KIMEP's policy on grade appeal applies equally to Foundation English courses.

### Foundation English and Academic English in Summer 2

All five levels of Foundation English are offered in Summer 2. However, Academic English courses are not offered in Summer 2. Students whose results in the verification test indicate that they can be exempted from Foundation English should note that it will not be possible to take Academic English until the Fall Semester. They may choose to remain in Foundation English Level 5 or to take a General Education course in Summer 2.

## ACADEMIC ENGLISH

After completing (or being exempted from) Foundation English, students proceed to four courses in Academic English. Each course is worth three credits. Details and regulations can be found in the General Education section of this catalog and in the sections dealing with specific programs.

The following four Academic English courses are required:

GEN1100	Academic Speaking
GEN1120	Academic Reading and Writing I
GEN1110	Academic Listening and Note Taking
GEN1121	Academic Reading and Writing II

The four Academic English courses (GEN1100, GEN1120, GEN1110, and GEN1121) form a sequence. GEN1100 and GEN1120 are normally taken in a student's first semester, and GEN1110 and GEN1121 in a student's second semester. Most academic departments expect a student to have taken and passed these four courses before taking content area courses in the major field. Therefore, it is especially important that students complete these courses in the first year.

### English Completion

- A student must have fulfilled his/her English requirements by the completion of 30 credits or, if he/she has not completed the required English courses at the 30-credit point, he/she must be enrolled in English concurrent with other courses; and
- A student must have totally completed all English courses by 45 credit hours; and
- If a student has not completed his/her English by 45 credit hours, the student will be limited to taking English language courses only until the English language requirement has been met.

## KAZAKH LANGUAGE AND CULTURE

The Kazakh Language unit attaches great importance to the courses it offers both because they are a legal requirement and because students see them as an important part of the curriculum. For this reason the Language Center offers not only courses in Kazakh language from beginner level but also courses that offer insights into Kazakh culture, history and traditions.

Because Kazakh is the state language, all undergraduate students (including international students) are required to take two courses (six credits) of Kazakh language.

Only one Kazakh language course is permitted per semester. No Kazakh languages courses are offered in Summer 2.

Students will be given a diagnostic test in the first week to determine their level of proficiency and to ensure that they have registered for an appropriate course. Placement is determined by diagnostic tests, interviews and consultations.

Because of differences in curriculum requirements, students who started their studies in Fall 2007, or thereafter, receive three credits for a Kazakh course, but pre-Fall 2007 students receive only two credits per course.

The following courses are offered:

**Beginning Kazakh** and **Elementary Kazakh 1** are intended for international students who begin with no knowledge of Kazakh.

**Elementary Kazakh 1** and **Elementary Kazakh 2** are intended for students from Kazakhstani secondary schools who have a simple knowledge of spoken Kazakh.

**Intermediate Kazakh 1** and **Intermediate Kazakh 2** are intended for students from Kazakhstani secondary schools whose Kazakh language proficiency is at intermediate or upper-intermediate level.

**Business Kazakh 1, Business Kazakh 2, Kazakh Language and Culture, Business Correspondence in Kazakh, Public Speaking in Kazakh** and **Business Writing Skills in Kazakh** are intended for students who can speak Kazakh fluently and who wish to develop their Kazakh to a professional level.

### **PROFESSIONAL KAZAKH AND RUSSIAN**

In addition to required courses in Academic English (12 credits) and Kazakh (6 credits), the KIMEP curriculum includes courses in Professional Kazakh and Russian. Students who attended a Russian-medium school in Kazakhstan will take a course in Professional Kazakh. Students from a Kazakh-medium school in Kazakhstan will take a course in Professional Russian. Students from other schools or from other countries may choose which professional language course they wish to take. Courses will be offered from Fall 2013.

### **MODERN LANGUAGE COURSES**

The Modern Languages unit offers students an opportunity to learn a varied selection of modern languages. Beginner-level courses establish a sound foundation in these languages, enabling students to understand simple spoken and written forms used in everyday situations and to develop basic communication skills. An academic and critical thinking component is included in these courses, aimed at encouraging research on the countries where these languages are spoken, thereby also promoting cross-cultural understanding and respect. Elementary- to intermediate-level courses are also offered for certain languages. Advanced-level business communication in Russian is also on the schedule.

Students can take one or more of these courses as free electives. Depending on demand, instruction is available in Spanish, German and Chinese. Each of these courses is worth 3 credits.

### **ADVISING OFFICE and STUDENT SUPPORT**

In line with its commitment to strong support for students and their success as learners, the Language Center has an Advising Office to which students are encouraged to turn for help in any of the following areas:

- Understanding of course or program requirements
- Communication issues
- Study or learning problems
- Study skills
- Difficulties in meeting course requirements
- Adapting to KIMEP and an international curriculum
- Understanding the meaning of learning hours, as opposed to class contact hours
- Developing a good independent study program
- Taking responsibility for learning
- Becoming an independent learner
- Applications for credit transfers (from Kazakhstani and international universities)
- Applications for exemptions and waivers
- The dates of verification and placement tests

The Language Center's team of advisers will provide support for students themselves or refer students to the appropriate unit at KIMEP, such as the Language Center's own Studio for Academic Writing and Study Center or another department at KIMEP. Students will be guided in making the right choice.

#### **Where to go?**

If students are in need of advice about studies in any courses offered by the Language Center or unsure where to go for help, they are always welcome to approach the Language Center Advising Coordinator or his/her team. They are here to provide expert and constructive support and, where appropriate, will handle matters in a confidential manner.

Office: Room 228, Dostyk Building

## STUDY CENTER and STUDIO FOR ACADEMIC WRITING

The Study Center and Studio for Academic Writing were established by the Language Center in order to help students to improve their language skills and to achieve better results in courses and programs offered at KIMEP. It is open to all students, from those enrolled in Foundation English to Master's and Doctoral level courses.

The Study Center is a place where students can find many multimedia resources and materials to help them improve all aspects of their language learning and other studies. The Center works very closely with Language Center instructors and supports students by making language materials and resources available. All listening materials are installed on the computers and this makes it possible to listen to lectures or assignments and to take notes at the same time. If students want to improve their listening skills, they can listen to audio files and simultaneously read the transcript to make sure they follow what the readers are saying. Students can work on their writing skills, develop reading skills, revise grammar, increase vocabulary, improve pronunciation and record their speeches in English or other languages using software programs or tape-recorders. In addition, KIMEP students can take advantage of reference books and recordings they need for their classes, and the Center provides 18 computer stations for students to complete these assignments.

The Studio for Academic Writing provides tutorials in a one-to-one setting. Student writers may make a single visit to the Studio or visit on a regular basis. Tutors in the Studio acknowledge the uniqueness of each writer and provide non-evaluative, immediate feedback. The tutor's goal in working on a specific paper with a student is to help develop his/her critical thinking skills. Tutors often ask questions to help students find their own answers, and such interactions encourage students to do as much talking as the tutor, or more. Anxieties about writing are reduced by helpful coaching, positive reinforcement, and friendly listening. Studio tutors are coaches, not teachers. Tutors do not evaluate students in any way because the tutor's role is to help students, not to lecture at them or repeat information available from the teacher or textbook. To accomplish this, tutors offer reader-feedback, suggest revision strategies, diagnose writing problems, discuss course readings, and help students gain a perspective on their writing. The needs of a student writer always come first. The starting point of every tutorial is to find out what that particular student needs or wants. To set the agenda for the tutorial, tutors may ask about a student's present situation, class requirements, past writing history, general composing habits, approaches to learning, attitudes, motivation, and whatever else is needed to determine how the tutor and student might proceed. Both experimentation and practice are encouraged. The Studio is a place where students try out new forms of organization and support. Removed from the evaluative setting of a classroom, writers are free to engage in "trial runs" of ideas and approaches, and to receive informal encouragement for their efforts. This trying-out fosters creativity in the form of talk, and through writing. In conclusion, the Studio is for students at all levels of writing proficiency. We tutor students who are highly competent and those who consider themselves inexperienced. Students visiting the Studio are enrolled in a variety of courses at KIMEP and all are welcome, free of charge, Monday through Friday (both drop-in sessions and fixed appointments are 30-45 minutes long).

The Study Center and Studio work closely with other programs to assist in writing assignments across the KIMEP curriculum. A similar support service is offered for Kazakh language studies. Details are available from the Study Center (Room 208, Dostyk Building) and the Studio for Academic Writing (Room 211, Dostyk Building).

### Writing across the Curriculum

The KIMEP Language Center endorses Writing Across the Curriculum (WAC) to foster certain habits of mind that are both intellectual and practical so that students meet with success in their courses. Through the use of writing as a tool of both exploration and evaluation, of both student understanding and faculty evaluation, instructors in Language Center courses use writing assignments to promote:

Curiosity	–	the desire to know more about the content of academic courses
Openness	–	the willingness to consider new ways of behaving and thinking in the world
Engagement	–	a sense of investment and involvement in the process of learning
Creativity	–	the ability to use novel approaches for generating, investigating, and representing ideas
Persistence	–	the ability to sustain interest in and attention to short- and long-term projects
Responsibility	–	the ability to consider the needs of a reader and to revise to communicate accordingly
Flexibility	–	the ability to adapt communication to situations, expectations, or demands
Meta-cognition	–	the ability to reflect on one's own thinking as well as on the individual and culture processes used to structure knowledge

Therefore, the Center's faculty use writing as a teaching method, often in response to the close reading of texts. The practice of writing develops students' abilities to make sense of course materials and relevant issues in the fields of applied linguistics, literature, and academic writing/reading/speaking/listening. Students should expect frequent writing assignments designed to clarify and deepen understanding of course content.

## LANGUAGE CLUBS

### English Club

The English Club promotes English as a language of communication and provides the KIMEP community and general public with opportunities to enhance and share English-related interests through various events and programs. The English Club holds its meetings on a regular basis and introduces various topics so that the participants can increase their confidence in using English, make lasting new friendships with English-speaking and local club participants, learn about international cultures, and participate in educational, cultural, and social activities. Students are welcome to join the club at any time and enjoy the activities, meet new people, and practice their English.

### Kazakh Club

The Kazakh Club offers various kinds of activities to assist learners of Kazakh in enlarging their vocabulary and practicing their communication skills. The club provides a wide range of information about Kazakh culture, customs and traditions and enables its members to become acquainted with Kazakh literature. The club's regular meetings involve not only class activities, but also trips to different places of interest both in the city and in the countryside. Anyone can join the Kazakh Club and enjoy the famous Kazakh hospitality and at the same time enhance his/her understanding of the Kazakh language.

### Russian Club

The Russian Club is a joint project of two KIMEP units: the Language Center and the International Relations Office. It assists international regular and exchange students as well as international faculty and staff in learning the Russian language through various cultural programs and linguistic activities. The local KIMEP community is also welcome to join the club to help international Russian learners acquire and practice Russian and share their cultural experiences.

### German Club

The German Club promotes German customs and culture, and offers opportunities for good fellowship—"Gemütlichkeit". German Club members meet regularly to discuss aspects of German culture, improve language skills, and plan German Club events. The German Club offers informal contacts with other students in German as well as German exchange students on campus through such activities as movies, forums, and social gatherings. KIMEP students and staff are welcome to join the club, enjoy a friendly German atmosphere, meet new people and speak German in an informal setting.

## UNDERGRADUATE ACADEMIC MINOR IN TRANSLATION AND INTERPRETING

The Language Center offers an academic minor in *Translation and Interpreting* for undergraduate students who would like to extend their studies into areas of language study or the Humanities. The minor requires five three-credit courses (15 credits in total). The required and elective courses are described below.

This undergraduate Minor has two core courses: TRN2101, which is a prerequisite for all other courses in the Minor, and TRN4103, which is a senior project. Students complete the Minor by combining the two core courses at the beginning and end of their studies with three elective courses in the middle. All courses are evaluated by a combination of continuous assessment and final examination.

Translation and interpretation are essential in our globalized world. Because smart employers know this, KIMEP graduates have always been in high demand for their English-language skills. The Minor in Translation and Interpreting is designed to complement the various academic majors at KIMEP by providing students with specialized training that will be useful throughout their academic and subsequent professional careers. Students in the Minor receive a thorough grounding in the theory and practice of translation, including:

- translation history
- translation theory
- professional terminology
- grammatical analysis
- textual analysis
- vocabulary building
- systematic research
- team-work

Students who choose the elective in interpreting (oral translation) will be introduced to the basic theory and practice of consecutive and simultaneous interpreting in a variety of professional contexts.

Students begin the Minor by taking the TRN 2101 Introduction to Translation course. To qualify, a student must have completed (or tested out of) all five Foundation-level English courses. The student must also demonstrate a certain level of proficiency in Russian. Subject to approval by the program team leader, students who do not speak Russian but who are proficient in Kazakh or another Central Asian or European language may also qualify. A student must earn a minimum grade of "B" in TRN 2101 before moving on to third- and fourth-level electives. All students

complete the Minor with TRN 4103, a senior translation project which they develop in consultation with their instructors or with the program team leader.

All translation courses except the senior project are also open to students who are not pursuing a Minor. For a third-level translation course, the prerequisite is proficiency in a non-English language as outlined above, plus completion of the Academic Speaking (GEN1100) and Academic Reading and Writing I (GEN1120) courses. For a fourth-level (topics in translation) course, the prerequisite is proficiency in a non-English language plus completion of all four Academic English courses.

### Courses in the Minor in Translation and Interpreting

<b>The Minor in Translation and Interpreting requires the two courses in Group A, plus any three courses from Group B to complete 15 credits.</b>	
<b>Group A: Required Courses for Minor</b>	
<b>TRN 2101</b>	<b>Introduction to Translation</b>
<b>TRN 4103</b>	<b>Senior Project in Translation</b>

<b>Group B: Choose any three courses. (TRN 2101 is a prerequisite for these courses.)</b>	
<b>TRN 3101</b>	<b>Introduction to Interpreting</b>
<b>TRN 3201</b>	<b>Commercial Translation</b>
<b>TRN 3202</b>	<b>Legal Translation</b>
<b>TRN 3203</b>	<b>Translation from Informational Media</b>
<b>TRN 4101</b>	<b>Topics in Translation</b>
<b>TRN 4102</b>	<b>Topics in Interpreting</b>

## GRADUATE ENGLISH REQUIREMENTS

### English Requirements for Admission

As part of the KIMEP admission process, applicants write the KIMEP English Entrance Test (KEET). Their results in the KEET are used for initial placement. Students with higher proficiency levels in English are admitted directly to their program. (For specific requirements, refer to the sections dealing with particular programs.)

Students who obtain less than 60% in the KEET will be placed into the Foundation Phase. The primary goals of this phase include not merely the development of English language competence to a level that sustains study at master's level, but also the improvement of study and organizational skills, critical and analytical thinking, and other skills that contribute to successful university study at an advanced level.

Each Graduate Foundation English (GFE) course, except ENG5205 for MBA students, takes 600 learning hours, including class study, homework, individual and group projects, library and Internet research, independent study and other tasks. GFE courses are available during the summer for students who wish to be able to begin full-time studies in the Fall semester. Courses are defined in learning hours because students are expected to combine classroom interaction and learning with substantial time spent on work and study outside the class.

Students in the Foundation Phase are placed in a Graduate Foundation English course according to their KEET score. Two levels of Graduate Foundation English are offered:

1. Graduate Foundation English Level B—for those with a KEET score of 40-49%
2. Graduate Foundation English Level A—for those with a KEET score of 50-59%

Placement in a GFE level is checked on the **first day** of classes. A verification test is administered in order to check the accuracy of the placement. It is compulsory for all new students to take this test. The results of the test will lead to one of three possible outcomes:

1. Confirmation of the placement—the student remains in the assigned course.
2. Transfer to a lower level—this decision is mandatory.
3. Transfer to a higher level—this decision is optional and the student may choose to remain in the level to which s/he was originally assigned.

Assessment is based on satisfactory attendance, completion of all course work and an exit test. Students must pass both the course work and the exit test in order to proceed to the next phase. A pass mark in GFE is a "B" or 73%. Students who encounter a serious problem in the last week will be eligible for an "I". In the event of a fail (i.e. a "B-" or less), the student must repeat the course.

## Graduate Foundation English for Programs in the College of Social Sciences, the School of Law and the Language Center

Students with less than 60% in the KEET are placed in the Foundation Phase. They may not take any other courses concurrently with GFE Levels B or A. No exceptions will be considered.

The Foundation English courses are as follows:

Code	Name of Course	Level of Proficiency	Duration	Prerequisite
ENG5104	Graduate Foundation English B	Upper Elementary to Pre-intermediate A2 on the CEF**	600 learning hours over a full semester	none
ENG5105	Graduate Foundation English A	Pre-intermediate to Intermediate B1 (mid) on the CEF**	600 learning hours over a full semester	ENG5104*

\* Appropriate KEET score or equivalent course

\*\* Common European Framework

## Graduate Foundation English for the Bang College of Business

Students in the MBA follow the same GFE B course as other master's students if their KEET score is between 40 and 49%. They may not take any other courses concurrently with GFE B. After passing GFE B, MBA students proceed to GFE A (MBA).

The Foundation English courses are as follows:

Code	Name of Course	Level of Proficiency	Duration	Prerequisite
ENG5104	Graduate Foundation English B	Elementary to Pre-intermediate A2 on the CEF**	600 learning hours over a full semester	none
ENG5205	Graduate Foundation English A (MBA)	Pre-intermediate to Intermediate B1 (low) on the CEF**	300 learning hours over a full semester	ENG5104*

\* Appropriate KEET score or equivalent course

\*\* Common European Framework

## Graduate English for Academic Purposes

Graduate programs may determine that some students need to take one or more courses in English for Academic Purposes. These are zero-credit courses. Four courses are offered:

- ENG5101 English Speaking and Listening 1
- ENG5102 English Reading and Writing 1
- ENG5201 English Speaking and Listening 2
- ENG5202 English Reading and Writing 2

## GRADUATE DEGREE PROGRAM

### MASTER OF ARTS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (MA in TESOL)

#### Statement of Purpose

This graduate degree program is a Master of Arts in Teaching English to Speakers of Other Languages. It prepares qualified educators of foreign languages. The program draws ideas from applied or educational linguistics. Students in the program are prepared for teaching more than just the English language because the theoretical basis and practical teaching practices apply to teaching all languages.

#### Learning Objectives

This set of curriculum objectives is based upon the 2003 TESOL/NCATE Program Standards with some revisions. By the completion of their studies, KIMEP MA in TESOL students will be able to:

1. **Describe Language and Language Development** – Candidates know, understand, and use concepts, theories, and research related to the nature and acquisition of English and other languages to construct educational settings that support foreign language students.
2. **Understand Cultural Influences in Instructional Settings** – Candidates understand and apply concepts, principles, theories, and research related to culture and cultural groups to construct learning environments that support students' home backgrounds, acquisition of written and spoken foreign languages and content-area achievement.

3. **Plan, Implement, and Manage Foreign Language Instruction** — Candidates know, understand, and use standards-based practices and strategies for planning, implementing, and managing instruction in English and other languages, including classroom organization, teaching strategies for developing and integrating reading and writing, and choosing and adapting classroom resources.
4. **Understand Instructional Assessments and Evaluation** — Candidates understand issues of assessment and use standards-based assessment measures with foreign language students.
5. **Serve as Professional Educators** — Candidates demonstrate knowledge of historical approaches to foreign language teaching. They maintain understanding of new instructional techniques, research results, and innovations in the foreign language teaching field, as well as public policy issues. Candidates use such information in collaboration with other colleagues to reflect upon and improve foreign language education and provide support and advocacy for foreign language adult students.

### Admission Requirements

To be admitted to the MA in TESOL program, candidates must have:

- At least a bachelor's degree from a recognized university.
- An appropriate score on the Kimep English entrance test (KEET) as prescribed by Kimep for admission to graduate studies.
- An appropriate score on the ma in TESOL program written entrance exam.
- A demonstrated ability to read and write in graduate level English.

Students who have taken other tests, e.g., TOEFL or IELTS, require valid scores of at least 213 for computer-based TOEFL, 550 for the paper-based TOEFL, 80 for the online TOEFL or 6.5 for IELTS.

### Degree Requirements

Requirements for the MA in TESOL are as follows:

Program Requirements	24
TESOL Electives	8
Internship / Practicum	3
Research Methods and Thesis	9
<b>Total Required for Graduation</b>	<b>44</b>

### Program Requirements

The MA in TESOL program encompasses three major areas. One is theoretical, a second is research-oriented, and the third is practical. Excellence in teaching is based on unity among these three areas. The MA in TESOL program provides the academic background and practical experience for effective use of theory, research and teaching practices.

### Required Courses:

Course Code	Course Title	Credits
TEL5101	Introduction to Linguistics	3
TEL5102	Introduction to Sociolinguistics	3
TEL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3
TEL5202	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3
TEL5301	Introduction to Second Language Acquisition	3
TEL5302	Second Language Acquisition Research	3
TEL5401	Methods in Language Teaching	2
TEL5403	Curriculum and Materials Design	2
TEL5404	Language Evaluation and Assessments	2

**Internship :**

TEL5402	Practicum	3
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**Research methods:**

TEL5601	Research Methods	3
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**Thesis:**

TEL5690	Thesis I	3
TEL5691	Thesis II	3

**Electives:**

<b>Any four elective courses from below. Each is worth two credits.</b>		
TEL5501	English for Specific Purposes	
TEL5502	Educational Technology in Language Classrooms	
TEL5503	Teaching Writing and Reading	
TEL5504	Teaching Listening and Speaking	
TEL5506	Cross-cultural Aspects of Language Teaching	
TEL5700	Seminar in Applied Linguistics	

**Program Plan**

The following tables are a sample program of study to finish the MA in TESOL degree in two years.

<b>1<sup>st</sup> Year</b>	<b>Fall Semester</b>		<b>1<sup>st</sup> Year</b>	<b>Spring Semester</b>	
TEL5101	Introduction to Linguistics	3	TEL5102	Introduction to Sociolinguistics	3
TEL5301	Introduction to SLA	3	TEL5302	Second Language Acquisition Research	3
TEL5401	Methods in Language Teaching	2	TEL5202	Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts	3
TEL5201	Language Analysis for Language Instructors: Formal and Functional Grammars	3	TEL550x	Elective	2
	<b>Total</b>	<b>11</b>		<b>Total</b>	<b>11</b>

One of the following (either/or):

<b>1<sup>st</sup> or 2<sup>nd</sup> Year</b>	<b>Summer Semester (one course)</b>	
TEL5403	Curriculum and Materials Design	2
TEL550x	Elective	2
	<b>Total</b>	<b>2</b>

<b>2<sup>nd</sup> Year</b>	<b>Fall Semester</b>		<b>2<sup>nd</sup> Year</b>	<b>Spring Semester</b>	
TEL5404	Language Evaluation and Assessment	2	TEL5690	Thesis I	3
TEL5402	Practicum	3	TEL5691	Thesis II	3
TEL5601	Research Methods	3	TEL550x	Elective	2
TEL550X	Elective	2	TEL550x	Elective	2
	<b>Total</b>	<b>12</b>		<b>Total</b>	<b>10</b>

**Total for program: 44 credits**

# BANG COLLEGE OF BUSINESS

## ADMINISTRATION

Dean  
Sang Lee, Ph.D.

Office: # 302-2 (Dostyk bld.)  
Tel: +7 (727) 2704440, ext. 2255  
Fax: +7 (727) 27044 63,  
e-mail: bcb\_ast@kimep.kz

[www.kimep.kz/bcb](http://www.kimep.kz/bcb)  
[www.kimep.kz/academics/bcb](http://www.kimep.kz/academics/bcb)

Associate Dean of Academic Affairs  
M. Mujibul Haque, Ph.D.

Associate Dean of Administration  
Christopher Nguyen, J.D.

Chair, Department of Accounting and Finance  
Razzaque Bhatti, Ph.D.

Chair, Department of Management and Marketing  
Bulent Dumlupinar, Ph.D.

Director of Research  
Sang Lee, Ph.D.

Director of Accreditation  
Vladimir Garkavenko, Ph.D.

Director of The KIMEP Center for Entrepreneurship  
Donald Hoskins, MBA, CFA

Deputy to the President for Executive Education  
Dilbar Gimranova, MBA, M.Phil.

Director of Executive MBA program  
Zhanat Syzdykov, MPA

## GENERAL INFORMATION

### Vision Statement

The vision of Bang College of Business (BCB) is to be recognized as a world-class business college that is responsive to the needs of a diverse population of students and demands of the society.

### Mission Statement

The Bang College of Business:

- Educates and prepares citizens from Kazakhstan and other countries to become knowledgeable, ethical, and competent business professionals, entrepreneurs, and leaders to work in national and international organizations, assume challenging roles and become lifelong learners.
- Promotes faculty and graduates, with diverse professional and research interests including a Central Asian focus, to contribute to the development and prosperity of Kazakhstan and the global economy.

### Values

The Bang College of Business **values:**

- Shared governance and transparency;
- Decision making based on consensus;
- Teamwork and collaboration among faculty, staff, and students;
- Contributions of each individual and our relationships with each other;
- Opportunity and desire for life-long learning;
- Innovation and continuous improvement in curriculum and pedagogy ;

- Creation of knowledge and its dissemination to students, businesses and to the community at-large.

### Statement of Purpose

The Bang College of Business offers quality business and management programs, prepares students to be committed professional and lifelong learners to contribute to and take leading positions in business and society. Theory and practice are linked together through teaching, scholarship, and service in order to benefit both students and the community.

### Profile

The Bang College of Business continues to develop future leaders by providing world-class business education through our cutting-edge Bachelor, MBA, ExMBA, and DBA programs. Further, we are aggressively pursuing our business accreditation to become an internationally renowned business college. Currently, we hold Level III (International) accreditation for ExMBA program and Level II (Regional) accreditations for Bachelor and MBA programs by the Asian Forum on Business Education's (AFBE). In October 2010, the BCB became a member of the most prestigious American accreditation agency - the Association to Advance Collegiate Schools of Business, AACSB International, and we are committed to achieve the accreditation. BCB is also considering pursuing other accreditations, including AQAA and EQUIS. Recently, BCB has finalized graduate dual-degree arrangements with IESEG School of Management of France (KIMEP MBA + IESEG Master of International Business) and CASS Business School of the UK (KIMEP MBA + Cass MS in Finance). At the undergraduate level, we have a dual degree arrangement with EM Strasbourg Business School of France.

We have the highest proportion of faculty members with doctoral degrees from American and other foreign universities, who have decades of experience not only in teaching and research, but also in industry and innovation, and will add many more to our existing high-credentialed faculty. Our administrators and faculty strive for continuous improvement in curricula, pedagogy, facilities, community relationship, and shared governance. The BCB plans to more have guest lecturers from the real-world in its classes, more internship, and intend to involve students in "Active learning". We have further strengthened our Bachelor, MBA, ExMBA programs by revising its curriculum to be more application-oriented.

We respect diversity, not only of ethnicity, but also diversity in thinking, creativity, and approach to solving problems. The Administration and faculty encourage and support students to communicate their new ideas, leverage their strengths and perspectives, explore diverse projects, work collaboratively towards a common goal, and apply critical analytical thinking and innovation at work. Our program managers, specialists and faculty members are always willing to advise students pertaining to course and project selection, internship opportunities, and graduation requirements. The Bang College of Business has the student-centered philosophy of teaching/learning and educates world-class business leaders.

The Bang College of Business has grown steadily since its inception in 1992. It currently has around than 1700 undergraduate students, 350 master students and 20 doctoral students. BCB has a well-balanced mix of local and foreign faculty members who are academically qualified (AQ) or who are professionally qualified (PQ). A core of highly qualified Kazakhstani faculty - many with North American and European degrees - is supplemented by more than twenty foreign faculties who bring a wealth of international experience and cross-cultural knowledge to the college's learning community. Only a few universities worldwide can match the BCB in terms of the diversity of the faculty, and opportunities for learning cross-cultural exposure.

### Degree Programs at BCB

The Bang College of Business offers four undergraduate degree programs with various specializations in, two graduate Master's degree programs, and a Doctor of Business Administration (DBA). The degree programs are:

- Bachelor of Accounting and Audit (BACTA)
- Bachelor of Accounting and Audit (BFIN)
- Bachelor of Accounting and Audit (BMGT)
- Bachelor of Accounting and Audit (BMKT)
- Masters of Business Administration (MBA)
- Executive Masters of Business Administration (ExMBA)
- Doctor of Business Administration(DBA)

## DEPARTMENT OF ACCOUNTING AND FINANCE

Office № 329 Dostyk Building  
Tel.: +7 (727) 270-44-40 (Ext: 2348)  
[fin-asst@kimep.kz](mailto:fin-asst@kimep.kz)

### Mission Statement

The Accounting and Finance Department is provides students with internationally competitive quality education in the areas of Accounting and Finance. As the constituent unit of the Bang College of Business, its core mission is to

prepare students who are trained well in Accounting and Financial skills and tools to cater for the needs of the businesses, financial institutions and other organizations in Kazakhstan and central Asia.

It provides an opportunity to citizens of Kazakhstan and other countries including central Asia to gain specialized knowledge in Accounting and Finance areas, learn how to emerge as competent professionals imbued with high ethical values, to expose themselves to entrepreneurial and leadership qualities to be able to work in national and international organizations and assume challenging roles in an ever changing complex economic, social and financial environment.

The Department is also highly committed to promote research interest among its faculty and students with a Central Asian focus to contribute to the development and prosperity of Kazakhstan and the global economy.

### **Objectives**

The Objectives of the Department are:

1. to prepare professionals in Accounting and Finance capable of taking on challenging jobs and roles in all types of business organizations including corporations, financial institutions, regulatory agencies and markets.
2. to provide students with an exposure to critical thinking and analytical skills in the specialized areas to be able to carry out research and solve problems facing businesses, financial institutions, markets and economies around the world.
3. to enable students with a solid foundation to successfully pursue higher studies in the specialized fields of knowledge.

The Department offers Bachelor degrees in Accounting and Audit and in Finance at the undergraduate level. It also supports MBA, ExMBA and DBA programs through offerings of foundation, specialization, major and minor courses in the areas of Accounting and Finance.

### **Administration**

Department Chair: Razzaque H Bhatti, PhD

## **DEPARTMENT OF MANAGEMENT AND MARKETING**

Office No: 311/Dostyk  
Tel: +7.727. 270 44 40 (Ext. 2164)  
[mgmt-asst@kimep.kz](mailto:mgmt-asst@kimep.kz)

### **Mission Statement**

The Department of Management and Marketing provides high level of business education both for local and international companies according to the needs of globalized world. Educating the future leaders, providing students with analytical and practical skills, and making them to be a part of the decision making process as well as foster their critical and analytical thinking are the main goals of the Department.

The Department realizes its goals through a diverse and highly qualified local and foreign faculty and support staff. Faculty members have a wealth of both industrial and academic experience, practicing real-world problems as well as giving a strong background to the students.

Graduate students are able to identify and analyze problems, markets, and industries and take corrective actions since they have been trained through case studies in the disciplines through innovative teaching. They understand the concepts, theories, and methodologies used in the disciplines so that they can integrate theoretical knowledge and practical experience.

The Department offers Bachelor degrees in Management and in Marketing at the undergraduate level. It also supports MBA, ExMBA and DBA programs through offerings of foundation, specialization, major and minor courses in the areas of Management and Marketing.

### **Administration**

Department Chair: Bulent Dumlupinar, Ph.D.

## **THE KIMEP CENTER FOR ENTREPRENEURSHIP**

There is both a need and an opportunity for KIMEP to make an impact on entrepreneurship in Kazakhstan. The new Center for Entrepreneurship will be based in the Bang College of Business and reach out to the entire University and the community beyond. Our vision is for the Center to have three pillars: research, education, and practice.

Research in entrepreneurship will commence in collaboration with the Global Entrepreneurship Monitor (GEM) Consortium ([www.gemconsortium.org](http://www.gemconsortium.org)). Since 1999 GEM has led an annual, internationally coordinated, cross country assessment of national and regional entrepreneurial activity. Through the Center's initiative, Kazakhstan will join the other 59 nations in collecting and analyzing this data nationally and then provide the data for a global assessment. This information will be available for KIMEP scholars to conduct further research which may have a profound impact on public policy decisions and economic development in the region.

Education in entrepreneurship will be enhanced with the introduction of an entrepreneurship minor, available to all KIMEP students with the design of additional courses for both business and non-business majors. In addition, we plan to develop workshops and certificate programs on how to launch start-ups in Kazakhstan for the greater community through the Executive Education Center.

The Center for Entrepreneurship will not only enhance research and education in entrepreneurship, it is our intention to help create new businesses in practice. We will do this by initiating an annual business plan competition. The judges of the competition will be actual successful entrepreneurs from KIMEP's vast alumni network. Eventually we would like to create an association of angel investors who are prepared to actually fund students' new venture ideas. In the future we may consider creating an incubator at KIMEP to help nurture start-ups.

### Administration

Director: Donald Hoskins, MBA, CFA

## GENERAL INFORMATION ON THE BCB UNDERGRADUATE DEGREE PROGRAMS

The Bang College of Business offers the following specialized undergraduate degree programs:

- Bachelor of Accounting and Audit (BACTA)
- Bachelor of Finance (BFIN)
- Bachelor of Management (BMGT)
- Bachelor of Marketing (BMKT)

To earn an undergraduate degree from the Bang College of Business, a student must fulfill the following requirements:

1. Fulfill all KIMEP degree requirements, which include the completion of all General Education (GE) requirements and completion of a minimum of 146 credits;
2. Completion of the requirements of a bachelor degree program offered by the Bang College of Business;
3. Completion of an internship (6 credits) as specified by the program requirements;
4. Completion of physical education (8 credits) as specified by the program requirements;
5. Completion of the Final Attestation requirements: Thesis (2 credits) and State Examination (1 credit).

The following table illustrates the general structure of the undergraduate degree programs in the Bang College of Business.

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>

The specific details of General Education Requirements, Program Foundation Requirements, Internship, Physical Education, Thesis and State Examination are provided below. The details of Program Specialization Requirements are provided under each degree program.

### General Education Requirements (33 credits)

Students should choose the General Education courses with the assistance of the academic advisors. The specific General Education Requirements are stated in the following table (further details are provided in the Undergraduate General Education section of this catalog):

**Program Foundation Required General Education Courses (33 credits)**

Course Code	Course Title	Credit Hours
GEN1000	History of Kazakhstan	3
GEN2500	Principles of Ethics	3
GEN1100	Academic Speaking	3
GEN1120	Academic Reading and Writing I	3
KAZxxxx	Kazakh Language I	3
KAZxxxx	Kazakh Language II	3
GEN1300 or GEN2301	Introduction to Computers or Business Computer Applications	3
GEN1030	Introduction to Environmental Studies	2
GEN2700	Introduction to Sociology	2
GEN2701	Introduction to Political Science	2
GEN2702 or GEN2711	Introduction to Geography or Introduction to International Relations	2
GEN2720	Introduction to Law of Kazakhstan	2
GEN1040	Life Security	2
<b>TOTAL</b>		<b>33</b>

**Program Foundation Requirements (64 credits)**

Program Foundation Requirements consist of three components: (1) Program Foundation Required Language courses (10 credits), (2) Program Foundation Required Basic Discipline Courses (45 credits) and (3) Program Foundation Elective Basic Discipline Courses (9 credits). The specific courses under each of these three components are listed in the following tables:

**Program Foundation Required Language Courses (10 credits)**

Course Code	Course Title	Credit Hours
GEN1110	Academic Listening and Note-taking	3
GEN1121	Academic Reading and Writing II	3
KAZxxxx RUSxxxx	Professional Kazakh Language or Professional Russian Language	2
MGT3201	Business Communication	2
<b>TOTAL</b>		<b>10</b>

**Program Foundation Required Basic Discipline Courses (45 credits)**

Course Code	Course Title	Credit Hours
GEN1201	Mathematics for Business and Economics	3
GEN2402	Business Statistical Analysis	3
ACC2102	Financial Accounting I	3
ACC2201	Management Accounting I	3
FIN2105	Business Microeconomics	3
FIN2106	Business Macroeconomics	3
FIN3101	Financial Institutions and Markets	3
FIN3121	Principles of Finance	3
MGT3001	Principles of Management	3
LAW2202	Business Law	3
MGT4201	Strategy and Business Policy	3
MKT3130	Principles of Marketing	3
IFS2203	Management Information Systems	3
OPM3011	Decision Techniques and Tools	3
OPM3131	Introduction to Operations Management	3
<b>TOTAL</b>		<b>45</b>

### Program Foundation Elective Basic Discipline Courses (9 credits)

Student of a particular specialized bachelor degree program must choose elective courses from a different area or areas. Thus,

- A student of Bachelor of Accounting and Audit (BACTA) must choose non-Accounting courses (non-ACC coded);
- A student of Bachelor of Finance (BFIN) must choose non-Finance courses (non-FIN coded);
- A student of Bachelor of Management (BMGT) must choose non-Management courses (non-MGT coded);
- A student of Bachelor of Marketing (BMKT) must choose non-Marketing courses (non-MKT coded);

Please see the section on “Minors and Requirements under Specialized Bachelors Programs” for details on how you can get a minor with the selection of a specific set of elective courses.

Course Code	Course Title	Credit Hours
ACC3101	Financial Accounting II	3
ACC3201	Intermediate Financial Accounting I	3
ACC3202	Intermediate Financial Accounting II	3
ACC3212	Accounting Information Systems	3
ACC3205	Principles of Taxation	3
ACC3210	Taxation in Kazakhstan	3
FIN3210	Corporate Finance	3
FIN3220	Investments	3
FIN3230	Financial Institutions Management	3
MGT3206	Leadership and Motivation	3
MGT3208	Innovation Management	3
MGT3210	International Business	3
MGT3212	Organizational Behavior	3
LDP3201	Leadership: Principles and Best Practices	3
LDP4201	Leadership: Making Principles Work	3
LDP4202	Leadership in Action	3
MGT3204	Human Resource Management	3
MGT4208	Training and Development	3
MGT4210	Compensation and Performance Management	3
MKT3201	Consumer Behavior	3
MKT3202	Marketing Communications	3
MKT3214	Brand Management	3
MKT3150	Strategic Marketing	3
MKT4203	Marketing Research	3
MKT3220	Tourism Marketing	3
MKT3221	Tourism Practices and Principles	3
MKT3279	Cross-Cultural Marketing	3
MGT3215	Hospitality Management	3
OPM3205	Logistics and Supply Chain Management	3
OPM3207	Total Quality Management	3
OPM3215	Business Time Series Forecasting	3
OPM4201	Purchasing & Materials Management	3
OPM4202	Transportation and Distribution Management	3
IFS3202	Database Management Systems in Business	3
IFS3208	Data Communication and Networking	3
IFS3211	Information Systems Security	3
IFS4202	Management of E-business Systems	3
CIT2731	Business Graphics	3
CIT2733	Survey Research with SPSS	3
CIT3734	Web Design	3
GEN2440	Critical Thinking	3
GEN2800	Public Speaking	3
GEN2801	English for Specific Purposes	3
TRN 2101	Introduction to Translation	3
TRN 3102	Commercial Translation	3
TRN 4103	Senior Project in Translation	3
ECN4154	Government and Business	3
ECN3161	Natural Resource Economics	3
ECN4351	Foreign Exchange Markets	3
JMC4209	Public Relations Management and Strategies	3
PAD3541	Natural Resource Management	3

PAD4442	Comparative Public Administration	3
IRL4512	Central Asia in Global Politics	3
IRL4531	Political Economy of Central Asia	3
IRL 4521	Petropolitics	3
IRL 4540	Geopolitics and Political Economy of Natural Resources	3
<b>TOTAL</b>	<b>(Any)</b>	<b>9</b>

### **Program Specialization Requirements (32 credits)**

The details of Program Specialization Requirements are provided under respective degree programs: (1) Bachelor of Accounting and Audit (BACTA), (2) Bachelor of Finance (BFIN), (3) Bachelor of Management (BMGT) and (4) Bachelor of Marketing (BMKT).

### **Internship (6 credits)**

All bachelor degree students are required to complete an internship. The Internship requirement gives students the opportunity to gain real world business experience and the chance to apply, in practical business contexts, the knowledge they have acquired during their course work.

To earn internship credit the student must have completed 90 credits of coursework and must register in the appropriate degree program course prior to beginning the internship. It is recommended that the internship be completed during the summer between the third and the fourth years of study. It is, however, possible for students to satisfy this requirement during the fourth year. To prepare for the internship, students should contact the Career Services Center, which maintains information on firms offering internships. Further details on BCB Internship policies and procedures are available from the BCB Internship Specialist's Office.

### **Physical Education Requirements (8 credits)**

Students should take the appropriate Physical Education required courses. The details of Physical Education Requirements are explained in the Undergraduate General Education section of this Catalog.

### **Final Assessment (3 credits)**

Final Attestation Requirements consist of two components: (1) Thesis (2 credits) and (2) State Examination (1 credit).

### **Thesis (2 credits)**

Students are required to write a thesis on a topic that is relevant to their degree program program. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

### **State Examination (1 credit)**

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

### **Choosing a Specialization or Minor**

Students usually declare a specialization or minor in the second the third or fourth year of study. At the time of declaration, students can choose from any specialization or minor that is being offered. The Bang College of Business is responsive to changes in student interests and there may be additional specializations or minors available in the future. On the other hand any of these with very low demand can also be suspended. Thus, when declaring a specialization or minor, the available options may be different from those stated in the catalog of the year of entry.

Each area sets the requirements for earning a specialization or minor. In addition to course requirements, some disciplines have Grade Point Average requirements that must be met in order to qualify for the specialization or minor. The requirements for a specialization or minor are stated in the sections that list the course requirements for each discipline. In a few instances a course can be applied to more than one specialization /minor. A student cannot, however, use the same course in more than one specialization or minor; an approved substitute must be taken for one of the requirements.

Once a student declares a specialization or minor and enrolls in one or more of the required courses, KIMEP is committed to allowing the student to complete the program under the stated requirements. If specialization or minor requirements or course availability change before a student graduates, the program office can assist in finding substitute courses or in arranging for independent study. As a matter of policy, students have the option of completing the specialization or minor based on the requirements that are current at the time of graduation. This choice is usually to the student's advantage but is not required.

The specialization and minor are independent of the General Education requirements and the program foundation requirements which are based on the requirements in the catalog of the year of entry.

### Specializations and Requirements under Specialized Bachelors Programs

Each degree program has option for various specializations. A specialization requires a set of required and elective “Specific Discipline” courses for a total of 32 credits. However, in none of the programs, a student is required to choose a specialization. A student who graduates without a specialization has more flexibility in selecting elective courses within the specialized discipline of the program. The description and specific requirements of each specialization are provided under each degree program.

Degree Program	Specializations
Bachelor of Accounting	Professional Accountancy
	Auditing
	Taxation
Bachelor of Finance	Corporate Finance
	Investment Management
	Financial Institutions and Regulations
Bachelor of Management	Human Resource Management
	Leadership
Bachelor of Marketing	Marketing Communications
	Brand Management
	Tourism and Hospitality Management

### Minors and Requirements under Specialized Bachelors Programs

Each degree program has option for various minors. A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. Again, in none of the bachelors programs, a student is required to choose a minor. A student who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

Degree Program	Minors
Bachelor of Accounting	Finance, Management, Leadership, Human Resource Management, Marketing, Tourism and Hospitality Management, Taxation, Operations Management, Information Systems and Computer Applications
Bachelor of Finance	Accounting, Management, Leadership, Human Resource Management, Marketing, Tourism and Hospitality Management, Taxation, Operations Management, Information Systems and Computer Applications
Bachelor of Management	Accounting, Finance, Leadership, Human Resource Management, Marketing, Tourism and Hospitality Management, Taxation, Operations Management, Information Systems and Computer Applications
Bachelor of Marketing	Accounting, Finance, Management, Leadership, Human Resource Management, Tourism and Hospitality Management, Taxation, Operations Management, Information Systems and Computer Applications

***A student can not choose a minor in the same area as the degree program or in the same area of specialization. A particular course cannot be counted towards both a specialization and a minor.***

Minors	Requirements		
	Course Code	Course Title	Credits
Accounting (any 3 courses)	ACC3101	Financial Accounting II	3
	ACC3201	Intermediate Financial Accounting I	3
	ACC3202	Intermediate Financial Accounting II	3
	ACC3212	Accounting Information Systems	3

Finance (all 3 courses)	FIN3210	Corporate Finance	3
	FIN3220	Investments	3
	FIN3230	Financial Institutions Management	3
Management (any 3 courses)	MGT3206	Leadership and Motivation	3
	MGT3208	Innovation Management	3
	MGT3210	International Business	3
	MGT3212	Organizational Behavior	3
Marketing (any 3 courses)	MKT3201	Consumer Behavior	3
	MKT3202	Marketing Communications	3
	MKT3214	Brand Management	3
	MKT3150	Strategic Marketing	3
	MKT4203	Marketing Research	3
Leadership (all 3 courses)	LDP3201	Leadership: Principles and Best Practices	3
	LDP4201	Leadership: Making Principles Work	3
	LDP4202	Leadership in Action	3
Human Resource Management (all 3 courses)	MGT3204	Human Resource Management	3
	MGT4208	Training and Development	3
	MGT4210	Compensation and Performance Management	3
Tourism and Hospitality Management (all 3 courses)	MKT3220	Tourism Marketing	3
	MKT3221	Tourism Practices and Principles	3
	MGT3215	Hospitality Management	3
Taxation (all 3 courses)	ACC3205	Principles of Taxation	3
	ACC3210	Taxation in Kazakhstan	3
	ACC4240	Taxation of Multinational Enterprises	3
Operations Management (any 3 courses)	OPM3205	Logistics and Supply Chain Management	3
	OPM3207	Total Quality Management	3
	OPM3215	Business Time Series Forecasting	3
	OPM4201	Purchasing & Materials Management	3
	OPM4202	Transportation and Distribution Management	3
Information Systems (any 3 courses)	IFS3202	Database Management Systems in Business	3
	IFS3208	Data Communication and Networking	3
	IFS3211	Information Systems Security	3
	IFS4202	Management of E-business Systems	3
Computer Applications (all 3 courses)	CIT2731	Business Graphics	3
	CIT2733	Survey Research with SPSS	3
	CIT3734	Web Design	3

## MERIT CERTIFICATES

In order to be eligible for the merit certificates under Specialized Bachelors programs, a student must:

- I. Take a set of three courses, offered by the BCB undergraduate programs, in a respective area.
- II. Meet exit criteria of a minimum overall GPA 4.00 in all courses required for a respective certificate.
- III. All pre-requisites must be met (waive of pre-requisites, concurrent registration, CSS courses as equivalence of BCB courses are NOT allowed).

### Merit Certificate in Auditing

<b>Merit Certificate in Auditing requires all three courses from the list below (9 credits)</b>	
ACC4203	Auditing
ACC4209	Fraud Examination
ACC4216	Professional Auditing

### Merit Certificate in Taxation

<b>Merit Certificate in Taxation requires all three courses from the list below (9 credits)</b>	
ACC3205	Principles of Taxation
ACC3210	Taxation in Kazakhstan
ACC4240	Taxation of Multinational Enterprises

### Merit Certificate in Risk Management

<b>Merit certificate in Risk Management requires all three courses from the list below (9 credits)</b>	
FIN3230	Financial Institutions Management
FIN4224	Introduction to Financial Derivatives
FIN4232	Risk Management

### Merit Certificate in Brand Management

<b>Merit certificate in Brand Management requires all three courses from the list below (9 credits)</b>	
MKT3202	Marketing Communications
MKT3201	Consumer Behavior
MKT3214	Brand Management

### Merit Certificate in Tourism and Hospitality

<b>Merit certificate in Tourism and Hospitality requires all three courses from the list below (9 credits)</b>	
MKT3221	Tourism Practices and Principles
MGT3215	Hospitality Management
MKT3220/ or MKT3222	Tourism Marketing/ or Cross-Cultural Marketing

### Merit Certificate in Logistics

<b>Merit certificate in Logistics requires all three courses from the list below (9 credits)</b>	
OPM3205	Logistics and Supply Chain Management
OPM4201	Purchasing and Material Management
OPM4202	Transportation and Distribution Management

## BACHELOR OF ACCOUNTING and AUDIT (BACTA)

### Statement of Purpose

The Bachelor of Accounting and Audit (BACTA) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the fields of Accounting and audit. They will also acquire fundamental knowledge in Finance, Management, Marketing, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Accounting and Audit graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

### Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Accounting and Audit and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

## Program Learning Outcomes

The learning objectives of the BACTA program are to develop a level of competency in the following areas:

1. Knowledge of core business practices
2. An understanding of ethical issues and reasoning
3. Good communication skills
4. Critical thinking and analytical skills
5. Global business environment knowledge
6. Multicultural understanding of business environment
7. Familiarity with business information technology
8. Specialized knowledge in the area of Accounting and Audit

## BACTA Curriculum

To earn a Bachelor in Accounting and Audit degree, students must complete 146 credits as follows:

<b>Category of Courses</b>	<b>Credit Hours</b>
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>

### General Education Requirements (33 credits) Program Foundation Requirements (64 credits)

*The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

### Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (20 credits) and (2) Elective Specialization Courses (12 credit). The details are provided in the following tables:

#### Program Required Specialization Courses (20 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
ACC3200	Ethics in Accounting	2
ACC3101	Financial Accounting II	3
ACC3201	Intermediate Financial Accounting I	3
ACC3202	Intermediate Financial Accounting II	3
ACC3110	Management Accounting II	3
ACC4203	Auditing	3
ACC3210	Taxation in Kazakhstan	3
<b>TOTAL</b>		<b>20</b>

#### Program Elective Specialization Courses (12 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
ACC3204	International Financial Reporting Standards	3
ACC3205	Principles of Taxation	3
ACC3212	Accounting Information Systems	3
ACC3299	Selected Topics in Accounting	3
ACC4201	Advanced Financial Accounting	3
ACC4205	Cost Accounting	3
ACC4208	Advanced Financial Statement Analysis	3
ACC4209	Principles of Fraud Examination	3
ACC4210	International Accounting	3

ACC4211	Cases in Accounting	3
ACC4216	Professional Auditing	3
ACC4220	Tax Planning	3
ACC4240	Taxation of Multinational Enterprises	3
ACC4210	International Accounting	3
<b>TOTAL</b>	<b>(Any)</b>	<b>12</b>

#### Additional Education (14 credits)

Course Code	Course Title	Credit Hours
ACC4250	Internship	6
GENxxxx	Physical Education	8

#### Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
ACC4275	Thesis	2
ACC4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

#### Specializations and Requirements under the BACTA Program

The general details of specializations are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Under the Bachelor of Accounting and Audit (BACTA) program, students have the opportunity to choose one of three specializations: (1) Professional Accounting, (2) Auditing and (3) Taxation. The description and specific requirements of each specialization is provided below:

#### Professional Accounting Specialization (32 credits)

Specialization in Professional Accountancy is designed for students interested in pursuing a career as professional accountants in a wide variety of organizations. This specialization provides students with rigorous accounting education with a careful blend of theory and requirements of professional practice. It is focused on extensive training of students in the core professional areas of accounting, finance and law, including implications of international business, profound knowledge of IFRS and use of information technologies in accounting. Majoring in Professional Accountancy prepares student adequately to successfully sit for the CPA examinations. For specialization in Professional Accounting, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 7 Program Required Specialization Courses	20
ACC3204	International Financial Reporting Standards	3
ACC3212	Accounting Information Systems	3
ACC4201	Advanced Financial Accounting	3
ACC3299 ACC4211 ACC4208 ACC4205	Selected Topics in Accounting <b>or</b> Cases in Accounting <b>or</b> Advanced Financial Statement Analysis <b>or</b> Cost Accounting	3
<b>TOTAL</b>		<b>32</b>

#### Auditing Specialization (32 credits)

Specialization in Auditing is designed for students interested in a career as auditors, who may join Big4 or other audit and consulting firms, or as internal auditors in large domestic and international companies. This specialization enhances students' skills in auditing techniques, providing them with additional tools to understand company's accounts and their consistency with the business operations, as well as in accounting techniques, necessary to both successful performance as auditor and provision elaborated business advice as professional accountant. Majoring in Auditing, students will be able to successfully sit the professional auditing examinations. For specialization in Auditing, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 7 Program Required Specialization Courses	20
ACC3212	Accounting Information Systems	3

ACC4209	Principles of Fraud Examination	3
ACC4216	Professional Auditing	3
ACC3204/ ACC4201/ ACC4211/ ACC4210	International Financial Reporting Standards <b>or</b> Advanced Financial Accounting <b>or</b> Cases in Accounting <b>or</b> International Accounting	3
<b>TOTAL</b>		<b>32</b>

### Taxation Specialization (32 credits)

Specialization in Taxation is designed for students interested in a tax-related career - as tax consultant, tax accountant or in-house tax specialist in a wide variety of domestic and international companies (the demand for which is not satisfied with local specialists) – or as a specialist in Tax Committee. In addition to accounting background, this specialization provides students with both the theoretical knowledge of underlying principles and policy rationales in taxation and the practical skills of reading, analyzing and interpreting the provisions of tax legislation and applying them to specific business situations and transactions. Students develop profound knowledge of the domestic tax system of Kazakhstan as well as understanding of the principles applicable to cross-border taxation and their application in Kazakhstan. They will also acquire the important skills of using the tax knowledge when making strategic business and investment decisions and also makes them capable to come up with alternative solutions and ideas to optimize tax costs. Majoring in Taxation, students will be able to successfully pursue the professional tax qualifications, such as the Advanced Diploma in International Taxation (ADIT), or tax papers of other professional qualifications. For specialization in Taxation, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 7 Program Required Specialization Courses	20
ACC3205	Principles in Kazakhstan	3
ACC4240	Taxation of Multinational Enterprises	3
ACC4220	Tax Planning	3
ACC3212/ ACC4209/ ACC4211/ ACC4210	Accounting Information Systems <b>or</b> Principles of Fraud Examination <b>or</b> Cases in Accounting <b>or</b> International Accounting	3
<b>TOTAL</b>		<b>32</b>

### Minors and Requirements under the BACTA Program

Students of the BACTA program can choose one of the following minors:

- Finance
- Management
- Leadership
- Human Resource Management
- Marketing
- Tourism and Hospitality Management
- Taxation, Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

*The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

### BACTA: 4-Year Study Plan

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1<sup>st</sup> and 2<sup>nd</sup> years of study, one may graduate within a shorter period. BACTA students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 <sup>st</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	GEN1110	Academic Listening and Note Taking	3
GEN1100	Academic Speaking	3	GEN1121	Academic Reading and Writing II	3
GEN1120	Academic Reading and Writing I	3	GEN1300/	Introduction to Computers <b>or</b>	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	
KAZxxxx	Kazakh Language I	3	GEN2402	Business Statistical Analysis	3
GENxxxx	Physical Training I	2	KAZxxxx	Kazakh Language II	3
			GENxxxx	Physical Training II	2
			GEN1040	Life Security	2
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>19</b>
2 <sup>nd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography <b>or</b>	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	
GEN2700	Introduction to Sociology	2	GEN2720	Introduction to Law of Kazakhstan	2
GEN2701	Introduction to Political Science	2	ACC2201	Management Accounting I	3
KAZxxxx	Professional Kazakh Language <b>or</b>	2	FIN2106	Business Macroeconomics	3
RUSxxxx	Professional Russian Language		IFS2203	Management Information Systems	3
ACC2102	Financial Accounting I	3	MGT3001	Principles of Management	3
MGT2105	Business Microeconomics	3	GENxxxx	Physical Training IV	2
GENxxxx	Physical Training III	2			
<b>Total</b>		<b>19</b>	<b>Total</b>		<b>18</b>
3 <sup>rd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
FIN3121	Principles of Finance	3	LAW2202	Business Law	3
FIN3101	Financial Markets and Institutions	3	OPM3131	Introduction to Operations Management	3
OPM3011	Decision Tools and Techniques	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
MGT3201	Business Communication	2	ACC3110	Management Accounting II	3
MKT3130	Principles of Marketing	3	ACC3201	Intermediate Financial Accounting I	3
ACC3101	Financial Accounting II	3	ACC3210	Taxation in Kazakhstan	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>
<b>Summer Session: ACC4250 Internship</b>			<b>6 Credits</b>		
4 <sup>th</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
XXXxxxx	Program Foundation Elective Basic Discipline	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
ACC3200	Ethics in Accounting	2	ACCxxxx	Program Elective Specialization	3
ACC3202	Intermediate Financial Accounting II	3	ACCxxxx	Program Elective Specialization	3
ACC4203	Auditing	3	MGT4201	Strategy and Business Policy	3
ACCxxxx	Program Elective Specialization	3	ACC4275	Thesis	2
ACCxxxx	Program Elective Specialization	3	ACC4277	State Examination	1
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

## BACHELOR OF FINANCE (BFIN)

### Statement of Purpose

The Bachelor of Finance (BFIN) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the field of Finance. They will also acquire fundamental knowledge in Accounting, Management, Marketing, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Finance graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

## Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Finance and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

## Program Learning Outcomes

The learning objectives of the BFIN program are to develop a level of competency in the following areas:

9. Knowledge of core business practices
10. An understanding of ethical issues and reasoning
11. Good communication skills
12. Critical thinking and analytical skills
13. Global business environment knowledge
14. Multicultural understanding of business environment
15. Familiarity with business information technology
16. Specialized knowledge in the area of Finance

## BFIN Curriculum

To earn a Bachelor of Finance degree, students must complete 146 credits as follows:

<b>Category of Courses</b>	<b>Credit Hours</b>
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>

### General Education Requirements (33 credits) Program Foundation Requirements (64 credits)

*The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

### Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (11 credits) and (2) Elective Specialization Courses (21 credit). The details are provided in the following tables:

#### Program Required Specialization Courses (11 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
FIN3200	Ethics in Finance	2
FIN3210	Corporate Finance	3
FIN3220	Investments	3
FIN3230	Financial Institutions Management	3
<b>TOTAL</b>		<b>11</b>

#### Program Elective Specialization Courses (21 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
FIN3222	Personal Finance	3
FIN4211	Financial Modeling	3
FIN4212	Mergers and Acquisitions	3
FIN4214	Financial Statement Analysis	3
FIN4220	Real Estate Finance	3
FIN4224	Introduction to Financial Derivatives	3
FIN4221	Investment Banking	3

FIN4225	Fixed-Income Securities	3
FIN4231	Commercial Bank Management	3
FIN4232	Risk Management	3
FIN4235	International Financial Management	3
FIN4240	Security Analysis and Portfolio Management	3
FIN4241	Case Studies in Finance	3
FIN4242	Selected Topics in Finance	3
FIN4244	Entrepreneurial Finance	3
FIN4246	Insurance	3
FIN4247	Financial Regulation and Supervision	3
FIN4248	Islamic Banking and Finance	3
OPM3215	Business Time Series Forecasting	3
<b>TOTAL</b>	<b>(Any)</b>	<b>21</b>

#### Additional Education (14 credits)

Course Code	Course Title	Credit Hours
FIN4250	Internship	6
GENxxxx	Physical Education	8

#### Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
FIN4275	Thesis	2
FIN4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

#### Specializations and Requirements under the BFIN Program

The general details of specializations are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Under the Bachelor of Finance (BFIN) program, students have the opportunity to choose one of three specializations: (1) Corporate Finance, (2) Investment Management and (3) Financial Institutions and Regulations. The description and specific requirements of each specialization is provided below:

#### Corporate Finance Specialization

Specialization in Corporate finance is designed for students interested in a finance-related career in the corporate world. Majoring in Corporate Finance, students will be equipped with the tools and skills required in the financial analysis of corporate firms. Students will also obtain an intensive training for evaluating corporate financial and investment decisions and corporate values with the objective to invest in stocks, initial public offering and mergers and acquisitions in a highly internationalized economic and financial environment. For specialization in Corporate Finance, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 4 Program Required Specialization Courses	11
FIN4211	Financial Modeling	3
FIN4214	Financial Statement Analysis	3
FIN4224	Introduction to Financial Derivatives	3
FIN4235	International Financial Management	3
FIN4212	Mergers and Acquisitions <b>or</b>	3
FIN4221	Investment Banking	3
FINxxxx	Any <b>2</b> other Program Elective Specialization courses	6
<b>TOTAL</b>		<b>32</b>

#### Investment Management Specialization

Specialization in Investment Management is designed to prepare students for a career in investment analysis and funds management. Majoring in Investment Management, students will obtain intensive training in the application of the advanced tools and skills needed to evaluate financial risks and returns in investment decisions and manage funds and investment risk. In addition, this specialization will prepare students to successfully sit for the CFA

examination. For specialization in Investment Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 4 Program Required Specialization Courses	11
FIN4211	Financial Modeling	3
FIN4214	Financial Statement Analysis	3
FIN4224	Introduction to Financial Derivatives	3
FIN4225	Fixed-Income Securities	3
FIN4240	Security Analysis and Portfolio Management	3
FIN4220 FIN4244	Real Estate Finance <b>or</b> Entrepreneurial Finance	3
FINxxxx	Any <b>1</b> other course Program Elective Specialization course	3
<b>TOTAL</b>		<b>32</b>

### Financial Institutions and Regulations Specialization

Specialization in Financial Institutions and Regulations is designed to prepare students for a career in financial institutions and public regulatory institutions for financial markets and financial intermediaries. Majoring in Financial Institutions and Regulations, students will receive an intensive training in the tools of restructuring, regulation and supervision of financial markets and institutions. For specialization in Financial Institutions and Regulations, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 4 Program Required Specialization Courses	11
FIN4211	Financial Modeling	3
FIN4214	Financial Statement Analysis	3
FIN4224	Introduction to Financial Derivatives	3
FIN4231	Commercial Bank Management	3
FIN4247	Financial Regulation and Supervision	3
FIN4232 FIN4246	Risk Management <b>or</b> Or Insurance	3
FINxxxx	Any <b>1</b> other Program Elective Specialization course	3
<b>TOTAL</b>		<b>32</b>

### Minors and Requirements under the BFIN Program

Students of the BFIN program can choose one of the following minors:

- Accounting
- Management
- Leadership
- Human Resource Management
- Marketing
- Tourism and Hospitality Management
- Taxation, Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

*The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

### BFIN: 4-Year Study Plan

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1<sup>st</sup> and 2<sup>nd</sup> years of study, one may graduate within a shorter period. BFIN students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 <sup>st</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	GEN1110	Academic Listening and Note Taking	3
GEN1100	Academic Speaking	3	GEN1121	Academic Reading and Writing II	3
GEN1120	Academic Reading and Writing I	3	GEN1300/	Introduction to Computers <b>or</b>	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	
KAZxxxx	Kazakh Language I	3	GEN2402	Business Statistical Analysis	3
GENxxxx	Physical Training I	2	KAZxxxx	Kazakh Language II	3
			GENxxxx	Physical Training II	2
			GEN1040	Life Security	2
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>19</b>
2 <sup>nd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography <b>or</b>	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	
GEN2700	Introduction to Sociology	2	GEN2720	Introduction to Law of Kazakhstan	2
GEN2701	Introduction to Political Science	2	ACC2201	Management Accounting I	3
KAZxxxx	Professional Kazakh Language <b>or</b>	2	FIN2106	Business Macroeconomics	3
RUSxxxx	Professional Russian Language		IFS2203	Management Information Systems	3
ACC2102	Financial Accounting I	3	MGT3001	Principles of Management	3
MGT2105	Business Microeconomics	3	GENxxxx	Physical Training IV	2
GENxxxx	Physical Training III	2			
<b>Total</b>		<b>19</b>	<b>Total</b>		<b>18</b>
3 <sup>rd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
LAW2202	Business Law	3	OPM3131	Introduction to Operations Management	3
FIN3121	Principles of Finance	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
FIN3101	Financial Markets and Institutions	3	FIN3210	Corporate Finance	3
OPM3011	Decision Tools and Techniques	3	FIN3220	Investments	3
MGT3201	Business Communication	2	FIN3230	Financial Institutions Management	3
MKT3130	Principles of Marketing	3	FINxxxx	Program Elective Specialization	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>
<b>Summer Session: FIN4250 Internship</b>			<b>6 Credits</b>		
4 <sup>th</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
XXXxxxx	Program Foundation Elective Basic Discipline	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
FIN3200	Ethics in Finance	2	FINxxxx	Program Elective Specialization	3
FINxxxx	Program Elective Specialization	3	FINxxxx	Program Elective Specialization	3
FINxxxx	Program Elective Specialization	3	MGT4201	Strategy and Business Policy	3
FINxxxx	Program Elective Specialization	3	FIN4275	Thesis	2
FINxxxx	Program Elective Specialization	3	FIN4277	State Examination	1
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

## BACHELOR OF MANAGEMENT (BMGT)

### Statement of Purpose

The Bachelor of Management (BMGT) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the field of Management. They will also acquire fundamental knowledge in Accounting, Finance, Marketing, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Management graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

### Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Management and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

## Program Learning Outcomes

The learning objectives of the BMGT program are to develop a level of competency in the following areas:

17. Knowledge of core business practices
18. An understanding of ethical issues and reasoning
19. Good communication skills
20. Critical thinking and analytical skills
21. Global business environment knowledge
22. Multicultural understanding of business environment
23. Familiarity with business information technology
24. Specialized knowledge in the area of Management

## BMGT Curriculum

To earn a Bachelor of Management degree, students must complete 146 credits as follows:

<b>Category of Courses</b>	<b>Credit Hours</b>
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>

### General Education Requirements (33 credits) Program Foundation Requirements (64 credits)

*The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

### Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (17 credits) and (2) Elective Specialization Courses (15 credit). The details are provided in the following tables:

#### Program Required Specialization Courses (17 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGT3200	Managerial Ethics	2
MGT3204	Human Resource Management	3
MGT3206	Leadership and Motivation	3
MGT3208	Innovation Management	3
MGT3210	International Business	3
MGT3212	Organizational Behavior	3
<b>TOTAL</b>		<b>17</b>

#### Program Elective Specialization Courses (15 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGT3202	Principles of Business Ethics	3
MGT3205	Decision Making	3
MGT3207	Managing Negotiation	3
MGT3209	International Management	3
MGT3211	Small Business Management	3
MGT3213	Managing Change	3
MGT3215	Hospitality Management	3
MGT3216	Leisure and Recreational Management	3
MGT3299	Selected Topics in Management	3
MGT4210	Compensation and Performance Management	3
MGT4210	Training and Development	3

MGT4204	Cases in Management	3
LDP3201	Leadership: Principles and Best Practices	3
LDP4201	Leadership: Making Principles Work	3
LDP4202	Leadership in Action	3
OPM3215	Business Time Series Forecasting	3
<b>TOTAL</b>	<b>(Any)</b>	<b>15</b>

### Additional Education (14 credits)

Course Code	Course Title	Credit Hours
MGT4250	Internship	6
GENxxxx	Physical Education	8

### Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
MGT4275	Thesis	2
MGT4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

### Specializations and Requirements under the BMGT Program

The general details of specializations are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Under the Bachelor of Management (BMGT) program, students have the opportunity to choose one of two specializations: (1) Human Resource Management and (2) Leadership. The description and specific requirements of each specialization is provided below:

#### Human Resource Management Specialization

The specialization in HRM will provide students theoretical foundations and practical knowledge in different functional areas of HRM responsibilities, such as (1) recruitment and selection practices (2) training and development at individual, group and organizational level, (3) compensation and salary administration and (4) conflict management, negotiation and industrial relations activities, with a strong sense of ethics and social responsibility. Courses in this major include training and development, compensation and performance management, conflict management and negotiation, decision making, etc. For specialization in Human Resource Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	<b>17</b>
MGT3213	Managing Change	<b>3</b>
MGT4208	Training and Development	<b>3</b>
MGT4210	Compensation and Performance Management	<b>3</b>
-----	<i>Any 2 courses from the following:</i>	<b>6</b>
MGT3205	Decision Making	3
MGT3207	Managing Negotiation	3
MGT3209	International Management	3
MGT3299	Selected Topics in Management	3
MGT4204	Cases in Management	3
<b>TOTAL</b>		<b>32</b>

#### Leadership Specialization

Leadership is one of the most critical functions that constitute the essence of management competence in modern organizations. It takes mainly strong leaders to prepare the organization to go through essential changes and help it effectively resolve all the difficulties on its way to successful transformation. The Leadership specialization is aimed to develop a new generation of tomorrow's leaders who will be able to: (1) provide strategic vision to their organizations, (2) establish trust and commitment, (3) lead throughout all managerial areas of the organizations, (4) understand the present challenges and trends of the industries, (5) provide effective business solutions, (6) understand and inspire employees, and (7) understand personal capacities of effective leaders. This specialization is intended for highly motivated students who have capacity for leadership and determined to become effective in leading others. For specialization in Leadership, students are required to choose the following specialized courses in auditing:

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
-----	All 6 Program Required Specialization Courses	<b>17</b>
LDP3201	Leadership: Principles and Best Practices	3
LDP4201	Leadership: Making Principles Work	3
LDP4202	Leadership in Action	3
MGTxxxx	Any <b>2</b> other Program Elective Specialization courses	<b>6</b>
<b>TOTAL</b>		<b>32</b>

### **Minors and Requirements under the BMGT Program**

Students of the BMGT program can choose one of the following minors:

- Accounting
- Finance
- Leadership
- Human Resource Management
- Marketing
- Tourism and Hospitality Management
- Taxation, Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

*The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

### **BMGT: 4-Year Study Plan**

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1<sup>st</sup> and 2<sup>nd</sup> years of study, one may graduate within a shorter period. BMGT students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 <sup>st</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	GEN1110	Academic Listening and Note Taking	3
GEN1100	Academic Speaking	3	GEN1121	Academic Reading and Writing II	3
GEN1120	Academic Reading and Writing I	3	GEN1300/	Introduction to Computers <b>or</b>	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	
KAZxxxx	Kazakh Language I	3	GEN2402	Business Statistical Analysis	3
GENxxxx	Physical Training I	2	KAZxxxx	Kazakh Language II	3
			GENxxxx	Physical Training II	2
			GEN1040	Life Security	2
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>19</b>
2 <sup>nd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography <b>or</b>	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	
GEN2700	Introduction to Sociology	2	GEN2720	Introduction to Law of Kazakhstan	2
GEN2701	Introduction to Political Science	2	ACC2201	Management Accounting I	3
KAZxxxx	Professional Kazakh Language <b>or</b>	2	FIN2106	Business Macroeconomics	3
RUSxxxx	Professional Russian Language		IFS2203	Management Information Systems	3
ACC2102	Financial Accounting I	3	MGT3001	Principles of Management	3
MGT2105	Business Microeconomics	3	GENxxxx	Physical Training IV	2
GENxxxx	Physical Training III	2			
<b>Total</b>		<b>19</b>	<b>Total</b>		<b>18</b>
3 <sup>rd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
LAW2202	Business Law	3	OPM3131	Introduction to Operations Management	3
FIN3121	Principles of Finance	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
FIN3101	Financial Markets and Institutions	3	MGT3204	Human Resource Management	3
OPM3011	Decision Tools and Techniques	3	MGT3206	Leadership and Motivation	3
MGT3201	Business Communication	2	MGT3212	Organizational Behavior	3
MKT3130	Principles of Marketing	3	MGTxxxx	Program Elective Specialization	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>
<b>Summer Session: MGT4250 Internship</b>			<b>6 Credits</b>		
4 <sup>th</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
XXXxxxx	Program Foundation Elective Basic Discipline	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
MGT3200	Managerial Ethics	2	MGTxxxx	Program Elective Specialization	3
MGT3208	Innovation Management	3	MGTxxxx	Program Elective Specialization	3
MGT3210	International Business	3	MGT4201	Strategy and Business Policy	3
MGTxxxx	Program Elective Specialization	3	MGT4275	Thesis	2
MGTxxxx	Program Elective Specialization	3	MGT4277	State Examination	1
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

## BACHELOR OF MARKETING (BMKT)

### Statement of Purpose

The Bachelor of Marketing (BMKT) program prepares students to meet the diverse needs of the contemporary Kazakhstan and the worldwide employment markets. Upon graduation students will be able to compete with other highly qualified candidates in these markets. Furthermore, they will demonstrate a firm specialized theoretical knowledge in the field of Marketing. They will also acquire fundamental knowledge in Accounting, Finance, Management, Operations Management, Information Systems and Computer Applications. By applying their skills and knowledge, Bachelor of Marketing graduates will make significant contributions to the community in which they work, whether in business or in the public sector.

### Mission Statement

The program's mission is to equip students with a strong specialized knowledge in Marketing and a solid foundation of business skills and knowledge, to develop their ability to apply this knowledge, and to enable them to transfer the knowledge to business and industry.

## Program Learning Outcomes

The learning objectives of the BMKT program are to develop a level of competency in the following areas:

25. Knowledge of core business practices
26. An understanding of ethical issues and reasoning
27. Good communication skills
28. Critical thinking and analytical skills
29. Global business environment knowledge
30. Multicultural understanding of business environment
31. Familiarity with business information technology
32. Specialized knowledge in the area of Marketing

## BMKT Curriculum

To earn a Bachelor of Marketing degree, students must complete 146 credits as follows:

<b>Category of Courses</b>	<b>Credit Hours</b>
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>

### General Education Requirements (33 credits) Program Foundation Requirements (64 credits)

*The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

### Program Specialization Requirements (32 credits)

Program Specialization Requirements consist of two components: (1) Required Specialization Courses (17 credits) and (2) Elective Specialization Courses (15 credit). The details are provided in the following tables:

#### Program Required Specialization Courses (17 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
MKT3200	Ethics and Social Responsibility in Marketing	2
MKT3201	Consumer Behavior	3
MKT3202	Marketing Communications	3
MKT3214	Brand Management	3
MKT3150	Strategic Marketing	3
MKT4203	Marketing Research	3
<b>TOTAL</b>		<b>17</b>

#### Program Elective Specialization Courses (15 credits)

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
MKT3205	Retailing	3
MKT3210	Services Marketing	3
MKT3212	Fundamentals of Selling	3
MKT3213	Public Relations	3
MKT3220	Tourism Marketing	3
MKT3221	Tourism Practices and Principles	3
MKT3223	Niche Tourism	3
MKT3275	Advertising Management	3
MKT3277	Sustainable Marketing	3
MKT3279	Cross-Cultural Marketing	3
MKT3280	Social Media	3

MKT4201	Cases in Marketing	3
MKT4208	International Marketing	3
MKT4210	Digital Marketing	3
MKT4219	Event Marketing	3
MKT4225	Qualitative Research in Marketing	3
MKT4299	Selected Topics in Marketing	3
OPM3202	Logistics and Supply Chain Management	3
OPM3215	Business Time Series Forecasting	3
<b>TOTAL</b>	<b>(Any)</b>	<b>15</b>

#### Additional Education (14 credits)

Course Code	Course Title	Credit Hours
MKT4250	Internship	6
GENxxxx	Physical Education	8

#### Final Attestation (3 credits)

Course Code	Course Title	Credit Hours
MKT4275	Thesis	2
MKT4277	State Examination	1

The details of these requirements are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

#### Specializations and Requirements under the BMKT Program

The general details of specializations are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.

Under the Bachelor of Marketing (BMKT) program, students have the opportunity to choose one of three specializations: (1) Marketing Communications (2) Brand Management and (3) Tourism and Hospitality Management. The description and specific requirements of each specialization is provided below:

##### Marketing Communications Specialization

The marketing communications major integrates the activities of advertising, public relations, sales promotion, direct marketing, personal selling and digital marketing into a single professional field of expertise. Students will develop knowledge and skills in oral, written and visual modes of communication. In addition to an introductory course in marketing communications, students will take various specialized courses like PR and event marketing. Internship program is intended to ensure that students have not only strong academic preparation, but also practical experience in marketing communications activities. Graduates of this program are expected to be skilled in communicating in various mediums and contexts; have a working knowledge of the basic principles and capabilities of advertising, digital marketing, social media; and have a broad understanding of contemporary marketing theory and business practices. They are expected to be hired by global advertising PR and event agencies as account managers, media planners and event managers. They may also be employed in marketing departments of local and international companies, developing integrated marketing communications strategies and activities. For specialization in Marketing Communications, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	<b>17</b>
-----	Any <b>3</b> courses from the following:	<b>9</b>
MKT3212	Fundamentals of Selling	3
MKT3213	Public Relations	3
MKT3275	Advertising Management	3
MKT3279	Cross-Cultural Marketing	3
MKT4210	Digital Marketing	3
MKT4219	Event Marketing	3
-----	Any <b>2</b> from Program Elective Specialization courses	<b>6</b>
<b>TOTAL</b>		<b>32</b>

##### Brand Management Specialization

The brand management major integrated various courses like social media, cross-cultural marketing, and retailing. Students will develop knowledge and skills in brand audit, negotiations with retailers, communications with

international partners and conducting or evaluating marketing research projects. Students are expected to gain broader understanding of all liaisons brand managers need to develop and maintain as well all functions depending on the specifics of the industry they will operate in. Graduates are expected to be hired by international and local companies for managing the brands and growing brand equity. Alternatively they may start their career as marketing managers. For specialization in Brand Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	<b>17</b>
-----	Any <b>3</b> courses from the following:	<b>9</b>
MKT3205	Retailing	3
MKT4208	International Marketing	3
MKT4210	Digital Marketing	3
MKT4225	Qualitative Research in Marketing	3
OPM3202	Logistics and Supply Chain Management	3
-----	Any <b>2</b> other Program Elective Specialization courses	<b>6</b>
<b>TOTAL</b>		<b>32</b>

### Tourism and Hospitality Management Specialization

The Tourism and Hospitality Management specialization prepares students to understand, analyze, synthesize and apply practical skills and theoretical concepts to the successful management and marketing in a diverse range of organizations including hotels and other accommodations, airlines, attractions, consulting companies, travel agencies, regional tourism organizations, educational institutions and government. For specialization in Tourism and Hospitality Management, students are required to choose the following specialized courses:

Course Code	Course Title	Credit Hours
-----	All 6 Program Required Specialization Courses	<b>17</b>
MKT3220	Tourism Marketing	3
MKT3279	Or Cross-Cultural Marketing	
MGT3215	Hospitality Management	3
MKT3221	Tourism Practices and Principles	3
-----	Any <b>2</b> other courses from the following	<b>6</b>
MKT3210	Services Marketing	3
MKT3223	Niche Tourism	3
MKT4208	International Marketing	3
MKT4210	Digital Marketing	3
MKT4219	Event Marketing	3
<b>TOTAL</b>		<b>32</b>

### Minors and Requirements under the BMKT Program

Students of the BMKT program can choose one of the following minors:

- Accounting
- Finance
- Management
- Leadership
- Human Resource Management
- Tourism and Hospitality Management
- Taxation, Operations Management
- Information Systems and
- Computer Applications

A minor requires a set of required and elective “Basic Discipline” courses for a minimum of 12 credits. A student is not required to choose a minor. One who graduates without a minor has more flexibility in selecting elective courses within the basic discipline of the program.

*The specific requirements and other details of minors are provided under the GENERAL INFORMATION ON BCB UNDERGRADUATE DEGREE PROGRAMS.*

## BMKT: 4-Year Study Plan

A student will be able to graduate within a 4-year period by taking courses successfully according to the following study plan. By taking courses during the summer sessions of the 1<sup>st</sup> and 2<sup>nd</sup> years of study, one may graduate within a shorter period. BMKT students must continuously enroll in the English and Mathematics courses until all required courses are completed with a passing grade. This plan ensures that prerequisite courses are taken appropriately.

1 <sup>st</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1000	History of Kazakhstan	3	GEN1110	Academic Listening and Note Taking	3
GEN1100	Academic Speaking	3	GEN1121	Academic Reading and Writing II	3
GEN1120	Academic Reading and Writing I	3	GEN1300/	Introduction to Computers <b>or</b>	3
GEN1201	Mathematics for Business and Economics	3	GEN2301	Business Computer Applications	3
KAZxxxx	Kazakh Language I	3	GEN2402	Business Statistical Analysis	3
GENxxxx	Physical Training I	2	KAZxxxx	Kazakh Language II	3
			GENxxxx	Physical Training II	2
			GEN1040	Life Security	2
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>19</b>
2 <sup>nd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
GEN1030	Introduction to Environmental Studies	2	GEN2702/	Introduction to Geography <b>or</b>	2
GEN2500	Principles of Ethics	3	GEN2711	Introduction to International Relations	3
GEN2700	Introduction to Sociology	2	GEN2720	Introduction to Law of Kazakhstan	2
GEN2701	Introduction to Political Science	2	ACC2201	Management Accounting I	3
KAZxxxx	Professional Kazakh Language <b>or</b>	2	FIN2106	Business Macroeconomics	3
RUSxxxx	Professional Russian Language	2	IFS2203	Management Information Systems	3
ACC2102	Financial Accounting I	3	MKT3130	Principles of Marketing	3
MGT2105	Business Microeconomics	3	GENxxxx	Physical Training IV	2
GENxxxx	Physical Training III	2			
<b>Total</b>		<b>19</b>	<b>Total</b>		<b>18</b>
3 <sup>rd</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
FIN3121	Principles of Finance	3	LAW2202	Business Law	3
FIN3101	Financial Markets and Institutions	3	OPM3131	Introduction to Operations Management	3
OPM3011	Decision Tools and Techniques	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
MGT3201	Business Communication	2	MKT3201	Consumer Behavior	3
MGT3001	Principles of Management	3	MKT3202	Marketing Communications	3
MKT3150	Strategic Marketing	3	MKTxxxx	Program Elective Specialization	3
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>18</b>
<b>Summer Session: MGT4250 Internship</b>			<b>6 Credits</b>		
4 <sup>th</sup> Year					
Fall Semester			Spring Semester		
Code	Title	Credits	Code	Title	Credits
XXXxxxx	Program Foundation Elective Basic Discipline	3	XXXxxxx	Program Foundation Elective Basic Discipline	3
MKT3200	Ethics and Social Responsibility in Marketing	2	MKTxxxx	Program Elective Specialization	3
MKT3214	Brand Management	3	MKTxxxx	Program Elective Specialization	3
MKT4203	Marketing Research	3	MGT4201	Strategy and Business Policy	3
MKTxxxx	Program Elective Specialization	3	MKT4275	Thesis	2
MKTxxxx	Program Elective Specialization	3	MKT4277	State Examination	1
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

## GRADUATE DEGREE PROGRAMS

### MASTER OF BUSINESS ADMINISTRATION (MBA)

#### Statement of Purpose

The Master of Business Administration (MBA) program at KIMEP is dedicated to training leaders who can effectively manage and successfully transform organizations both in Kazakhstan and internationally.

## Mission

The mission of the program is to prepare high-quality decision-makers and business leaders capable of solving contemporary business problems in a dynamic and competitive global marketplace, in a socially responsible manner.

## Program Learning Outcomes

MBA graduates will demonstrate:

1. Analytical thinking and problem solving skills
2. Communication and leadership skills
3. A strong level of knowledge of the business environment including economic, ethical and international issues
4. Competence in the core business disciplines of Accounting, Finance, Marketing, Management, Operations Management, and Information Systems
5. Integrative business knowledge
6. The ability to apply of theoretical knowledge to practice and research

## Admission Requirements

To be admitted to the Master of Business Administration program, students must satisfy the graduate English entrance requirement (KEET) and must have an acceptable score on the KIMEP Graduate Entrance Exam (KGET). Equivalent scores on similar tests can be substituted according to program policy.

Students with KEET Score of 60% or higher are not required to take Graduate Foundation English or Academic English courses. However students are strongly encouraged to take Academic English Courses to improve their English proficiency. The Language Center (LC) welcomes inquiries related to such opportunities.

Students with 50 to 59 % in KEET will be required to start with Graduate Foundation English Level A (MBA). At the end of this 90-contact hour course (300 learning hours), there will be an exit test. A “B” (73%) is the minimum grade for a pass. Students may take up to two MBA program courses, which should be primarily quantitative in focus, and/or a course in business communication concurrently with Graduate Foundation English Level A (MBA).

Students with 40 to 49% in KEET will initially take Graduate Foundation English Level B. At the end of this 180-contact hour course (600 learning hours), students who receive a “B” (73%) or higher in the course work and on the exit test will then be required to successfully complete Graduate Foundation English Level A with a minimum grade of “B” in both the course work and the exit test.

Students are placed in a Graduate Foundation English level according to their KEET score. This placement will be confirmed by means of a verification test at the outset of the course. If deemed necessary, a student may be required to move to the lower level.

## Degree Requirements

Requirements for the MBA degree are as follows:

Required Foundation Core <sup>1,3</sup>	0 - 24
Required Advanced Core <sup>2,3</sup>	3 - 12
Required Integrative Core <sup>2,3</sup>	6
BCB Electives <sup>4</sup>	12
Internship/Business Research Project / Substitute course <sup>5</sup>	3
Thesis	3
<b>Total Required for Graduation</b>	<b>36 - 60</b>

<sup>1</sup> Some or all of the credits can be waived based on previous academic work. Approval of MBA Program Committee/Associate Dean is required.

<sup>2</sup> Except Strategic Management, some or all of the other courses can be waived based on previous academic work. However, waived credits must be made up by undertaking additional electives.

<sup>3</sup> Total waiver of courses can exceed 24 credit hours. However, any credit waived in excess of 24 credit hours must be made up by undertaking additional courses. Approval of MBA Program Committee/Associate Dean is required.

<sup>4</sup> Some business-related courses from outside of the College of Business can be used as MBA elective courses. Approval of MBA Program Committee/Associate Dean is required.

<sup>5</sup> BRP or substitute course is allowed based on the rules of the Ministry of Education of KZ. Approval of MBA Program Committee/Associate Dean is required.

### **Required Foundation Core** (All are 3 credit courses for a total of 24 credits)

Course Code	Course Title
ACC5201	Financial Accounting for Managers
FIN5200	Managerial Economics

FIN5201	Managerial Finance
MGT5200	Business Communications
MGT5202	Organizational Behavior and Leadership Ethics
MKT5201	Marketing Management
OPM5201	Quantitative Methods for Decision Making
IFS5201	Management Information Systems

**Required Advanced Core** (All are 3 credit courses for a total of 12 credits)

Course Code	Course Title
ACC5202	Managerial Accounting
FIN5202	Advanced Corporate Finance
MKT5202	Advanced Marketing Management
OPM5202	Operations Management

**Required Integrative Core** (Both are 3 credit courses for a total of 6 credits)

Course Code	Course Title
MGT5250	Strategic Management
MGT5211	International Business

**Internship & Thesis** (Both are 3 credit courses for a total of 6 credits)

An Internship and Thesis related to the major is required. Students without a major will undertake Internship and Thesis in general business or in any major/minor area.

Course Code	Course Title
BUS5270	Internship
BUS5275	MBA Thesis

## MAJORS AND MINORS

MBA students may acquire specialized knowledge by choosing major(s) and/or minor(s) in the following areas:

Major	Minor
Accounting Finance Management Leadership and Organizational Development Marketing	Accounting Finance Management Leadership and Organizational Development Marketing International Business Tourism & Hospitality Law Information Systems Operations Management

However, students may receive an MBA without a major or a minor.

### Requirements For Major And Minor

<b>Major</b>
Each major consists of a minimum of 4 courses, beyond core courses and including the thesis, for a total of 12 credits.
<b>Minor</b>
Each minor consists of 2 courses or 6 credits drawn, beyond core courses, from the courses for the major. However, a minor in International Business requires 3 courses (9 credits) and a minor in Law requires 4 courses (12 credits), beyond core courses.

### General MBA

This option allows students to take a variety of courses across all disciplines of business. Students can choose electives to match their career objectives.

***A course cannot be counted towards both the Major and the Minor***

### Program Plan for a Student without Any Waiver of Credits

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

<b><i>A Suggested Schedule Assuming Fall Entry and No Course Waiver (August 2011 – December 2012 = 17 Months)</i></b>					
<b><i>Fall</i></b>		<b><i>15 credits</i></b>	<b><i>Summer I &amp; II</i></b>		<b><i>12 credits</i></b>
ACC5201	Financial Accounting for Managers		FIN5202	Advanced Corporate Finance	
FIN5200	Managerial Economics		MKT5202	Advanced Marketing Management	
MGT5200	Business Communications		MGT5211	International Business	
OPM5201	Quantitative Methods for Decision Making		BUS5270	Internship	
IFS5201	Management Information Systems				
<b><i>Spring</i></b>		<b><i>15 credits</i></b>	<b><i>Fall</i></b>		<b><i>18 credits</i></b>
ACC5202	Managerial Accounting		Elective	Major/Minor	
FIN5201	Managerial Finance		Elective	Major/Minor	
MKT5201	Marketing Management		Elective	Major/Minor	
OPM5202	Operations Management		Elective	Major/Minor	
MGT5201	Organizational Behavior and Leadership Ethics		BUS5275	Thesis	
			MGT5250	Strategic Management	

### FAST-TRACK MBA

The purpose of the fast-track MBA is to allow graduates of some KIMEP undergraduate programs to earn a MBA degree within a shorter period of time. Graduates from other reputable academic institutions may also qualify for this opportunity.

#### Required Credits and Credit Calculations:

1. Students under Fast-Track enrollment are eligible for a maximum waiver of 24 credits (8 courses). Total waiver of courses can exceed 24 credit hours. However, any credit waived in excess of 24 credit hours must be made up by undertaking additional courses. Approval of MBA Program Committee/Associate Dean is required.
2. Students under Fast-Track enrollment must take minimally 3 credits of Strategic Management, 3 credits of Internship/Business Research Project/Substitute Course, and 30 additional credits in core and/or elective courses (including MBA Thesis) as other MBA's.
3. Course credit waivers will be considered using the eligibility criteria set by the MBA Program Committee / MBA Program Administration. Approval of MBA Program Committee/Associate Dean is required.
4. Waived course grades will not be used on transcript to compute overall MBA GPA.
5. Students should discuss waivers, eligibility and transfer of credits with their academic advisor and/or administrators of the MBA Program.

#### Program Plan for a Student on FAST-TRACK MBA

Students may take courses in any order they wish as long as courses meet all prerequisites. The following schedule is suggested to ensure that students make orderly progress towards degree completion, by taking prerequisites before the courses that require prerequisites.

<b><i>A Suggested Schedule Assuming Fall Entry and Waiver of All Foundation Core Courses (August 2011 – July 2012 = 12 Months)</i></b>					
<b><i>Fall</i></b>		<b><i>15 credits</i></b>	<b><i>Summer I</i></b>		<b><i>6 credits</i></b>
ACC5202	Managerial Accounting or Sub.*		BUS5270	Internship	
OPM5202	Operations Management or Sub.*		BUS5275	Thesis	
FIN5202	Advanced Corporate Finance or Sub.*				
MKT5202	Advanced Marketing Management or Sub.*				
MGT5211	International Business or Sub.*				
<b><i>Spring</i></b>		<b><i>15 credits</i></b>	<b><i>* If an advanced core course is waived, the</i></b>		

Elective	Major/Minor	<i>substitute course can be any elective course. However, if the waived course represents student's chosen area of Major or Minor, the substitute course must be in the same area.</i>
Elective	Major/Minor	
Elective	Major/Minor	
Elective	Major/Minor	
MGT5250	Strategic Management	

### **MBA: ACCOUNTING MAJOR and MINOR**

Accounting involves the measurement, recording and reporting of financial information that is critical for management decision-making in organizations. Managers need to understand how accounting information may be used to make decisions, control processes and people, and motivate employees. In addition to use this information effectively, managers need to be familiar with the manner in which Annual Financial Statements, Budgets and Variance Reports, etc. are constructed. Crucially also, managers need to understand their personal and legal responsibilities for internal control and for reporting financial information.

The MBA program offers a 4-course Major (including the MBA Thesis course) in “Accounting” that addresses the broad range of issues described above. The major prepares students both for careers as managers, and for careers in accounting, auditing, controllership, treasury functions and budgeting. The MBA program also offers a 2-course Minor. Both the Accounting major and minor will help prepare students to sit for such professional exams as the CPA, CMA, ACCA, etc.

### **ACCOUNTING MAJOR AND MINOR: REQUIREMENTS**

<b>Major requires both courses from Group A and 1 course selected from Group B Minor requires 2 courses selected from Group A and Group B</b>	
<b><i>Group A: Required courses for major</i></b>	
ACC5209	Advanced Accounting
ACC5212	Financial Statements Analysis
<b><i>Group B: Elective courses for major and minor</i></b>	
ACC5206	Auditing
ACC5207	International Financial Reporting Standards
ACC5210	Taxation in Kazakhstan
ACC5211	Principles of Taxation
ACC5216	Professional Auditing
ACC5217	Fraud Examination
ACC5260	Selected Topics in Accounting

### **Entry and Exit Criteria for Accounting Major and Minor**

**Entry criteria for Major and Minor:** To be admitted to the Accounting major and minor, a student must be in good academic standing.

**Exit criteria for Major:** At the time of graduation, a student will be required to have a minimum overall GPA of 3.00 in Accounting courses (GPA of the two core Accounting courses and the four courses for Major in Accounting, including Thesis).

**Exit criteria for Minor:** At the time of graduation, a student will be required to have a minimum overall GPA of 3.00 in Accounting courses (GPA of the two core Accounting courses and the two courses for minor in Accounting).

### **MBA: FINANCE MAJOR and MINOR**

The discipline of Finance in business education has undergone major changes over the last two to three decades as a result of changing contents and contexts of business finance. Modern finance is just at the corridor of money and capital markets in Kazakhstan. Students learning finance will be in high demand in the local and international markets as it has been happening all over the world.

Finance as an academic discipline is concerned with three interrelated fields:

- Money and Capital Markets that deal with securities markets and financial institutions;

- Investments which focuses on the decisions of both individual and institutional investors as they choose securities for their investment portfolios; and
- Financial Management or “business finance” which involves the actual management of firms.

Students with a Major in Finance can seek career opportunities, either domestically or internationally, in the following areas:

- Financial institutions and markets such as banks and other depository institutions, insurance companies, mutual funds, pension funds and the central bank;
- Small or big corporations, typically within the treasury functions of these firms that involve cash, credit, receivables and inventory management, capital budgeting, financial analysis and forecasting, dividend and capital structure policy-making, etc.;
- Investment sectors, typically, working as sales agent of financial securities, security analyst, portfolios manager, investment advisor, etc.

#### FINANCE MAJOR AND MINOR: REQUIREMENTS

<b>Major requires the course from Group A and 2 courses selected from Group B</b> <b>Minor requires the course from Group A and 1 course selected from Group B</b>	
<b>Group A: Required courses for major</b>	
FIN5206	Investment Management
<b>Group B: Elective courses for major and minor</b>	
FIN5204	Financial Institutions Management
FIN5209	International Finance
FIN5210	Financial Derivatives
FIN5211	Bank Management
FIN5213	Credit and Market Risk Management
FIN5214	Risk Management and Insurance
FIN5215	Investment Banking
FIN5260	Selected Topics in Finance

#### Entry and Exit Criteria for Finance Major and Minors

**Entry criterion for Major and Minor:** To be admitted to the Finance Major and Minor, a student will have to meet a minimum overall GPA requirement of 2.67 (to be set annually), and also receive a minimum of a B-(minus) in FIN5201 Managerial Finance.

**Exit criterion for Major and Minor:** At the time of graduation, a student will have to have a minimum overall GPA of 3.00 in Finance courses (GPA of Finance courses including the two core courses and four Finance courses for Major, including Thesis).

#### MBA: MANAGEMENT MAJOR and MINOR

The Management major and minor prepares students for a career as a manager. As Kazakhstan develops, the need for trained and capable managers in the area of international and cross-cultural management will continue to grow. This will create a need for managers who are able to work effectively with ideas and with people through strategic decisions, negotiations, projects, and human resources management. This major program intends to fully develop the capability of Managers to understand and make decisions regarding the globalization of business. After completing this program, participants will

- Have the ability to visualize and understand the organization, the factors critical for its success, and the processes that can empower people to reach their objectives;
- Be able to organize tasks, delegate responsibilities, communicate priorities, and to lead and motivate others to work together to accomplish shared goals;
- Be capable of identifying and analyzing problems, taking corrective actions, and rewarding performance.

## MANAGEMENT MAJOR and MINOR: Requirements

<b>Major requires both courses from Group A and 1 course selected from Group B Minor requires 2 courses selected from Group A and Group B</b>	
<b><i>Group A: Required courses for major</i></b>	
MGT5206	Leadership and Motivation
MGT5212	Decision Making
<b><i>Group B: Elective courses for major and minor</i></b>	
MGT5207	Human Resources Management
MGT5227	Change Management
MGT5229	Competitive Advantage Strategy
MGT5230	Innovation Management
MGT5260	Selected Topics in Management

## MBA: LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT MAJOR and MINOR

Leadership and organizational development major and minor prepares students to assume executive leadership positions in future. As Kazakhstani economy evolves, leadership and organizational development will become the area where more capable and competent leaders will be in high demand. This will create a need for strong leaders to prepare organizations to go through strategic changes and effectively manage those.

After completing this program, participants will be able to:

- Provide strategic vision to their organizations
- Understand and promote ethical values
- Analyze the trends of the industries
- Design effective organizations and effectively manage changes
- Lead their organizations towards achieving superior performance

## LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT MAJOR and MINOR: Requirements

<b>Major requires both courses from Group A and 1 course selected from Group B Minor requires 2 courses selected from Group A and Group B</b>	
<b><i>Group A: Required courses for major</i></b>	
MGT5232	Leadership and Corporate Governance
MGT5233	Leadership and Organizational Design
<b><i>Group B: Elective courses for major and minor</i></b>	
MGT5206	Leadership and Motivation
MGT5207	Human Resources Management
MGT5227	Change Management
MGT5229	Competitive Advantage Strategy
MGT5230	Innovation Management

## MBA: MARKETING MAJOR and MINOR

Marketing is a complex and multi-faceted function that demands the practitioner be competent across a wide range of knowledge and skills. As a marketing executive, the young entrant may be asked to carry out many different functions. Marketing management is responsible to employers, shareholders, stakeholders, and fellow employees. A marketing manager requires an ability to absorb information quickly and to be able to use analytical, interpretative, and decision-making skills. In the Marketing Minor courses, students learn practical skills by analyzing Kazakhstani

and international company's activities through market research projects and promotional campaigns.

The Marketing major and minor prepare students for careers in a challenging, fast-paced, dynamic, and constantly changing organizational environment.

**MARKETING MAJOR and MINOR: Requirements**

<b>Major requires both courses from Group A and any 1 course from Group B Minor requires any 2 courses from Group A and Group B</b>	
<b><i>Group A: Required courses for major</i></b>	
MKT5203	Consumer Behavior and Marketing Strategy
MKT5206	Marketing Research
<b><i>Group B: Elective courses for major and minor</i></b>	
MGT5225	Hospitality Management
MKT5204	Integrated Marketing Communications
MKT5210	International Marketing
MKT5213	Event Marketing
MKT5214	Strategic Brand Management
MKT5221	Tourism Marketing
MKT5260	Selected Topics in Marketing

**MBA: INTERNATIONAL BUSINESS (IB) MINOR**

The International Business minor gives students an opportunity to obtain an education in the context of the globalized business environment. The primary objective of this Minor is to provide an interdisciplinary curriculum for students interested in careers in international business. With increased liberalization of goods and capital markets, the rise of multinational corporations, and a growing trend of globalization, there is a keen demand for business graduates with skills in international business. This is particularly relevant for Kazakhstan, a transition economy characterized by growing international trade and foreign direct investment. The International Business Minor is intended to meet that demand.

**International Business (IB) MINOR: Requirements**

<b>Minor requires all 3 courses from the following list</b>	
FIN5209	International Finance
LAW5204	International Commercial Law
MKT5210	International Marketing

**MBA: TOURISM and HOSPITALITY MINOR**

Kazakhstan's public and private entities, recognizing the vital and growing importance of Tourism and Hospitality, is promoting heavily the sector as an industry and a socio-cultural factor. The Tourism and Hospitality minor prepares students to understand synthesize and apply theoretical concepts and practical skills to successful management and marketing of various services and organizations involved in this industry.

**TOURISM and HOSPITALITY MINOR: Requirements**

<b>Minor requires any 3 courses from the following list</b>	
MGT5225	Hospitality Management
MKT5221	Tourism Marketing
MKT5205	Services Marketing
MKT5213	Event Marketing

### **MBA: MINOR IN BUSINESS LAW**

An MBA minor in law is a concentration that a graduate student selects to obtain a specialized knowledge of law. A student must complete a total of 12 credit hours within the Minor in Business Law Program.

#### **MINOR IN BUSINESS LAW Requirements**

<b>Minor in Business Law requires both courses from Group A and 2 courses selected from Group B</b>	
<b>Group A: Required courses for minor</b>	
LAW5204	International Commercial Law
LAW5701	Company Law
<b>Group B: Elective courses for minor</b>	
LAW5205	Private International Law
LAW5206	International Commercial Arbitration
LAW5705	Intellectual Property Law
LAW5706	International Banking Law
LAW5801	Corporate Finance
LAW5802	International Taxation Law
LAW5803	International Investment Disputes
LAW5804	Mergers and Acquisitions

### **MBA: MINOR in INFORMATION SYSTEMS**

A minor in Information Systems is of interest to students who wish to specialize in business-oriented use of information analysis and data processing. KIMEP curriculum provides an overview of information systems, with special emphasis on its business applications and managerial control.

#### **INFORMATION SYSTEMS MINOR: Requirements**

**Minor requires any 3 courses with the IFS code except for core course**

### **MBA: MINOR IN OPERATIONS MANAGEMENT**

Operations Management is a broad field that covers production, purchasing, materials handling, distribution and transportation. Operations management can also focus on services and processes within functional units such as human resource operations or marketing operations.

#### **MINOR IN OPERATIONS MANAGEMENT Requirements**

**Minor requires any 3 courses with the OPM code except for core course**

### **MERIT CERTIFICATES**

In order to be eligible for a merit certificate in a specific area, a MBA student must:

- I. Take all three courses offered in the respective area (Taxation, Risk Management, Brand Management and Auditing).
- II. Meet exit criteria of overall GPA of 3.67 in three courses required for merit certificate.
- III. Minimum course passing grade for a merit certificate is B+.

#### **Merit Certificate in Auditing**

<b>Merit Certificate in Auditing requires all three courses from the list below (9 credits)</b>	
ACC5206	Auditing

ACC5217	Fraud Examination
ACC5216	Professional Auditing

#### Merit Certificate in Taxation

<b>Merit Certificate in Taxation requires all three courses from the list below (9 credits)</b>	
ACC5210	Taxation in Kazakhstan
ACC5211	Principles of Taxation
ACC5260.1	Selected Topics in Accounting: Taxation of Multinational Enterprises

#### Merit Certificate in Finance: Risk Management

<b>Merit certificate in Risk Management requires all three courses from the list below (9 credits)</b>	
FIN5204	Financial Institutions Management
FIN5210	Financial Derivatives
FIN5213	Credit and Market Risk Management

#### Merit Certificate in Brand Management

<b>Merit certificate in Brand Management requires all three courses from the list below (9 credits)</b>	
MKT5203	Consumer Behavior and Marketing Strategy
MKT5204	Integrated Marketing Communications
MKT5214	Strategic Brand Management

### LL.M. –M.B.A. DUAL DEGREES PROGRAM

The School of Law and the Bang College of Business cooperate in offering an LL.M.-M.B.A. dual degrees program. Information about this program can be found in the Dual Degrees portion of the catalogue.

## EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EXMBA)

### Statement of Purpose

The Executive Master of Business Administration program is targeted towards high-potential, middle and senior managers. The program, based on the North American model, is designed to equip participants with the skill-sets to broaden their strategic and global perspectives of business, and to develop a wider range of leadership and management skills. Participants will develop the strategic thinking necessary in today's world of business to gain increased understanding of the total organization and achieve and maintain a competitive advantage. The program is offered in both English and Russian languages, via flexible learning model that allows for active continuous full-time employment while simultaneously achieving the Executive MBA.

KIMEP's Executive MBA is a transformational experience, both personally and professionally. The Program equips you with the skills, knowledge and networks to propel your career wherever you decide to take it.

The program allows you to *balance a demanding career and personal commitments* with 18-month period of intensive study and professional development. Study on alternate Fridays and Saturdays during the foundation classes, and then specialize through electives.

Taught by world-renowned faculty, you benefit from the diverse perspectives of peers from a wide variety of nationalities, job functions and industry sectors.

### Mission

The purpose of the Executive MBA program (ExMBA) is to provide business enterprises with strategic competitive advantages and government agencies with the enhanced capacity to deliver public services by building on the existing

capacities of the next generation of senior managers and executives to allow them to become effective leaders. The program will also enable working professionals to gain a comprehensive understanding of business and earn a Master of Business Administration degree without interrupting their career.

## PROGRAM OBJECTIVES

The objectives of this Program are to give practicing managers:

1. A comprehensive understanding of business and general management.
2. The knowledge and skills to lead ethically within any part of an organization or to lead across departments.
3. A broader perspective of business, developing a strategic and global perspective.
4. The enhanced capacity to apply strategies to improve their organizations.
5. The enhanced capacity to use information technology proficiency, including supply chain management.
6. The enhanced capacity to improve organizational performance.
7. The ability to analyze impact of the external forces on the organization (including economic, financial, marketing, etc.)

## INTENDED PROGRAM LEARNING OUTCOMES

After successful completion of the Program, learners will be able to:

- Design, analyze and synthesize the business research.
- Analyze business theories, markets, and reporting practices in organizational development settings.
- Describe and analyze a simple circular flow model and the national accounts, the role of economics for organization's success.
- Describe and synthesize the main concepts and describe issues of the modern financial systems including financial markets and financial institutions.
- Identify organizational, personal, cultural issues that impact on Ethics as leaders lead culturally diverse work teams to a success.
- Evaluate contemporary issues in IT/MIS and their impact on IT/MIS problems in an organizational setting.
- Describe the underlying concepts, techniques, analyses and methods by which the accounting functions support management decision-making.
- Describe and synthesize current investment decision making methodologies of the organization.
- Describe and analyze the relationship between operations and a competitive advantage in the marketplace.
- Describe and analyze the key concepts in strategic marketing and assess their relative importance.
- Describe and define the current trend of globalization.
- Identify and synthesize strategic approach and applicability of the risk management.
- Synthesize, select and justify an appropriate business strategy, and use it in strategic audit of a company.

### Student Status

Following general KIMEP policies in accordance with the KIMEP Catalogue, Executive MBA employs several criteria for classifying students. The most important classification is the status while studying at KIMEP.

**Degree Student** – is any student who intends to complete a program of study and to earn a degree, which is offered by KIMEP. To have degree status a student must have successfully been formally admitted to a degree program.

**Non-degree Student** – is any student who wishes to take classes for personal reasons without the intent of earning a degree. In order to register a student must apply for admission as a non-degree student and be accepted.

Non-degree students can take the same number of courses as degree students, but can only take courses for which they meet the prerequisites or business experience may satisfy the prerequisites requirements subject to approval of the Program Administration.

If a non-degree student applies and is accepted to a degree program, some credits earned in non-degree status can transfer to the degree program. In very rare circumstances non-degree student may transfer credits earned. However there are restrictions and limitations. Details are defined in the section on transfer of credits.

**Exchange student** – is any student studying at KIMEP who is a degree-seeking student from another university. KIMEP has student exchange programs with many partner universities from around the world. Students from partner universities study at KIMEP for one or two semesters and transfer the credits back to their home university.

**Adult Learner** – is a non-degree option offered to all people interested in auditing KIMEP courses. A person who is accepted under the Adult Learning status is not formally the student of KIMEP and, therefore, do not receive any/all benefits that students have though the rules and conducts while taking courses have to be followed (KIMEP and KZ regulations). A person under the Adult Learning status can only audit the course and no course assessment will apply to these individuals. No formal transcript is provided upon the completion of the course, which reflects the name of the course, semester and AU grade. Audited courses cannot be transferred or converted to degree programs at KIMEP. Registration for the courses is done on a space-available basis (any courses in KIMEP official schedule) during registration period for other non-degree students. All other non-degree conditions apply, including full payment in advance with no refunds.

### Admission Criteria

#### 2.1. Admission requirements

KIMEP seeks to admit students who have demonstrated the potential to succeed in business and government and have shown evidence of their managerial and leadership capability at the supervisory, tactical and strategic levels. Criteria for admission include such qualities as demonstrated management and leadership performance, competency in English, work/real life business experience and achievements combined with leadership and creativity.

An applicant is expected to fulfill the following entry requirements when applying for a graduate program at KIMEP University:

### **1. General Entry Requirement:**

This is the *general* entry requirement for graduate programs and it refers to the applicant's educational background. In addition to the general requirement, there are also other entry requirements, which refer to the applicant's special qualifications within certain subject areas, and which all applicants must fulfill.

The general entry requirement for Executive MBA Program at KIMEP University is an academic [Bachelor degree](#) or former Diploma of Higher Education of minimum of 120 credit points (or minimum of 240 ECTS) earned.

### **2. Professional Experience requirement.**

An applicant is expected to possess sufficient experience and overall profile should align with the program's objectives and qualification.

At least 5 years of professional experience is required. This may be verified by supporting documents (labor book, an official letter from an employer, application form, references and passing a random double-checking procedure). Maturity and motivation is a part of the overall applicant's assessment.

### **3. Language Requirement:**

An applicant must fulfill the language requirement in [English](#) or Russian when applying to a respective studies cohort.

#### **3.1. English Requirements for Admission**

As part of the KIMEP admission process, applicants write the KIMEP English Entrance Test (KEET). Their results in the KEET are used for initial placement. Students with higher proficiency levels in English who obtained a score above of 50% are admitted directly to their program.

#### **3.2. Foundation English Courses**

Students who obtain less than 50% in the KEET will be placed into the Foundation Phase. The primary goals of this phase include not merely the development of English language competence to a level that sustains study at master's level, but also the improvement of study and organizational skills, critical and analytical thinking, and other skills that contribute to successful university study at an advanced level.

Students in the Foundation Phase are placed in a Graduate Foundation English course according to their KEET score. Two levels of Graduate Foundation English are offered:

3. Graduate Foundation English Level B—for those with a KEET score of 30-39%
4. Graduate Foundation English Level A—for those with a KEET score of 40-49%

Classes are strongly learner-centered and task-based. Great emphasis is placed on encouraging students to take responsibility for their learning and to realize the crucial importance of diligent study habits both in and outside the classroom. Assessment is continuous and feedback is constructive and frequent.

### **4. KIMEP Graduate Entrance Test**

To be admitted to the Executive MBA Program, students are expected to satisfy the graduate English entrance requirement (KEET) and must have an acceptable score on the KIMEP Graduate Entrance Exam (KGET). Equivalent scores on similar tests can be substituted according to program policy. Minimum passing score in KGET is 15.

### **5. Equal Opportunities**

KIMEP University provides equal opportunities for all applicants irrespective of age, sex, religion and other conditions. It includes the acceptance of people with disabilities, offering them the same conditions as are offered to other applicants.

A person with a disability is able to seek admission to, or apply for enrolment in, KIMEP University **on the same basis** as a prospective student without a disability.

KIMEP University puts in place actions to help ensure equal opportunity for people with a disability by making education related adjustments.

The academic requirements for admissions are determined by identifying academic achievement reasonably expected at the admission, including skills and abilities required and whether the academic requirements can be met in another way by making education related adjustments.

Admissions tests: KEET and KGET are objective and do not discriminate against applicants on grounds of any of the protected characteristics. Tests and assessments are accessible to applicants with disabilities and KIMEP University complies with its duty to make reasonable adjustments for disabled people who are being assessed. KIMEP University makes the test material available in an adapted format, allowing extra time or providing a scribe, depending on the individual needs of the applicant.

**NB: Fulfilling the entry requirements does NOT guarantee admission, as the admission is subject to approval of the Executive MBA Oversight Committee.**

## 2.2. Admission Process

### Step 1. Application

#### 1.1. Application form.

An Applicant fills in an application forms, signs it and submits to the Executive MBA External Affairs Manager.

#### 1.2. Recommendation letters

Letters of recommendation: it is required to present two letters of recommendation for the admission committee / executive committee, references should be provided from a professional supervisors, who are familiar with an applicant and his/her work. Referees are former or current employers or direct managers who can submit recommendation letters electronically or as a hard copy in paper format (sealed envelope).

#### 1.3. Motivational essay

As a final requirement for admission to the program, a motivational essay must be provided. It is personal and specific. Motivational essay is expected to prove that an applicant is well informed and that he/she have put a lot of thought into their choice of education. It should also explain the purpose and the motivation of choosing this particular education.

An applicant should answer questions such as:

- What can you bring to the Program?
- Assume you are not qualified to study at the Program? Why should we consider your application?
- How can you compensate for the fact that you do not have an academic background?

Applicant's educational background is the most important factor in assessment, however, business life and work experience might also be considered, if they are relevant with regard to the chosen program. Applicant's motivational essay must not exceed two A4 pages.

### Step 2. An applicant takes KEET & KGET

Once the assessments have shown that an applicant meets formal admission requirements, applicant will be invited to participate in KIMEP English Entrance Test and KIMEP Graduate Entrance Test.

### Step 3. Scores reported to Graduate Admission Office

Results of the taken KEET and KGET tests are reported to the Graduate Admission Office by the Chief Testing Officer.

### Step 4. Graduate Admission Office Sends for Review and Approval

Complete application package including score results of KEET & KGET is provided to two members of the BCB Executive MBA core faculty for review and approval.

### Step 5. Approval by the BCB Executive MBA Core Faculty

Two members of the BCB Executive MBA core faculty:

- (1) review the entire application package
- (2) evaluate recommendation letters and motivational essays.
- (3) In case two members are unanimous in their opinion (when both mark the application as "Accept" or both mark as "Reject") then process follows *step 6* onwards.
- (4) If there is a border-line case when two members have different opposing opinions or one member is hesitant about the firm evaluation of "accept" / "reject", and is rather inclined to assess as "further consideration needed" then
- (5) An application is submitted to the BCB Executive MBA Oversight Committee for final decision. Such cases are expected to be rare and unique.

### Step 6. Communication of the result

Executive MBA Program Internal Affairs manager informs an applicant of the Committee's decision about the admission.

### Step 7. Optional. Supplementary Courses

When an applicant is lacking sufficient educational background (education areas not relevant to social sciences, business educational background, etc), an applicant is expected to do supplementary courses to fulfill the requirements. Supplementary courses must be done at academic bachelor/undergraduate level. An applicant may do supplementary courses at universities all over the world as long as they fall within the course areas required.

It is entirely up to the BCB Executive MBA Program Oversight Committee to assess in which category a course belongs. Applicants are also welcome to do supplementary courses at KIMEP.

## Degree Requirements

The Executive MBA is offered via a venue that is consistent with area business and government needs. Class meetings are scheduled on alternate weekends in intensive sessions. In the future, a customized meeting schedule may be developed to accommodate the specific needs of prospective candidates. In either model, the requisite 45-hours of contact time with learner and faculty per each 3-credit course will be achieved.

Learning time of is organized in a way that a learner at the Executive MBA Program is required to spend on average 30 hours a week including teaching hours and self-study.

The schedule or order of course delivery is at the discretion of the Executive MBA Committee. While the program curriculum is fixed, the order that courses are delivered may vary from cohort to cohort.

Course work	KIMEP credits	ECTS credits
6 courses , including original research in report form	6 course x 6 credits each = 36	6 courses x 10 credits each = 60 credits
<b>Total Required for Graduation</b>	<b>36</b>	<b>60</b>
<b>Cumulative GPA (at or above)</b>	<b>3.00</b>	<b>3.00</b>

### Executive MBA Program Courses

Our courses are aimed at improving management skills and pushing business practice to new heights. Prerequisites to all Executive MBA courses shall be determined at the discretion of the Executive MBA Committee. In general, at least five years of business or government management or leadership experience is sufficient, however, if a particular skill-set or background is missing, a pre-requisite course can be required. The program balances the business skills and knowledge needed to act in a leadership capacity in a small to large organization.

Course Code	Module Title	ECTS	Learning hours
	<b>Foundation Management</b>	10	
Module 1	Research Methodology		135
Module 2	Organizational Behavior and Development		135
	<b>Management Core Concepts</b>	10	
Module 3	Applied Managerial Economics		90
Module 4	Finance & Accounting: Theory and Applications		180
	<b>Leadership Development</b>	10	
Module 5	Leadership and Ethics		135
Module 6	Business Intelligence Applications		135
	<b>Decision Making</b>	10	
Module 7	Management Control Systems		135
Module 8	Financing & Investment Decision Making		135
	<b>Globalization Perspectives</b>	10	
Module 9	Global Logistics & Supply Chain Management		90
Module 10	Strategic Marketing		90
Module 11	Global Business, Innovation and Risk Management		90
	<b>Integrative Concepts</b>	10	
Module 12	Strategic Management and Business Policy		135
Module 13	Integrated Business Research Project		135

### Prerequisite coursework

Prerequisites to all Executive MBA courses shall be determined at the discretion of the Executive MBA Committee. In general, the business or government management/leadership experience prescribed in the admissions criteria is sufficient. However, if a particular skill-set or background knowledge is missing, a pre-requisite course can be required. The program encompasses the business skills and knowledge needed to act in a leadership capacity in a small to large organization.

### Transfer of Credits

#### Transferring KIMEP credits

Business related credits earned in degree status at KIMEP are permanent and can be used in any degree program for which the credits are appropriate. If a student is withdrawn from KIMEP and later reappplies to study under a new student ID, the credits previously earned can be transferred to the records for the new ID. If requirements have changed then some credits may not be applicable. The curriculum committee of the department or program makes the final determination of whether previous credits correspond to current requirements and can count towards the degree.

Grade taken at KIMEP, on a different students' ID, can be transferred only if they are "B-" or better."

Students who change degree status or ID number must request that their records be updated during the first semester of study under the new ID number.

Transfer of credits from non-degree status are allowed in case the student transfer from non-degree to a degree status and when student has earned a grade of minimum "B" or better. Up to 15 credits are allowed to be transferred from non-degree to a degree status.

Transfer of credits to non-degree status is not allowed.

#### **Transfer of Credits from outside of KIMEP**

Business related coursework completed at other accredited universities in Kazakhstan or abroad can be transferred to KIMEP. The verification of MES license or equivalent shall accompany any college decision on credits transferred (except for the institutions that have formal agreement with KIMEP on academic course transfers). Number of credits transferred is a math calculation of course content as per current KIMEP credit system.

A student with coursework completed outside of KIMEP should present a request for course transfer to the department that would most likely be responsible for the course at KIMEP. 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.

1. If an equivalent course exists at KIMEP the transcript will indicate the course code and course title of the KIMEP course. The course need not transfer for the same number of credits as the KIMEP course.

2. If a business related course does not match a current course title then the course can be transferred as Special Topics.

3. Courses in disciplines that are not taught at KIMEP can still be transferred as free electives.

4. Courses taught in languages other than English can be considered for transfer if the courses were taken at an accredited university.

5. Credits for courses taken at other institutions of higher education will only be transferred if the student has earned a "B-" or higher grade in the course. Transfer of grades earned at graduate level at KIMEP involves a transfer of a letter grade equivalent and will count towards the requirements of Grade Point Average.

However, coursework taken at a partner university as part of a KIMEP sponsored student exchange program requires only a passing grade in order to be transferred.

6. No letter grade is assigned to transfer courses. Transfer courses are not considered in the calculation of the grade point average.

7. No more than fifty (50) percent of student's degree program requirements can be transferred. No transfer credits to non-degree status are allowed.

8. The course transfer decision is an academic decision and the final judgment and decision is made by the department that would most likely be responsible for the course at KIMEP (number of credits, level of the course, course equivalent in KIMEP catalog, etc.).

9. Registrar may not accept for processing some credits transfers if not satisfied with above. The Academic Council does oversight of the course transfer procedure and decision making in case of inconsistencies or student appeals.

#### **ECTS transfer**

Coursework completed at European universities is often defined in terms of ECTS (European Credit Transfer System). ECTS is based on workload and learning outcomes rather than on class contact time. Learning time is calculated as 135 hours per existing 3-credit course at KIMEP.

1. A student wishing to transfer ECTS credits earned at a university using ECTS – credit system is expected to provide a transcript with relevant courses taken.

2. Having received a formal application and a transcript, KIMEP shall recognize the qualifications obtained by a student wishing to transfer ECTS unless a substantial difference can be shown between the general requirements for access from a university in which the credits were obtained and in the KIMEP University in which recognition of credits is sought.

3. In case a student has any concerns or doubts in relation to the procedures described above, a student may refer to a Convention on the Recognition of Qualifications Concerning Higher Education in the European Region, Lisbon, 11.IV.1997

#### **Independent Studies**

In light of peculiar course delivery mode at Executive MBA program (sequential delivery), certain students may require to enroll at Independent study course format.

A **graduate student** (in good academic standing on regular status) may enroll in independent study if:

1. a course necessary for graduation is missed when offered at the enrolled cohort

2. a course necessary for graduation is missed with the next cohort when the course is offered

3. a course necessary for graduation is not offered

4. if a course necessary for graduation has been cancelled. Independent study can be authorized if sufficient courses or substitute courses are not available for the student to make continuous progress towards completing the degree. No more than six credits of independent study can be used for a graduate degree.

The process for completing an independent study is as follows:

1. A faculty member with expertise in the subject area (preferably a faculty member who has previously taught the course) agrees to supervise the independent study.
2. The faculty member submits a study plan detailing the learning objectives, reading assignments, student-faculty contact schedule, and methods of assessment.
3. The Program Administration reviews the study plan. The Program Administration may approve the plan, disapprove the plan, or request additional information.
4. If the Program Administration agrees then a recommendation is made to the dean for final approval.
5. The dean notifies the Registrar's Office in writing of the approval of the independent study. The form for Independent Study is available at Registrar's website.
6. The student registers for the course as independent study and pays the tuition fee at a level of 50% of the regular tuition fee. Independent study course tuition fee is considered above tuition fee for the whole Program.
7. At the end of the semester the faculty supervisor submits all documents verifying completion of the independent study along with the grade for the course.

### **Time Limits**

All students admitted to the program are admitted as full time students

1. The program is delivered such that students are expected to complete all degree requirements within a 18-month period.
2. The maximum duration of the program is 36 months. Under exceptional circumstances the Executive MBA Committee may extend this period.

### **Tuition and Refund Policies**

There is one fee for the program, set for each cohort group. Information on tuition fee, discounts, payments options and refund policy are available from program office.

### **Suspension of Studies**

The program recognizes that unforeseen circumstances may result in a student being unable to attend one or more courses. In such cases, the student may request a temporary suspension of their studies. This does not mean a withdrawal from the program itself. Requests to suspend studies must be made in writing to the Executive MBA Program Director.

Courses missed during the period of suspension may be taken by joining another Executive MBA cohort. In the event that the course is not offered by the Executive MBA Program, or if the student is unable to attend the course that is offered, the student may be required to take a similar course (approved by the Executive MBA Program) in KIMEP's regular MBA program. Alternatively, the student may make a special request to the Executive MBA Program Director to complete the course requirement via self-study. Normally, a maximum of one self-study course will be permitted in the program. At the discretion of the program additional requests may be considered in exceptional circumstances. In the cases of courses taken by joining another Executive MBA cohort, or taken with the regular MBA program, there will be no additional charge to the student provided the request for suspension of studies was received prior to the start of the course. In the case of self-study the student will be required to pay half the (Executive MBA) full credit value for the course.

A suspension of studies does not alter the time allowed to complete the Executive MBA degree. It is the student's responsibility to complete the degree requirements with the time articulated in the 'Degree Requirements' section of the Program Overview and/or KIMEP catalogue.

### **Retaking of Courses**

Students retaking courses for reasons other than those described above will be required to pay a tuition fee based on the per-credit fee in effect for the Executive MBA class that he/she joins. The tuition fee will be calculated as 'total credits in the program / full tuition fee for the program' \* 'credit value of the course'.

## **DOCTOR OF BUSINESS ADMINISTRATION (DBA)**

### **Mission**

The main mission of the program is to train scholars, academics and professionals in the design and development of original business research. The program involves a combination of course and research work over a period of approximately six years. This degree will build the graduate's capacity in the areas of teaching and professional business research, and ensures that graduates are placed in the leading positions in academia and businesses. The main objective of the program is to strategically affect all business and economics education in Central Asia, and

foster international business techniques to assist in the development of the Kazakhstan economy and educational system. With a team of internationally renowned professors and researchers, and extensive partnership with some of the top business schools in the world, we are well prepared to deliver a quality DBA program unrivalled in the entire region.

### Learning Goals and Objectives:

The DBA program at BCB aims at achieving the following goals:

- Create scholars who can advance business theory and practice,
- Develop effective business educators,
- Encourage analytical thinking, critical analysis and innovative problem solving.

In consideration of the program mission and goals the DBA program has established a set of learning objectives. Upon completion of the program the DBA graduate should be capable of:

- Making significant intellectual contributions to the body of knowledge in their chosen field.
- Applying relevant theoretical knowledge to contemporary business problems.
- Applying a range of qualitative and quantitative research methods.
- Critically evaluating business research studies.
- Demonstrating superior oral and written communication skills.
- Gain expertise in respective areas such as management, finance and accounting

### Admissions

Admission to the DBA program is highly competitive. Admission is granted to candidates deemed most likely to complete and benefit from the program. The final decision on admission is based on a comprehensive assessment of the applicant's overall qualifications and commitment to the program.

#### Requirements for admission to the DBA program include:

- A) A master's degree or equivalent from a nationally attested or internationally recognized university<sup>1</sup>
- B) Official GMAT score of at least 600 or equivalent<sup>2</sup>
- C) Official TOEFL score of at least 600 or equivalent<sup>2</sup>
- D) At least three years of experience in a corporate, government, academia or non-profit organization.
- E) At least two professional letters of recommendation.
- F) A typed statement of purpose (500 words or less) that states the applicant's academic and professional interests; how the applicant will benefit from the DBA program professionally and personally; the applicant's strengths and qualities that will enable him/her to complete a rigorous doctoral program; and the specific reasons for choosing KIMEP.
- G) A professional resume.
- H) An Admissions Interview.

### Degree Requirements

The DBA program has five major components\*:

1. Coursework (30 credit hours),
2. Comprehensive Examinations (3 credit hours),
3. Dissertation Proposal Defense (6 credit hours),
4. Complete 2 Research Papers
5. Dissertation Defense.

Each component requires a different set of analytical, writing and research skills that are required for a doctoral degree. Although the coursework is designed to prepare the student for their qualifying exam and dissertation successful completion of the coursework therefore does not assure passing the comprehensive examinations, and passing the comprehensive examinations does not assure completing the dissertation.

#### 1. Course work (30 credit hours)

Research Methodology and Econometrics: 3 courses	9
Major area courses: 5 courses	15
Elective courses: 2 courses	6

<sup>1</sup> students who do not hold an MBA degree or an equivalent degree in Business are required to take prerequisite business courses before taking any DBA courses

<sup>2</sup> No more than five years old and must be sent directly from the Educational Testing Service (ETS).

Total	30
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*\*Students without sufficient business education background are required to undertake additional coursework as previously mentioned.*

### Grade Point Average

A student must maintain a cumulative 3.33 GPA throughout the program. Courses in which grades below “B-” are received but are not accepted for the DBA degree. Grades received in courses transferred from another institution are not included in calculation of the grade point average. If a grade of “C+” or lower is received, the student should repeat the course. More than one retake should acquire an approval from the Council. When the GPA is calculated, the grade for the repeated course will substitute for the original grade. Grades of “I” turn to “AW” if work is not completed within one year

#### 2. Comprehensive Examinations (3 credit hours)

Before admission to candidacy, a doctoral student must pass a comprehensive examination in the field of concentration. The examination must be written and oral and will test the student’s mastery of a broad field of knowledge. To take the comprehensive exam, a student must complete the coursework listed on his/her degree plan, and earn at least four semesters of residence. A student is eligible to take the written comprehensive examination after completing all coursework in with a GPA of 3.33 or better.

#### 3. Dissertation proposal Defense (6 credit hours)

#### 4. Complete 2 Research Papers

DBA Students are required to produce two papers in their major area that are suitable for publication or presentation at an international conference.

#### 5. Dissertation (21 credit hours)

The Committee must consist of five members of which at least one, and no more than two, may be outside member(s). The role of the outside member of a doctoral dissertation committee “is to bring in a different perspective on the subject than that offered by the BCB faculties. The outside member should be Academically Qualified and fulfill the requirements endorsed by the research committee and should be in a field related to the dissertation s area. The student will present an oral defense of their dissertation in front of the members of the dissertation committee and in a public forum. Any members of the KIMEP faculty will be eligible to attend. Invitations will be sent to the KIMEP faculty at large.

### SPECIALIZATIONS

- Accounting
- Finance
- Management

### DBA CURRICULUM 2011-2012

Doctoral Requirements for all DBA students

1. Research Methodology and Econometrics (9 credit hours):

**BUS 6301 Research Methods I**

**BUS 6302 Research Methods II**

**BUS 6303 Econometrics**

2. Major Area Courses (15 credit hours):

Accounting

**ACC 6301 Accounting Research**

**ACC6302 Accounting Related Capital Markets Research**

**ACC6303 Management Accounting Research**

**ACC6304 Judgment and Decision Making in Accounting**

**ACC 6305 Special Topics in Accounting**

Finance

**FIN 6301 Theory of Finance**

**FIN 6302 Research in Finance**

**FIN 6303 Corporate Finance**

Management

**FIN 6304 Financial Markets and Institutions**

**FIN 6305 Special Topics in Finance**

**MGT 6301 Business and Entrepreneurship**

**MGT 6302 Organizational Behavior and Leadership Theories**

**MGT 6303 Management and Organization Theory**

**MGT 6304 Strategic Management and Competitive Analysis**

**MGT 6305 Special Topics in Management**

3. Elective courses (6 credit hours) the minor area, chosen by the student in consultation with the Associate Dean and can be chosen from any areas outside of the major
4. Comprehensive Exams in Major field (3 credit hours)
5. Defense of the dissertation proposal (6 credit hours)
6. Complete 2 Research Papers
7. Formal Defense of the candidate's dissertation (21 credit hours), students must register for a minimum of 21 credit hours for the dissertation a minimum of 60 credit hours to complete the coursework and dissertation

### **DBA PROGRAM ACADEMIC POLICIES**

In general academic policies on registration, course load, class attendance, withdrawal, etc. apply to doctoral students the same as to other graduate students. In other cases there may be a separate policy for doctoral students which take precedence over general academic policy.

#### **Independent Study Policy**

An Independent Study is a course in which the instructor will direct student(s) in a non-classroom environment to replace a regular (traditional) course when the regular course cannot be offered by the program for the current semester due to various reasons.

The purpose of an Independent Study course is to help the student complete their course requirements in a timely manner. Any course in the curriculum can be taken as an independent study if there is consent from the instructor who offers the course and approval from the DBA Council. The Independent Study workload should be equivalent to a regular DBA course. Students must submit an **Approval for Independent Study Form** (Appendix A) to ODPR. A DBA Student may take a maximum of 9 credits as independent study.

#### **Transfer of Credit**

Unless coursework has been transferred, students must take a minimum of 60 credits to satisfy the requirements of the DBA program. A transfer of credit may be given for a post graduate level course completed by the student especially if taken as part of an official exchange program. A maximum of nine credits of coursework may be transferred upon petition to the DBA Council. Transfer credits are allowed only for courses from accredited institutions with a grade of B or higher. A doctoral student must successfully complete one semester in residency at BCB before the coursework is eligible for transfer. The transfer of credit must be approved by DBA council.

#### **Financial Support**

Students will be awarded a tuition waiver and monthly stipend in exchange for a teaching assistantship (TA) or research assistantship (RA) position during both semesters of the academic year. Teaching assignments and research fellowships are also available during summer semester.

There is no separate financial assistance application form. All applicants who submit a complete application for admission by the application deadline are considered for financial assistance.

## COLLEGE OF SOCIAL SCIENCES

### ADMINISTRATION

Dean  
Shahjahan Bhuiyan, PhD

Associate Dean  
Aigerim Ibrayeva, MPhil, MPA

Research Coordinator  
Gerald Pech, PhD  
Office: # 4 (Valykanov bld.)  
Tel.: +7 (727) 270-42-46 (ext. 3007)  
Fax: +7 (727) 270-43-44  
e-mail: aigulb@kimep.kz  
[www.kimep.kz/academics/css](http://www.kimep.kz/academics/css)

### GENERAL INFORMATION

#### Statement of Purpose

The College promotes understanding about society, its structure, its relationship to both the state and the marketplace, and the means by which information is disseminated throughout society. The College accomplishes its purpose by:

- developing graduates who are independent and highly qualified critical thinkers, who are well prepared for graduate social sciences study in English, and who can become the future leaders of the public and private sectors, including news media, in a modern Kazakhstan;
- conducting and disseminating applied and academic research for the betterment of Kazakhstan and Central Asia more generally; and
- contributing, through our graduates, to the securing of the foundations for democratic government, strong civil society, good laws and fair law enforcement in the region.

#### Mission Statement

The goal of the College is to aid in the building of civil society in Kazakhstan and, through our graduates who move beyond its borders, in Central Asia and elsewhere. The College strives to play a significant role in promoting societal and political liberalization throughout the region, thereby contributing to the quality of people's lives both materially and culturally.

The Strategy for achieving the mission is to develop and disseminate knowledge of diversified human economic, social and political experience relevant to Central Asia. We recognize that life is complex and that not all the situations our graduates will face will be easily understood. That's why we prepare them to think analytically and critically about past and present human experience at the individual, group national and global level. That is also why we provide our students with the values, the basic analytical knowledge and techniques, and the employment-relevant and problem-solving skills they needed to be able to address both the anticipated and the unknown challenges that lie ahead in the twenty-first century. Our students are prepared for a wide variety of graduate programs in the social sciences and for career opportunities in business, journalism, government, social services and education.

We want all our students to experience a vibrant academic community, one in which they have opportunities:

- to mix with foreign exchange and visiting field-work students;
- to learn from, and to be mentored by, visiting professors and our well qualified and experienced foreign and local faculty;
- to study abroad for credits at one of our world-class partner universities; and
- to be paid teaching and research assistance working with faculty committed to delivering high quality teaching and learning, and research.

#### Profile

The College is a union of four disciplines that range from classical social science theory to professionally-oriented curricula. The faculty is a mix of both foreign faculty and Kazakhstani faculty. Not only are the faculty academically qualified but they possess a wealth of professional experience which is important in developing and mentoring the professionals of the future.

To provide a focus for College's research and scholarship activities, there are three academic research centers:

- The Central Asian Studies Center

- The European Studies Center
- Central Asian Center for Media and Society

More than 1000 students are enrolled in the College of Social Sciences degree programs at the undergraduate and graduate levels.

### **Degree Programs**

The College is administratively divided into five departments: Economics, Journalism, International Relations and Regional Studies, Public Administration and General Education. Each department, except the latter, currently has both undergraduate and a graduate degree program.

## **DEPARTMENT OF ECONOMICS**

Office № 222 (Valikhanov building)  
 Tel.: +7 (727) 270-42-63  
 (ext. 3043, 3041)  
 e-mail: economics@kimep.kz

### **Mission Statement**

The Department provides international-standard education in economics. It is a center of education with relevance to the region and beyond.

Its core mission is to train students in the economic way of thinking and apply analytical tools to social, business and economic policy issues. It aspires to enable its students to compete on an equal footing with graduates from top-ranking departments anywhere in the world. It trains graduates to lead and support decision making processes at all levels in organizations in business and society and inculcates them with a set of concepts and ideas which transcend cultural boundaries.

The department prepares its students for a wide range of career choices in government, financial institutions, private and public sectors, intergovernmental as well as multilateral institutions. It provides its students accordingly with personal development and a choice of courses and specializations, such that they can match their educational profile to the career they wish to pursue. The greatest strength of an education in economics, however, is the variability of how it can be applied and the rigor and clarity of thinking which it imparts.

### **Administration**

Department Chair  
 Aloysius Ajab AMIN, PhD

### **Degree Programs**

The Department of Economics offers a Bachelors of Economics at the undergraduate level and a Master of Arts in Economics for post graduate students.

## **DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION**

Office № 418 (Valikhanov building)  
 Tel.: +7 (727) 270-42-96  
 (ext. 3110),  
 e-mail: jmc-asst@kimep.kz

### **Mission Statement**

The Department of Journalism and Mass Communication offers the skills and understanding needed for success in professional communication, in such fields as Public Relations, online and print Journalism, Management of media organizations, and Broadcasting. In an age of Internet-propelled change, effective communication is essential. We are the leading program in Central Asia for preparing students for professional and academic excellence. Courses are taught in English, giving graduates the strong language skills that help them achieve their dreams around the world.

The Department offers international-level opportunities to aspiring communication specialists. We have strong ties with Journalism, Broadcast and Public Relations leaders, both internationally and in Kazakhstan. This helps J&MC graduates gain key positions in a full range of media companies. Beyond media employment, many graduates become leaders in commercial, governmental and non-governmental organizations, which increasingly demand communication and media expertise.

At the same time, the Department prepares students for academic prominence. Our graduates earn Ph.D.s in leading Western universities. Analytical and research skills, valued by employers all over the world, are a central part of each course.

Students learn from highly-qualified international professors with a wealth of both professional and academic experience. Instructors from Kazakhstan combine Western training with extensive local knowledge. The J&MC department is strongly student-focused and supportive. We treat each student as an individual, helping them complement practical skills with a superb knowledge base. Departmental facilities are exceptional, giving graduates outstanding hands-on skills and problem-solving abilities.

The Department of Journalism and Mass Communication is Kazakhstan's leader in professional communication education at an international level. We are committed to the success and satisfaction of our students, and to the development of Kazakhstan in an interconnected world of information.

#### **Administration**

Department Chair  
Sholpan Kozhamkulova, Ph.D.

#### **Degree Programs**

The Department of Journalism and Mass Communication offers a Bachelor of Arts in Journalism and a Master of Arts in International Journalism and Mass Communication.

## **DEPARTMENT OF PUBLIC ADMINISTRATION**

Office № 306 (Valikhanov building)  
Tel.: +7 (727) 270-42-66  
(ext. 3049),  
e-mail: [dpmngr@kimep.kz](mailto:dpmngr@kimep.kz)

#### **Mission Statement**

The mission of the Department of Public Administration is to deliver international-standard education and research in public policy, administration, and management relevant to Kazakhstan and the Central Asian region.

The department's operational goals are:

- to educate Kazakhstani and Central Asian professionals for future leadership in government, business, and the NGO sector;
- to provide students with the analytical and practical skills needed for them to be successful researchers, policymakers, and managers; and
- to foster within students an ethos of public service and active citizenship.

The Department realizes its goals through a diverse and highly qualified local and foreign faculty and support staff. It offers an interdisciplinary range of courses in areas such as financial management, public administration, environment, health, and education, while encouraging students in a broad range of research endeavors of their own choice. Its program is rounded out through a Public Administration Internship which places candidates in their choice of public, private, and non-government organizations, including the Parliament of Kazakhstan. Graduates of the Department of Public Administration are accepted into top Western universities.

The Department is an institutional member of various organizations, such as the National Association of Schools of Public Affairs and Administration (NASPAA), the Network of Asia-Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG), and the Network of Institutes and Schools of Public Administration in Central and Eastern Europe (NISPAcee). The membership in NISPAcee qualifies the Department to apply for accreditation of its programs by the European Association for Public Administration Accreditation (EAPAA).

#### **Administration**

Department Chair  
Taiabur Rahman PhD.

#### **Degree Programs**

The Department of Public Administration offers a Bachelor degree in Public and Municipal Administration for undergraduate students and a Master in Public and Municipal Administration for post graduate students.

## **DEPARTMENT OF INTERNATIONAL RELATIONS AND REGIONAL STUDIES**

Office № 108 and 110 (Valikhanov building)  
Tel: +7 (727) 270-42-79/88  
(ext. 3001/3050)  
Email:

Alessandro Frigerio, Chair of the Department: [frigerio@kimep.kz](mailto:frigerio@kimep.kz)

### Mission Statement

The Department of International Relations and Regional Studies is designed to produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations. Our multidisciplinary program provides a cutting-edge, well-rounded education, modeled on and delivered according to the highest international standards. Our program of study has received international recognition from top programs such as the Internal Masters in Russian, Central and Eastern European Studies program in Glasgow University, UK, which now offers a joint degree with our Master of International Relations program. By closely cooperating with a KIMEP-based research institute, the Central Asian Studies Center (CASC), the Department is establishing itself as an internationally-recognized base of excellence in research and the training of future scholars.

### Objectives

The Objectives of the Department are:

1. to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and
2. to provide a solid foundation for future scholars who want to pursue graduate study and research in international relations and related fields in the social sciences and humanities.
3. To foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
4. To analyze the core fields and sub-fields in the discipline through innovative teaching
5. To develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship.
6. To help students understand the concepts, theories and methodologies used in the disciplines so that students can integrate theoretical knowledge and practical experience.

### Administration

Department Chair  
Alessandro Frigerio, PhD.

### Degree Programs

The Department of International Relations and Regional Studies offers a Bachelor of Social Sciences in International Relations (BSSIR) for undergraduate students and a Master in International Relations (MIR) for post graduate students.

### Research Center

Since the Academic Year 2010-11 the College of Social Sciences (CSS) of KIMEP University has created the Central Asian Studies Center (CASC) based in the College of Social Sciences (CSS) and led by the Department of International Relations and Regional Studies, for fostering cooperation on research with international scholars.



### Central Asian Studies Center (CASC)

Facebook: CASC Almaty

Website: <http://www.casc.kz>

Director: Associate Professor Nargis Kassenova, KIMEP University

Deputy Director: Assistant Professor Zharmukhamed Zardykhan, KIMEP University

## UNDERGRADUATE DEGREE PROGRAMS

To earn a degree from the College of Social Sciences, a student must fulfill the following requirements:

6. Fulfill all KIMEP degree requirements, which include the completion of all General Education Requirements and completion of a minimum of 146 credits.
7. Completion of 10 credits of Program foundation courses. The required courses are:

### Program Foundation Required Language Courses (10 credits)

Course Code	Course Title	Credits
GEN 1110	Academic Listening and Note-taking	3
GEN 1121	Academic Reading and Writing II	3
<b>KAZ/RUS</b>	Professional Kazakh (or Russian) Language	2
GEN 2430	Research, Reading, Writing	2
<b>TOTAL</b>		<b>10</b>

8. Completion of an internship (6 credits) as specified by the program requirements.
  9. Completion of the requirements of a degree program offered by the College of Social Sciences.
  10. Completion of the physical education, internship, thesis and exit test requirements
- The College of Social Sciences offers the following undergraduate degree programs:

- Bachelor of Arts in Economics (BAE)
- Bachelor of Arts in Journalism (BAJ)
- Bachelor of International Relations (IR)
- Bachelor of Public and Municipal Administration (PMA)

Each degree program has one or more options for a major. In some programs the student is not required to complete a major. A student who graduates without a major has more flexibility in selecting elective courses within the program.

The following table illustrates the general structure of the degree programs in the College of Social Sciences. The exact details are given under each degree program.

General Education Requirements	33
Program Foundation Courses	64
Program Requirements or Major	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Required for Graduation</b>	<b>146</b>

## BACHELOR OF ARTS IN ECONOMICS (BAE)

### STATEMENT OF PURPOSE

The BAE program teaches students how to analyze social and economic systems. This gives them flexibility in thinking and in choice of career. The program emphasizes intuition and empirical foundations of economic analysis.

### LEARNING OBJECTIVES

In order to ensure that graduates have the critical perspective necessary to lead and the skills to support decision making, the BAE program aims to impart

- knowledge of core concepts and theories of economic science and the ability to put them into perspective, that is to compare their predictions and to critically assess their applicability in different circumstances;
- the ability to structure and analyze situations and to critically assess and evaluate solutions;
- practical skills to establish relationships between economic variables;
- the ability to communicate ideas and information clearly and effectively in oral and written English;
- the ability to work effectively with others in the pursuit of common objectives.

## BAE CURRICULUM

To earn a Bachelor of Arts in Economics a student must complete 146 credits.

General Education Requirements	33
Program Foundation Courses	64
Program Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Required for Graduation</b>	<b>146</b>

### PROGRAM PREREQUISITES

Students should choose the General Education courses with the assistance and advice of the academic advisors. The following are some guidelines for students in the BAE program. For details, see Undergraduate General Education requirements. In particular, students should take GEN 2410 *Calculus* because it is a prerequisite for the program required course ECN 3103 *Quantitative Methods for Economics*.

### PROGRAM FOUNDATION REQUIRED COURSES (52 CREDITS)

#### PROGRAM FOUNDATION REQUIRED LANGUAGE COURSES (10 CREDITS)

Course Code	Course Title	Credits
GEN 1110	Academic Listening and Note-taking	3
GEN 1121	Academic Reading and Writing II	3
<b>KAZ/RUS</b>	Professional Kazakh (or Russian) Language	2
GEN 2430	Research, Reading, Writing	2
<b>TOTAL</b>		<b>10</b>

#### Program Foundation Required Courses (42 credits)

Course Code	Course Title	Credits
GEN1201	Mathematics for Business and Economics (Mathematics in Economics)	3
ECN2083	Introduction to Statistics	3
ECN2103	Principles of Microeconomics (Economic Theory 1)	3
ECN2102	Principles of Macroeconomics (Economic Theory 2)	3
ECN3081	Intermediate Microeconomics (Microeconomics)	3
ECN3082	Intermediate Macroeconomics (Macroeconomics)	3
ECN3184	Econometric Methods	3
ECN3350	Financial Economics I (Finance)	3
ECN2202	Business Law (Entrepreneurial Law)	3
ECN3155	Money and Banking (Financial Institutions and Markets)	3
ECN4154	Government and Business (Government Regulation of the Economy)	3
ECN2201	Accounting and Auditing	3
ECN3152	Management and Organizational Architecture (Management)	3
ECN3105	Marketing	3
<b>Total</b>		<b>42</b>

#### Program Foundation Elective Courses (12 credits)

Course Code	Course Title	Credits
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ECN4085	Applied Macroeconomics (Macroeconomics II)	3
ECN4086	Applied Microeconomics (Microeconomics II)	3
ECN3086	Mathematical Economics	3
ECN4125	Monetary Economics	3
ECN4121	Public Economics I	3
ECN4185	Applied Econometrics	3

### Major requirements

The BAE program offers three majors: Business Economics, Public Policy and Financial Economics. Students who want a flexible curriculum may choose to graduate without a major by earning 9 credits from economics elective courses.

**Public Policy** prepares students to work with international organizations such as IMF, World Bank, WTO, multinational organizations, international law firms, financial institutions, government agencies, such as ministry of commerce and trade and research organizations.

**Business Economics** prepares students for business and finance. In this major, the student may concentrate on financial economics, if he/she wishes. Such specialists may become financial analysts, risk-performance analysts, investment bankers, investment brokers, and financial consultants.

**Financial Economics** prepares students for work in the financial sector.

Students, with permission from the chair, may replace any of their major electives with ECN 4181 (Special Topics in Economics).

### Major Required Courses (23 credits)

Course Code	Course Title	Credits
ECN4111	International Economics	2
<b>ECN3104</b>	Operations Management (Production Planning and Economics of Production)	3
ECN4152	Industrial Organization (Economics of Enterprises)	3
ECN3103	Quantitative Methods for Economics	3
ECN4104	Research Methods and Methodology (Data Analysis)	3
ECN3151	Managerial Economics (Entrepreneurship)	3
ECN3161	Natural Resource Economics (Environmental Economics)	3
ECN3189	Economy of Kazakhstan	3
Total		23

### Major in Business Economics (9 credits)

In addition to the major required courses, students choose 9 credits from the following courses:

Course Code	Course Title	Credits
ECN2360	Introduction to Personal Finance	3
ECN3193	Project Appraisal	3
ECN4351	Foreign Exchange Markets	3
ECN4359	Investment in Emerging Markets	3
ECN4153	Law and Economics	3
ECN4122	Labor Economics	3
ECN4350	Advanced Financial Economics	3

### Financial Economics (9 credits)

Students have to choose ECN4350 (Advanced Financial Economics). They may choose 9 credits from the following electives:

ECN4351	Foreign Exchange Markets	3
ECN4359	Investment in Emerging Markets	3
ECN4352	Financial Econometrics	3

### Major Electives for Public Policy (9 credits)

Students choose ECN3101 (World Economy) and/or ECN4169 (Economics of Less Developed Countries) and additional electives from the following list:

Course Code	Course Title	Credits
ECN3193	Project Appraisal	3
ECN4359	Investment in Emerging Markets	3
ECN4153	Law and Economics	3
ECN4122	Labor Economics	3

### Prerequisites

The following chart illustrates which Economics courses have prerequisites. For details see course descriptions. All required English courses must be completed before taking Microeconomics or Macroeconomics.

### MINORS FROM DEPARTMENT OF ECONOMICS

In order to earn a minor degree in economics students must take at least 15 credits in total. The Department of Economics offers the following three minors for all non-BAE students:

#### a) Minor in Economics

In order to earn a minor in Economics, students have to take all required courses plus any other three additional courses from Economics Department with code ECN3000 and above to complete 15 credits.

#### Required courses for minor in Economics:

ECN3081 Intermediate Microeconomics  
ECN3082 Intermediate Macroeconomics

#### b) Minor in Financial Economics

In order to earn a minor in Financial Economics, students have to take all required courses and additional courses for this minor to complete 15 credits.

#### Required courses for minor in Financial Economics:

ECN3081 Intermediate Microeconomics  
ECN3082 Intermediate Macroeconomics

#### Additional courses for minor in Financial Economics:

ECN2360	Introduction to Personal Finance
ECN3155	Money and Banking
ECN3189	Economy of Kazakhstan
ECN4111	International Finance
ECN4125	Monetary Economics
ECN4351	Foreign Exchange Markets
ECN3350	Financial Economics I

#### c) Minor in International Economics

In order to earn a minor in International Economics, students have to take all required courses and additional courses for this minor to complete 15 credits.

#### Required courses for minor in International Economics:

ECN3081	Intermediate Microeconomics
ECN3082	Intermediate Macroeconomics
ECN4111	International Economics

#### Additional courses for minor in International Economics:

ECN3189	Economy of Kazakhstan
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ECN3101	World economy
ECN4351	Foreign Exchange Markets
ECN4169	Economics of Less Developed Countries
ECN4359	Investment in Emerging Markets

**d) Minor in Business Economics**

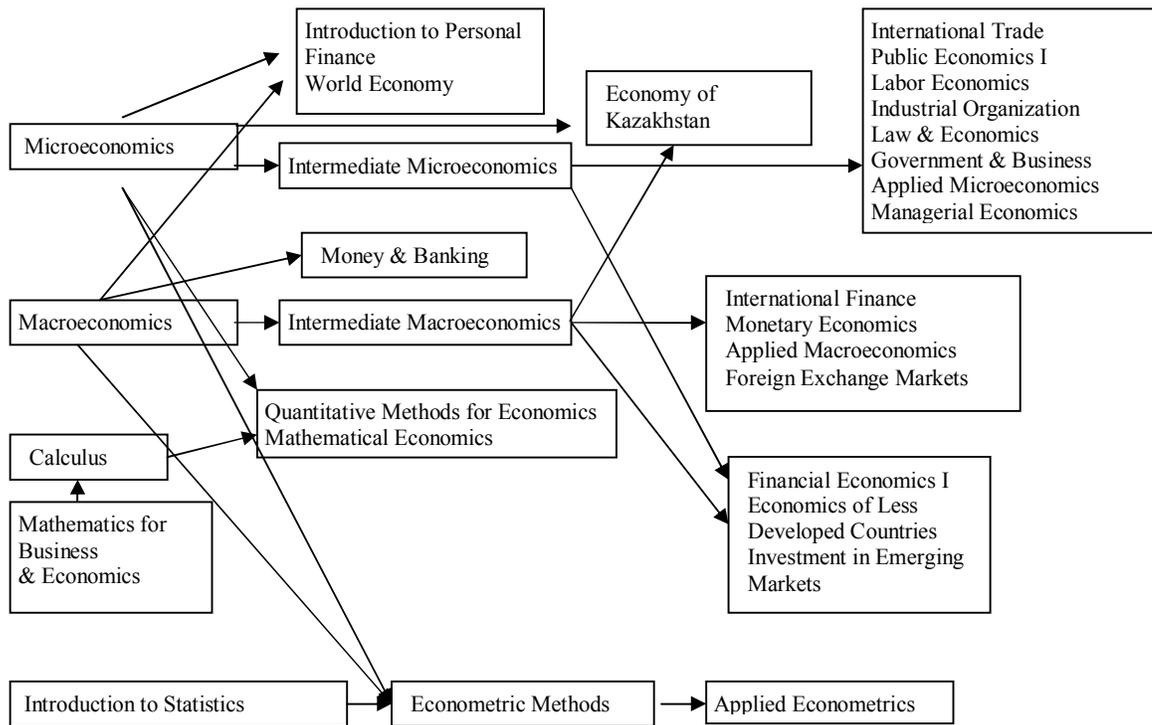
In order to earn a minor in Business Economics, students have to take all required courses and additional courses for this minor to complete 15 credits.

**Required courses for minor in Business Economics:**

ECN3081 Intermediate Microeconomics

**Additional courses for minor in Business Economics:**

ECN2360	Introduction to Personal Finance
ECN3103	Quantitative Methods in Economics
ECN3151	Managerial Economics
ECN3184	Econometric methods
ECN3193	Project Appraisal
ECN4152	Industrial Organization
ECN4153	Law and Economics
ECN4154	Government and Business



**Additional Education (14 credits):**

Physical Education	8
Internship	6

**Final Attestation (3 credits):**

Course Code		
ECN4183	Thesis	2
ECN4999	State Examination (Exit Exam)	1

### Thesis requirements<sup>3</sup>

**Thesis (ECON4183)** Students have to write a thesis on an independent research which they undertake in consultation with a faculty advisor. Students must set up an appointment with a faculty member who may specialize in the student's potential topic, submit a proposal and obtain written approval of the faculty advisor. In order to register for a thesis, students must have completed 90 credits, including ECN 4104 Research Methods and Methodology and an econometrics methods course.

#### Writing the thesis

The thesis analyzes an economic problem. It should follow the structure of a journal article: Introduction, Explanation of the Methodology Used, Evaluation of the Data (if any), and Conclusion. As a guideline, the paper should be about 10,000 words in length, with supporting data, graphs and appendices.

#### Grading of the Thesis

The thesis is graded on a letter scale with plus and minus grades (e.g., A+, A, ..., D, D-). The faculty advisor will determine the final grade based on the quality of the thesis and on feedback from two faculty members.

#### The following criteria will be applied:

- Is the argument of the thesis sound?
- Does valid evidence and do examples support the argument of the thesis?
- Is the essay well organized? Are the parts arranged in a clear sequence?
- Is the essay well researched?
- Is the thesis well presented?
- Are there mistakes in usage or spelling?

**ECN4999 State Examination (Exit Exam)** Students are required to take the examination.

### Internship requirements

All BAE students are required to complete a 6-credit internship. Students may select from the following three options:

<b>OPTION A: Introductory Internships</b>		
CSS3001.1: Introductory Internship (Kazakhstan Parliament) Foundation Course		3 credits
CSS3001.2: Introductory Internship: Kazakhstan Parliament		3 credits
OR		
CSS3002.1: Introductory Internship (Ministry of Economic Development and Trade) Foundation Course		3 credits
CSS3002.2: Introductory Internship: Ministry of Economic Development and Trade		3 credits
<b>OPTION B: Professional Internships</b>		
ECN 3888 Professional Internship in Economics I		3 credits
ECN 3888_1 Professional Internship in Economics II		3 credits

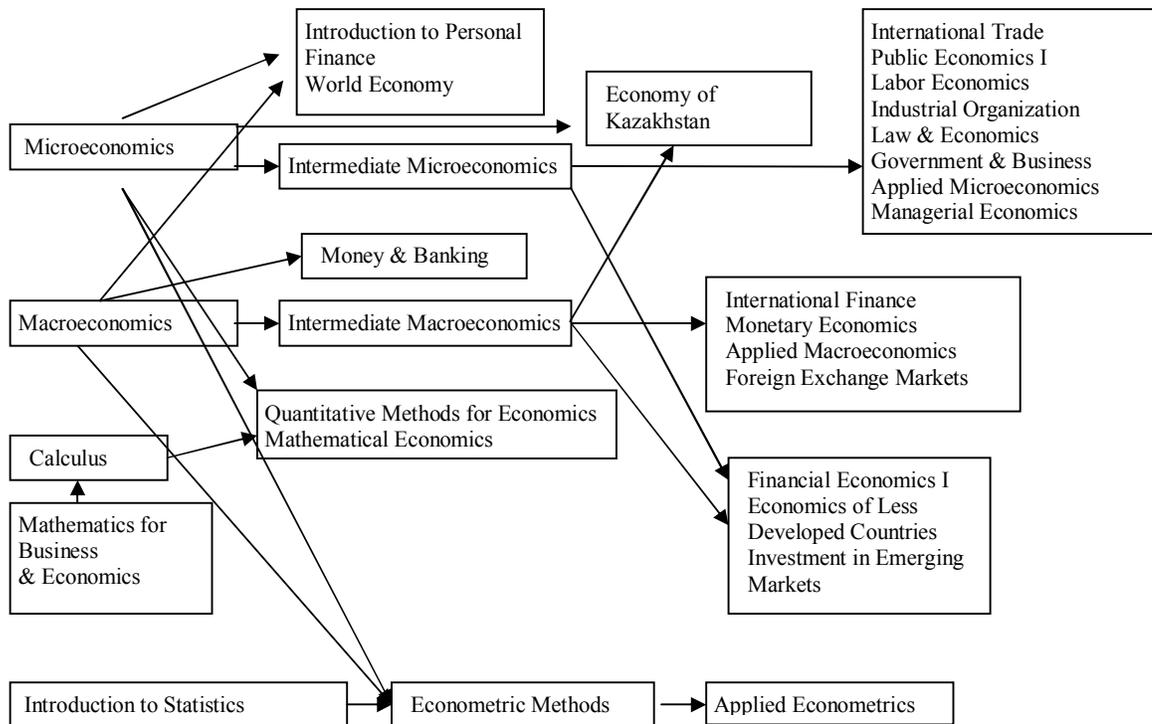
### Program Plan

The following table is a sample program of study to finish the BAE degree in four years.

1 <sup>st</sup> Year	Fall		Spring		Summer
GEN1000	History of Kazakhstan	3	( )	Kazakh Language-II	3 ( ) 2
GEN1300	Introduction to Computers	3	GEN1110	Academic Listening and	3 GEN1201 3
( )	Kazakh Language-I	3	GEN1110	Note-taking	
GEN1030	Introduction to			Life Safety	3
GEN1100	Environmental Studies	2	GEN1040	Physical Education -2	2
GEN1120	Academic Speaking	3	GEN2701	Introduction to Geography	2
( )	Academic Reading Writing	3	GEN1122		2
	I			Academic Reading Writing II	2
	<b>MATH!!!!</b>			<b>CALCULUS!!!</b>	
	Physical Education	2			

<sup>3</sup> For details see the Guideline for BAE Theses in Economics.

<b>2<sup>nd</sup> Year</b>	<b>Fall</b>	19		<b>Spring</b>	17	<b>Summer</b>	8
ECN2083	Statistics	3	ECN2102	Macroeconomics	3		
ECN2103	Microeconomics	3	ECN3184	Econometrics	3		
ECN2202	Business Law	3	ECN3151	Managerial Economics	3		
ECN2201	Accounting & Auditing	3	ECN3105	Marketing	3		
ECN3103	Quantitative Methods	2	ECN3081	Intermediate Micro	3		
<b>3<sup>rd</sup> Year</b>	<b>Fall</b>	14		<b>Spring</b>	15	<b>Summer</b>	
ECN3155	Money and Banking	3	ECN3350	Financial Economics I	3		
ECN3152	Management/Organization	3	ECN3189	Economy of Kazakhstan	3		
ECN3082	Intermediate Macroeconomics	3	ECN4154	Government and Business	3		
ECN3104	Operations Management	3	ECN4111	International Economics	3		
ECN3161	Natural Resource Economics	3	ECN	Program Foundation Elective	3		
			ECN	Program Foundation Elective	3		
<b>4<sup>th</sup> Year</b>	<b>Fall</b>	15		<b>Spring</b>	18	<b>Summer</b>	9
ECN4104	Research Methodology	3	ECN	Elective	3		
ECN4152	Industrial Organization	3	ECN3888	Internship	6		
ECN	Program Foundation Elective	3		Thesis	2		
ECN	Program Foundation Elective	3		Exit Exam	1		
ECN	Major Elective	3					
ECN	Major Elective	3					
		18			12		



## BACHELOR OF ARTS IN JOURNALISM (BAJ)

### Statement of Purpose

The department prepares well-trained communicators, providing them the practical, technical and language skills necessary to develop Kazakhstan's media environment. The Bachelor of Arts in Journalism (BAJ) is a four-year program that primarily enrolls recent high school graduates who want to pursue careers in mass media and mass communication.

### Mission

The BAJ program is committed to provide students with a clear understanding of the fields of Public Relations, multimedia journalism, with practical preparation for success as professionals or academics in these or related areas.

### Learning Objectives

Students who graduate with a BAJ degree will be prepared to enter employment in mass and online communication fields including journalism, public relations, or broadcasting. This preparation is based on developing understanding and practical skills, including the abilities to:

- comprehend the role of professional communication in Kazakhstan and the world;
- investigate and become skilled at the practices of media and mass communication;
- study and apply major ethical standards related to the practices of professional communication;
- learn and apply legal issues related to the practice of communication in Kazakhstan;
- understand the impact of new information technologies on the practice of Public Relations, Management, Broadcasting and Journalism;
- comprehend historical and contemporary practices in CIS and Kazakhstan and in other regions of the world, as well as major social, economic, and political issues affecting those practices;
- develop the analytical skills to critically evaluate verbal and visual communication;
- gain the analytical skills to conceive and produce professional and/or academic communication materials;
- enhance practical skills for effective traditional and online communication;
- learn the skills and understanding needed to conduct journalistic research, using a variety of method; and
- gain practical experience as an intern in a professional communication workplace.

### ADMISSIONS

**See the Enrollment Management Section; Admission Criteria**

## BAJ Curriculum

To earn a Bachelor of Arts in Journalism, a student must complete 146 credits.

General Education Requirements	33
Program Foundation Courses	64
Program Requirements or Major	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Required for Graduation</b>	<b>146</b>

### General Education Requirements (33 Credits)

See Undergraduate General Education requirements

### BAJ Program Foundation Courses (64 Credits)

BAJ Program Foundation Courses (64 credits) are required by all students in the BAJ program.

BAJ Program Foundation Courses (64 credits) are grouped into three components:

**Program Foundation Required Language Courses (10 credits)**

**Program Foundation Required Courses (45 credits)**

**Program Foundation Elective Courses (9 credits)**

### Program Foundation Required Language Courses (10 credits)

Course Code	Course Title	Credits
GEN 1110	Academic Listening and Note-taking	3
GEN 1121	Academic Reading and Writing II	3
<b>KAZ/RUS</b>	Professional Kazakh (or Russian) Language	2
GEN 2430	Research, Reading, Writing	2
<b>TOTAL</b>		<b>10</b>

### Program Foundation Required courses (45 credits)

Course Code	Course Title	Credits
JMC2605	Media and Society	3
JMC 3201	Media Writing	3
JMC 2702	History of World Literature	3
JMC 2701	History of Kazakh Literature	3
JMC2607	Ethical and Legal Issues in Mass Communication	3
JMC2604	Computer Design and Editing	3
JMC 2611	Introduction to Journalism	3
JMC 2612	New Information Technologies	3
JMC2608/ GEN2812	Introduction to Public Relations	3
JMC3608	Journalism of Kazakhstan and CIS	3
JMC3622	Print Journalism	3
JMC 3623.01	Radio Journalism	3
JMC3623.02	TV Journalism	3
JMC 3609	Principles of Media Management	3
JMC3211	Editing	3
<b>Total</b>		<b>45</b>

### Program Foundation Elective Courses (9 credits)

Students can choose any five courses from the following:		
Course Code	Course Title	Credits
GEN 1202	Mathematics for Social Sciences	3
JMC 2704	Persuasive Communications	3
JMC 2703	Photojournalism	3
JMC 4701	Communication Research	3
JMC 4615	Online Multimedia Technologies	3
JMC <b>3621</b>	International Relations and Journalism	3
JMC 3615.01	Writing for Russian Language Media	3
JMC 3615.02	Writing for Kazakh Language Media	3

### Program Requirements or Major (32 credits)

The BAJ program offers two majors: **Media Management** and **Public Relations**. Students who want a flexible curriculum may choose to graduate without a major. In such cases, students should complete **32** credits in BAJ Major Electives.

*BAJ Program Requirements or Major* courses are grouped into two components:

Major Required courses (22 credits)

Major Electives (10 credits)

**Media Management** is designed for students who want to manage news organizations. To work successfully on the management side of media, students need to understand the various information businesses, such as newspapers, magazines, radio, television and online. In addition, students need to have a foundation in management economics and business administration to work effectively in this field.

**Public Relations** teach students how to serve as intermediaries between organizations and those organizations' publics. They will learn communication skills needed to advise management, set policies, and plan and execute strategic campaigns. The program includes business administration and management courses.

### Major in Media Management

#### Major Required Courses (21 credits)

Course Code	Course Title	Credits
JMC 4702	Government Media Relations	3
JMC 4613	<b>Online Journalism II: Online Publication Management</b>	3
JMC 4611	<b>Professional Project</b>	3
JMC3605	<b>Political Communication</b>	3
JMC 4706	Creative Workshop	3
JMC 4209	Public Relations Management and Strategies	3
JMC 4708	Broadcast Public Speaking	3
<b>TOTAL</b>		<b>21 credits</b>

#### Major Electives (11 credits)

Students can choose one 2-credit course and any three 3-credit courses from the following:		
Course Code	Course Title	Credits
JMC 4690	Special Topics in Journalism and Mass Communication	2
JMC4601	Advertising and Media Sales	3
JMC 4707	Broadcast Production and Editing	3
JMC4201	Advanced Media Writing	3
MGT1201	Introduction to Business	3
JMC 3603	Business News	3
JMC 4705	Introduction to Documentary	3
JMC 2609	Psychology in Communication	3
JMC 4614	Media Analysis	3

JMC 4615	Online Multimedia Technologies	3
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### Major in Public Relations

#### Major Required Courses (21 credits)

Course Code	Course Title	Credits
JMC 4702	Government Media Relations	3
JMC 4201	<b>Advanced Media Writing</b>	3
JMC 4703	<b>Crisis Communication</b>	3
JMC 4612	<b>Online Journalism I: Digital Information Production</b>	3
JMC 4706	Creative Workshop	3
JMC4209	Public Relations Management and Strategies	3
JMC 4708	Broadcast Public Speaking	3
<b>TOTAL</b>		<b>21 credits</b>

#### Major Electives (11 credits)

Students can choose one 2-credit course and any three 3-credit courses from the following:		
Course Code	Course Title	Credits
JMC 4690	Special Topics in Journalism and Mass Communication	2
JMC4601	Advertising and Media Sales	3
JMC3605	Political Communication	3
JMC 4709	Introduction to Documentary	3
JMC 4704	Brand/Image Management	3
JMC 3603	Business News	3
JMC 2609	Psychology in Communication	3
JMC4614	Media Analysis	3
JMC 4615	Online Multimedia Technologies	3
JMC4611	Professional Project	3

#### Additional Education (14 credits):

Physical Education	8
Internship	6

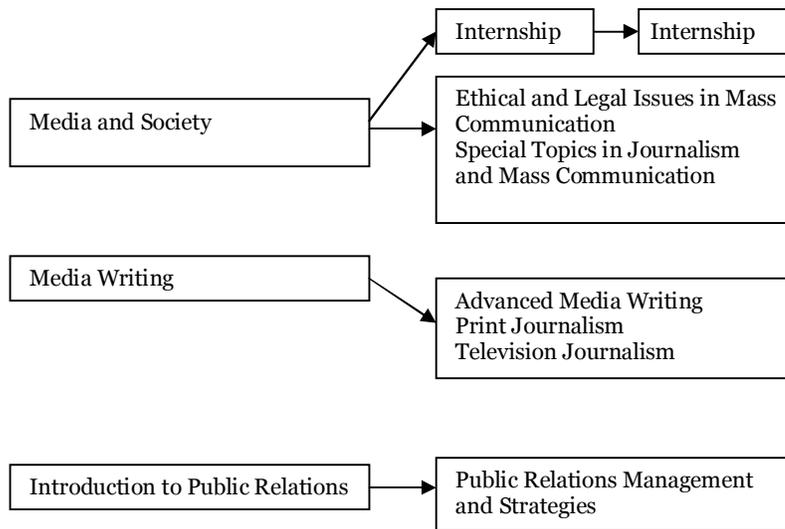
#### Final Attestation (3 credits):

JMC 4070 Thesis	2
JMC 4080 State Examination	1

Total required for graduation is 146 credits.

#### Prerequisites

The following chart illustrates which Journalism courses have prerequisites. Journalism courses not listed on the chart do not have any prerequisites.



### Program Plan

The following sample program of study would allow completion of the degree in four years.

1 <sup>st</sup> Year	Fall			Spring			Summer	
GENxxxx	History of Kazakhstan	3	LC xxxx	Kazakh Language II	3			
GEN1300	Introduction to Computers	3	GEN1120	Academic Reading and Writing I	3			
LCxxxx	Kazakh Language I	3	GENxxxx	Professional Kazakh Language	2			
GEN1030	Introduction to Environmental Studies	2	GEN1110	Academic Listening and Note-taking	3			
GEN1100	Academic Speaking	3	GEN2500	Introduction to Philosophy	3			
GEN1000.1	Physical Education I	2	GEN1040	Life Safety	2			
			GEN1000.2	Physical Education II	2			
		<b>16</b>			<b>18</b>			
<b>2<sup>nd</sup> Year</b>	<b>Fall</b>			<b>Spring</b>			Summer	
GEN2720	Introduction to Law of Kazakhstan	2	GEN2700	Introduction to Sociology	2	JMC 3611	Internship I	3
GEN2430	Research, Reading, Writing	2	GEN2701	Introduction to Political Science	2	JMC	Any Foundation Elective (1)	3
JMC2605	Media and Society	3	JMC2611	Intro to Journalism	3			
ECON1101	Intro to Economics	2	JMC2604	Computer Design and Editing	3			
JMC2701	History of Kazakh Literature	3	JMC 2608	Introduction to Public Relations	3			
GEN1112	Academic Reading and Writing II	3	JMC 2612	New Information Technologies	3			
GEN1000.3	Physical Education III	2	GEN1000.4	Physical Education IV	2			
		<b>17</b>			<b>18</b>			<b>6</b>
<b>3<sup>rd</sup> Year</b>	<b>Fall</b>			<b>Spring</b>			Summer	
JMC4706	Creative Workshop	3	JMC3608	Journalism of KZ and CIS	3	JMC 3612	Internship II	3
JMC2702	History of World Literature	3	JMC3622	Print Journalism	3			
JMC2607	Ethical and Legal Issues in Mass Communication	3	JMC3623.02	Television Journalism	3			

JMC3201	Media Writing	3	JMC 3609	Principles of Media Management	3			
JMC 3623.01	Radio Journalism	3	JMC	Any Foundation Elective (2)	3			
JMC3211	Editing	3	JMC	Any Foundation Elective (3)	3			
		<b>18</b>			<b>18</b>			<b>3</b>
<b>4<sup>th</sup> Year</b>	<b>Fall</b>			<b>Spring</b>			Summer	
JMC 4770	THESIS	2	JMC 4707	Broadcast Production and Editing OR	3			
JMC4702	Government Media Relations	3	JMC4201	Advanced Media Writing				
JMC 4611	Professional Project OR	3	JMC	Any Major Elective 3 (for MM) OR	3			
JMC 4703	Crisis Communication		JMC	Any Major Elective 3 (for PR)				
JMC4612	Online Journalism 1: Digital Information Production OR	3	JMC	Any Major Elective 4 (for MM & PR)	3			
JMC4613	Online Journalism 2: Online Publication Management		JMC	Broadcast Public Speaking	3			
JMC	Special Topics in Journalism and Mass Communication (Major Elective 1for for MM &PR)	2	JMC4209	PR Management and Strategies	3			
JMC	Any Major Elective 2 (for MM & PR)	<b>3</b>	JMC 4780	State Examination	1			
		<b>16</b>			<b>16</b>			
	TOTAL:					<b>146</b>		

## BACHELOR OF PUBLIC AND MUNICIPAL ADMINISTRATION (Code of the Major: 5Bo51000)

### Statement of Purpose

The purpose of the Bachelor of Public and Municipal Administration at KIMEP is to prepare professionals for careers in the public, non-profit, and private sectors through an intellectual and practical interdisciplinary approach. The program aims to prepare prospective managers with skills that enable them to adapt to changing demands within different sectors.

### Learning objectives

In order to equip students who graduate from the BPMA program with the essential knowledge and skills they need to gain employment in professional, managerial, and, ultimately, executive positions in the public, non-profit and private sectors, the program's learning objectives are to ensure that undergraduates have a satisfactory level of knowledge of:

- the concepts and theories that have informed the development of public administration, public policy and public management;
- the nature of the public sector and its relationship to government, civil society and the marketplace, and how it can be institutionally arranged and reformed;
- the concepts and theories of public finance (taxation and expenditure), governmental budgeting and financial management;
- the nature of public organizations and impact of their structure and culture on organizational performance;
- the concepts and theories of motivation, leadership, job design and organizational change that can be applied to improve the performance of public organizations; and
- one or more areas of public policy specialization (including natural resources, urban development, social policy, environmental policy, and health policy).

The undergraduates also acquire the necessary cognitive, inter-personal and self-management skills to:

- 1) undertake research involving the synthesizing, integrating and applying of theoretical constructs to define, analyze and address issues in the fields of public administration, public policy and public management;
- 2) communicate ideas and information clearly and effectively oral and written English;
- 3) make appropriate use of information technology for the retrieval, analysis and presentation of information; and

- 4) work effectively with others in the pursuit of common objectives.

## ADMISSIONS

See the Enrollment Management Section; Admission Criteria

### BPMA Curriculum

To earn a Bachelor Public and Municipal Administration a student must complete ...146. credits.

General Education Requirements	33
Program Foundation Courses	64
Program Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Required for Graduation</b>	<b>146</b>

### General Education Requirements (33 credits)

Students should choose the General Education courses with the assistance and advice of the academic advisors. The following are some guidelines for students in the BPMA program.

The General Education Requirements are explained in Undergraduate General Education section of this Catalog.

### Program Foundation Required Courses (49 credits)

#### Program Foundation Required Language Courses (10 credits)

Course Code	Course Title	Credits
GEN 1110	Academic Listening and Note-taking	3
GEN 1121	Academic Reading and Writing II	3
<b>KAZ/RUS</b>	Professional Kazakh (or Russian) Language	2
GEN 2430	Research, Reading, Writing	2
<b>TOTAL</b>		<b>10</b>

#### Program Foundation Required courses (39)

Course Code	Course Title	Credits
GEN1201	Math for Business and Economics	3
ECN2103	Microeconomics	3
ECN2102	Macroeconomics	3
PAF3549	Theory of Economics	3
PAD3113	Quantitative Data Analysis (Statistics in GOSO)	3
ECN3184	Econometric methods	3
PAD3533	Organization Theory and Design for Public Organizations (Management in GOSO)	3
LAW5701	Entrepreneurial Law(Company Law)	3
FIN3101	Financial Institutions and Markets	3
ECN3151	Managerial Economics (Economics of Enterprise in GOSO)	3
PAF4532.4	Managerial Accounting and Audit in Public Sector (accounting and audit in GOSO)	3
PAF3511	Fundamentals of Public Financial	3

	Management	
PAF2211	Public Marketing (Marketing in GOSO)	3
<b>Total</b>		<b>39</b>

### Program Foundation Elective Courses (15 credits)

Course Code	Course Title	Credits
PAD3541	Natural Resource Management	3
PAD3522	Decision Making	3
PAD3523	Human Resource Management	3
PAD4443	Public Management	3
PAD4442	Comparative Public Administration	3

### Major requirements

The Department of Public Administration offers the following specializations to students: Public Policy and Administration, Financial Management, Governance and Law, and International Customs Administration.

**Financial Management** provides an opportunity to acquire more of the knowledge and skills that are required to make policy and manage effectively in public and management organizations. It is designed to prepare students to pursue careers as financial analysts in the public, nonprofit, and private sectors. The coursework in this track will have an analytical, problem solving orientation, and focus on effective management of programs and resources.

**Public Policy and Administration** is for students interested in policy issues, politics, public administration, and related areas. It gives students the foundational skills and knowledge needed for understanding the policy process, and provides students with the analytical skills and training necessary for careers in government agencies, business, consulting, and non-profit organizations.

### Major in Financial Management

#### Major Required Courses (12 credits)

Course Code	Course Title	Credits
PAD2111	Theory of Public Administration	3
PAD4553	Local Government (Municipal Management in GOSO)	2
PAF3531	Public Finance (in addition to GOSO)	3
PAD3116	Methods of Social Research	3
Total		11

#### Major Electives (21 credits)

Major requires 6 electives from the following list and 1 additional course offered by Public Administration

Course Code	Course Title	Credits
PAF4531	Investment Management	3
PAF4532	Current Topics in Financial Management	3
PAF4533	Financial Management in the Public Sector	3
PAF4534	Public Budgeting	3
PAF4535	Public Sector Auditing	3
PAF4536	Project Appraisal and Management	3

PAF3534	Taxation and Spending in Selected Countries	3
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### Major in Public Policy and Administration

Major requires 6 electives from the following list and 2 additional courses offered by Public Administration

#### Major Required Courses (11 credits)

Course Code	Course Title	Credits
PAD2111	Theory of Public Administration (GOSO)	3
PAD4553	Local Government (GOSO)	2
PAD 3542	Public Policy Analysis	3
PAD3116	Methods of Social Research	3
Total		11

#### Major Electives (21 credits)

Course Code	Course Title	Credits
PAD3540	Governance and Development	3
PAD3543	Urban Development	3
PAD3546	Comparative Educational Policy and System Design	3
PAD3547	Social Policy in Transition Countries	3
PAD3548	Health Care Policy	3
PAD4003	Public Policy of Kazakhstan	3
PAD4441	Oil and Gas Policy	3
PAD4520	Program Evaluation	3
PAD4541	Gender and Public Policy	3
PAD4542	Current Issues in Public Policy and Administration	3
PAD4556	Senior Research Project	3

#### Additional Education (14 credits):

Physical Education	8
Internship	6

#### Final Attestation (3 credits):

PAD 4557 Thesis	2
PAD 4580 State Examination	1

#### Thesis (2 credits)

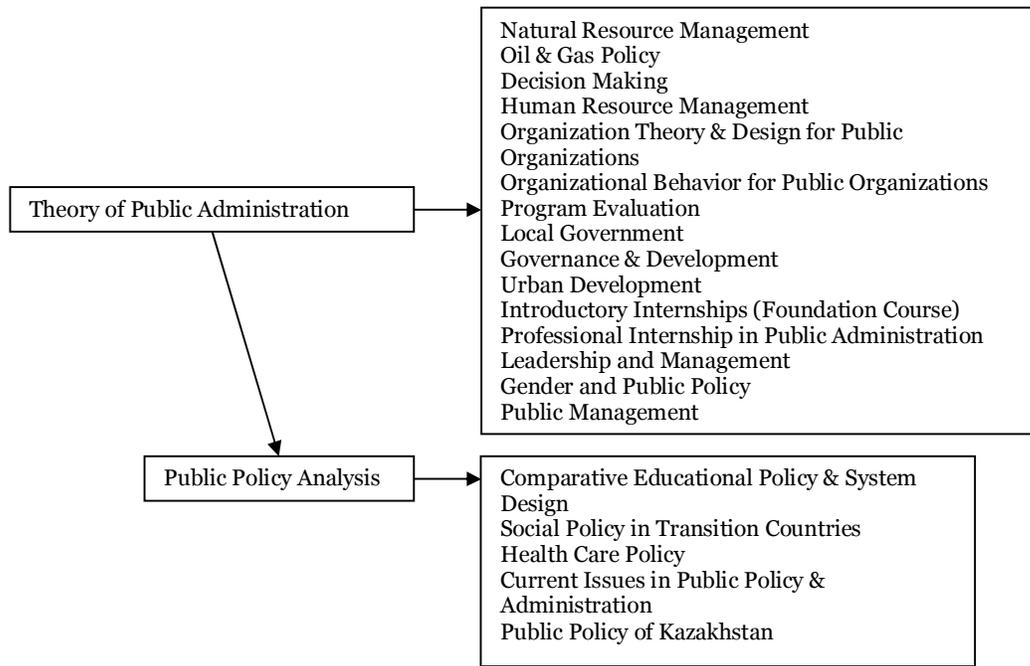
Students are required to write a thesis on a topic that is relevant for the BSSPA program. Students will be supervised by faculty members in the process. For further details on thesis see KIMEP University regulations on the matter.

#### State Examination (1 credit)

Students are required to take the state examination. For further details on thesis see KIMEP University regulations on the matter.

#### Prerequisites

The following chart illustrates which courses have prerequisites. In general, students must complete PAD2111 *Fundamentals of Public Administration* before taking other public administration courses.



**Program Plan**

The following table is a sample program of study to finish the degree in four years.

**BSSPA Study Plan**

1 <sup>st</sup> Year	Fall			Spring			Summer	
GEN1000	History of Kazakhstan	3	( )	Kazakh Language-II	3	( )	Physical Education	2
GEN1300	Introduction to Computers	3	GEN1110	Academic Listening and Note-taking	3	GEN1201	Education	3
GEN1030	Kazakh Language-I	3	GEN104	Life Safety	3		Math for Business and Economics	
GEN1100	Introduction to Environmental Studies	2	0	Physical Education -2	2			
GEN1120	Academic Speaking	3	( )	Introduction to Geography	2			
( )	Academic Reading	3	GEN270		2			
( )	Writing I	1	1	Academic Reading				
	Physical Education	2	GEN1122	Writing II				
		19			15			5
2 <sup>nd</sup> Year	Fall			Spring			Summer	
GEN2720	Introduction to Law of Kazakhstan	2	GEN270	Introduction to Sociology	2	CSS3001	Internship	3
GEN 2430	Research Reading and Writing	2	GEN270	Introduction to Political Science	2	FIN3101	Financial Institutions and Markets	3
PAD 2111	Theory of Public Administration	3	1	Microeconomics	3			
GEN2500	Introduction to Philosophy	3	ECN210	Public Sector Marketing	3			
ECN2102	Macroeconomics	3	3	Quantitative Data Analysis	3			
( )	Physical Education	2	PAF2211					
		15	PAD3113					6
3 <sup>rd</sup> Year	Fall			Spring			Summer	

PAD3116 PAF3549 LAW5701 PAD 3533  ECN3184 PAF 3511	Methods of Social Research Theory of Economics Company Law Organization Theory and Design for Public Organization Econometric Method Fundamentals of Public Financial Management	3 3 3 3  3 3	ECN3151 PAD455 3 PAD352 3  PAD352 2 PAD354 1  PAF 3531 or PAD354 2	Managerial Economics Local Government Human Resource Management Decision-making Natural Resources Management Public Finance or Public Policy Analysis	3 2 3 3 3 3 3 3	CSS3002  PAD3540 PAD4520  or PAF4531 PAF 4536	Internship  Governance and Development Program Evaluation  or Investment Management Project Appraisal and Management	3  3 3  3 3
		18			17			9
4 <sup>th</sup> Year	Fall			Spring			Summer	
PAD4557 PAD4443 PAD 4442  PAF4533 PAF 4534  Or PAD 3547  PAD 4441	Thesis Public Management Comparative Public Administration  Financial Management in Public Sector or Public Budgeting or Social Policy in Transition Countries Oil and Gas Policy	2 3 3  3 3  3 3 3	(PAD 4580 ) PAF453 2 Or PAD454 2  PAF4535 Or PAD400 3  PAD354 3 PAF 4532-4	State Examination  Current Topics in FM or Current Issues in PPA  Public Sector Auditing or Public Policy of Kazakhstan  Urban Development Managerial Audit and Accounting in Public Sector Exit Test	1 3 3 3 3 3 3			
		14			13			

## MINORS OFFERED BY THE PUBLIC ADMINISTRATION DEPARTMENT

A minor is a body of study that is taken outside of the major area. Each program within the College of Social Sciences offers one or more minors that are available to students from other programs within CSS and to students from the Bang College of Business. Some interdisciplinary minors are also available. All minors from the College of Social Sciences require 15 credits of coursework. Students must carefully select General Education and elective courses to ensure that prerequisites are met for required courses in some minors. The Public Administration department offers a minor in Public Financial Management, a minor in Public Policy and Administration and a minor in Public Management. In order to familiarize the minors offer by the Department of Political Science and International Relations, the Department of Economics, and the Department of Journalism and Mass Communication, please visit the relevant pages in this catalog.

### For Students outside the Department

#### Public Financial Management

Minor requires the following two courses and additional courses in Financial Management to complete 15 credits

PAD2111	Fundamentals of Public Administration
PAF3531	Fundamentals of Public Financial Management

#### Public Policy and Administration

Minor requires the following two courses and additional courses in Public Policy and

<b>Administration to complete 15 credits</b>	
PAD2111	Fundamentals of Public Administration
PAD3542	Public Policy Analysis

### **Public Management**

<b>Minor requires the following two courses and additional courses in Public Management to complete 15 credits</b>	
<b>Required courses (6 credits)</b>	
PAD2111	Fundamentals of Public Administration
PAD4443	Public Management

<b>Elective courses (9 credits)</b>	
PAD3536	Organization Behavior for Public Organizations
PAD3524	Leadership and Management
PAD3522	Decision Making
PAD3523	Human Resource Management
PAD4520	Program Evaluation
PAD4443	Public Management
PAD4521	Current Issues in Public Management

## **BACHELOR IN INTERNATIONAL RELATIONS**

### **MISSION OF THE IR PROGRAM**

Our mission is to prepare leading professionals and scholars in the fields of International Relations while providing students with solid training in the social sciences and liberal arts. After completion of the program, students are expected to be familiar with all aspects of international and comparative politics.

### **STATEMENT OF PURPOSE OF THE IR PROGRAM**

The IR Program is designed to:

- produce graduates capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.
- offer an integrated multidisciplinary curriculum program that compares favorably in standards and quality to comparable programs in Western universities.

### **OBJECTIVES OF THE IR PROGRAM**

The objectives of IR program are:

1. to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena, as diplomats, consular agents, communications officers, international affairs analysts and advertising specialists; and
2. to provide a solid foundation for future scholars who want to pursue graduate study and research in international relations and related fields in the social sciences and humanities.
3. to foster students' critical and analytical thinking and to expand their linguistic, technical, research and communication skills.
4. to analyze the core fields and sub-fields in the discipline through innovative teaching
5. to develop student/faculty collaboration that allows students to attain the political literacy necessary for good citizenship.
6. to help students understand the concepts, theories and methodologies used in the disciplines so that students can integrate theoretical knowledge and practical experience.

### **LEARNING OBJECTIVES OF THE IR PROGRAM**

In line with the Institute's development strategy to 2014, which has at its heart the development of a transparent learning process, learning objectives have been developed. The IR's program's learning objectives are to ensure that graduates have:

A satisfactory level of knowledge of:

- ✓ the concepts and theories that inform the field of international relations, political theory, comparative politics and regional studies;

- ✓ the nature of the international system and its relationship to individuals, socio-economic and cultural groups, states, international organizations, international law, global civil society, and private multinational corporations;
- ✓ the economic perspectives on global, international and regional governance;
- ✓ ethics as they apply to international affairs;
- ✓ the differences between political systems in terms of constitutional frameworks, social and cultural traditions and practices, and political participation;
- ✓ one or more areas of specialization in international and regional studies (including security, natural resources, geopolitics, foreign policy history and decision-making, bilateral relations, diplomacy, and governance of international organizations);

And the necessary cognitive, inter-personal and self-management skills to:

- ✓ undertake research that synthesizes, integrates and applies theoretical constructs to define, analyze and address issues in the fields of international relations, comparative politics, and regional studies;
- ✓ communicate ideas and information clearly and effectively in oral and written English;
- ✓ make appropriate use of information technology for the retrieval, analysis, and presentation of information;
- ✓ work effectively with others in the pursuit of common objectives.

### INTENDED LEARNING OUTCOMES OF THE IR PROGRAM

At the successful completion of the program, graduates will be able to:

1. describe and articulate the key concepts, major paradigms and theoretical perspectives within the discipline;
2. appraise the impact of cultural, historical, geographic, and economic factors on the formation of different states, regions and civilizations within the international system;
3. analyze the structure and dynamics shaping the contemporary international system and regional structures such as the European Union, NATO, the Eurasian Economic Community, the Shanghai Cooperation Organization, the Asia Pacific Economic Cooperation, and others;
4. explain the behavior and interactions of the primary actors within the international system and regional subsystems, so as to be able to explain their impact on state-level policy decision-making, risk assessment and conflict resolution;
5. appraise the structure of political systems and the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign and domestic policy in various states;
6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign and domestic policy;
7. assess the impact of major threats to the global order, including the breakdown of the global financial system, economic and social polarization, geopolitical rivalry, resource scarcity, environmental degradation, terrorism and nuclear proliferation;
8. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context;
9. implement basic social scientific research skills, critical thinking models and effective communication techniques in the preparation of original compositions in the field of international relations and regional studies; and
10. work effectively with others in the pursuit of common objectives.

### ADMISSIONS

#### Admission criteria

See the Enrollment Management Section; Admission Criteria

#### IR Curriculum

To earn a Bachelor of International Relations a student must complete 146 credits

General Education Requirements	33
Program Foundation Courses	64
Program Requirements	32
Internship	6
Physical Education	8
Thesis	2
State Examination	1
<b>Total Required for Graduation</b>	<b>146</b>

#### General Education Requirements (33 credits)

Students should take the General Education required courses.

The General Education Requirements are explained in Undergraduate General Education section of this Catalog.

### Program Foundation Courses (64 credits)

#### Program Foundation Required Language Courses (10 credits)

Course Code	Course Title	Credits
GEN 1110	Academic Listening and Note-taking	3
GEN 1121	Academic Reading and Writing II	3
GEN xxxx	Professional Kazakh Language	2
GEN 2430	Research, Reading, Writing	2
<b>TOTAL</b>		<b>10</b>

#### Program Foundation Required Courses (42 credits)

**Pre-requisites: All International Relations majors are required to take POL2511 prior to admission into other program-foundation and program-major classes.**

NOTICE: Program foundation required courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Course Code	Course Title	Credits
IRL2510	Strategic Communications in International Affairs (Professional Foreign Language I)	3
IRL2512	Fundamentals of International Relations	3
IRL3517	International Institutions and Law	3
IRL 3521	Theories of International Relations	3
IRL 3520	Foreign Policy of Kazakhstan	3
IRL 3523	International Political Economy	3
IRL3539	History of Diplomacy 1648 to 1815	3
IRL3540	History of Diplomacy 1815 to 1945	3
IRL/POL 3515	Political Geography	3
IRL3547	Security Studies	3
POL 3534	Social and Political Theory	3
IRL3548	Comparative Foreign Policy	3
POL3512	Comparative Politics	3
IRL3541	Contemporary World History 1945 to Present	3
<b>Total</b>		<b>42</b>

#### Program Foundation Elective Courses (12 credits)

All International Relations majors are required to take four of the following courses.

NOTICE: Program foundation elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

POL 4534	Politics of the European Union	3
IRL4519	Globalization: Current Issues	3
GEN2600	History of Civilizations 1	3
GEN2601	History of Civilizations 2	3

IRL3550	United Nations: Structure and Practices	3
<b>Total</b>		<b>12</b>

### Program Major Requirements (32 credits)

#### Major requirements

The Department of International Relations and Regional Studies offers the following three specializations to students:

- Major in Global Security and International Affairs
- Major in Regional Studies and Energy Politics

#### Common Major Required Courses (17 credits)

The following courses are required for all students of all majors in the BSSIR program.

NOTICE: Major required courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

Course Code	Course Title	Credits
IRL3545	Diplomatic and Consular Service (Professional Foreign Language II)	2
IRL 4527	Ethics in International Affairs	3
IRL4590	Undergraduate Seminar in International Relations	3
IRL4512	Central Asia in Global Politics	3
IRLXXX	Any Major Elective of the BSSIR Program	3
IRLXXX	Any Major Elective of the BSSIR Program	3
<b>Total</b>		<b>17</b>

#### Major in Global Security and International Affairs (32 credits)

Students of this major are required to take the 17 credits major required courses and 15 credits among the following elective courses (following also the specifications reported in the table)

NOTICE: Major elective courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

#### Major Electives (15 credits)

Course Code	Course Title	Credits	Specifications
IRL3526	Domestic Politics and Foreign Policy of the USA	3	At least 2 of these courses
IRL3527	Domestic Politics and Foreign Policy of the Russian Federation	3	
IRL3528	Domestic Politics and Foreign Policy of the People's Republic of China	3	
IRL 4525	Asian Security: Theory and Practice	3	At least 2 of these courses
IRL3524	Global Security and International Conflict Resolution	3	
IRL 3516	Terrorism and Security	3	
IRL 3545	Diplomatic Protocol and Documents	3	
IRL 3546	Selected Topics in International Relations	3	
<b>Total</b>		<b>15</b>	

- Two courses among those in the first box

- Two courses among those in the second box
- One course from any of the remaining (first, second or third box)

### Major in Regional Studies and Energy Politics (32 credits)

Students of this major are required to take the 17 credits major required courses and 15 credits among the following elective courses (following also the specifications reported in the table)

NOTICE: Major required courses are normally offered once a year. Students should carefully decide what courses to take on a yearly basis.

### Major Electives (15 credits)

Course Code	Course Title	Credits	Specifications
IRL4531	Domestic Politics and Foreign Policy of Central Asia and the Caucasus	3	At least 2 of these courses
POL 4530	Middle East Politics	3	
POL 4537	Society and Culture of Central Asia	3	
IRL4531	Political Economy of Central Asia	3	At least 2 of these courses
IRL 4521	Petropolitics	3	
IRL 4540	Geopolitics and Political Economy of Natural Resources	3	
IRL 4528	Central Asia-Russia Relations	3	
POL 3546	Selected Topics in Regional Studies	3	
<b>Total</b>		<b>15</b>	

- Two courses among those in the first box
- Two courses among those in the second box
- One course from any of the remaining (first, second or third box)

### Additional Education (14 credits):

Physical Education	8
Internship	6

### Final Attestation (3 credits):

IRL4598 Thesis	2
IRL4599 State Examination	1

### Final Assessment (3 credits)

#### Thesis (2 credits)

IRL4598 Thesis

Students are required to write a thesis on a topic that is relevant for the BSSIR program. Students will be supervised by faculty members in the process. For further details on thesis see KIMEP University regulations on the matter.

#### State Examination (1 credit)

IRL4599 Exit Test

Students are required to take the state examination.

For further details on thesis see KIMEP University regulations on the matter.

### MINORS

#### FOR STUDENTS OF OTHER PROGRAMS

Students from different programs at KIMEP University may take a minor from the Department of International Relations and Regional Studies.

In order to take a Minor in International Relations students have to complete 15 credits:

Course Code	Course Title	Credits
IRL2512	Fundamentals of International Relations	3
IRLXXXX	One course from the list of Program Foundation Required Courses	3
IRLXXXX	One course from the list of Program Major Required or Elective Courses	3
IRLXXXX	One course from the list of Program Major Required or Elective Courses	3
IRLXXXX	One course from the list of Program Major Required or Elective Courses	3
<b>Total</b>		<b>15</b>

### BSS IR Study Plan

1 <sup>st</sup> Year	Fall			Spring			Summer	
GEN1000	History of Kazakhstan	3	( )	Kazakh Language-II	3	( )	Physical Education	2
GEN1300	Introduction to Computers	3	GEN1110	Academic Listening and Note-taking	3	GEN2720	Introduction to Law of Kazakhstan	3
GEN1030	Kazakh Language-I Introduction to	2	GEN1040	Life Safety	3			
GEN1100	Environmental Studies	3	( )	Physical Education	2			
GEN1120	Academic Speaking	3	GEN1101	Introduction to Economics	2			
( )	Academic Reading		GEN1122	Academic Reading	2			
	Writing I	2		Writing II				
	Physical Education							
		<b>19</b>			<b>15</b>			<b>5</b>
2 <sup>nd</sup> Year	Fall			Spring			Summer	
GEN2430	Research Reading and Writing	2	IRL2510	Strategic Communication in	3	IRL3540	History of Diplomacy 1815 to 1945	3
GEN2500	Introduction to Philosophy	2	IRL2512	International Affairs	3	POL3534	Social and Political Theory	3
GEN2701	Physical Education	2	IRL3539	International Relations	3			
GEN2700	Introduction to Political Science	2	IRL3520	History of Diplomacy 1648 to 1815	3			
	Introduction to Sociology		IRL/POL 3515	Foreign Policy of Kazakhstan	3			
		<b>11</b>		Political Geography	3			<b>6</b>
3 <sup>rd</sup> Year	Fall			Spring			Summer	
IRL3517	International Institutions and Law	3	IRL3547	Security Studies	3	CSS3001 OR	Internship	3
IRL3521	Theories of International Relations	3	IRL3548	Comparative Foreign Policy	3	CSS3002	Diplomatic and Consular Service	3
IRL3523	International Political Economy	3	POL4534	Politics of the European Union	3	IRL3545		
IRL3541	Contemporary World History 1945 to Present	3	IRL4519	Globalization: Current Issues	3			
POL3512	Comparative Politics	3	IRL3550	United Nations: Structure and Practices	3			
		<b>15</b>	GEN2600 OR	History of Civilizations 1	3			
			GEN2601	History of Civilizations 2				
					<b>18</b>			<b>6</b>
4 <sup>th</sup> Year	Fall			Spring			Summer	

IRL4527	Ethics in International Affairs	3	IRLXXXX	Program Major Elective	3	IRL4598	Thesis Exit Test	2
IRL4590	Undergraduate Seminar in	3	IRLXXXX	Program Major Elective	3	IRL4599		1
IRL4512	International Relations Central Asia in Global	3	IRLXXXX	Program Major Elective	3			
IRLXXXX	Politics	3	IRLXXXX	Program Major Elective	3			
IRLXXXX	Any Major Elective of the BSSIR Program	3	IRL4597	Program Major Elective	3			
IRLXXXX	Any Major Elective of the BSSIR Program	3		Program Major Elective Internship				
		15			18			3

## GRADUATE DEGREE PROGRAMS

College of Social Science currently offers four Master's degree programs and a newly created Doctor of Philosophy program, that has been submitted to Ministry of education and science for licensing. The Master's programs are:

- Master of Arts in Economics (MAE)
- Master of International Relations (MIR)
- Master of Arts in International Journalism and Mass Communication (MAIJMC)
- Master of Public Administration (MPA)

### MASTER OF ARTS IN ECONOMICS (MAE)

#### Statement of Purpose

The Master of Arts in Economics is a western-style graduate program in economics and prepares graduates to understand the complex interplay of economic activities in businesses, policy making and other analytical functions related to the performance evaluation of a business enterprise, a government project, or to the forecasting of various economic and business scenarios.

#### Mission

The Master of Arts in Economics provides its graduates with a strong foundation in economic knowledge, both theoretical and applied, that is required to advance their professional careers or to continue their studies in doctoral programs in economics or in related disciplines. Graduates possess the analytic skills that are necessary in the workplace whether as managers or as economic analysts for business, government, and nonprofit organizations.

#### Learning objectives

At the completion of MAE degree program graduates will have demonstrated

1. an understanding of how a free market economy organizes production and exchanges among competing entities.
  - a) Apply supply and demand analysis
  - b) Derive the differing measures of costs, revenues and profits
  - c) Explain the pricing and quantity implications of market conditions (perfect competition, monopolistic competition, oligopoly and monopoly)
2. an understanding how the national economy works and how its performance is measured.
  - a) Describe measures of inflation, unemployment and GDP
  - b) Describe gains to trade
  - c) Describe trade and currency barriers and their impacts
3. an ability to evaluate macroeconomic policies.
  - a) Distinguish between fiscal and monetary policies, their goals and their controlling authorities
  - b) Describe the nature of money and the tasks and tools of the Central Bank
  - c) Describe and apply the major theories of growth and trade
  - d) Compare competing analyses of economic policies
4. analytical reasoning skills
  - a) Interpret and present data
  - b) Use appropriate statistical analysis tools
  - c) Use appropriate mathematical modeling tools
  - d) Use appropriate econometric analysis tools
  - e) Be able to use various analytical reasoning tools to model and evaluate research questions
5. effective problem solving skills
  - a) Provide identification and formulation of the problem
  - b) Develop appropriate problem solution techniques

- c) Interpret solution results
- 6. an ability to learn the main economic issues of Kazakhstan and Central Asia.
  - a) Describe and analyze issues in the labor market.
  - b) Describe and analyze issues in international trade and finance
  - c) Describe and analyze issues in macroeconomic adjustment.

### Admission Requirements

1. A bachelor's degree or equivalent from any recognized university. A KIMEP graduate with an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale), or graduate of an equivalent English-language Bachelor's program may be admitted to the MIR program.
2. Proficiency in English (a minimum score of 40 on the KIMEP English Entry Test (KEET) or other equivalent tests).

To apply for admission a candidate should submit:

1. Completed application form;
2. Certified copy of all academic degrees and transcripts or Spravka from the university certifying that an applicant has graduated or is soon graduating, and a copy of transcripts verified at the university;
3. KEET test score and, if available, TOEFL/IELTS scores;
4. Two Letters of reference;

Each eligible applicant will be interviewed in-person or by telephone, if necessary.

### Foundation English

With the exception of students with a KEET score of 60 or above, MAE students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 "Foundation English A" with grade of B in course and on exit test
Score between 40-49	ENG5004 "Foundation English B" with grade of B in course and on exit test, and ENG5005 "Foundation English A" with grade of B in course and on exit test

### Degree Requirements

The MAE program comprises 36 credits, made up of 33 required course credits and 3 elective course credits for those students with adequate background.

### Program-specific Prerequisite Coursework

MAE students must complete the following prerequisite courses or have completed equivalent coursework before taking any graduate-level courses (with the exception of CSS 5000 Critical Thinking and Writing and ECN 5801 Research Methods and Methodology (Thesis I). The prerequisites may be waived at the discretion of the departmental Curriculum Committee if completed during the course of undergraduate study.

Code	Name of Course
ECN3081	Intermediate Microeconomics
ECN3082	Intermediate Macroeconomics
ECN3103	Quantitative Methods for Economics

Requirements for the MA in Economics are as follows

Program Requirements	21
Economics Electives	3
Research Methods and Methodology (Thesis I)	3
Thesis II & III (For details, please see the CSS Guidelines for Master's Thesis.)	6
Internship or Applied Research project in Economics	3
<b>Total Required for Graduation</b>	<b>36</b>

### Required Courses

The following courses are required for a total of 21 credits.

Course Code	Course Title	Credits
CSS 5000	Critical Thinking and Writing	3
ECN5012	Econometrics I	3
ECN5013	Econometrics II	3
ECN5021	Microeconomics I	3
ECN5031	Macroeconomics I	3
ECN5022	Microeconomics II	3
ECN5032	Macroeconomics II	3

### Program Electives

Students must complete 3 credits in graduate Economics electives. With permission of the chair some FIN graduate courses can be used as elective credits. Graduate Economic elective courses include:

ECN5051	Money and Banking
ECN5142	International Trade
ECN5143	International Finance
ECN5226	Industrial Organization
ECN5261	Public Economics I
ECN5296	Labor Economics
ECN5334	Monetary Economics
ECN5354	Financial Economics
ECN5890	Selected Issues in Economics

### Course Waiver Policy and Procedures

Students with undergraduate coursework in Economics may have up to 4 courses requirements waived based on their undergraduate academic record. Any students may qualify for a waiver of required courses and Internship (on the bases of current or past employment), **but additional electives must be substituted**. Waivers can only be granted by departmental admissions committee. Often students with grades of “B+” or equivalent will have an opportunity to be considered for a waiver. Thus, the credit waiver policy is applied on a case-by-case basis by the Department of Economics. The maximum number of credits that can be waived for any student in the MAE program is 12 credits.

### Program Plan

The following table is a sample program of study to finish the MAE degree in three semesters or one calendar year, an indicative study program for full-time fast-track students.

1st Year	Fall Semester		1st Year	Spring Semester	
CSS 5000	Critical Thinking and Writing	3	ECN5022	Microeconomics II	3
ECN5021	Microeconomics I	3	ECN5032	Macroeconomics II	3
ECN5031	Macroeconomics I	3	ECN5990	Thesis II	3
ECN5012	Econometric I	3	ECN5013	Econometric II	3
ECN5801	Research Methods and Methodology (Thesis I)	3			
	<b>Total</b>	<b>15</b>		<b>Total</b>	<b>12</b>
2nd year	Fall Semester				
ECN5991	Thesis III	3			
ECN	Economics Elective	3			
ECN 5888	Internship or Applied Research Project	3			
	<b>Total</b>	<b>9</b>			

## MASTER OF ARTS IN INTERNATIONAL JOURNALISM AND MASS COMMUNICATION (MAIJMC)

### Statement of Purpose

Independent press and communication is essential to the development and maintenance of civil society. Media diversity and transparency are also vital. This program aims to prepare communication specialists sensitive to the

changing nature and demands of Kazakhstan and other Central Asian countries as they continue to transform their economic and political structures.

### Mission

The Master of Arts in Journalism and Mass Communications (**MAIJ**) is designed for individuals pursuing careers in journalism, broadcasting, media management, public relations and other mass media-related fields in the communications marketplace of Kazakhstan and Central Asia. This 36-credit professional oriented program is designed to appeal to media employees seeking further career development, and to recent recipients of undergraduate degrees in communication arts or other fields seeking to advance their vocational knowledge, competitiveness and communication skills.

1. The goals of this Graduate Program are:

- to provide graduate - level education in the discipline of communications as consistent with the mission statement of KIMEP; and
- to produce competent professionals who demonstrate a thorough knowledge of the theory and practice of print journalism, broadcasting and/or new media, media management, public relations and advertising

### Learning Objectives

The MAIJ program has the following objectives:

1. to enable students to understand and be able to put into practice the major principles of quality journalism, media management, and professional PR;
  2. to provide the knowledge and communication skills necessary to make them competitive employment prospects in different areas of mass communication;
  3. to develop the technical skills to allow them to compete in journalism and mass communication industries;
  4. to develop the critical thinking skills to allow them to analyze trends and issues in journalism and mass communication;
  5. to develop the professional skills required to enter the workplace in a variety of communications-related industries, as well as in research, consulting, education, and in the communications, policy and regulatory agencies of government, and
  6. to pursue doctoral studies in journalism and mass communication or other related disciplines.
- 2.
3. Upon completion of the required courses, MAIJ graduates will have demonstrated the ability:
1. to grasp the substantial, theoretical and empirical dimensions of the structure of Kazakhstani media systems;
  2. to develop a research proposal; employ in-depth research methods in an area of scholarly interest;
  3. to develop communication, team work, decision-making, analytical, and other professional skills; and
  4. to write summaries, various types of essays and reports in English, and to appropriately present in-text and post-text references.

At the completion of the MAIJ with a **Major in Journalism and Media Management**, students will have accomplished all or some of the following learning outcomes:

1. conceive, plan and execute relevant, publishable articles or other materials that demonstrate professional values, standards and ethics;
2. find information and evaluate, organize and present it efficiently and clearly, with fairness and balance;
3. apply advanced reporting/writing techniques in print, broadcast and online journalism;
4. gather information using methods relevant to the discipline and the topic;
5. investigate local civic issues through original research and analysis of official and public materials;
6. understand and respond to the operational needs of media organizations;
7. identify and analyze strategic and operational opportunities and problems;
8. implement plans that are accepted by organizations, to transform vision into reality considering attitude, personality, learning, perception, culture, values, and human psychology, sociology and the behavior and influence of work groups;
9. plan and execute activities for public relations, advertising and other communication on behalf of a range of media organizations;
10. gather and apply knowledge about consumer behavior to create a marketing plan using traditional and new direct marketing techniques; and
11. understand how managers use strategic planning to understand where their organizations are currently and determine where they want to go in the future; manage or consult for media companies and organizations, and the communication departments of general companies.

At the completion of the MAIJ with a **Major in Public Relations and Advertising** students will have accomplished all or some of the following outcomes:

1. write a comprehensive public relations plan and effective press releases for timely information about corporation or company's activities;
2. apply with advanced reporting/writing techniques in broadcasting and online journalism;

3. design and implement effective public relations strategies and evaluate their results for the development of a positive image of a corporation or business;
4. apply different strategies for providing effective communications in a time of crisis;
5. identify specific target markets for PR; write in a clear, lively, visual and concise style so that media audiences are stimulated, engaged and responsive; define and develop company's marketing communications strategy based on corporate attitudes and values;
6. identify and select cost-effective media and methods to reach selected targets through advertising and sales promotion;
7. use a broad range of copywriting, design techniques and skills essential to PR and advertising practices;
8. develop a professional integrated marketing communications plan;
9. design, compile, and produce a professional-quality marketing plan using traditional and new direct marketing techniques; formulate a cost-effective marketing communications budget, operate in the complex and dynamic marketing environment;
10. obtain and apply knowledge into consumer behavior and create a direct marketing plan using traditional and new direct marketing techniques.

## ADMISSION

### Entry Requirements

- A Bachelor degree or equivalent from any recognized university.
- A minimum KEET score of 40.
- A score of 80 points (or higher) out of 100 on an admission essay.
- Foundation English courses with the following requirements.

### Foundation English

With the exception of students with a KEET score of 60 or above, MAIJ students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 "Foundation English A" with grade of B in course and on exit test
Score between 40-49	ENG5004 "Foundation English B" with grade of B in course and on exit test, and ENG5005 "Foundation English A" with grade of B in course and on exit test

To apply for admission, a candidate should submit:

1. a completed application form;
2. a certified copy of all academic degrees and transcripts or Spravka from the university certifying that an applicant is a graduating/last year student, with a copy of transcripts verified at the university;
3. the KEET test score and, if available, TOEFL/IELTS scores;
4. two Letters of reference; and
5. current resume or Curriculum Vitae.

MAIJ candidates must demonstrate proficiency in English that meets KIMEP graduate guidelines. In most cases this means achieving the minimum score of the KIMEP Entrance English Test (KEET). The primary basis for selection is academic merit; however, consideration will also be given to the quality of the entrance essay to assess the applicant's eligibility.

### Credit and Course Waiver Policy and Procedures

1. All students can have credit earned from graduate courses taken in any recognized university transferred to the MAIJ program, but the number of MAIJ credits transferred or waived cannot exceed **9**.
2. Course transfers and course credit waivers are granted at the discretion of the Department of J&MC and will be evaluated on a case-by-case basis.

## DEGREE REQUIREMENTS

Program Requirements	21
Major Electives	15
<b>Total Required for Graduation</b>	<b>36</b>

Students must complete **36** credits to receive their degrees: **21** credits in Required Courses, **15** credits in Elective Courses. Students with at least six month of professional experience, or concurrently working in the field of specialization can be waived up to **6** credits for Internship.

**Foundation English courses.** Students may be required to complete one or more Foundation English courses before beginning graduate-level coursework. Foundation English courses ensure that students have a sufficient level of English to successfully complete university level coursework. Foundation courses are graded on a Pass/Fail basis. In the event of a fail, the student must repeat the course.

Course code	1. Title of the course	Credits
CSS 5000	Critical Thinking and Writing	3
JMC 5666	Introduction to Kazakhstani Media Market	3
JMC 5661	Thesis I and Specialized Writing	3
JMC 5662	Thesis II	3
JMC 5663	Thesis III	3
JMC 5621/1	Internship I*	3
JMC 5621/2	Internship II*	3

**Electives courses: 15 credits**

**Journalism and Media Management Major**

Student must take **five** major courses as follows:

All students in this major will complete:

JMC 5612 Advanced News writing 3 credits

In addition, students will complete **four** of the following courses. At least **two** of these courses must be journalism core courses, marked in the following list with an \*.

JMC 5657	Online Journalism	3 credits*
JMC 5656	Broadcast Journalism Practicum	3 credits*
JMC 5610	Advanced News Editing	3 credits*
JMC 5611	Principles of Media Management	3 credits*
JMC 5619	Advertising and Media Sales	3 credits
JMC 5655	Crisis Communication	3 credits
JMC 5628	Special Topic in Mass Communication	3 credits **
JMC 5623	Writing for Russian Language Media	3 credits*
JMC 5624	Broadcasting in Russian	3 credits*
MKT 5201	Marketing Management	3 credits
MGT 5201	Organizational Behavior	3 credits
MGT 5203	Strategic Planning	3 credits

\*Journalism core courses.

\*\* This course may include such topics as: Covering of Cultural and Entertainment News; Feature Writing in Environmental Issues; Infographics and Visual Communication Design; Writing for News Information Agencies; Precision Reporting on Business and Entrepreneurship, and so on. Depending upon the topic, this course may or may not be counted as a journalism core course.

**Public Relations and Advertising Major**

Student must choose **five** courses as follows:

All students will complete:

JMC 4630 PR Writing 3 credits

In addition, students will select **four** courses from the following selection. At least **two** of these four must be PR/Advertising core courses, indicated below with an \*.

JMC 5656	Broadcast Journalism Practicum	3 credits
JMC 5657	Online Journalism	3 credits
JMC 5653	PR Management and Strategies	3 credits*

JMC 5655	Crisis Communication	3 credits
JMC 5627	Public Relations Campaigns	3 credits*
JMC 5619	Advertising and Media Sales	3 credits
JMC 5622	Advertising Writing, Lay-out and Strategies	* 3 credits
JMC 5628/29	Special Topic in Mass Communication	3 credits
JMC 5623	Writing for Russian Language Media	3 credits
JMC 5624	Broadcasting in Russian	3 credits
MKT 5201	Marketing Management	3 credits
MKT 5204	Integrated Marketing Communications	3 credits
MKT 5203	Consumer Behaviour and Marketing Strategy	3 credits

\* PR/Advertising core courses.

Students who have previously completed the core courses in their chosen major, or who have substantial work experience that replaces the content of core courses may, with the approval of the graduate supervisor, replace core courses with other relevant electives.

### Indicative Program Plan

The following table is a sample program of study to finish the MAIJ degree in 12 months.

First Semester			Second Semester		
CSS5000	Critical Thinking and Writing	3	JMC5662	Thesis 2	3
JMC5666	Introduction to Kazakhstani Media Market	3		Major elective	3
JMC5661	Thesis I and Specialized Writing	3		Major elective	3
	Major elective	3		Major elective	3
<b>Total</b>		<b>12</b>		<b>Total</b>	
Third Semester*					
JMC5663	Thesis III	3			
JMC5621.1	Internship I	3			
JMC5621.2	Internship II	3			
<b>Total</b>		<b>9</b>			

\*Third Semester can be completed in Summer 1 and Summer 2

### MAIJ Thesis

MAIJ students are free to choose a depth reporting series, design, multimedia, video or documentary photography project, or applied research on a mass communication topic.

Project proposals, prepared with the support of the adviser, are presented to the MA Thesis committee. This committee is composed of five members, including the Chair, the student's supervisor, one faculty and two outside the Journalism and Mass Communication Department members, i.e. representatives from Journalism or PR fields. A MAIJ student must have submitted his or her 4-5 pages project proposal for the departmental approval at the end of the **Thesis and Specialized Writing** course. The proposal should consist of the following sections:

1. A clear and concise identification of the topic, central purpose and goal of the project;
2. A description of the form in which the project will be executed: a series of print or broadcast reporting pieces focused on one topic, a set of PR campaign materials, or applied research on a mass communication topic;
3. A description of the methods used for realization of the project;
4. A provisional schedule for completion of parts of the project and its defense.

A proposed MAIJ Thesis should include the following:

- The Thesis, in its final form presented as printed pages, a CD, audiotapes or videotapes, or printed materials;
- A literature review (about 15 pages) and a reference list written according to a recognized style guide (APA or Chicago); and a
- thoughtful essay (15 -20 pages) reflecting the process of executing the project. This section helps students consider the project in the context of learning and career goals.

The oral defense of the MAIJ Thesis should be scheduled during the final examination period. (For details, please see the CSS Guidelines for Master's Thesis.)

## Internship (6 credits)

In any career, experience is a crucial factor in employment. While selecting a candidate for a job, the employer will look for professional practical experience which an internship provides. Moreover, it's a chance to get a job right after completion of internship. An internship also adds to a student's resume and portfolio.

This course aims to provide students with an opportunity to work in real-world organizations (media outlets, PR and marketing and advertising companies, production and film studios, corporate media, government agencies, embassies, etc.) and acquire marketable skills in the areas of their specialization.

Internships are available in the fall, spring, and summer semesters in the following areas:

- Communication
- Broadcasting
- Public relations
- Marketing
- Advertising,
- Journalism,
- Media management

Two internships must be taken, however. They can be taken concurrently during the same semester.

## MASTER OF PUBLIC ADMINISTRATION (MPA)

### Statement of purpose

The MPA Program's purpose is to prepare graduates for careers, leadership positions, and ethical service in public, non-profit, and business organizations. It seeks to demonstrate to Kazakhstan and the Central Asian region the value of high-quality, research-informed teaching of public administration, policy, and management.

The Master in Public Administration (MPA) program started in 1994 shortly after the inception of KIMEP. Since then, over 300 MPAs have graduated, contributing skills, knowledge and abilities to public, non-profit service at *the national as well as the international level*. We are currently working to internationalize the student body to bring people together to share ideas from across the world, and particularly China and South Asia, as well as former Soviet republics.

The program:

- Promotes excellence in public, non-governmental, and private management and policy-making through the building and strengthening of the analytical and leadership capacity of graduate students;
- Provides graduate students with the generic and specialized management and policy knowledge and skills needed for successful careers in the public, non-governmental, and private sectors; and
- Educates graduate students for ethical service to their society and the broader regional and international community.

The Master of Public Administration degree requires 48 credits of coursework for students new to the field or a minimum of 36 credits for students with significant experience in public management and/or KIMEP graduates. The program includes 42 credits of required component courses, 6 credits of concentration and electives courses.

The courses taught for MPA students are conducted in a number of ways: as advanced lecture courses, as seminars in which faculty and students present critical studies of selected problems within the subject field, as independent study or reading courses, or as research projects conducted under faculty supervision. It is important to note that all graduate courses are offered during evening time to ensure that our students keep their full-time jobs at KIMEP or outside of KIMEP.

Graduate studies imply developing scientific curiosity and acquiring special skills to be able to do the research. Nurturing a research culture among MPA students is one of our very first priorities. Under the guidance of a faculty member, all MPA students are expected to write a thesis (9 credits). A thesis should make a genuine contribution to the understanding and analysis of public policy issues, management and administration in Kazakhstan.

### Learning objectives

In order to equip students who graduate from the MPA program with the essential knowledge and skills required by professionals seeking managerial and executive positions in the public, non-profit and private sectors, the program's learning objectives are to ensure that graduates have:

1. a satisfactory knowledge of the nature of the public sector and its relationship to government, civil society, and the marketplace, and how it can be institutionally arranged;
2. a satisfactory knowledge of economic perspectives on government and public policy, governmental budgeting, and public financial management;
3. a satisfactory knowledge of ethics as they apply to the public sector;
4. a satisfactory knowledge of public organizations and their management and leadership, and the impact of organizational structure, culture, and leadership on organizational change and performance;

5. a satisfactory knowledge of project appraisal and management, and the necessary cognitive, self-management, and interpersonal skills;
6. a satisfactory knowledge of the concepts and theories of public policy and analysis;
7. a satisfactory capacity to undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of public administration, policy, and management
8. a satisfactory capacity to communicate ideas and information clearly and effectively in written and oral English;
9. a satisfactory capacity to use information technology for the retrieval, analysis and presentation of information; and
10. a satisfactory capacity to work effectively with others in the pursuit of common objectives.

### Admission Requirements

To be considered for admission to the Master of Public Administration Program a candidate must meet the requirements for graduate study at KIMEP. These requirements include a Bachelor degree or equivalent and proficiency in English (an acceptable score on the KIMEP English Entrance Test (KEET) or other equivalent test). Candidates are selected by an admission committee after an interview with the candidate.

To apply for admission a candidate should submit:

5. A completed application form;
6. A certified copy of all academic degrees and transcripts, or *Spravka* from the granting university certifying that an applicant is a graduating/final-year student, and a copy of transcripts verified at the university;
7. A minimum score of 40 on KEET test and, if available, TOEFL/IELTS scores;
8. Two letters of reference;
9. A current resume;
10. A Statement of Purpose (2-3 pages).

Each eligible applicant will be interviewed in-person or by telephone, if necessary.

### Foundation English Course

Students may be required to complete one or two non-credit Foundation English courses, depending on his/her KEET score, before beginning graduate-level courses (see below): courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

KEET score	Name of English course
60 or higher	None
50-59	ENG5005 Foundation English 5
45-49	ENG5004 Foundation English 4

### Degree Requirements

Requirements for the MPA are as follows:

Program Requirements	42
Major Electives	6
<b>Total Required for Graduation</b>	<b>48</b>

### Program Requirements

The following 14 courses are required for a total of 42 credits.

Course Code	Course Title	
CSS 5000	Critical Thinking and Writing	3
PAD5114	Essentials of Public Administration and Management*	3
PAD5117	Public Policy Analysis*	3
PAD5123	Economic Perspectives on Government	3
PAD5214	Fiscal Governance*	3
PAD5113	Research Methods and Statistics*	3
PAD5216	Public Management and Leadership	3
PAD5122	Administrative and Management Ethics	3
PAD5218	Project Evaluation and Management in Public Sector	3

PAD5131	Thesis I	3
PAD5231.1	Thesis II : Thesis Proposal (For details, please see the CSS Guidelines for Master's Thesis.)	3
PAD5231.2	Thesis III : Thesis Defense (For details, please see the CSS Guidelines for Master's Thesis.)	3
PAD5230 PAD5231.1	Internship in Public Administration and Management* or Applied Research Project in Public Administration and Management	3 3
PAD5260	Selected Issues in Public Administration and Management	3

### Major requirements

Students must complete two of the following elective courses, unless granted a credit waiver or transfer:

PAD5213	Local Government	3
PAD5219	Public Sector Reform	3
PAD5222	Social Policy	3
PAD5223	Public Sector Economics	3

### Fast Track

The Department of Public Administration is committed to allowing students flexible options in choosing their programs and courses. Thus, the Department will allow the waiver of up to 12 credits from undergraduate coursework from the BSS program to the MPA Program. It will also allow the transfer of up to 12 credits from such relevant coursework taken outside KIMEP from recognized institutions to the MPA Program. This should allow most BSS students to complete an MPA degree from KIMEP within one calendar year. KIMEP students from other undergraduate programs who have taken the appropriate BSS courses can also be eligible for waiver of credit and finish the MPA Program sooner. However, previous coursework submitted for application for a transfer or waiver of credit will be evaluated on a case-by-case basis to determine MPA graduation requirements. Credits can be transferred or waived not only for elective courses but also for required courses. Out of a total of 48 credits, required courses occupy 42 credits. Every course submitted for a transfer or waiver of credit must have an overall grade point average of at least B- (2.67 on the KIMEP grade point average scale).

### Program Plan

The following table is a sample program of study to finish the MPA degree in two years. Students who need to complete English and/or prerequisite courses would need another one or two semesters to complete the program. An indicative study program for full-time ordinary students without any course waivers or transfers would be:

Ist Year	Fall Semester I		Ist Year	Spring Semester II	
CSS5000	Critical Thinking and Writing	3	PAD5260	Selected Issues in Public Administration and Management	3
PAD5114	Essentials of Public Administration and Management	3	PAD5218	Project Evaluation	3
PAD5123	Economic Perspective on Government	3	PAD5122	Administrative Ethics	3
PAD5131	Thesis I	3	PAD5117	Public Policy Analysis	3
			PAD5113	Research Methods and Statistics	3
	<b>Sub-total</b>	<b>12</b>		<b>Sub-total</b>	<b>15</b>
2nd year	Fall Semester III		2nd year	Spring Semester IV	
PAD5231.1	Thesis II	3	PAD5231.2	Thesis III	3
PAD5216	Public Management and Leadership	3	PAD52xx	Elective	3
	Fiscal Governance	3	PAD5230	Internship in Public Administration and Management	3
PAD5212	Elective	3	PAD5230.1	or Applied Research Project in Public Administration and Management	3
PAD52xx					
	<b>Sub-total</b>	<b>12</b>		<b>Sub-total</b>	<b>9</b>
<b>TOTAL 48</b>					

### FAST-TRACK Degree Program

An indicative study program for full-time fast-track students, with maximum MPA course waivers, wishing to complete the program of study in the minimum time would be:

	<b>Fall Semester</b>			<b>Spring Semester</b>	
CSS5000	Critical Thinking and Writing	3	PAD5260	Selected Issues in Public Administration and Management	3
PAD5123	Economic Perspective on Government	3			
PAD5211	Public Management and Leadership	3	PAD5218	Project Evaluation and Management	3
		3	PAD5122	Administrative and Management Ethics	3
PAD5131	Thesis I	12	PAD5231.1	Thesis II	3
			PAD52xx	Elective	
	<b>Sub-total</b>			<b>Sub-total</b>	<b>15</b>
	<b>Summer Semester</b>				
PAD5231.2	Thesis III	3			
PAD5212	Fiscal Governance	3			
PAD52xx	Elective	3			
	<b>Sub-total</b>	<b>9</b>			<b>Total 36</b>

## MASTER OF INTERNATIONAL RELATIONS

### Statement of purpose

The Master's Program in International Relations (MIR) was launched in 2002. The MIR is a three semesters, 36 credits program. It is designed to build up a new cadre of scholars/officials capable of taking on leadership roles in the challenging arena of world affairs, including positions within the diplomatic corps, multinational corporations, education and non-governmental organizations.

### Mission

The aim of the Master's Degree in International Relations is to train experts and young professionals capable of taking on challenging jobs and playing leadership roles in the international arena. Unique in Central Asia, the MIR program is comparable in standards and quality to masters' programs in Western Universities, such as Glasgow University, which offers its students in the Russian, Central and Eastern European Studies program an opportunity to earn a dual degree program by studying alongside MIR students at KIMEP.

The overarching goals of the MIR program are:

- to promote excellence in the study of international relations and regional studies
- to train professionals capable of taking on challenging jobs and playing leadership roles in the international arena;; and
- to provide a solid foundation for scholars who want to pursue doctoral study and research in international relations.

### Objectives of the MIR

The objectives of MIR program are:

- to provide students with graduate-level knowledge and analytical skills needed for employment in public, no-profit, and private organizations with an international orientation as well as government agencies and higher education institution; and
- to educate graduate students for ethical service to their society and the broader regional and international community.
- to prepare graduates for doctoral studies in areas relevant to international relations

### Learning Objectives of the MIR

The MIR program's learning objectives are to ensure that graduates have:

A satisfactory knowledge of:

- the major paradigms of international relations;
- the nature of the international system and its relationship to individuals, socio-economic and cultural groups, states, international organizations, international law, global civil society, and private multinational corporations;
- the economic perspectives on global, international and regional governance;
- ethics as they apply to international affairs;
- international organizations and their management and leadership, and the impact of development paradigms on political, social and cultural changes;
- Central Asian security issues, geopolitics, economics and integration in the international and global system

And the necessary cognitive, inter-personal and self-management skills to:

- undertake supervised independent research, involving the synthesis and application of theoretical constructs to topics in the fields of international relations, international political economy, developmental studies, and regional studies with a specific focus on Central Asia
- communicate ideas and information clearly and effectively in written and oral English;
- use information technology for the retrieval, analysis and presentation of information; and
- work effectively with others in the pursuit of common objectives.

### Intended Learning Outcomes of the MIR

At the successful completion of this Program, graduates will be able to:

1. identify and analyze the structure and fundamental dynamic processes of the international system;
2. describe and articulate the major paradigms and theoretical perspectives within the discipline;
3. explain the behavior and interactions of the primary actors within the international system, so as to be able to construct basic models of policy decision-making;
4. discuss and appraise the impact of culture, history, geography, and power and wealth differentials on the formulation of foreign policies of different states;
5. appraise the impact of social classes, ethnic groups, social/political movements and interest groups on the formation of foreign policy in various states;
6. evaluate the role of global institutions, international law, and fundamental values or ethical considerations in the formulation of foreign policy;
7. utilize the skills and knowledge noted above to frame the policies of Kazakhstan and other Central Asian states in a global context; and
8. conduct original research and develop the capacity to communicate that knowledge via written and oral presentations at a satisfactory level in English.

### Admission Requirements

To be considered for admission to the Master of International Relations a candidate must meet the requirements for graduate study at KIMEP. These requirements include a Bachelor degree or equivalent and proficiency in English (an acceptable score on the KIMEP English Entrance Test (KEET) or other equivalent test). Candidates are selected by an admission committee after an interview with the candidate.

To apply for admission a candidate should submit:

11. A completed application form;
12. A certified copy of all academic degrees and transcripts, or *Spravka* from the granting university certifying that an applicant is a graduating/final-year student, and a copy of transcripts verified at the university;
13. A minimum score of 40 on KEET test and, if available, TOEFL/IELTS scores;
14. Two letters of reference;
15. A current resume;
16. A Statement of Purpose (2-3 pages).

Each eligible applicant will be interviewed in-person or by telephone, if necessary.

### Foundation English Courses

Students may be required to complete one or two non-credit Foundation English courses, depending on his/her KEET score, before beginning graduate-level courses (see below):

KEET score	Name of English course
60 or higher	None
50-59	ENG5005 Foundation English 5
45-49	ENG5004 Foundation English 4

### Course Transfer Policy

Entrants can gain credit for the prerequisites on the basis of their undergraduate study.

At the discretion of the Department of Politics and International Relations, courses taken in other graduate programs may be recognized as equivalent to required coursework in the MIR program, but a suitable elective course must then be substituted for the required course in order to meet the minimum number of totals credits explicitly required to be taken in the MIR program. Such a possibility will be evaluated on a case-by-case basis.

### Program Structure

Requirements for the MIR are as follows:

Program Requirements	27 credits
Program Electives	9 credits
<b>Total Required for Graduation</b>	<b>36 credits</b>

### Program-specific Prerequisite Coursework

MIR students must complete the following prerequisite courses or have completed equivalent coursework before taking any graduate-level courses (with the exception of IRL5512 and CSS5000). The prerequisites may be waived at the discretion of the departmental Curriculum Committee if completed during the course of undergraduate study.

- POL2511 Fundamentals of Political Science
- IRL2512 Fundamentals of International Relations

### Program Requirements

NOTICE: with the exception of Thesis III, required courses are normally offered once a year (in Fall or in Spring or in Summer), therefore students are advised to plan their graduate career accordingly.

The following 12 courses are required for a total of 36 credits

Course Code	Course Title	
CSS 5000	Critical Thinking and Writing	3 credits
IRL5512	Research Methods/Thesis I	3 credits
IRL5513	Theories of International Relations	3 credits
IRL5515	International Political Economy	3 credits
IRL5521	Central Asia in Global Politics	3 credits
IRL5533	Developmental Studies	3 credits
IRL5525	Thesis II	3 credits
IRL5526	Thesis III	3 credits
IRL 5534	Internship in International Relations	3 credits
IRL 5xxx	Elective	3 credits
IRL 5xxx	Elective	3 credits
IRL 5xxx	Elective	3 credits
	<b>TOTAL</b>	<b>36 credits</b>

### Program Electives

For their elective courses, students should select any three departmental courses from the 5000 level. Not every elective is offered every year.

Indicative list of program electives:

- IRL5516 International Institutions
- IRL5525 Domestic Politics and Foreign Policy in the Post-Communist World
- IRL 5538 Ethics in International Affairs
- IRL 5539 Political Geography
- IRL5542 Government and Politics in Central Asia
- IRL5547 Russian Foreign Policy
- IRL5551 Petro Politics
- IRL5552 Central Asia-United States Relations
- IRL5555 Asian Security: Theory and Practice
- IRL5558 Central Asia – Russia Relations
- IRL5580 Master Seminar in Regional Studies
- IRL5590 Master Seminar in International Relations

### Program Plan

The following table is a sample program of study to finish the MIR degree in three semesters. Students who need to complete English and/or prerequisite courses would need another one or two semesters to complete the program.

NOTICE: with the exception of Thesis III, required courses are normally offered once a year (in Fall or in Spring or in Summer), therefore students are advised to plan their graduate career accordingly.

An indicative study program for full-time ordinary students would be:

	Fall Semester	
CSS5000	Critical Thinking and Writing	3 credits (5 ECTS)
IRL5512	Research Methods/Thesis I	3 credits (5 ECTS)
IRL5533	Developmental Studies	3 credits (10 ECTS)
IRL5521	Central Asia in Global Politics	3 credits (10 ECTS)
IRL5xxx	Elective	3 credits (5 ECTS)
	<b>Sub-total</b>	<b>15 credits (35 ECTS)</b>
2nd year	Spring Semester	
IRL5525	Thesis II	3 credits / 10 ECTS
IRL5515	International Political Economy	3 credits / 10 ECTS
IRL5513	Theories of International Relations	3 credits / 10 ECTS

IRL5xxx	Elective	3 credits / 5 ECTS
	<b>Sub-total</b>	<b>12 credits (35 ECTS)</b>
	<b>Summer Semester</b>	
IRL5534 OR IRL5535	Internship in IR or Applied Research Project in IR	3credits / 5 ECTS OR 3 credits / 5 ECTS
IRLXXX IRL5526	Elective Thesis III	3 credits / 5 ECTS 3 credits / 10 ECTS
	<b>Sub-total</b>	<b>9 credits (20 ECTS)</b>
	<b>Total</b>	<b>36 credits (90 ECTS)</b>

## Dual Degrees

Since the Academic Year 2011-12 the Department of International Relations and Regional Studies is offering a dual Master's degree with the IMRCEES (International Masters in Russian, Central & East European Studies) of the University of Glasgow, Scotland. The students undertake the MIR program during the third semester of their graduate academic studies. In 2011 the consortium of IMRCEES (including other than KIMEP University and the University of Glasgow other European universities) won an Erasmus Mundus grant for scholarships and faculty mobility. For the Academic Year 2012-13 the Department is planning to widen the agreement and to allow MIR students, selected on a competitive basis, to go to the University of Glasgow for the second year of their graduate careers. For further information contact the Chair of the Department.

On 19 January 2012, the Department of International Relations and Regional Studies of KIMEP University signed a Memorandum of Understanding for offering a dual Master's degree with the GSIS (Graduate School of International Studies) of the Yonsei University in Seoul, South Korea. The MoU was ratified by both universities at the beginning of April 2012. The agreement involves the following programs: MIR for KIMEP University; Master in Global Affairs and Policy, Master of Arts in Korean Studies, Master of Global Economy and Strategy for the GSIS of Yonsei University. GSIS students, selected on a competitive basis, will attend the first year at Yonsei University and the second year at KIMEP University. MIR students, selected on a competitive basis, will attend the first year at KIMEP University and the second year at Yonsei University. For further information contact the Chair of the Department.

## DEPARTMENT OF GENERAL EDUCATION

### ADMINISTRATION

Kanat Kudaibergenov, D.Sc. Acting Chair  
 Maya Davletova, Administrative Director  
 Galina Alimbetova, Math Lab Coordinator  
 Iraida Gutsalyuk, MPA, Freshmen and GE Advising Coordinator  
 Aisha Akhmetbayeva, MBA, GE Advising Specialist  
 Aizhan Omizakova, MBA, Assistant

Office # 503, Valikhanov bld.  
 Tel.: +7 (727) 270-42-43 (ext. 3184)  
 E-mail: [ged-asst@kimep.kz](mailto:ged-asst@kimep.kz)  
[www.kimep.kz/academics/department\\_of\\_general\\_education](http://www.kimep.kz/academics/department_of_general_education)

### GENERAL INFORMATION

#### Chair's Statement

The General Education curriculum is based on the GOSO requirements of the Republic of Kazakhstan dated 5.04.019-2011 and 3.08.314-2006; provides breadth to a student's undergraduate program; and introduces students to the major social, historical, cultural and intellectual forces that shape the contemporary world.

Students develop the foundation and context for their specializations, for their university lives, and for the lives beyond graduation. Here they develop critical thinking skills, communication skills, information technology skills and

values that will allow them to soar in their major studies. To function intelligently inside and outside the university, KIMEP graduates will comprehend the interrelatedness of individual disciplines to the human experience. One area of knowledge clearly affects another. By examining perspectives and paradigms particular to academic disciplines, experiencing processes whereby disciplines generate knowledge, applying discipline-specific knowledge to general human understanding and action, KIMEP graduates are not only *prepared to work* because of their technical skill, they are *prepared to lead* because of their wisdom.

### **Mission**

General Education develops the foundation skills necessary for functioning in complex local and global environments. General Education courses foster those skills necessary to acquire knowledge, comprehend complex material, think critically and creatively, formulate ideas, evaluate moral and ethical issues, consider different and sometimes conflicting perspectives, derive solutions to problems and communicate effectively throughout the process.

### **Profile**

We prepare tomorrow's leaders to be informed and educated lifelong learners and world citizens. This is the heart of our endeavor. Through historical, political, economic, and legal education, our students investigate the core questions of human experience, such as ethics, aesthetics, culture, history and epistemology. Our courses teach the important skills of critical thinking, communication, information technology and cultural sensitivity. Student knowledge is applied across a variety of contexts to create versatile learners for a world that is constantly changing.

The Department of General Education attracts world-renowned faculty. We are committed to creating enthusiasm for learning, as well as bringing the latest research and technology into the classroom. To this effort, the faculty and staff actively support institutional partnerships, outreach programs, experiential learning opportunities, mentoring, and international education. We foster an open and diverse environment where faculty and students engage in wide-ranging research, artistic creativity, humanistic inquiry, global learning, and community involvement. We invite students to have life-changing experiences and to become lifelong learners who think creatively and critically about the future and contribute to changing society for the better.

### **Statement of Purpose**

The experiences of General Education encourage students to develop a critical and inquiring attitude, an appreciation of the interdisciplinary nature of subject areas, acceptance of persons of different backgrounds or values, and a deepened sense of self. In their lives and in their careers, students must be prepared to grasp complex problems, develop a global perspective on the diversity of human experience and knowledge, respond to changing demands, and articulate innovative responses and solutions. GE seeks to grow students':

- Creative and intellectual engagement.
- Civic, personal and social responsibility.
- Dedication to lifelong learning to enable them to thrive in a knowledge-intensive economy and a society where new ideas are essential for progress.

The success of today's college students in their communities, workplaces, and across their lifetimes depends upon a complex and transferable set of skills and capacities.

### **Goals and Objectives**

The goals of the General Education program as well as the measurable learning outcomes are driven by the mission of KIMEP. These goals reflect the philosophy of a balanced education that prepares students for decision-making, leadership and lifelong learning. After completing the General Education program, a student will be able to:

- Goal 1: Demonstrate analytical skills.
- Goal 2: Demonstrate effective problem-solving and critical thinking skills.
- Goal 3: Demonstrate awareness of topics in the history, economy .
- Goal 4: Demonstrate awareness of ethical and philosophical topics.
- Goal 5: Demonstrate awareness of topics in political science.
- Goal 6: Demonstrate knowledge and skills in legislative system.
- Goal 7: Demonstrate knowledge and skills in information technology.

## **UNDERGRADUATE GENERAL EDUCATION CURRICULUM**

The Ministerial course requirements are now fully in effect. The new General Education curriculum of 33 credits went into effect in Spring 2013. During their first year students in any undergraduate program must complete the General Education requirements or be enrolled in the courses before starting their core courses. Some courses may need to be substituted, depending on the students' program.

All degree-seeking undergraduate students must satisfy the requirements of the General Education curriculum by completing the series of courses in the table below:

<b>GENERAL EDUCATION REQUIREMENTS</b>		
GEN1040	Life Security [KAZ, RUS, ENG]	2 credits
GEN1000	History of Kazakhstan [KAZ, RUS, ENG]	3 credits
KAZ1xxx	Kazakh language [semester 1]	3 credits
KAZ1xxx	Kazakh language [semester 2]	3 credits
GEN1010	Academic Speaking	3 credits
GEN1011	Academic Reading and Writing I	3 credits
GEN1300 or GEN2301	Introduction to Computers or Business Computer Applications *) - these courses cover much of the same materials and if you take one, you are barred from taking the other one).	3 credits
GEN1030	Introduction to Environmental Studies	2 credits
GEN2500 or GEN2510	Introduction to Philosophy or Principles of Ethics	3 credits
GEN2700	Introduction to Sociology	2 credits
GEN2701	Introduction to Political Science	2 credits
ECON1101	Introduction to Economics [for LLB, Journalism and International Relations students]	2 credits
GEN2701	Introduction to Geography [for Economics and PA students]	
GEN2701 or GEN2711	Introduction to Geography or Introduction to International Relations [for BCB students] (see note 1.)	
GEN2720	Introduction to the Legal System of Kazakhstan [for students in CSS and BCB programs]	2 credits
GEN1603	History of Political and Legal Studies [for Law students] (see note 2.)	
<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b>		<b>33 credits</b>

**Note 1:** Students in the BAE program (Economics) may not take ECON1101. This course is required for LLB, Journalism and International Relations students. GEN2701 Introduction to Geography is to be taken by students enrolled in Economics and Public Administration programs. For BCB students there are two course options GEN2701 Introduction to Geography and GEN 2711 Introduction to International Relations.

**Note 2:** Students in a Law program may not take GEN2720. They must take the 2-credits' course GEN1603 History of Political and Legal Studies

The Ministerial course requirements apply to all undergraduate degree students (including students from outside Kazakhstan). Non-degree students (including non-degree international exchange students) are exempt from these Ministerial requirements, as they are not seeking a KIMEP undergraduate degree.

The General Education curriculum consists of preparatory courses that develop the skills necessary to succeed in other core courses. These courses include English, Kazakh, Life Security, Computers, Environmental Studies, and History of Kazakhstan. They must be completed in the first year of study to ensure that students are prepared to do well in more challenging courses. For some of them there are course options that are designed specifically for students in certain fields.

GEN1090 Life Security should be taken in the first semester. Sections are available in Kazakh, Russian and English. Students should complete GEN1000 during the first year of their study at KIMEP. Sections of this course taught in Russian and Kazakh are available, although students are strongly encouraged to take the course in English.

Students (except non-degree international exchange students) must study two semesters of Kazakh language. The program in Kazakh includes suitable courses at various levels, from beginner to advanced, for students who enter with different levels of Kazakh proficiency. Students should read the course descriptions in order to ensure that they choose the right level. Kazakh instructors will offer assistance in the first week of classes in order to confirm the choice of level.

After all preparatory courses have been completed, students are encouraged to make regular progress on the other advanced General Education courses, such as Sociology, Economics, Political Science, Law, Ethics or Philosophy by taking *at least* two General Education courses per semester, or as specifically recommended by a student's department of major, until all requirements have been completed.

The General Education courses are not counted toward the student's program/major requirements.

### **GEN1101 PHYSICAL EDUCATION**

The undergraduate academic curriculum includes physical education courses that implement to the current legislative standards of the Republic of Kazakhstan. Physical Education courses are compulsory and not included in the GE curriculum. Physical education emphasizes the development of physical skills, improvement in physical self-

education, shaping the need for regular physical activities, and the acquisition of knowledge that contributes to a healthy lifestyle.

The Physical Education program is based on main didactic principles: consciousness, visual, accessibility, system and dynamism. Students are introduced to the fundamentals of team and individual sports, which include skills, rules, and game strategy, as well as to swimming and athletic activities. The Physical Education curriculum will concentrate on all areas of physical development. The syllabus includes a range of practical activities, each of which has particular characteristics and contributes to the attainment of the overall aims of Physical Education. These areas of study are:

1. Track-and-field disciplines (100 meter dash – men, women; 2 000 meter – women; 3 000 meter – men);
2. Swimming;
3. Winter sports (cross-country skis, skates);
4. Games;
5. Gymnastics;
6. Health-related activity

Classes will stress the importance of student participation and sportsmanship so as to assist students in learning and performing vital professional skills and demonstrating psychophysical qualities. Physical Education syllabuses, at all levels, seek to build on movement skills previously developed through the student's participation in Physical Education. These skills will form the basis for further learning.

A total of 8 credits in physical education needs to be completed in order to earn a bachelor degree. Students are strongly encouraged to complete Physical Education requirements during the first two years of their studies. Students with disabilities will be waived from taking Physical Education course on production of an appropriate medical certificate.

<b>RECOMMENDED GENERAL EDUCATION SCHEDULE</b>		
<b>1<sup>st</sup> Semester</b>		
GEN1000	History of Kazakhstan [KAZ, RUS, ENG]	3 credits
KAZ1xxx	Kazakh language	3 credits
GEN1010	Academic Speaking	3 credits
GEN1011	Academic Reading and Writing I	3 credits
GEN1040	Life Security [KAZ, RUS, ENG]	2 credits
<b>2<sup>nd</sup> Semester</b>		
KAZ1xxx	Kazakh language	3 credits
GEN1030	Introduction to Environmental Studies	2 credits
GEN1300 or GEN2301	Introduction to Computers or Business Computer Applications	3 credits
GEN1001	Physical Education	1-3 credits
	P/R course	3 credits
<b>3<sup>rd</sup> Semester</b>		
ECON1101	Introduction to Economics [for LLB, Journalism and International Relations students]	2 credits
GEN2701	Introduction to Geography [for Economics and PA students]	
GEN2701 or GEN2711	Introduction to Geography or Introduction to International Relations [for BCB students] (see note 1.)	2 credits
GEN2720	Introduction to the Legal System of Kazakhstan [for students in CSS and BCB programs]	
GEN1603	History of Political and Legal Studies [for Law students] (see note 2.)	1-3 credits
GEN1001	Physical Education	
	P/R course/Elective	3 credits
	P/R course/Elective	3 credits
<b>4<sup>th</sup> Semester</b>		
GEN2700	Introduction to Sociology	2 credits
GEN2701	Introduction to Political Science	2 credits
GEN1001	Physical Education	1-3 credits
	P/R course/Elective	3 credits
	P/R course/Elective	3 credits
<b>5<sup>th</sup> Semester</b>		

GEN2500 or GEN2510	Introduction to Philosophy or Principles of Ethics	3 credits
GEN1001	Physical Education	1-3 credits
	P/R course/Elective/Major	3 credits
	P/R course/Elective/Major	3 credits
	P/R course/Elective/Major	3 credits

## GENERAL EDUCATION POLICIES PERTAINING TO TRANSFER STUDENTS

### Responsibility

Chair/Acting Chair  
 Administrative Director  
 Faculty Member  
 GE & Freshman Advising Coordinator

### Transfer credits policy

Coursework completed at other institutions of higher education in Kazakhstan or abroad can be transferred to KIMEP, subject to the following conditions:

1. If an equivalent course exists at KIMEP, there is no need for a course to be transferred for the same number of credits.
2. If a course does not match a current course title, then the course can be transferred as Special Topics. Courses in disciplines that are not taught at KIMEP can still be transferred as free electives.
3. Courses taught in languages other than English can be considered for transfer if the courses were taken at institutions of higher education.
4. Credits for courses taken at other institutions of higher education will be transferred only if the student has earned a "C" or higher grade in the course.
5. No letter grade is assigned to transfer courses.
6. Transfer courses are not considered in the calculation of the grade point average.
7. Non-degree students are not eligible to apply for the transfer of credits from other universities.

### Transfer credits process

To obtain credit for courses taken at another institutions of higher education, a student has to follow the procedure listed below:

1. Ask an advisor to fill out a request for the transfer of courses that s/he has completed.
2. Submit the package of required documents from the university attended to the Chair's Office or GE & Freshman Advising Office.
3. The Chair's Office sends the documentation to an appropriate faculty member for assessment.
4. The course transfer decision is an academic decision. The final judgment is made by the Chair/Acting Chair of the Department of General Education or the Executive Director of the Language Center. This decision will specify number of credits, level of the course, course equivalent in the KIMEP catalog, etc. The Chair's Office notifies students of the decision of their transfer credit request by email.

### Documentation requirements

The transfer credit package to be included with a student's request for course transfer should include:

- a copy of official transcript of results
- relevant course syllabus (which includes a detailed list of topics studied, contact hours, texts and references, and methods of assessment) and course structure.

If photocopies are provided, they need to be certified by an appropriate person, such as a Rector of the institute of higher education, Counselor, etc. Where this information is in a language other than English, the student must provide an officially notarized translation.

### Limits on credit

Credit limits are determined based on information contained in the course syllabus.

### Time limits

Applications for credit transfer where there are current precedents will normally be assessed within ten working days. A longer period may be required, at peak advising times.

### Notification

The Chair's Office notifies students of the decision of their transfer credit request by email. Such emails will be copied to the Registrar Office, and a hardcopy of the documents is also sent to the Registrar for inclusion in the student's file. The student must confirm receipt of this email.

**Assessment**

Assessment of the course content is based on established precedents, and is delegated to the corresponding Faculty Member.

The Department of General Education will check whether the syllabus presented conforms to KIMEP standards.

# THE SCHOOL OF LAW

## ADMINISTRATION

### Dean

Joseph Luke, Ju.Dr. (Acting)  
Office: #120 New Academic Building  
Tel.: +7 (727) 237-4757, ext. 2728  
Fax: +7 (727) 237-4757, ext. 2728  
E-mail: lawcoord@kimep.kz, [law-assist@kimep.kz](mailto:law-assist@kimep.kz)

## GENERAL INFORMATION

### Statement of Purpose

The School of Law provides graduate and undergraduate education in law to prepare students to take leadership and management roles in the development of the business economy, legal practice community and civil society in Kazakhstan, Central Asia and the rest of the world.

### Mission

The mission of the School of Law is to provide students with a deep understanding of substantive Kazakhstan and international law, and of the role that national and international law plays in the development of orderly and successful societies. In addition, the School will provide students with the skills necessary to apply that law to solve business, individual and societal problems. The fundamental principle guiding the School of Law and the courses in its curriculum is the Rule of Law. The School seeks to produce the next generation of leaders in legal practice, government, and international organizations. Accomplishing this mission necessitates a reconstruction of how law is taught and applied in Kazakhstan and Central Asia. The School of Law has developed four-step plan to implement that policy.

### Program building:

- Create novel programs within our existing structure such as Programs in Tax Law, Energy Law, Environment and Taxation; International Corporate Law; Intellectual Property Law; and Law and Finance in Global Markets.
- Promote the development of Joint Degree programs with the Bang College of Business and the College of Social Sciences to maximize synergies in education throughout KIMEP.
- Provide minors in law to students in other colleges of KIMEP to enable students to understand the intersection of law with other disciplines.
- Promote cross-listing of courses, multi-disciplinary programs and options of specialization.
- Build an undergraduate degree program in law based on Western standards and Kazakhstani content - an LL.B prototype that would be the first of its kind in Central Asia.

### Creation of a research facility and knowledge database:

- Create research centers to serve as commercial arms of the School of Law, in order to establish strong links with Kazakhstan government, the external local environment and foreign institutions; the “Central Asia Tax Research Center” is the first of these centers.
- Develop a textbook series in the English language to enable teaching of Kazakhstan law to students who wish to practice law in Kazakhstan.
- Publish a Law Journal to promote an understanding of the legal issues that predominate in Kazakhstan and Central Asia.

### Alliance building, effective use of multiple languages, and creation of a multicultural environment:

- Build alliances, including the creation of dual degree programs with leading Faculties of Law in universities in Europe, Russia, Central Asia, China, USA, and Latin America.
- Recruit foreign faculty and students drawn from around the world to achieve a goal of global legal education.
- Use multiple languages in course assignments.

### Reform legal education in Kazakhstan and Central Asia:

- Implement teaching methodologies used in the most prestigious and advanced law schools in the world.
- Merge theory with practical skills so that graduates are prepared to use their knowledge in the professional environment, the courts, and dispute settlement systems.
- Create a mandate for students to “Think outside the Box”.
- Assure that every graduate possesses the ability to produce written legal submissions of quality equal to those produced by the best students in world-class legal institutions and assure that every graduate possesses effective rhetorical skills.
- Establish the School as the preeminent institution providing legal education in Central Asia to serve the region’s needs and to clarify, simplify, and unify existing national and regional law.

### Profile

The School of Law incorporates best academic practices in teaching and scholarship adopted by leading law schools throughout the world. The School stresses innovative courses and teaching methodology, legal research and

publication, and education in non-legal disciplines to deepen understanding of the law. The School's objective is to create the foremost School of Law in Central Asia. The School of Law comprises an undergraduate and post-graduate program. The undergraduate program provides law courses to students in the Bang College of Business and the College of Social Sciences. In addition, the School of Law offers four Minors in Law to undergraduate students at KIMEP. The undergraduate courses cover business, international, and Kazakhstani law. The School has received the license from the Ministry of Education and Science to offer a Bachelor of Laws degree (LL.B.) in Jurisprudence and accepted its first entry class in academic year 2011-12. KIMEP University received a license for offering a Bachelor of Law in International Law in 2012. The curriculum for this degree will be developed and available in the 2013-14 academic year. The post-graduate program is the Master of Laws in International Law (LL.M). The LL.M program courses are built on the pillars of international commercial law and public international law, and provide specific courses in areas such as company law, taxation, and natural resources law. The School of Law teaches by transmitting knowledge required to understand each field, instilling in students critical thinking skills, and developing practical skills to apply law to solve legal and social problems.

### Faculty

The Faculty of the School of law consists of foreign and local scholars and practitioners. The School of Law stresses the importance of teaching and the use of contemporary pedagogical methodologies without sacrificing a commitment to advance knowledge within the field of law through research and publication. Several faculty members are actively engaged in research and publication both in law per se and in multi-disciplinary research. The faculty publishes articles in peer-reviewed and internationally recognized journals, and engages in the publication of books in their fields of expertise.

### Degree Programs

The School of Law offers several undergraduate minors in law to students enrolled in other Colleges of KIMEP and an undergraduate Bachelor of Laws degree (LL.B.) in Jurisprudence, with the International Law specialty to be offered beginning the 2013-14 academic year. It also offers a graduate degree, the Master of Laws degree (LL.M.) in International Law with a possible minor in tax and an LL.M.-M.B.A. Dual degree program in cooperation with the Bang College of Business. In addition it offers a Minor in Business Law to MBA students.

## UNDERGRADUATE DEGREE PROGRAM

### BACHELOR OF LAW (LL.B.)

The Law School received its license to offer a LL.B. in Jurisprudence in 2011. Its first cohort of students was admitted for the 2011-12 academic year. This degree program is designed to provide the young people of Kazakhstan with an education in law that will enable them to acquire both the knowledge and the skills necessary to become effective practice-ready lawyers by the time that they graduate. In accordance with current international best practices, the KIMEP LL.B. degree will integrate the study of substantive Kazakhstan law and international law with critical thinking and problem solving skills, and with drafting, negotiating and advocacy skills. As a result, students who earn the KIMEP LL.B. degree will be well-trained, highly effective lawyers and business people, who upon graduation will be well-prepared to practice law. The LL.B. program requires that students complete 146 credits of education. The program can be completed in eight regular winter and spring semesters, plus two summer semesters.

The LL.B. degree will be taught primarily in English. However, KIMEP law students will also study the substantive laws of Kazakhstan in Russian so that they are able to understand the technical terms and to use the law in advising clients and representing them in judicial proceedings under Kazakh law. They will then analyze and apply the laws in English, in the same way that they will do when they enter the practice of law and business in the international business community in Kazakhstan. Because of their unique training that integrates theory and the practice of law, graduates of the KIMEP School of Law will have a competitive advantage when they work for internationally recognized law firms, consulting firms, accounting firms or multinational corporations as well as for smaller law firms and individual clients.

Below is the suggested four-year schedule for the program. This catalog includes the course descriptions only for the second year, as these are the only courses that will be taught in the LL.B. program for 2011-12. Next year's catalog will provide all four years to provide further guidance in choosing the student's coursework.

### LLB Curriculum.

To earn a bachelor's degree at KIMEP University a student must complete **146 credits**

Category of Courses	Credit Hours
General Education Requirements	33
Program Foundation Requirements	64
Program Specialization Requirements	32
Internship	6

Physical Education	8
Thesis	2
State Examination	1
<b>Total Credit Hours Required for Graduation</b>	<b>146</b>

The general education portion of the LLB program is the same as for all other KIMEP students:

<b>GENERAL EDUCATION REQUIREMENTS</b>		
GEN1040	Life Security [KAZ, RUS, ENG]	2 credits
GEN1000	History of Kazakhstan [KAZ, RUS, ENG]	3 credits
KAZ1xxx	Kazakh language [semester 1]	3 credits
KAZ1xxx	Kazakh language [semester 2]	3 credits
GEN1010	Academic Speaking	3 credits
GEN1011	Academic Reading and Writing I	3 credits
GEN1300 or GEN2301	Introduction to Computers or Business Computer Applications ) - these courses cover much of the same materials and if you take one, you are barred from taking the other one).	3 credits
GEN1030	Introduction to Environmental Studies	2 credits
GEN2500 or GEN2510	Introduction to Philosophy or Principles of Ethics	3 credits
GEN2700	Introduction to Sociology	2 credits
GEN2701	Introduction to Political Science	2 credits
ECON1101	Introduction to Economics	2 credits
GEN1603	History of Political and Legal Studies	2 credits
<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b>		<b>33 credits</b>

<b>Program Foundation Requirements</b>		
GENxxxx	Business Russian	2 credits
GEN2430	Legal Research, Reading and Writing I	2
GEN1630	Theory of state and law	3
LAW2102	History of State and Law in Foreign Countries	2
LAW2101	History of State and Law in Kazakhstan	2
LAW2302	Criminal Law General Part	3
LAW2103	Constitutional Law of RK	3
LAW2201	Civil Law of RK I General Part	3
GEN1203	Mathematics for Lawyers	3
GEN1110	Academic Listening and Note Taking	3
GEN1121	Academic Reading and Writing II	3
LAW2104	Administrative Law of RK	3
LAW3520	Tax Law of RK	3
LAW3205	Civil Law of RK (Company Law) Special Part	3
LAW3206	Civil Law of RK (Intellectual Property Law) Special Part	2
LAW3511	Public International Law	3

LAW3905	Private International Law	3
LAW4601	Financial Law	3
LAW3208	Labor Law of RK	3
LAW3512	Family Law and Inheritance Law of RK	3
	Elective #1*	3
	Elective #2*	3
	Elective #3*	3
<b>TOTAL</b>	<b>Program Foundation Requirements</b>	<b>64</b>

<b>Program Specialization Requirements</b>		
LAW2203	Civil Law of RK (Contract Law) Special Part	2
LAW2302	Criminal Law of RK Special Part	3
LAW3105	Comparative Constitutional Law	3
LAW3401	Land Law of RK	3
LAW3204	Civil Law of PK (Tort Law)	3
LAW3507	Procuracy Supervision in RK	3
LAW4602	Law of the WTO	3
LAW3207	Civil Procedure of RK	3
LAW3203	Criminal Procedure of RK	3
LAW4503	Advocacy in RK/ Professional Ethics of Lawyer	3
	Elective #4*	3
<b>TOTAL</b>	<b>Program Specialization Requirements</b>	<b>32</b>

### LLB program courses

The LLB program allows the student to have 4 electives (See the list of available elective courses in the law program below). It is the responsibility of the student to ensure that (s)he complete the physical education and other requirements of the degree. Questions may be addressed to the Law School Coordinator (Office 120, New Academic Building). The suggested program plan below provides all required courses plus time for the 4 electives a student is allowed:

### Program Plan

1 <sup>ST</sup> YEAR	FALL SEMESTER		1 <sup>ST</sup> YEAR	SPRING SEMESTER	
GEN1100	Academic Speaking [English]	3	GEN1110	Academic Listening and Note Taking (English)	3
GEN1120	Academic Reading and Writing I (English)	3	GEN1121	Academic Reading and Writing II (English)	3
GEN1000	History of Kazakhstan	3	GEN1300 GEN2301	Introduction to Computers or Business Computer Applications	3
KAZ	Kazakh	3	KAZ	Kazakh	3
	Life Security	2	GEN1630	Theory of State and Law	3
GEN2700	Introduction to Sociology	2	GEN1603	History of Political and Legal Studies	2
GEN2701	Introduction to Political Science	2			
Total		18	Total		17

2 <sup>ND</sup> YEAR	FALL SEMESTER		2 <sup>ND</sup> YEAR	SPRING SEMESTER	
GEN2500 GEN2510	Introduction to Philosophy or Principles of Ethics	3	LAW2104	Administrative Law of RK [prerequisite Constitutional Law of RK]	3
GEN2430	Legal Research, Reading and Writing I	2	LAW2201	Civil Law of RK: General Part [prerequisite Theory of State and Law]	3
LAW2102	History of State and Law in Foreign Countries	2	LAW2302	Criminal Law of RK Special Part [prerequisite Criminal Law of Rk General Part]	3
GEN1203	Mathematics for Lawyers	3	GENxxxx	Environmental Law and Policy [Introduction to Environmental Studies]	2
LAW2301	Criminal Law of RK General Part [prerequisite Theory of State and Law]	3	GENxxxx	Business Russian	2
LAW2101	History of State and Law in Kazakhstan	2	LAW2901	Academic Internship [prerequisite 36 credits plus Civil Law of RK General Part or Constitutional Law]	3
LAW2103	Constitutional Law of RK [prerequisite Theory of State and Law]	3	ECON1101	Introduction to Economics	2
Total		18	Total		18

3 <sup>RD</sup> YEAR	FALL SEMESTER		3 <sup>RD</sup> YEAR	SPRING SEMESTER	
LAW2203	Civil Law of RK: Contracts [prerequisite Civil Law of RK General Part]	2	LAW3511	Public International Law [prerequisite Constitutional Law of RK]	3
LAW3208	Labor Law of RK	3	LAW3203	Criminal Procedure Law of RK [prerequisite Criminal Law of RK General Part and Criminal Law of RK Special Part]	3
LAW3205	Civil Law of RK: Legal Entities [prerequisite Civil Law of RK General Part]	3	LAW3206	Civil Law of RK: Intellectual Property Law [prerequisite Civil Law of RK General Part]	2

LAW3512	Family Law of the RK and Civil Law of RK: Inheritance Law [prerequisite Civil Law of RK General Part]	3	LAW3204	Civil Law of RK: Tort Law [prerequisite Civil Law of RK General Part]	3
LAW3401	Land Law of RK	3	LAW3207	Civil Procedure Law of RK [prerequisite Civil Law of RK General Part and one of the Civil Law of RK Special Parts]	3
LAW3105	Comparative Constitutional Law [prerequisite Constitutional Law of RK]	3	XXXX	Elective #1*	3
Total		17	Total		17

4 <sup>TH</sup> YEAR	FALL SEMESTER		4 <sup>TH</sup> YEAR	SPRING SEMESTER	
LAWTBD	Law of Financial Institutions [Financial Law]	3	LAW3520	Tax Law of RK	3
LAW3905	Private International Law	3	LAW4503	Advokatura in RK / Professional Ethics of Lawyer	3
LAW3507	Procuracy Supervision in RK	3	LAW4902	Internship [prerequisite completion of at least 90 credits of courses]	3
LAW4602	Law of the WTO	3	TBD	Preparation for State Exams [prerequisite completion of at least 110 credits of courses]	1
	Elective #2*	3		Elective #4*	
	Elective #3*	3		<i>Thesis</i>	2
Total		18	Total		12

- Program Foundation Electives available (courses taught this Spring are indicated with Course Codes; complete coding and descriptions will be available in Fall 2013 catalog): Animal Law (LAW 3713), Energy Law, Comparative Law, Contract Drafting, Negotiation, Alternative Dispute Resolution, and Securities Law.
- Program Specialization Electives: Comparative Company Law, Customs Law, International Regulation of Financial Markets, International Business Transactions and Financial Crime. The codes for these courses will be developed for next year's catalog.

#### MINORS IN LAW FOR UNDERGRADUATES

A minor in law is a concentration that an undergraduate student selects to obtain a specialized knowledge in law. A student must complete the prerequisite course (GEN2720 Introduction to the Legal System of Kazakhstan) and 12 credit hours within the Minor in Law Program for a total of 15 credit hours. In order to complete a general Minor in Law, the student may select any four elective courses offered by the School of Law. Students are recommended to consult faculty members on the choice of courses in order to assure a coherent understanding of the law. Alternatively, for the students who want to receive deeper knowledge in particular branch of law, the School of Law offers three specialized tracks in the Minor in Law program:

- Public Law
- Private Law and
- International Law

In order to receive a specialized Minor in law the student must complete the prerequisite course (GEN2720 Introduction to the Legal System of Kazakhstan), 3 mandatory courses and 1 elective course from the chosen track. With the approval of the Dean of the School of Law, students completing a Minor in law may take courses from LL.M program.

Minor in Law for Undergraduates in Tabular Format

#### Prerequisite for all Minors in Law:

GEN2720	Introduction to the Legal System of Kazakhstan	3
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<b>Minor in Law</b>		
Any 4 Electives from the undergraduate program in law		

<b>Minor in Public Law</b>		
Mandatory Courses		
LAW2104	Administrative law of RK	3
LAW4514	Constitutional Law of RK	3
LAW3106	Public International Law	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
<b>Total</b>		<b>12</b>

<b>Minor in Private Law</b>		
Mandatory Courses		
LAW2202	Business Law	3
LAW2201 or LAW3517	Civil Law of RK, General Part	3
LAW4602	International Trade Law/Law of the WTO	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
<b>Total</b>		<b>12</b>

<b>Minor in International Law</b>		
Mandatory Courses		
LAW3106	Public International Law	3
LAW4602	International Trade Law/Law of the WTO	3
LAW4515	Law of the European Union	3
Elective Courses		
Any 3 credits of elective courses offered by the undergraduate program in law		
<b>Total</b>		<b>12</b>

#### **Electives of Minor in Law courses**

LAW3209	Family Law and Inheritance Law of Kazakhstan	3
LAW3713	Animal Law	3
LAW4107	Private International Law	3
LAW4601	Financial Law	3
LAW4603	Tax Law of Republic of Kazakhstan	3
LAW4517	Law and Economics	3

## **GRADUATE DEGREE PROGRAM**

### **MASTER OF LAWS IN INTERNATIONAL LAW (LL.M)**

#### **Statement of Purpose and Mission**

The LL.M in International law is a one-year degree program providing specialized knowledge of International law for legal and business practitioners engaged in cross-border legal transactions. The LL.M program offers a foundation in the two pillars of international law: Public International Law and International Commercial Law. Foundational knowledge of international law permits students to acquire a profound understanding of the normative predicates upon which contemporary and particularized departments of law repose. The objective of the program is to provide professionals with the skills to solve complex legal problems, provide service to clients based on ethical principles, and to reform the legal system of the Republic of Kazakhstan.

The KIMEP LL.M in International Law is based on first principles. Students are expected to acquire the skill to read and interpret legal texts, to critically examine the underlying policies of legal rules, and to prepare written and oral arguments based upon correct reasoning and applicable to practical tasks encountered in the external environment. The KIMEP LL.M in International law next takes advantage of Kazakhstan's geopolitical position. Kazakhstan is rich in natural resources, expects the city of Almaty to become the financial center of Central Asia, and has joined a Customs Union with the Russian Federation and Byelorussia. the curriculum weaves conventional courses found in general LL.M. courses with courses dealing with the particular legal regime of Kazakhstan that constitute a precondition for foreign direct investment in the extractive industries and emerging cutting edge markets of Kazakhstan. The faculty within the LL.M program provides guidance to its students, especially within the context of the LL.M thesis. Close relationships between faculty and students benefit both parties. Students have an opportunity to receive professional advice both in academic matters and professional career choices. The ratio of faculty to students is low and allows for the creation of a "lyceum-like" atmosphere at KIMEP.

Program Objectives

The primary objective of the LL.M program is to train students to apply detailed substantive knowledge of international law, using skills required by the external environment in which they will undertake careers in law and businesses engaged in international transactions.

These mandatory skills are:

1. To draft legal documents in the English language virtually equivalent to a native speaker.
2. To think outside the box by knowing how to interpret and apply law to formulate creative solutions to legal problems.
3. To understand legal principles triggered by cross border transactions.
4. To comprehend the business models upon which laws are based.
5. To understand legal formalities without losing sight of substance.
6. To produce an LL.M thesis demonstrating deep knowledge of a subject and representing scholarly work equivalent to that expected in any world class law school.

Each course in the LL.M program contains explicit components on critical thinking and legal argumentation.

No student graduates from the program without mastering these skills.

### Program Intended Learning Outcomes

At the successful completion of this Program, graduates will be able to:

1. Describe, interpret, synthesize and apply principles of public and private international law, including statutes, treaties, judicial decisions, legal texts, and public and private legal agreements.
2. Provide ethical legal advice and solutions to legal problems involving the international aspects of actions by private individuals, business, government and civil society.
3. Identify and advocate among choices of law and plan the locations of international activities based upon comparisons of the legal frameworks for conducting international and cross-border private and business transactions and other activities in Kazakhstan, Central Asia and internationally.
4. Complete supervised independent research projects, involving the synthesis and application of legal principles, legislation, judicial decisions and expert commentary, to practical and scholarly topics in the field of international law.
5. Communicate ideas and information clearly and effectively, in both oral and written English, using correct legal terminology, in descriptive, persuasive and transactional formats, using principles of inductive, deductive and practical reasoning.
6. Demonstrate the ability to work collaboratively in teams, evidencing leadership capacity.

Having achieved these learning outcomes, students are prepared to pursue further study of law at the PhD level or to work locally or internationally. For example graduates will be qualified to work in:

1. Law Firms
2. Business Firms
3. Financial Services Firms
4. Government
5. International organizations

### Admission Requirements

1. A bachelor's degree (or equivalent) in law from a recognized university, having graduated with exceptional credentials.
2. Advanced knowledge of English (qualification is determined from the administration of the KIMEP designed KEET test); a KEET score of less than 40 disqualifies the student from admission to the LL.M.
3. Presentation of an application.
4. Passing an interview, unless determined by the admissions Committee not to be necessary.

In exceptional circumstances, an applicant with undergraduate degree in a field other than law will be admitted under a cumulative assessment of the applicant's undergraduate degree, work experience, English language ability, and motivation. The School does not prohibit applications from applicants without an undergraduate degree in law; however, undertaking a post-graduate degree in law without any prior background in law is a major challenge for the student.

### Degree Requirements

The LL.M program consists of 36 credits, including a 3-credit master's thesis. The LL.M degree may be completed in one year (12 months) for full-time enrolled students. The LL.M also may be completed over an extended time period to accommodate working professionals. Admitted students who have a score of less than 60 on the KIMEP Entrance English Test (KEET) test are required to take Foundation English language courses depending upon the range of the KEET score.

Program Course Requirements	21
Law Electives	12
Thesis	3
<b>Total Required for Graduation</b>	<b>36</b>

Students must have a minimum GPA of 3.00 to graduate from the program and may not have more than 2 grades of 2.0 (C) or below.

### Foundation English

With the exception of students with a KEET score of 60 or above, LL.M. students must complete Foundation English courses according to the following matrix. A TOEFL score of 570 or an IELTS score band 5 or above is equivalent to a KEET score of 60.

Score between 50-59	ENG5005 "Foundation English A" with grade of B in course and on exit test
Score between 40-49	ENG5004 "Foundation English B" with grade of B in course and on exit test, and ENG5005 "Foundation English A" with grade of B in course and on exit test

### Program Requirements

The following courses are required. All are 3 credit courses for a total of 24 credits

Course Code	Course Title
LAW5201	Legal Method, Skills, and Reasoning
LAW5202	Methods of Legal Argument
LAW5203	Public International Law
LAW5204	International Commercial Law
LAW5205	Private International Law and Ethics
LAW5206	International Commercial Arbitration
LAW5923	Internship or Internship Substitute
LAW5990	Thesis Seminar

Students who do not have an undergraduate degree in law or who have not undertaken undergraduate legal coursework will be required to take one preliminary law course instead of an elective course

LAW5209	Introduction to Kazakhstan Law
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A student must achieve a grade of "B" or higher in LAW5990 "Thesis Seminar". The thesis grade cannot constitute one of the two "C" grades permitted for graduation from the program. Twelve credits in law electives are required. The electives can be selected from the following courses. Some electives may not be offered each term.

LAW5701	Company law
LAW5702	Tax Law of the Republic of Kazakhstan
LAW5703	Business Litigation Practicum
LAW5704	Law of Energy and Natural Resources
LAW5705	Intellectual Property Law
LAW5706	International Banking Law
LAW5707	International Commercial Arbitration Practicum
LAW5708	Administrative Law of the RK
LAW5801	Corporate Finance
LAW5802	International Taxation
LAW5803	International Investment Disputes
LAW5804	Mergers & Acquisitions
LAW5299	Selected Graduate Topics in Law

## Program Plan for Academic Year 2012-13

The following table is the tentative program of courses offered in academic Year 2012-2013; this schedule may change based on availability of professors or interests of students.

### FALL

Course Code	Course Title	
<b>Mandatory Courses</b>		
LAW5201	Legal Method, Skills and Reasoning	3
LAW5202	Methods of Legal Argument	3
LAW5203	Public International Law	3
LAW5204	International Commercial Law	3
<b>Advanced Mandatory Courses</b>		
LAW5923	Internship or Internship Substitute	3
LAW5990	Thesis Seminar	3
<b>Electives</b>		
LAW5209	Introduction to Law of Kazakhstan	3
LAW5701	Company Law	3
LAW5702	Tax Law of the RK	3
LAW5706	International Banking Law	3
LAW5707	ICA Practicum	3
LAW5708	Administrative Law of RK	3
<b>Total Credits</b>		<b>36</b>

### SPRING

Course Code	Course Title	
<b>Mandatory Courses</b>		
LAW5201	Legal Method, Skills, and Reasoning	3
LAW5202	Methods of Legal Argument	3
LAW5205	Private International law and Ethics	3
LAW5206	International Commercial Arbitration	3
<b>Advanced Mandatory Courses</b>		
LAW5923	Internship or Internship Substitute	3
LAW5990	Thesis Seminar	3
<b>Electives</b>		
LAW5703	Business Litigation Practicum	3
LAW5704	Law of Energy and Natural Resources	3
LAW5705	Intellectual Property Law	3
LAW5801	Corporate Finance	3
LAW5802	International Taxation	3

Mandatory Courses LAW5201 and LAW5202 are often offered twice a year to accommodate students entering the School in mid-year. Advanced Mandatory Courses are offered each semester to accommodate the varying progression of students through the program. Other mandatory courses and elective courses will be offered once in either Fall or Spring semesters; some of these may be offered in the Summer semester as well.

The School is negotiating an agreement for a dual degree with University of Dundee. For purposes of credit transfer, please note that the following LLM courses are worth 10 ECTS with all others being worth 5 ECTS:

LAW5201	Legal Method, Skills, and Reasoning
LAW5202	Methods of Legal Argument
LAW5205	Private International Law and Ethics
LAW5206	International Commercial Arbitration
LAW5923	Internship or Internship Substitute
LAW5990	Thesis Seminar

### LL.M. MINOR IN TAX LAW

There is constant demand from business and public authorities for qualified tax specialists to work either as external tax attorneys or in-house lawyers in both domestic and multinational companies as well as in various tax administration and tax policy roles in the national and international public sector organizations.

The Minor in Tax Law prepares students for a career of tax professionals either as in-house tax specialists, tax consultants, tax lawyers, or officers of tax authorities. As Kazakhstan develops, the demand for entry-level tax lawyers and consultants able to keep step with the ever-changing tax legislation is increasing rapidly. Students who complete the Minor in Tax Law will be able to successfully apply the following skills:

- Ability to interpret and apply the key sources of tax law, including domestic tax legislation, administrative regulations, international regulations and case law.
- Ability to analyze and design constructive solutions to the key issues in taxation.
- Ability to exercise and protect the rights and obligations of tax authorities and tax payers, as well as understand the tax administration processes, including the appeal and litigation processes.
- Ability to analyze and carry out benchmarking of Kazakhstan's tax legislation, international tax treaties, and foreign tax legislation.
- Ability to hypothesize and reflect on certain practical problems and divergences appearing in domestic law and international treaty law.
- Ability to present the analysis of issues in a number of ways (oral explanation, formal report/memorandum, business style presentation).
- Comprehension of the process of tax law drafting and adoption procedure.

To earn a LL.M. Minor in Tax Law a student shall complete the following courses:

- Tax law of the Republic of Kazakhstan LAW 5908
- Two of the following electives:
  - Either LAW 5909 International taxation law or ACC 5210 taxation in Kazakhstan, but not both of these courses
  - ACC 5211 Principles of taxation
  - ACC 5260.1 Selected topics in accounting: taxation of Multinational Enterprises
- Another graduate elective in tax in the LLM or the MBA program as approved by the Dean of the School of law or the Dean's designee; or an internship in a tax-related placement, as approved by the Law School faculty member who is supervising the internship.
- A thesis on a tax law topic approved by the thesis Supervisory Panel.

In addition the student must have an aggregate GPA of at least 3.0 (B) in the credits that qualify for the Minor.

### MINOR IN BUSINESS LAW

The Law School offers a Minor in Business Law to MBA students in the Bang College of Business. Details about that Minor can be found in the MBA portion of the catalogue.

### DUAL DEGREES

#### LL.M. – MBA DUAL DEGREES PROGRAM (This program is under review)

The School of Law and the Bang College of Business cooperate in offering an LL.M.-MBA dual degrees program. Students who desire to enter this program must apply separately for admission to each program (either simultaneously or after they have already enrolled in one) and will earn the two separate degrees in only 75 credits of study rather than the 96 credits required if they had taken the two degrees separately.

The practice of business and the practice of law are substantially interconnected. Business persons advancing the interests of their companies always require legal advice, negotiation and drafting of transactional documents, assessment of legal risks and occasionally litigation. A business person with a good educational foundation in law will be more effective in business activities, and in understanding the legal issues involved in those activities. Similarly, in order to advise business clients effectively, lawyers should understand the basic business issues and the goals of their clients. A person with both legal and business expertise will be more effective in both those fields and in those positions in which law and business intersect.

**Graduates of the Joint MBA-LL.M. program should be highly sought-after employees in the following types of positions:**

- Business law and international business law firms
- Consulting firms
- In-house counsel offices in major corporations
- Businesses

In order to complete both an MBA and an LL.M. a student normally would need to complete 96 credits of study. Under the dual degrees program, a student will earn both degrees in a total of 75 credits, a saving of 21 credits.

**The course and credit requirements for the LL.M.-MBA dual degrees program are:**

- **MBA courses – 42 credits**
  - 24 credits Required Foundation Core Courses
  - 12 credits Required Advanced Core Courses
  - 6 credits Required Integrative Core Courses
- **Law courses – 27 credits**
  - 18 credits Required Courses
  - 9 credits of Law electives (reduced from 12 credits)
- **Shared courses – 6 credits (one of these courses must be taken in the MBA program and the other one in the Law program)**
  - Thesis in either Business or Law
  - Internship in either Business or Law
- **Total credits: 75**

## UNDERGRADUATE COURSE DESCRIPTIONS

### GENERAL EDUCATION—LIBERAL ARTS and ADDITIONAL ENGLISH ELECTIVES (offered by the Language Center)

#### **GEN 2800 Public Speaking (3 credits)**

*Prerequisites: None*

Students who have already attained a high level of fluency will enjoy learning how to communicate in a public setting. This course will teach students how to prepare and present speeches to diverse audiences. Students will listen to professional speakers and review their writing and organizing skills, as well as present their own speeches.

#### **GEN 1831 Performing Arts (3 credits)**

*Prerequisites: None*

The Performing Arts course offers an introduction to the performing arts of ballet, opera, theater, and music. Students will gain an understanding of the processes leading to performance. The course will deepen their understanding and appreciation of the arts, while developing their critical skills. Writing and presentation skills that students develop through the course will help them to succeed in academic and everyday setting.

#### **GEN 2801 English for Specific Purposes (3 credits)**

*Prerequisites: None*

This course is designed for students who have already completed Academic English courses and have background knowledge about subject matter of their specializations. The course will focus on application of Academic English speaking, reading, writing and listening skills for discussion, analysis and evaluation of interdisciplinary issues. Specific needs and difficulties of students from different colleges and specialties are identified through a needs assessment survey at the beginning of the course and incorporated into assignments. Students will cooperate with each other taking on specific roles, planning their process of learning, and sharing their subject-specific knowledge.

#### **GEN 1622 Introduction to Films (3 credits)**

*Prerequisites: None*

The purpose of this course is to give the student a better understanding of cinema from the perspective of the viewer, the professional critic, and the filmmaker. Designed for non-film majors, the class will give an overview of the world of cinema from history and theory to the craft of filmmaking.

#### **GEN 1621 Introduction to Music (3 credits)**

*Prerequisites: None*

This is a listening-based study of a variety of musical works. The course includes developing skills in recognizing and explaining musical experiences as well as exploring the relation of music to society as a whole and to other forms of art. The course exposes students to specific features of musical diversity and promoting an appreciation for listening to music in depth. Attending live concerts and writing critical reviews afterwards will foster the students' cognitive and affective skills. Students will respond critically to a variety of works in music, connecting the individual work to other works and to other aspects of human endeavor and thought. Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present society. Finally, group discussions and students' presentations will contribute to creating team-spirit academic environment with the students.

#### **GEN 2811 Critical Thinking (3 credits)**

*Prerequisites: None*

This course aims to improve the ways in which students critically analyze information. Students will improve these skills through reading and analyzing arguments in text, video, and audio formats. Students will practice constructing sound arguments in a range of activities—opinion pieces, advertisements, video productions, and art work.

#### **GEN 1623 Theater (3 credits)**

*Prerequisites: None*

Students will experience drama as performance-based learning through a close reading of plays. They will discover the possibilities and limitations of theater as a genre, examining the strategies of the playwright, a number of significant plays and scenes from plays, and important periods that have shaped the theater as we know it today.

Students will learn about the role of theater in society and investigate the interaction between the visible and invisible cast of a play: the actors, set designers, special effects technicians, stagehands, and the director. Students will have an opportunity to try out these roles as they write, stage, and direct original plays and also to view on- and off-campus theatrical productions.

#### **GEN 1830 Drama (3 credits)**

*Prerequisites: None*

This course offers an introduction to the dramatic writing, performance art, and to analysis of contemporary drama. Students will study strategies of dramatic storytelling through readings, videos, live performances, workshops and dramatic enactments, while improving their creative writing and speaking skills in active, hands-on theatre exercises. Overall, the course will deepen students' understanding, knowledge and appreciation of the dramatic arts, while developing their critical, expressive and artistic skills.

### **ENG 1301 W English Writing (1 credit)**

*Prerequisites: None*

This course is offered to students who need one credit to complete their English language requirements. Because all students in the course are in their third and fourth year of study, this course does not set out to prepare students for academic study. Rather, it aims to help students to identify areas in their own writing that need improvement and for students to apply English to their study/professional lives. By means of a course requiring reading and writing and through individual or pair/group work, students' writing skills should improve.

### **ELA 1302 Learner Autonomy (1 credit)**

*Prerequisites: None*

The course Learner Autonomy is designed especially for students in their first and second years of study at KIMEP University. It aims to focus on study skills that will assist them in making a successful transition from school to academic study at a world-class university. Students will encounter appropriate study skills so that they can successfully apply them in other courses during their studies at KIMEP. The course provides students with strategies for effective time-management, setting goals, self-assessment, and self-monitoring. The course also aims to help students become more efficient and independent learners.

## **MODERN LANGUAGES**

### **CHN1301 Beginning Chinese (3 credits)**

*Prerequisites: None*

The Beginning Chinese course introduces the basic elements of the Chinese language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

### **CHN 1302 Elementary Chinese 1 (3 credits)**

*Prerequisite: CHN 1301 Beginning Chinese or equivalent*

The course follows Beginning Chinese and assumes knowledge of all the materials covered in CHN 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Chinese-speaking countries. Students will also have an opportunity of learning about Chinese culture and traditions.

### **CHN1303 Elementary Chinese 2 (3 credits)**

*Prerequisite: CHN 1302 Elementary Chinese 1*

This course is a continuation of CHN 1302 Elementary Chinese 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, as well as cultural and historical information about regions where Chinese is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Chinese culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Chinese language.

### **FRN1301 Beginning French (3 credits)**

*Prerequisites: None*

The Beginning French course introduces the basic elements of the French language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

**FRN 1302 Elementary French 1 (3 credits)**

*Prerequisite: FRN 1301 Beginning French or equivalent*

The course follows Beginning French and assumes knowledge of all the materials covered in FRN 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in French-speaking countries. Students will also have an opportunity of learning about French culture and traditions.

**FRN 1303 Elementary French 2 (3 credits)**

*Prerequisite: FRN 1302 Elementary French 1 or equivalent*

This course is a continuation of FRN 1302 Elementary French 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where French is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern French culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the French language.

**GER1301 Beginning German (3 credits)**

*Prerequisites: None*

The Beginning German course introduces the basic elements of the German language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

**GER 1302 Elementary German 1 (3 credits)**

*Prerequisites: GER 1301 Beginning German or equivalent*

The course follows Beginning German and assumes knowledge of all the materials covered in GER 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in the German speaking countries. Students will also have an opportunity of learning about German culture and traditions.

**GER1303 Elementary German 2 (3 credits)**

*Prerequisite: GER 1302 Elementary German 1 or equivalent*

This course is a continuation of GER 1302 Elementary German 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where German is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern German culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the German language.

**KOR 1301 Beginning Korean (3 credits)**

*Pre-requisites: None*

The Beginning Korean course introduces the basic elements of the Korean language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

**KOR 1302 Elementary Korean 1 (3 credits)**

*Prerequisite: KOR 1301 Beginning Korean or equivalent*

The course follows Beginning Korean and assumes knowledge of all the materials covered in KOR 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the

learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Korean-speaking countries. Students will also have an opportunity of learning about Korean culture and traditions.

### **KOR1303 Elementary Korean 2 (3 credits)**

*Prerequisite: KOR 1302 Elementary Korean 1 or equivalent*

This course is a continuation of KOR 1302 Elementary Korean 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Korean is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Korean culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Korean language.

### **RUS1301 Beginning Russian (3 credits)**

*Prerequisites: None*

The Beginning Russian course introduces the basic elements of the Russian language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

### **RUS1302 Elementary Russian 1 (3 credits)**

*Prerequisite: RUS1301 Beginning Russian or equivalent*

The course follows Beginning Russian and assumes knowledge of all the materials covered in RUS 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Russian-speaking countries. Students will also have an opportunity of learning about Russian culture and traditions.

### **RUS 1306 Intermediate Russian 1 (3 credits)**

*Prerequisites: RUS 1305 Pre-Intermediate Russian 2 or equivalent*

Intermediate Russian 1 is intended to motivate students in their Russian language learning, develop communication skills in real situations, and improve knowledge and appreciation of Russian culture. The course is intended to be communicative, with a focus on active student participation and the use of many different learning resources (textbooks, recordings, computers, etc.). Cultural and literary readings are used to expand vocabulary, stimulate discussion, and broaden understanding of the Russian world. Constant review and acquisition of new knowledge are fundamental guidelines for the teaching of this course.

### **SPN1301 Beginning Spanish (3 credits)**

*Prerequisites: None*

The Beginning Spanish course introduces the basic elements of the Spanish language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

### **SPN1302 Elementary Spanish 1 (3 Credits)**

*Prerequisite: SPN1301 Beginning Spanish or equivalent*

The course follows Beginning Spanish and assumes knowledge of all the materials covered in SPN 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs, and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Spanish-speaking countries. Students will also have an opportunity of learning about Spanish culture and traditions.

### **SPN 1303 Elementary Spanish 2 (3 credits)**

*Prerequisites: SPN 1302 Elementary Spanish 1 or equivalent*

This course is a continuation of SPN 1302 Elementary Spanish 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Spanish is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Spanish culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Spanish language.

### **TUR1301 Beginning Turkish (3 credits)**

*Prerequisites: None*

The Beginning Turkish course introduces the basic elements of the Turkish language in such a way as to enable students to engage in simple communication. It also provides a good foundation for further study of the language. Practice is given in the four skills of listening, speaking, reading and writing. Basic vocabulary and elementary grammatical structures are introduced. The course focuses on writing short compositions, dictations, delivering monologues, intensive and extensive reading of graded books. Speaking and listening skills will be developed primarily through fulfilling the self-study assignments.

### **TUR 1302 Elementary Turkish 1 (3 credits)**

*Prerequisite: TUR1301 Beginning Turkish or equivalent*

The course follows Beginning Turkish and assumes knowledge of all the materials covered in TUR 1301. This course is designed to provide students with a solid background in the four language learning skills: speaking, listening, reading and writing. A special focus of this course is given to developing speaking skills as an integral part of the learning process. Students will learn to communicate simply about their house/flat and their immediate needs and to describe and comment on their living situations, as well as daily and leisure-time activities. Reading and listening activities will focus on a variety of topics from everyday life in Turkish-speaking countries. Students will also have an opportunity of learning about Turkish culture and traditions.

### **TUR 1303 Elementary Turkish 2 (3 credits)**

*Prerequisite: TUR 1302 Elementary Turkish 1 or equivalent*

This course is a continuation of TUR 1302 Elementary Turkish 1. Students continue developing their communicative skills in listening, speaking, reading, and writing. The course content will include language and vocabulary used in situational contexts, cultural and historical information about regions where Turkish is spoken. Emphasis will be placed on improving proficiency in oral communication and on developing reading comprehension and fluent writing skills. Students also read short pieces on modern Turkish culture, write compositions and make presentations on topics of personal interest. The course makes extensive use of technology (computer programs, the Internet, e-mail, videos) to promote and enhance students' comprehension of the Turkish language.

### **GEN2802 Business Communication in Russian**

*Prerequisites: Advanced-level proficiency in Russian*

This course is designed for native-speakers of Russian and for students with advanced knowledge of Russian as a second language. It provides students with a comprehensive view of international business communication, and its scope and importance in business. The course also aims to expand students' awareness of certain important aspects of business life such as corporate culture, guiding principles of business ethics, cross-cultural relations in business, and so forth. This course offers opportunities to develop communication skills through speaking and writing assignments and presentations based on research into real business cases.

## **TRANSLATION AND INTERPRETING**

### **TRN 2101 Introduction to Translation (3 credits)**

*Prerequisites:* 1. *Completion of (or exemption from) all Foundation English courses*  
2. *Evidence of proficiency in Russian*

*Subject to approval by the program team leader, students who do not speak Russian but are proficient in Kazakh or another Central Asian or European language may also meet the prerequisites.*

This is the core prerequisite course for students in the Translation and Interpreting Minor. The course introduces the basic principles of translation from Russian into English and vice-versa, with special emphasis on translation history and theory, textual analysis, vocabulary building, systematic research, and team work. The course provides an overview of the translator's profession in Central Asia and throughout the world and at the same time hones the skills involved in solving practical translation problems. Students are encouraged to analyze what "works" about their own translations, what doesn't work, and why.

### **TRN 3101 Introduction to Interpreting (3 credits)**

*Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or*

*Completion of GEN 1100 Academic Speaking and GEN 1120 Academic Reading and Writing I, with evidence of proficiency in Russian*

This course introduces the special nature of interpreting (translating orally) and the particular skills the interpreter must develop. It offers an overview of the responsibilities of interpreters in judicial, commercial, political, or educational settings. Extensive practice is included in sight translation and in simultaneous as well as consecutive interpreting.

**TRN 3201 Commercial Translation (3 credits)**

*Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Completion of GEN 1100 and GEN 1120 with evidence of proficiency in Russian*

This course examines the particular characteristics of business texts, such as commercial correspondence, company policy documents, advertising copy and product-related literature. The specialized vocabulary and conventions governing such texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and team work.

**TRN 3202 Legal Translation (3 credits)**

*Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Completion of GEN 1100 and GEN 1120 with evidence of proficiency in Russian*

This course examines the particular characteristics of legal texts, such as legal correspondence, contracts, official documents, law enforcement and other legal documents. The specialized vocabulary and conventions governing such texts are studied. Careful attention is paid to the translator's responsibility to the client. Practice is given in translating a wide variety of authentic texts. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and team work.

**TRN 3203 Translation from Informational Media (3 credits)**

*Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or Completion of GEN 1100 and GEN 1120 with evidence of proficiency in Russian*

This course delves into materials taken from newspapers, magazines, and other media in print and online. Journalistic practices in English and Russian or Kazakh will be compared and contrasted. Special emphasis will be given to the vocabulary of current events, public issues, and news reporting. Students continue to focus on basic principles of translation, with special emphasis on theory, textual analysis, vocabulary building, systematic research, and team work.

**TRN 4101 Topics in Translation (3 credits)**

*Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or completion of all four Academic English courses and proficiency in Russian*

**TRN 4102 Topics in Interpreting (3 credits)**

*Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and/or completion of all four Academic English courses and proficiency in Russian*

These advanced courses focus on particular topics in translation and interpreting, including both practical topics (such as translation in the health care or tourism industries, conference interpreting, and movie subtitling) and theoretical topics (such as the history of translation or the role of translation in globalization). Some topics courses may be cross-listed with courses in the Literary Studies Minor. Topics vary from semester to semester.

**TRN 4103 Senior Project in Translation (3 credits)**

*Prerequisite: TRN 2101 Introduction to Translation (minimum grade: "B") and at least three other elective courses from the Minor*

This course is restricted to students completing a Minor in Translation and Interpreting Studies. Students will develop a semester-long translation project in consultation with the instructor and/or program coordinator. The final translation may include a written defense reflecting on the student's translation principles or analyzing particular translation problems.

## LANGUAGE CENTER

### ENGLISH

#### **ENG0001 Foundation English Level 1**

*Prerequisites: None*

*Elementary Level—Common European Framework: A1 upon completion*

Foundation English 1 is the beginning step in the set of levels to be taken by freshmen. This course aims at developing four language skills (reading, writing, listening and speaking) which will help them get prepared for the next level. The acquired skills will enable learners to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment), communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Based on students' needs and wants in the approach to learning English, this level includes such activities as log writing, descriptive paragraph writing, giving monologues and mini-presentations, practicing group discussions and intensive reading of adapted books. Listening skills will be developed primarily through fulfilling the independent-study assignments.

#### **ENG0002 Foundation English Level 2**

*Prerequisites: ENG0001 (or requisite KEET)*

*Pre-intermediate Level—Common European Framework: A2 upon completion*

Foundation English 2 is the second step in the set of levels to be taken by freshmen. This course continues developing the four language skills: reading, writing, listening and speaking. The acquired skills will enable learners to understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Students will be able to deal with situations while traveling and describe experiences, events, dreams, hopes and ambitions in dialogues, short presentations, writing narrative and expository paragraphs, and RAFT and journal writing. Intensive reading of adapted books will contribute to language skills development. Listening skills will be developed primarily through fulfilling the independent-study assignments.

#### **ENG0003 Foundation English Level 3**

*Prerequisites: ENG0002 (or requisite KEET)*

*Pre-intermediate to Intermediate Level—Common European Framework: B1 mid upon completion*

Foundation English 3 is the third step in the set of levels to be taken by freshmen. This course focuses on four language skills: reading, writing, listening and speaking. Upon the completion of this course, students will be able to understand the main ideas of complex texts on both concrete and abstract topics, including appearance, personality, shopping, traveling and business. By the end of this course, students will be able to engage in group discussions, make short presentations, and write journals, RAFT, dual-entry diaries and descriptive essays. In writing descriptive essays, the process of preparing and re-drafting a text will be emphasized. Intensive and extensive reading of adapted books will contribute to language skills development. Listening skills will be developed primarily through fulfilling the independent-study assignments.

#### **ENG0004 Foundation English Level 4**

*Prerequisites: ENG0003 (or requisite KEET)*

*Upper-Intermediate Level—Common European Framework: B1 upon completion*

Foundation English 4 (upper-intermediate) is the fourth step in the set of levels to be taken by freshmen. This course focuses on the four language skills through discussions, presentations, writing Opinion essays, listening to live news, English programs and extensive reading of authentic books. By the end of this course, students will be able to understand a wide variety of longer texts and recognize implicit meaning; express themselves fluently and spontaneously; use language flexibly and effectively for social, academic and professional purposes; and make clear, well-structured, book presentations on extensive reading, using organizational patterns, connectors and cohesive devices. Listening skills will be developed primarily through fulfilling the independent-study assignments.

#### **ENG0005 Foundation English Level 5**

*Prerequisites: ENG0004 (or requisite KEET)*

*Advanced Level—Common European Framework: B2 mid upon completion*

Foundation English 5 is the fifth step in the set of levels to be taken by freshmen. By the end of this course, students will be able to summarize information from different spoken and written sources by giving strong arguments in coherent presentations, speeches, group discussions; and express themselves spontaneously, fluently and precisely. The process of writing and re-drafting of Argumentative essays will be emphasized. Reading skills will be developed by working on newspaper articles, on-line sources and extensive reading of authentic books. Listening skills will be developed primarily through fulfilling the independent-study assignments.

## BANG COLLEGE OF BUSINESS

### ACCOUNTING AREA

#### **ACC2102 Financial Accounting I (3 Credits)**

*Prerequisites: None*

*Not available to students with credit for ACC2201 and AC1201*

This course introduces financial accounting and addresses such topics as; accounting principles and concepts, the accounting cycle including recording transactions; preparing financial statements, adjusting and closing accounts for proprietorships, partnerships, and corporations. It also addresses; accounting for merchandising, cash; temporary investments and receivables; inventories and cost of goods sold; plant and equipment, natural resources, and intangible assets.

#### **ACC3101 Financial Accounting II (3 Credits)**

*Prerequisites: ACC2102 (or ACC2101 or AC1201)*

*Not available to students with credit for ACC2201 and AC1202*

This course continues the introduction of financial accounting and addresses the following topics; organization and operations of corporations; corporate transactions; reporting income and retained earnings; earnings per share; bonds as liabilities and investments; the cash flow statement, equity investments and international operations.

#### **ACC2201 Management Accounting I (3 Credits)**

*Prerequisites: ACC2102 (or ACC2101 or AC1201)*

*Previous Title: Managerial Accounting*

This course introduces basic concepts in cost and management accounting. The course introduces the student to internal uses of the financial data. Topics that may be covered include Systems Design (Job Order & Process Costing), Cost Behavior, Break-Even Analysis, Variable Costing, Activity-Based Costing, Profit Planning, Standard Costs, Budgeting, and Segment Reporting. Other topics may be included as time permits.

#### **ACC3110 Management Accounting II (3 Credits)**

*Prerequisites: ACC2201*

*Not available to students with credit for AC3203*

*Previous Title: Cost Accounting I*

This course builds on the basic cost and management concepts to focus more intensively on their use by managers in organizations. This course introduces students to the basic concepts in cost accounting and teaches the student how to measure, analyze, and report financial and nonfinancial information. Topics that may be covered include CVP Analysis, Job Costing, Activity Based Costing, Budgeting, Determining how Costs Behave, Decision Making with Relevant Information, and Pricing Decisions.

#### **ACC3200 Ethics in Accounting (2 Credits)**

*Prerequisites: ACC2201*

The course is designed for students' understanding of the meaning of ethics; various aspects of moral reasoning and how moral reasoning is used for ethical decision-making; and learning the tools and techniques for analyzing ethical situations and using these tools to make ethical decisions. Specific topics include identification of the stakeholders, development of corporate codes of conduct, impact of business ethics and corporate codes on corporate governance, the importance of ethics in management accounting, internal auditing and not-for-profit accounting and legal liability issues that accountants face.

#### **ACC3201 Intermediate Financial Accounting I (3 Credits)**

*Prerequisites: ACC3101 (or ACC2101)*

This course begins in depth analyses of accounting issues introduced in Financial Accounting. It addresses some of the following topics; the accounting process, financial accounting and reporting, the income statement and statement of retained earnings, the balance sheet and statement of cash flows, revenue recognition and income determination, cash and receivables, inventory valuation and departures from historical cost and estimating inventory cost.

#### **ACC3202 Intermediate Financial Accounting II (3 Credits)**

*Prerequisites: ACC3201*

This course continues the in depth analysis and development of issues in financial accounting. Among the topics addressed are accounting for capital assets, intangible assets and natural resources; investments; current liabilities and contingencies; bonds (investments and payables) and long term notes payable, leases; accounting for income taxes; shareholders' equity including contributed capital, retained earnings and dividends; and earnings per share.

**ACC3204 International Financial Reporting Standards (3 Credits)**

*Prerequisites: ACC3202*

Reporting practices vary significantly throughout the world. Kazakhstan now requires that International Financial Reporting Standards be used in accounting for business transactions. This course bridges the gaps between the Chart of Accounts, GAAP methods and the methods used in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

**ACC3205 Principles of Taxation (3 Credits)**

*Prerequisites: ACC2102 (or ACC2101)*

This course provides a survey of tax concepts, structure and policy. Among the topics addressed are; types of taxes and the jurisdictions that use them, tax policy and the standards for a good tax, taxes as transaction costs, income tax planning, taxable income from business operations, property acquisitions, dispositions and cost recovery deductions.

**ACC3210 Taxation in Kazakhstan (3 Credits)**

*Prerequisites: ACC2102 (or ACC2101)*

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers and on taxation of individuals. It also covers the taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

**ACC3212 Accounting Information Systems (3 Credits)**

*Prerequisites: ACC 3101 (or ACC2101 or AC1202) and GEN2301 (or IS2201 or CIT1712 or GEN1300)*

*Not available to students with credit for IFS3212*

This course addresses issues of computer based accounting. The course will focus on teaching skills needed to use modern accounting software for effective decision support. Students, through extensive hands-on experience with such software, will acquire the skills necessary to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

**ACC3299 Selected Topics in Accounting (3 Credits)**

*Prerequisites: ACC3202*

The course examines particular issues in accounting. Topics vary according to the interests of the students and instructors.

**ACC4201 Advanced Financial Accounting (3 Credits)**

*Prerequisites: ACC3202*

This course builds on the intermediate accounting courses to develop the professional judgment, as well as the more technical skills, needed by students for careers in accounting, auditing or finance. Among the topics addressed are: pooling of interests, consolidated financial statements, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

**ACC4203 Auditing (3 Credits)**

*Prerequisites: ACC3101*

The primary emphasis of this course is on the auditor's decision-making process in both, an audit of financial statements, and an audit of internal control over financial reporting. The course teaches the fundamental concepts and techniques including; determination of the nature and amount of evidence needed by the auditor given the unique circumstances of each engagement, the demands imposed by the need to comply with the U.S. Sarbanes-Oxley Act of 2002 and the internal-control related Section 404, technology, e-commerce, and fraud.

**ACC4205 Cost Accounting (3 Credits)**

*Prerequisites: ACC2201*

Cost accounting measures, analyzes and reports financial and non-financial information relating to the costs of acquiring or using resources in an organization. Cost management refers to the approaches and activities performed by managers to use resources to increase value to customers and to achieve organizational goals. Topics covered in this course will include master budget and responsibility accounting, flexible budgets, direct and overhead cost variance and management control, inventory costing and capacity analysis, pricing decisions and cost management, management control systems, transfer pricing, and performance measurement, compensation and multinational considerations.

**ACC4209 Fraud Examination (3 Credits)**

*Prerequisites: ACC3101*

The course is intended to provide fundamental and practical knowledge for all students to learn about the global threat of fraud and to prepare for careers in the anti-fraud profession. The students will be able to identify and assess appropriate fraud risk factors by increasing the body of anti-fraud knowledge in the current audit environment, in which the identification of the fraud risk factors by auditors is required by law or standards and emphasized. The knowledge gained from this course, which regular auditing course do not fully cover due to limited time frame, should be instrumental for the detection and deterrence of fraud in any types of audits.

**ACC4210 INTERNATIONAL ACCOUNTING (3 Credits)**

*Prerequisites: ACC3202*

The aim of the course is to provide the students with a basic understanding of why accounting practices differ in different countries. In addition, it aims to get the students acquainted with the various aspects of harmonization for diverse accounting procedures of different countries in order to make the students understand how companies operating internationally cope with the accounting differences in countries across which they operate. Topics covered will include role of IA in international business, comparative international FSA, transparency and disclosure, segment reporting, foreign currency transactions and translation, accounting for price-level changes, corporate governance and control of global operations, budgeting and performance evaluation.

**ACC4211 Cases in Accounting (3 Credits)**

*Prerequisites: ACC3202 and 90 credits completed*

This course provides students the opportunity to apply their knowledge and skills to address a series of real life issues that have arisen in organizations. The variety of cases, in terms of issues addressed and different organizational settings, provides the opportunity to accelerate learning in a manner not possible in real-life. Moreover, learning can occur without the adverse consequences of real-life mistakes. Students can expect to develop and apply not only their critical, analytical and decision-making skills but also those of written and oral communication.

**ACC4216 Professional Auditing (3 Credits)**

*Prerequisites: ACC4203*

This course extends and upgrades the knowledge obtained in Auditing AC4203 to a professional level, preparing students for entry positions in the international Accounting Firms. The course is designed to enhance students' knowledge of auditing procedures, auditing standards and other standards related to attest engagements and the skills needed to apply that knowledge to auditing and other attest engagements.

**ACC4220 Tax Planning (3 Credits)**

*Prerequisites: ACC3210*

Tax planning is an advanced taxation course designed to provide in-depth knowledge of direct tax laws and their impact on decision making. The course encompasses major components of international taxation such as the concept of permanent establishment and the arm's length principle, which are used for international tax planning schemes. Also it discusses the difference between legitimate tax planning, tax avoidance and tax evasion as well as some tax planning techniques for multinational enterprises. The course provides both theoretical and practical approaches. Moreover with the purpose to illustrate the key concepts learnt case studies and juridical decisions would be used. The course is aimed to prepare the students who are interested in becoming tax practitioners or tax advisers in their future careers.

**ACC4240 Taxation of Multinational Enterprises (3 Credits)**

*Prerequisites: ACC3205 or ACC3210*

This course will address advanced areas of taxation, with a particular focus on the interpretation and application of tax legislation in the international and comparative perspective. The class will review different areas of relevance to the taxation of multinational enterprises, providing theoretical and practical guidance on how to navigate the complex rules of different jurisdictions while managing tax opportunities and challenges. It will also review the tax attributes of financial statements.

**ACC4250 Credit Internship Program (6 Credits)**

*Prerequisites: 90 credits completed*

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Accounting and Audit knowledge learned from classroom coursework.

**ACC4275 Thesis (2 Credits)**

*Prerequisites: 105 credits completed*

A thesis is a research work on a topic that is in the area of Accounting and Audit. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

**ACC4277 State Examination (1 Credit)**

*Prerequisites: As per MES regulation*

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

**BUSINESS AREA****BUS3299 Selected Topics in Business (3 credits)**

*Prerequisites: None*

This course introduces the place and the role of the South Korean chaebol - the large, family-controlled conglomerates in the industrial modernization of the country. Emphases will be given on the interaction between Korean government and chaebol which had special privileges and grew large. The course will cover the various topics in international and domestic political economy such as economic growth, culture and network, international investment and trade, democratization, globalization, currency crisis in 1997 and economic crash of 2008, institutional change and economic reform, and public and private governance. In particular, the government-business relationship will be analyzed through studies of chaebols, e.g., Samsung, Daewoo, POSCO, and Korea Development Bank. The main focus throughout this course will be on the roles and interests of governments, businesses, civil society, and foreign investors.

**BUS4201 Cases in Entrepreneurship (3 credits)**

*Prerequisites: ACC2201, FIN3121, MKT3130, MGT3001 and 90 credits completed*

This is a multi-disciplinary business course designed to integrate knowledge of marketing, finance, accounting, and management in the launching of new business ventures. The course is a substitute for a corporate internship for those students who are considering an entrepreneurial career. Topics such as new product/service market research, management of start-ups, forecasting sources and uses of cash, and alternative financing approaches will be explored in the context of new ventures. Students will be required to write an original business plan with the support of instructors from various business disciplines in order to effectively integrate different perspectives into their business model.

**BUS4250 Credit Internship Program (3 Credits)**

*Prerequisites: 90 credits completed*

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the knowledge learned from classroom coursework.

**COMPUTER INFORMATION TECHNOLOGY AREA****CIT2731 Business Graphics (3 Credits)**

*Prerequisites: GEN1300 or GEN2301*

This course involves studies of computer graphics software; basis of computer graphics: vector, bitmap (raster), 2-, 3-dimensional software packages, graphics coding, etc. The course is emphasized on the use of computer graphics in business (design of business cards, logo, booklets, leaflets, animated banners, billboards, etc.) with Corel Draw 12, Corel Draw X5 as software package "3 in 1" combining vector and bitmap graphics facilities (drawing with Corel Draw, image modifying with Corel Photo Paint, animating with Corel R.A.V.E.)

**CIT2732/CIT5732 Financial Analysis Using Computer Technologies (3 Credits)**

*Prerequisites: GEN1300 or GEN2301*

This course is a study of building Formulas to Calculate Values with MS Excel. Topics include Auditing, Goal Seek, Solver, Pivot Tables, Managing Data in List, Forms, Filters, Subtotals, Data Consolidation and Macros.

***This course cannot be counted towards majors/ minors in Finance.***

**CIT2733 Survey Research with SPSS (3 Credits)**

*Prerequisites: GEN1300 or GEN2301 and GEN2400 or GEN2401 or GEN2402*

This course is providing the essential introduction to various functions of SPSS such as data management, data analysis, plotting graphs, creating reports, etc. It is especially focused on survey research that covers critical topics such as how to design a questionnaire, to code and enter responses, to transfer (exchange) data to/from different file formats, to manipulate and analyze data with different approaches, methods, and eventually to prepare a final report that concisely and clearly summarizes results. At the end of the course, a group project will be assigned to conduct virtual survey on the business subject.

**CIT2735 Multimedia Graphics for Business Communications (in Flash) (3 Credits)**

*Prerequisites: GEN1300 or GEN2301*

This course includes Graphics and Animation using Adobe Flash Professional CS. Flash is an extremely powerful vector graphics program that allows you to assemble dynamic animated and interactive content to create everything from basic linear animations to complete interactive web sites. In this course students will become familiar with the basis of Flash, so that they can create simple yet impressive animations that students can add to web sites for business communication or export as self-running Flash Player files.

### **CIT3724 Advanced Business Computer Applications (3 Credits)**

*Prerequisites: GEN1300 or GEN2301*

It introduces the concept of Macros, macro-recorder in Word, Excel and Access, and programming in Visual Basic. Emphasis is given to Windows programming using the Visual Basic environment: use of forms, boxes, buttons, labels, menus, scroll bars, and drawing objects. This course will teach students to develop professional looking and deployable visual basic applications: advanced controls, data aware controls, OLE containers, SQL access, building help files, and accessing the Windows API functions.

### **CIT3734 Web Design (3 Credits)**

*Prerequisites GEN1300 or GEN2301*

This course provides knowledge about Web Design principles. In this course students will learn the fundamentals of web site design. Topics include publishing Web sites, updating web sites, Internet technologies. Topics include an overview of the www, e-mail, browsers, basic web page elements and organization of virtual communities. In the course software for web site development such as MS FrontPage and Dream Weaver are taken as tools.

## **FINANCE AREA**

### **FIN2105 Business Microeconomics (3 Credits)**

*Prerequisites: None*

*Not available to students with credit for ECN2103*

This is an introduction to microeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by examining markets -the interaction of demand and supply. It examines the determinants of demand, and the cost structures that underlie supply. It also looks at the dynamic process of price adjustment. Next, various models of profit maximization are developed, under different competitive assumptions. Finally, the course looks at strategic problems. While there is no prerequisite for this course, the course moves quickly and develops an intermediate level of microeconomic theory.

### **FIN2106 Business Macroeconomics (3 Credits)**

*Prerequisites: None*

*Not available to students with credit for ECN2102*

This is an introduction to macroeconomic concepts and techniques (mathematical and statistical) that are useful for business decision-making. The course begins by developing Keynesian models of income determination and multiplier effects. It moves quickly to the interaction of real and financial markets, and the process of income determination and money creation. Emphasis is placed on predicting the impacts of fiscal and monetary policy. Students will develop a computer simulation, and use the computer model to analyze policy variables. Finally, the course introduces models of the open economy, and provides basic techniques for determination of spot and forward exchange rates.

### **FIN3101 Financial Institutions and Markets (3 Credits)**

*Prerequisites: FIN2106 or equivalent*

*Previously listed as FN2201*

The course introduces topics such as the functions, organization, structure and regulation of financial institutions and markets. Students also study the role and operations of financial markets and institutions in the economy, supply and demand for funds, interest rate determination, monetary and fiscal policy, and flow of funds analysis. In addition, the course analyzes basics of financial policies and operations of commercial banks and other financial institutions as well as an overview of the globalization of financial markets and institutions.

### **FIN3121 Principles of Finance (3 Credits)**

*Prerequisites: ACC2102 (ACC2101) or equivalent*

*Previously listed as FN2202*

This is an introductory course to the field of finance with a broad scope and emphasis on general principles. The objective of the course is to introduce basic tools and techniques essential in understanding major theories of Finance and making financial decisions. Students will learn basics of financial system, time value of money and discounting, financial performance analysis, basics of capital budgeting, basics of stock and bond valuation, and introduction to corporate finance.

### **FIN3200 Ethics in Finance (2 Credits)**

*Prerequisites: FIN3121, FIN3101*

This 2-credit course will examine issues in ethics that arise from a financial context. We will begin with ethical theories such as Kantianism, Utilitarianism, Virtue Ethics, Care Ethics, and Contract theory. We will then explore contemporary issues involving Corporate Governance, Corporate Social Responsibility, Corporate Sustainability, Socially Responsible Investing and share holder activism, and Stakeholder Theory. The course will examine in detail major cases of financial fraud, e.g. Mad off, Enron, BTA Bank. Finally, students will prepare and present a business case in Kazakhstan dealing with financial ethics. Course materials will consist of articles, research articles, business cases and notes, and The Code of Ethics and Standards of Professional Conduct of the CFA Institute.

### **FIN3210 Corporate Finance (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

This is an intermediate business financial management course, combining theory and applications. The course focuses on detailed look at capital budgeting methods including Net Present Value and Internal Rate of Return, capital budgeting under uncertainty, risk and return analysis, financial planning and forecasting, dividend policy, capital structure policy, working capital policy, and interactions of investment and financing decisions.

### **FIN3220 Investments (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

This course introduces the foundations of portfolio theory, asset pricing, trading and valuing securities as well as provides frameworks for investment analysis of various financial instruments. The course begins with an introduction of the modern portfolio theory and then turns to asset valuation based on the capital asset pricing model and arbitrage pricing theory. The two subsequent areas of study are valuation and analysis of fixed income instruments and stocks. Overall, this course represents the minimal financial theory and necessary practical tools with which an undergraduate student majoring in finance should be able to make meaningful investment decisions and be prepared for advanced courses in investment management.

### **FIN3230 Financial Institutions Management (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

The course provides an analysis of the role of private financial intermediaries in providing financial services to the public with a focus on the latest techniques of asset/liability and risk management in modern day financial institutions. Other topics include the impact of recent regulations and the breakdown of geographic barriers worldwide on the risks and opportunities to financial institutions. The impact of ethical, technological and diversity issues affecting managerial decision making in financial intermediation is also discussed.

### **FIN3222 Personal Finance (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

This course focuses on the analysis of the problems involved in efficient handling of personal finance. Topics include time value calculations, budgeting, career planning, banking, insurance, home buying, consumer credits and money management, investment planning, retirement planning, and estate planning.

### **FIN4211 Financial Modeling (3 Credits)**

*Prerequisites: FIN3220*

This course will involve using spreadsheets to model financial transactions, perform valuations, and solve complex financial problems from all areas of finance (equity, debt, and their derivatives). It will also involve the use of financial functions and formulas, macros, and new programming in various financial applications. Intermediate knowledge of any electronic spreadsheet (Microsoft Excel, Lotus, etc.) is required.

### **FIN4212 Mergers and Acquisitions (3 Credits)**

*Prerequisites: FIN3210*

The course provides the key financial sources and instruments used for mergers and acquisitions (M&A) deals; how to select the most appropriate type of financing - debt, equity, or a combination of the two; financing via debt, bonds, and leases, and ways to borrow or lend; tactics considered in contracts, including contingent payments, earn-outs, and equity kickers; how to determine when refinancing is necessary; how volatile global events can affect economic systems and M&A financing and refinancing; debt/equity hybrids and other financing methods.

### **FIN4214 Financial Statement Analysis (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

The course objective is to teach students to accurately read and analyze financial statements of various companies in a variety of industries. It examines the uses and misuses of financial statement data for a wide range of financing decisions. The course analyzes various reporting options that affect income, assets, cash flow forecasts, financial ratios, and trends; distinguishes between accounting rules and underlying economic realities; and examines approaches that analysts can take when external reports do not reflect a firm's underlying economics. The course focuses on the pragmatic implications of corporate disclosures and nondisclosures.

### **FIN4220 Real Estate Finance (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

This course provides a broad introduction to real estate finance. Project evaluation, financing strategies, and capital markets issues related to real estate are covered. Other topics include real estate law, government regulations of real estate uses, development and marketing of commercial and residential real estate.

#### **FIN4221 Investment Banking (3 Credits)**

*Prerequisites: FIN3210*

The course provides a study of investment banking activities, including their regulatory, institutional and market environments, with extensive reference to the global marketplace. Students will learn the analysis of the main investment banking services with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration of ethical, technological and diversity issues in investment banking operations will be made.

#### **FIN4224 Introduction to Financial Derivatives (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

This course offers an introduction to derivative markets. A derivative is an instrument whose value depends on the values of other more basic underlying variables. This course focuses on financial derivatives. Emphasis is placed on organization and role of put and call options markets, futures and forward markets, swaps markets, and their interrelations. Major topics include arbitrage relations, valuation, hedging and speculating with derivatives and implementation of derivatives trading strategies.

#### **FIN4231 Commercial Bank Management (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

The course aims on understanding the field of banking from the perspectives of both a bank customer as well as a bank manager. Topics include introduction to the business of banking; asset-liability management techniques and hedging against interest rate and credit risk; managing the bank's investment portfolio and liquidity position; managing bank sources of funds; providing loans to businesses and consumers; the bank's organizational structure and service options; and developing a channel for future growth and expansion.

#### **FIN4232 Risk Management (3 Credits)**

*Prerequisites: FIN4224*

The course provides comprehensive analyses and insights in risk management including: overview of risk management -from the history of risk management to the new regulatory and trading environment; a look at past and present risk management; risk management program designs; techniques to organize the risk management function; develop a system to cover organizations exposures; and risk management implementation including the use of the myriad systems to derive value at risk (VaR), stress-testing, and derivatives for measuring and hedging risk in today's marketplace.

#### **FIN4235 International Financial Management (3 Credits)**

*Prerequisites: FIN3101, FIN3121*

This course covers principles and applications of managerial finance in an international context. Particular emphasis is placed on financial management of multinational business. Major topics include analysis of opportunities, risks and problems unique to businesses involved in multinational operations, international financial environment, international sources and uses of funds, foreign exchange risk management, and managing international assets, liabilities, and securities.

#### **FIN4240 Security Analysis and Portfolio Management (3 Credits)**

*Prerequisites: FIN3220*

This is an advanced investment course designed to expand knowledge acquired in the introductory investment course. The course provides thorough analysis of security valuation techniques and systematic portfolio management. The topics include the processes and principles of financial valuation, valuation models and components, valuation of debt, equity and other securities, portfolio construction and analysis, strategic management of various classes of assets, and portfolio applications and portfolio evaluation.

#### **FIN4241 Case Studies in Finance (3 Credits)**

*Prerequisites: FIN3210, FIN3220, FIN3230 and 90 credits completed*

The course offers various advanced case studies on practical problems in planning, procuring, and maintaining optimum distribution and utilization of financial resources of business entities. Topics of case studies will vary depending on the interests of students, and the course instructor.

#### **FIN4242 Selected Topics in Finance (3 Credits)**

*Prerequisite: FIN3210, FIN3220, FIN3230*

The course examines particular issues and contemporary subject areas in Finance at an advanced level. Selection of topics depends on students and instructors preferences.

#### **FIN4244 Entrepreneurial Finance (3 Credits)**

*Prerequisites: FIN3210, FIN3220*

This 3-credit course will explore the financing needs of start-up firms and typical sources of capital from both the perspectives of the entrepreneur and the investor. The first part of the course emphasizes identifying and valuing entrepreneurial business opportunities. Topics include pro forma development and review, business valuation models, cash flow analysis. The second part addresses how and from whom entrepreneurs raise funds and how financial contracts are structured to manage risk and align incentives; raising capital from private investors, venture capitalists and banks. The third part addresses ways in which entrepreneurs and investors “harvest” success and value.

#### **FIN4246 Insurance (3 Credits)**

*Prerequisites: FIN3121, FIN3101*

This course explores the principles of risk management and insurance. The course provides an understanding of the foundations, applications and selection of insurance. Fundamentals of life and health insurance as well as property and liability insurance will be included. Enterprise risk management for corporations, financial risk management, overview of employee benefits, and strategic policies to mitigate risk will also be covered. The student will also learn insurance relations, rules and regulation in Kazakhstan in this course.

#### **FIN4447 Financial Regulations and Supervision (3 Credits)**

*Prerequisites: FIN3121, FIN3101*

Financial regulation and supervision course focuses on the public regulation of the financial markets and financial intermediaries - topics of high relevance in today's environment of ongoing transformation of the way financial markets are regulated. The course aims to develop students' understanding of theory and practice of regulation and supervision of financial markets. After introducing the general principles of effective regulation and supervision of financial markets and institutions, the course is broadly split into three main parts focusing on the following key areas: Regulation of securities markets, Regulation and supervision of financial institutions and financial regulation and supervision in Kazakhstan.

#### **FIN4248 Islamic Banking and Finance (3 Credits)**

*Prerequisites: FIN3121, FIN3101*

The ongoing turbulence and crises in the modern financial system has drawn attention towards an alternative system of financial intermediation, Islamic banking and finance. The objective of this course is to introduce students to the alternative banking practices and financial market operations which are based on the Shari'ah principles. Major topics include the fundamental Muslim beliefs, Shari'ah objectives, sources of Shari'ah rules and role of Shari'ah boards in supervision of banking and financial market practices, difference between conventional and Islamic banking, prohibition of riba and rationale of Islamic banking, key principles of Islamic banking and investment, the basic Shari'ah rules for economic and financial transactions, conventional and Islamic modes of financing: murabaha, mudaraba, musharaka, ijara, istisna'a and salam, the problems of moral hazards and adverse selection in Islamic finance and conventional versus Islamic (Takaful) insurance.

#### **FIN4250 Credit Internship Program (6 Credits)**

*Prerequisites: 90 credits completed*

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Finance knowledge learned from classroom coursework.

#### **FIN4275 Thesis (2 Credits)**

*Prerequisites: 105 credits completed*

A thesis is a research work on a topic that is in the area of Finance. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

#### **FIN4277 State Examination (1 Credit)**

*Prerequisites: As per MES regulation*

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

### **INFORMATION SYSTEMS AREA**

#### **IFS2203 Management Information Systems (3 Credits)**

*Prerequisite: GEN2301 or GEN1300*

This course provides a broad overview of the information systems including their resources and components. In addition the course discusses key managerial issues relating to implementation and application of information systems in an enterprise, understanding the impact of information systems/ information technology on business functions; outlining strategies for corporate growth based on the effective use and management of information

systems; analyzing business problems and developing the design for relevant information systems solutions; understanding how information systems can be used to transform business processes and provide more effective management control and decision systems.

### **IFS3202 Database Management Systems in Business (3 Credits)**

*Prerequisite: GEN2301 or GEN1300*

The Database plays a key role in business management. Management without the support of right Database is unthinkable. This course provides hands-on-training of the tools and techniques of designing, implementing, modifying and accessing enterprise databases. The course demonstrates how the database technologies may be effectively used to manage business operations, marketing products and services, and maintain customer relations. The course involves students to design databases for real business tasks, implement simple database environment using available facilities. The course will cover physical database & DBMS implementation (storage and index structures, system catalog, query optimization, transaction processing, concurrency control, database recovery, security & authorization), and other related topics.

### **IS3208 Data Communication and Networking, 3 Credits**

*Prerequisite: IFS2203*

The course presents basic knowledge of communication systems as one of the largest computer science fields. It covers systematic methods for classification of the present and future development of computer communication; changes in the infrastructure of information and communication systems, distributed systems, open systems, architectures as blueprint for open systems; communication networks for local area environments (within organizations) and for wide area environments (between organizations); and communication services in local and wide area networks. In addition course will introduce networking models, intranet and ethernet and their use in E-business and E-commerce.

### **ACC3212 Accounting Information Systems (3 Credits)**

*Prerequisite: GEN2301 or GEN1300 and ACC2101*

This course addresses issues of computer-based accounting. The course will focus on teaching skills needed to use modern accounting software for effective decision support. Students, through extensive hands-on experience with such software, will acquire the skills necessary to manipulate data efficiently and accurately, to produce useful information. Eventually, the students are expected to develop practical skills to handle common business-related situations. The course includes discussions on the accounting software principles, and concentrates on effective techniques of using software in the business world.

### **IFS4202 Management of E-Business Systems, 3 Credits**

*Prerequisites: IFS2203*

This course teaches the students how the new information and communication technology (NICT), such as broadband, mobile communications and the Internet, can be used to develop and improve business processes (E-Business) that cut costs increase revenue and reduces time of doing business across the globe. It empowers the students to develop the necessary analytical skills to distinguish the value from the hype of the New Economy. Upon completion of this course, students should be able to find out: how leading companies and new ventures do business on the Internet? What are the various business models of E-Business? What are the rules of competition of E-Business and how they affect the relationships, profitability and stock prices? How to formulate best-fit E-Business strategies not only for the commercial firms, but also for the management of not-for-profit service sector organizations like government, healthcare and other public utility services? How NICT can be used to create sustainable businesses for Kazakhstan?

### **IFS4204 Decision Support Systems, 3 Credits**

*Prerequisites: IFS2203, IFS3202*

This course examines a set of information systems which specifically support managerial decision makers: Decision Support Systems, Group Decision Support Systems, Executive Information Systems, Data Warehouses, Expert Systems, and Neural Networks. The course explores and discusses the development, implementation, and application of these systems, how these systems can be applied to current business problems, as well as how organization issues impact the implementation and usage of these systems. This will involve developing conceptual knowledge of these systems as well as gaining practical experience with several software packages for decision support. Course topics include MS Project as a powerful tool in business decision making.

## **LEADERSHIP AREA**

### **LDP3201 Leadership: Principles and Best Practices (3 Credits)**

*Prerequisites: None*

The course is intended for highly motivated students who have capacity for leadership and determined to become effective in leading others. It is modeled as an integrated framework that consists of the best leadership practices

presentations and lectures. The students will be exposed to learning first hand experience of great leaders from industry, government and various social sector enterprises.

**LDP4201 Leadership: Making Principles Work (3 Credits)**

*Prerequisites: None*

The main objective of this course is to equip students with tools necessary for analyzing leadership activities within the organizations. The course will also introduce contemporary leadership concepts and practices through delivering guest lectures and simulating leadership exercises. Students will learn major approaches to leading people that will serve as the basis for future organizational success.

**LDP4202 Leadership in Action (3 Credits)**

*Prerequisites: LDP 3201 and LDP4201*

Provided with general guidelines, students will be involved in case studies and projects in area of their specialization. This course will give the opportunity to apply and polish the knowledge received in previous two courses. Students will also be required to develop their leadership competencies and provide sound solutions for managerial challenges.

**MANAGEMENT AREA**

**MGT3001 Principles of Management (3 Credits)**

*Prerequisites:*

*None*

*Previously listed as MG2201*

This course deals with the role and nature of management as it is used in contemporary business. The course will provide a systematic understanding of the core concepts of management theory and practice. A brief review of the foundations of key management thinking will be presented to set the context. This will be followed by an exploration of the environment for the managers and a discussion of the social and ethical issues, which affect managers. The diverse roles of the manager in contemporary business are then explored placing emphasis on identifying the key role effective management can play in developing successful organizations, private and public, large and small.

**MGT3200 Managerial Ethics (2 Credits)**

*Prerequisites: MGT3001*

Ethics in management became popular and important concept lately. Different companies might have different ethical standards, but management ethics is almost the same in every industry. Students will learn that corruption is the abuse of power to achieve illegitimate personal gain. Bribery and corruption are extreme forms of unethical behavior. Wherever they do business around the world, managers must not only avoid breaking the law, they should follow high ethical standards. Ethics and appropriate behavior transcend all business activities and figure prominently in management decisions about financial performance and competitive advantage. An integrated, strategic approach to ethical, sustainable, and socially responsible behavior provides firms with competitive advantages, including stronger relationships with customers, employees, shareholders, suppliers, and the communities where they do business.

**MGT3201 Business Communications (3 Credits)**

*Prerequisites: None*

This class introduces the principles of communication in organizations. The most common organizational communication variables are reviewed; e.g. communication distortion, conflict, power, managerial leadership style, roles, interviewing, and information overload and under-load. The emphasis is placed on the application of the principles reviewed to the organizational setting. Simulations, exercises, and case studies are used to give the course material strong practical relevance.

**MGT3202 Principles of Business Ethics (3 Credits)**

*Prerequisites: None*

An understanding of Business Ethics is critical for modern managers. The course reviews the prevalent theories of ethics that set and guide society's expectations of doing business in today's private and public sector within the social, economic, and political order in the context of local traditions. Responsibility to all the stakeholders of a business will be studied from an ethical standpoint. International ethical frameworks for gauging business decisions are reviewed. Throughout the course, there is intensive use of case studies to illustrate and solve business ethics problems. The objective of the course is to introduce the student to the ethical concepts that are relevant to resolving moral issues in business; impart the reasoning and analytical skills needed to apply ethical concepts to business decisions; identify the moral issues involved in the management of specific problem areas in business; and to provide an understanding of the social, technological, and natural environments within which moral issues in business arise.

**MGT3204 Human Resources Management (3 Credits)**

*Prerequisites: MGT3001*

*Not available to students with credit for PAD3523*

This course deals primarily with activities that directly affect how employees are brought into the firm and their

treatment once they are employed. These activities include selection, training, evaluation, compensation, labor relations, working conditions, and related issues.

**MGT3205 Decision Making (3 Credits)**

*Prerequisites: MGT3001*

The course focuses on ideas that can be used in business to understand decisions generally. The curriculum includes the concepts of rational choice, identity, appropriateness, and history-dependent rules. The course also explores how decisions are made in the face of inconsistency in preferences or identities. Prospects for decision engineering are also explored in detail.

**MGT3206 Leadership and Motivation (3 Credits)**

*Prerequisites: MGT3001*

This course is intended for future managers who require knowledge on how to motivate people, how to manage groups and use appropriate leadership styles. It is modeled as an integrated framework that consists of lectures and training.

**MGT3207 Managing Negotiations (3 Credits)**

*Prerequisites: MGT3001*

This course deals with the art and skills of negotiating in various business situations. Cases involving and analyzing issues and problems ranging from sales and contracts to the most complicated issues of international business will be discussed.

**MGT3208 Innovation Management (3 Credits)**

*Prerequisites: MGT3001*

The purpose of the course is to introduce students to recent, leading edge management thinking. A study of the most recent trends and ideas in management and their practical application is carried out. The course will include reviews of books by well-known management theorists and a critical analysis of the application of these theories in Kazakhstan.

**MGT3209 International Management (3 Credits)**

*Prerequisites: MGT3001*

This course compares management styles used in various countries and the effectiveness of those styles on that culture. Methods will be contrasted with current management methods used in Kazakhstan to formulate effective methods for practical use. Focus is on the design of the organization; political, legal, and economic concerns; personnel issues; and, negotiating strategies.

**MGT3210 International Business (3 Credits)**

*Prerequisites: MGT3001*

This course involves study of the issues and logistics involved in conducting business in the international arena. Issues such as globalization, the impact of economics, socio-cultural factors, and economic policy are discussed in detail. The nature and economic role of the multinational corporation including the impact of legal, political, educational, and cultural variables upon firm performance and managerial activity forms the core of the course. Case studies illustrate managerial, marketing and financial and accounting activities, in the global economic space.

**MGT3211 Small Business Management (3 Credits)**

*Prerequisite: MGT3001*

Lectures and case study methods are applied to investigate and analyze problems related to small business start-ups and functions. Included are: selecting a location, business planning, organizational control, finances, and other areas of interest to the small business owner. The course includes formulating a business plan.

**MGT3212 Organizational Behavior (3 Credits)**

*Prerequisites: MGT3001*

*Not available to students with credit for PAD3536*

Managers get things done through other people. They make decisions, allocate resources, and direct the activities of others to attain goals. Managers do their work in an organization. This is a consciously coordinated social unit, composed of two or more people. These units strive to achieve a common goal or set of goals. This course develops a sound understanding of the human side of work and provides knowledge of the behavioral aspects of working in organizations.

**MGT3213 Managing Change (3 Credits)**

*Prerequisites: MGT3001*

This course is designed as an introduction to managing change in organizations with an emphasis on the development of student capacity to understand the necessity of change in organizations. This is achieved by focusing on the conceptual and theoretical underpinning of change in the organizational context, analysis of how effective change management helps an organization gain a competitive advantage, and introduction of key change tools.

**MGT3215 Hospitality Management (3 Credits)**

*Prerequisite: none*

This course examines the philosophy and history of hospitality and the special characteristics of the industry. A broad overview of management styles, management and marketing theories and organizational structures is offered, as well as an introduction to local and international issues associated with the industry. This course examines hospitality specific issues such as yield management, services marketing, hospitality distribution channels, and service quality management strategies.

**MGT3216 Leisure and Recreational Management (3 Credits)**

*Prerequisite: none*

Leisure and Recreation Management course deals with the theory of leisure (the time available to an individual when work, sleep and other basic needs have been met) studies as well as the day-to-day practicalities of managing a recreation facility. The course introduces the student to leisure and recreation in society (role, concepts and principles), the relationship between tourism, leisure and recreation, including holiday, sports, basic concepts in outdoor recreation, outdoor recreational resources, recreation resource management, recreation in a changing world.

**MGT3299 Selected Topics in Management (3 Credits)**

*Prerequisites: MGT3001*

This course provides further study into various areas in management. Topics covered will change from year to year depending on the students' particular needs and strengths.

**MGT4201 Strategy and Business Policy (3 Credits)**

*Prerequisites: MGT3001, MKT3150/MKT3140, FIN3121, ACC2201*

This course examines the enterprise as a whole including understanding how and why the various functions of a business are interdependent and need to be coordinated. The course looks at the environment in which a business operates its strategy, and internal administrative activities. The emphasis is on the kinds of problems and issues that affect the success of the entire organization.

**MGT4202 Compensation Management (3 Credits)**

*Prerequisites: MGT3201*

The purpose of the course is to provide the student with an understanding of compensation and rewards systems management in contemporary organizations. This course examines and reviews the elements of compensation and rewards systems that affect organizations including theoretical aspects and justifications. This leads into a detailed discussion of the practicalities of making wage decisions, incentives and benefits design techniques, and the administrative aspects of the compensation management process.

**MGT4203 Performance Management (3 Credits)**

*Prerequisites: MGT3001*

The purpose of performance management is to improve performance in critical areas by creating accountability to goals and objectives. This course will provide students with the necessary knowledge and skills of ensuring effective staff performance over a period of time, i.e. through tracking and strategic control and performance opportunity setting.

**MGT4204 Cases in Management (3 Credits)**

*Prerequisites: MGT3001 and 90 credits completed*

The course offers various advanced case studies on practical problems in managing the business entities.

**MGT4208 Training and Development (3 Credits)**

*Prerequisites: MGT3204*

This course will cover a comprehensive and wide range of issues relevant with employee training and development activities. It will discuss the issues to clarify the role of training and development in the management of human resources in the organizational contexts. Students will be prepared to plan and execute training programs for different levels of employees – including training needs assessment, learning principles, training methods, organizing training contents, conducting different training sessions, motivating trainees, and training evaluation methods. Further, this will help to understand the national HRD models and skills development programs in different national contexts.

**MGT4210 Compensation and Performance Management (3 Credits)**

*Prerequisites: MGT3204*

The main objective of the course is to provide knowledge of performance management and compensation practices, and their role in promoting organizations' competitive advantage. Student will be prepared to assume the roles of competent compensation professional by having a sound understanding of performance management and compensation practices, and the environment in which business professionals plan, implement, and evaluate employee performance appraisal practices and compensation systems. They will be given the idea of the context of

compensation practice, the criteria used to evaluate employees' performance, compensation system design, benefits, and other contemporary HR challenges that HR managers will face in the real circumstances.

**MGT4250 Credit Internship Program (6 Credits)**

*Prerequisites: 90 credits completed*

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Management knowledge learned from classroom coursework.

**MGT4275 Thesis (2 Credits)**

*Prerequisites: 105 credits completed*

A thesis is a research work on a topic that is in the area of Management. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

**MGT4277 State Examination (1 Credit)**

*Prerequisites: As per MES regulation*

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

**MARKETING AREA**

**MKT3130 Principles of Marketing (3 Credits)**

*Prerequisites: None*

*Previously listed as MK1201*

The aims of this course are to provide students with a basic understanding of the constituent elements of the marketing function in organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations. Students will learn how marketing objectives are matched with marketing strategies and programs.

**MKT3140 Intermediate Marketing (3 Credits)**

*Prerequisites: MKT3130 (currently MKT3150 Strategic Marketing)*

This class involves an in depth study of marketing management, with emphasis on the marketing environment, development of marketing strategies, formulation of policies, and, critically, the integration of marketing with other functional areas of business.

**MKT3150 Strategic Marketing (3 Credits)**

*Prerequisites: MKT3130 (previously MKT3140 Intermediate Marketing)*

This class involves an in depth study of marketing management, with emphasis on the marketing environment, development of marketing strategies, formulation of policies, and, critically, the integration of marketing with other functional areas of business.

**MKT3200 Ethics and Social Responsibility in Marketing**

*Prerequisites: MKT3130*

This course introduces students to the relevance and importance of ethics and social responsibility in marketing. The objective of the course is to increase students' awareness and understanding of ethical issues in marketing decisions. The course presents complex, real-world ethical problems associated with the marketing management. Through the study of classical and current case studies, students will discuss the responsibilities of marketers, broaden their awareness of ethics, and address the social responsibility issues. Students will develop projects on implementing social responsibility elements of companies.

**MKT3201 Consumer Behavior (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course will provide the students with knowledge of key concepts of Consumer Behavior Science and their use in developing marketing strategies. This will include analysis of external and internal influences on consumer behavior; consumer decision-making process; concepts of consumer strategy and tactics; the importance of product image and brands; and, store image influence consumer purchases.

**MKT3202 Marketing Communications (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course is designed to introduce students to the main aspects of the marketing communication mix as well as marketing communications strategy. This knowledge will develop them as future marketing managers, who will be

able to lead a company's communications. By the end of the course students will be able to define and develop a company's marketing communications strategy; brief advertising agencies about message style and media used for promotional campaign; and, evaluate advertising agency proposals.

**MKT3205 Retailing (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course investigates the structure of the retailing industry. Issues covered include retailing trends, retail store organization, and tools for understanding retail consumers. Store location, design, and layout are examined as the core of understanding the basic fundamentals of operating a retail business.

**MKT3207 Internet Marketing (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

The course is developed to examine the unique features of marketing through the Internet as well as the use of the Internet as support for off-line marketing activities. The course is designed to give students a detailed understanding of key Internet marketing concepts and to see how they are implemented. Upon completion of the course, students will be able to analyze on-line marketing strategies of companies, the customer utility of websites, and develop promotional campaigns for on-line marketing programs.

**MKT3210 Services Marketing (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course focuses on the specific issues facing successful marketers in the service sector. Marketing of services, including promotion and pricing practices and strategies, are discussed in detail as is in-depth practical knowledge of franchising and specific services sectors.

**MKT3212 Fundamentals of Selling (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

The fundamentals of selling and sales management will be studied in this course to ensure students understand the role of personal selling in the company promotional program, customers' buying behavior, sales process, and functions of a sales manager. The students will practice the skills necessary for effective communication and successful selling. Prospecting and approaching customers, sales presentation, handling objections, and closing and follow-up techniques will be studied in detail. Sales planning, developing, and directing sales forces as well as evaluating the performance of the sales aspect of organizations will contribute to the students' understanding of sales management.

**MKT3213 Public Relations (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course is designed to introduce students to the fundamentals of public relations. Public relations can be defined as the art and science of positioning an organization in its environment. The course examines the various ways that communication facilitates this process. The objectives of the course are to provide an understanding of the functions of public relations, to expose the student to the role of public relations in organizations, and to provide exercises, which offer insights into the practicalities of public relations.

**MKT3214 Brand Management (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course addresses important branding decisions faced by organizations. Its' basic objectives are firstly to increase understanding of the important issues in planning and evaluating brand strategies. Secondly, the course provides the theories, models, and other tools to make better branding decisions. Thirdly, the course provides a forum for students to apply these principles using practical examples. Particular emphasis is placed in the course on understanding psychological principles at the customer level that will improve managerial decision-making with respect to brands. A central aim of the course is to make these concepts relevant for any type of organization (public or private, large or small).

**MKT3220 Tourism Marketing (3 Credits)**

*Prerequisite: MKT3150/MKT3140*

This course enables the student to understand the nature of the tourism and hospitality industry. It also provides students with a strong foundation in the field of tourism marketing as well as the essential business skills to enhance this exciting field of marketing. It develops an understanding of applied marketing theory in an international tourism and hospitality environment, provides students with an understanding of the complexity of tourism buyer behavior. Opportunities will be identify to position tourism products and services through an effective target marketing approach.

**MKT3221 Tourism Practices and Principles (3 Credits)**

*Prerequisite: None*

Through an interdisciplinary approach this course introduces students to the nature of tourism and hospitality from both an industry and a social perspective. The course imparts knowledge and comprehension by introducing research skills, the development of critical analysis and encourages the articulation of concepts and opinions. Students will be

made aware of the development of "system thinking" and its application in both the tourism and the hospitality industry.

**MKT3222 Cross-Cultural Tourism Marketing (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

Culture is a way of life encompassing behaviors, attitudes, beliefs, and tangibles such as human productivity. Through an active participation in this course the student will develop an understanding of culture, Cross-Cultural Tourism Marketing and its place in tourism. The perspectives include the fundamental – what is culture and how are representations embodied in specific products and communication channels, the global and comparative – how is the nature of culture changing in a global economy and how can business respond to the challenge, developing tourism that is culturally sustainable?

**MKT3223 Niche Tourism (3 Credits)**

*Prerequisite: none*

Niche Tourism examines one of the fastest growing areas within the tourism sector. This course provides an integrated picture of specialty/niche tourism as a whole looking at both the 'macro' and 'micro' niche area. It has a comprehensive theoretical framework, and discusses initiatives, policies and strategies adopted internationally. With an emphasis on linking theory to practice, it is underpinned by up-to-date international case studies from around the world. Divided into 3 parts, it covers a variety of aspects under the headings of special interest tourism, tradition and culture base tourism and activity-based tourism.

**MKT3275 Advertising Management (3 Credits)**

*Prerequisites: MKT3202*

This course analyses the principles and practices of advertising from a managerial viewpoint. The purpose of the course is to familiarize the student with the process of developing and managing advertising. The course considers the reasons to advertise products and market analyses in the planning phase of the advertising program. This stage also includes media selection, creation, and production of advertisements, copy testing and development of advertising budgets.

**MKT3277 Sustainable Marketing (3 Credits)**

*Prerequisites: MKT3200, MKT3150/MKT3140*

Sustainable Marketing course will introduce students to the concepts of social and environmental sustainability principles applied to marketing activities of organization. The course will demonstrate students how to optimize marketing decisions with respect to nature and society well being. Participants will learn concepts like Triple Bottom Line, Natural capitalism, cradle-to-cradle design, and other. It is expected to demonstrate that implementation of sustainability principles to marketing activities can improve performance and profitability of business organization.

**MKT3279 Cross-Cultural Marketing (3 Credits)**

*Prerequisites: MKT3200, MKT3150/MKT3140*

The course will provide the students with an understanding of cross-cultural aspects of marketing. By looking at marketing from a cultural perspective, the students will gain insight into the problem-solving process of international marketing. The cross-cultural setting will enhance understanding of global marketing activities. Students will be introduced to both cross-cultural and intercultural approaches in international marketing decisions.

**MKT3280 Social Media (3 Credits)**

*Prerequisites: MKT3202*

The course will introduce students to social media marketing specifics. It will provide students with detailed knowledge of social networks, online communities, blog, wikis and any other collaborative media for marketing. The course will detail use of social media portals in order to influence conversion of potential clients into customers, facilitate consumer insights sessions, co-creation activities and other brand related experiences.

**MKT4201 Cases in Marketing (3 Credits)**

*Prerequisites: MKT3150/MKT3140 and 90 credits completed*

The course offers various advanced case studies on practical problems in marketing.

**MKT4203 Marketing Research (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course looks at how marketing research functions and procedures can be utilized in measuring and analyzing environmental factors in consumer demand, sales efficiency, effectiveness of promotional programs, and effects of competitor's strategies. It includes methods of product distribution and pricing research. Projects emphasize current marketing research techniques.

**MKT4208 International Marketing (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

This course covers international marketing operations by looking at issues such as product policies, pricing, marketing communications, distribution channels, and marketing research. The factors governing the decision to engage in foreign transactions by organizations are explored in detail. In-depth market studies form a core part of the course.

**MKT4210 Digital Marketing (3 Credits)**

*Prerequisites: MKT3202*

The course is designed to examine the unique features of marketing through the digital media. Upon completion of the course, students will be able to understand what activities comprise digital marketing and how to support marketing strategy with those activities. Students will not only learn the advantages of digital media compared to off-line media, but also get recommendations on how to properly use various instruments of digital marketing such as web design, search advertising, display advertising, online video, viral marketing, branded content, mobile marketing, and social media marketing. The course will use local and international real life cases and will emphasize ethics surrounding digital marketing activities.

**MKT4219 Event Marketing (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

The course will provide the students with an understanding of the constituent elements of the planning, designing, and implementing events. The focus is placed on sales promotion techniques, marketing creativity, and public relations in the organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations.

**MKT4225 Qualitative Research in Marketing (3 Credits)**

*Prerequisites: MKT4203*

This course focuses on employing a qualitative approach in marketing research. It will introduce students to details of various traditional methods like focus groups, in-dept interviews, projective techniques, case studies and observations. The course will consider contemporary qualitative research methods like netnography and use of special software NVivo for analysis of data.

**MKT4250 Credit Internship Program (6 Credits)**

*Prerequisites: 90 credits completed*

An internship is working for a company and learning on-the-job. It is an opportunity to put into practice the Marketing knowledge learned from classroom coursework.

**MGT4275 Thesis (2 Credits)**

*Prerequisites: 105 credits completed*

A thesis is a research work on a topic that is in the area of Marketing. Students will be supervised by faculty members in the process. Further details on thesis requirements are provided under the KIMEP University regulations on this matter.

**MGT4277 State Examination (1 Credit)**

*Prerequisites: As per MES regulation*

Students are required to take the state examination. Further details on this requirement are provided under the KIMEP University regulations on this matter.

**MKT4299 Selected Topics in Marketing (3 Credits)**

*Prerequisites: MKT3150/MKT3140*

Specialist courses in selected topics related to marketing. Topics covered vary according to the interests and expertise of instructors and demand from students.

**OPERATIONS MANAGEMENT AREA**

**OPM3011 Decision Techniques and Tools**

*Prerequisite: GEN1201 or GEN1202*

*Replaces OP1201 Business Quantitative Methods*

The course provides the essential concepts of business mathematical methods and knowledge about computer tools used for decision making and problem solving. It will deal with such topics as LP Solutions, Breakeven Analysis, Sensitivity Analysis, Decision Trees, CPM/PERT, Time Series Analysis, Quantitative Forecasting Techniques, Decision Support Systems & Spreadsheets. The course will have a lab section added to focus on application of computer tools.

**OPM3131 Introduction to Operations Management (3 Credits)**

*Prerequisite: GEN2402*  
*Previously listed as OP2202*

This course is an overview of the fundamentals of operations management (OM) used in service and manufacturing organizations. OM uses analytical thinking to deal with real world problems. Students will be introduced to the application of effective operations management techniques: productivity management, product and process design, job design, the planning and management of materials flows, manpower and capacity planning and scheduling, project management, and quality management.

**OPM3205 Logistics and Supply Chain Management (3 Credits)**

*Prerequisite: OPM3131*

The course reviews how organizations can gain sustainable competitive advantage in global marketplace by efficient and effective management of supply and distribution chains. Methods and techniques to model supply chain strategy, supply chain route analyses, supply chain outsourcing and partnering, JIT management philosophy, inventory management and material requirement planning, warehouse operations, logistics system design, reverse logistics, information systems for logistics, and enterprise resource planning are integrated. The course also looks at the relevance of modern supply chain logistics in Kazakhstan and concepts of the course will be illustrated and integrated with the particular issues facing local industries.

**OP3207 Total Quality Management, 3 Credits**

*Prerequisites: OPM3131*

This course emphasizes applications of principles and techniques of TQM to manufacturing and service organizations. It will introduce many aspects of quality management and discusses: quality philosophies and principles, Total Quality Management and continuous improvement, process control and improvement (Statistical Process Control, Process Capability and Six Sigma Quality), quality design and improvement, acceptance sampling, ISO 9000:2000 and the implementation of quality improvements.

**OPM3215 Business Time Series Forecasting (3 Credits)**

*Prerequisites: GEN2402*

The course is devoted to advanced students who would like to refine their knowledge in applied statistics. The course consists of forecasting models and techniques, such as exponential smoothing models, ARIMA models, neural network techniques, rule-based forecasting, business forecasting. Commercial software such as SPSS and Neural Networks Package will be used for practical applications. Examples of time series forecasting related to marketing, operations, and finance are provided.

**OP4202 Transportation and Distribution Management, 3 Credits**

*Prerequisites: OPM3131*

Transportation alternatives and technologies are changing very rapidly. It is necessary to study the fundamental differences among the various transportation modes in terms of their basic cost structures, mode of transportation, market competition and service characteristics to minimize the transportation cost as well as total logistics expenses and reduce the shipment time. From local and international point of view this course addresses the role of commercial transportation in logistics & business, existing transportation infrastructure, intermediaries involved in movement of goods to and from a country, all critical routing and scheduling; shipment planning & containerization; mode, carrier, and third-party selection; transportation regulations and documentation; transportation management systems; and transportation organization design.

## COLLEGE OF SOCIAL SCIENCES

### ECONOMICS AREA

#### **ECN1101 Introduction to Economics (3 Credits)**

*Prerequisites: None*

The course develops economic concepts and illustrates them with applications from Kazakhstan and elsewhere. The course surveys both microeconomics and macroeconomics. "Micro" addresses how markets coordinate the choices of firms and individuals. "Macro" concerns the national and world economy. Macroeconomic topics include the measurement of national economic activity (Gross Domestic Product, or GDP), economic growth, the business cycle, unemployment, inflation, international trade, and the economic role of government. This course helps the student to reach General Education objectives in critical thinking and writing.

#### **ECN2083 Introduction to Statistics (3 Credits)**

*Prerequisites: GEN1201 (Not available to students who have credit for OPM2201 or STAT2101)*

This course introduces the basic concepts of study design, data collection, data analysis and statistical inference. Topics include an overview of observational and experimental study designs; graphical and numerical descriptive statistics; probability distributions for simple experiments and for random variables; sampling distributions, confidence intervals, and hypothesis testing for the mean and proportion in the case of one sample. The emphasis is on developing statistical reasoning skills and concepts; computational skill is secondary. Students are taught the use of statistical software to handle the computations.

#### **ECN2102 Principles of Macroeconomics (Economic Theory II, 3 Credits)**

*Prerequisites: All required GE English courses*

This course provides basic understanding of a typical market-based economy from society's point of view. It includes national income analysis; the traditional theory of income and employment; economic fluctuations; the economic role of the government; government expenditures and taxation; money and banking; economic growth; and international economics.

#### **ECN2103 Principles of Microeconomics (Economics Theory I, 3 Credits)**

*Prerequisites: All required GE English courses*

This course provides students with a basic understanding of how markets work. At the end of the course, students should be able to: understand and explain the basic problems in micro economics; demonstrate knowledge of basic microeconomic terms, concepts and models; correctly apply microeconomic terms and concepts when discussing economic issues; and appreciate the contributions, as well as the limits, of microeconomics in solving current economic problems.

#### **ECN2201 Accounting and Auditing (3 Credits)**

*Prerequisites: All required GE English courses*

This course introduces financial accounting and addresses such topics as; accounting principles and concepts, the accounting cycle including recording transactions; preparing financial statements, adjusting and closing accounts for proprietorships, partnerships, and corporations. It also addresses issues of sampling and probability theory in applications to auditing.

#### **ECN2202 Business Law (3 Credits)**

*Prerequisites: All required GE English courses*

This course familiarizes students with core notions and landmark concepts of the legal system of Republic of Kazakhstan that are likely to be encountered in future business practice. It begins with an introduction to the major legal concepts in the context of modern business and then introduces students to the basic doctrines of the business law of RK and covers its main branches, including: Law of Transactions, Property Law, Liability Law, Land Law, Labor Law, Tax Law etc..

#### **ECN2360 Introduction to Personal Finance (3 Credits)**

*Prerequisites: ECN2103 and ECN2102 (for non-economics students ECN 1101)*

This course of applied economics helps consumers plan a budget and earmark savings for personal goals. Topics include financing and owning a home; minimizing taxes; budgeting to balance income and expenses; managing expenses such as credit-card spending; planning one's savings, particularly for investment; planning education and careers; determining how much insurance to buy; and retirement planning. The course shows students how to apply basic economic theory to practical problems.

#### **ECN3081 Intermediate Microeconomics (Microeconomics, 3 Credits)**

*Prerequisites: ECN2103 or FIN2105. Alternatively ECN1101 with minimum grade B minus.*

This course falls between Principles of Microeconomics and Advanced Microeconomics. Topics include consumer theory, firm production and costs, decision-making under perfect competition, imperfect competition, monopoly, and oligopoly. Students can diagnose and solve microeconomic problems using the economic concepts and tools acquired in this course.

**ECN3082 Intermediate Macroeconomics (Macroeconomics, 3 Credits)**

*Prerequisites: ECN2102 or FIN2106. Alternatively ECN1101 with minimum grade B minus.*

This course provides the theoretical background to analyze macroeconomic phenomena. Several competing theories will be introduced to discuss controversial issues of employment, inflation and government policies. Traditionally, Keynesian and Classical theories are debated in depth in this course. Theories like the Real Business Cycle Model also will be included.

**ECN3083 Mathematical Economics (3 Credits)**

*Prerequisites: ECN2103 and GEN 2410*

This introductory course applies mathematical tools to optimization decisions in economics. Matrix algebra and calculus (differentiation and integration) will be briefly reviewed. The economic intuition behind various mathematical assumptions is explained. Particular emphasis is given to the unconstrained and constrained optimization techniques applied to the consumer theory, production theory (profit maximization and cost minimization), and to general equilibrium analysis. Linear modeling and linear programming are also covered.

**ECN3101 World Economy (3 Credits)**

*Prerequisites: ECN2103 and ECN2102 (for non BAE students may alternatively take ECN 1101 or FIN2106 and FIN2105)*

The purpose of this course is to enable students to understand the world economy. Students will examine classical trade theory and learn the arguments that favor free trade. The course will also introduce the arguments challenging the free-trade paradigm, including New Trade Theory, as well as contentions drawn from economic geography, location theory and other fields. The course may also consider the environment, poverty, demographics, and technological progress, depending on the preferences of the instructor and of the students. The students will learn to analyze current economic events and global economic institutions, using the economic theory developed earlier.

**ECN3103 Quantitative Methods for Economics (3 Credits)**

*Prerequisites: GEN 2410*

The course provides necessary concepts of one and multivariable calculus as well as the theory of matrices needed for mathematical economics, econometrics, and financial mathematics. The course emphasizes intuition and conceptualization, avoiding difficult proofs. The course applies these concepts to economics, business, and other social sciences.

**ECN3104 Operations Management (Production Planning and Economics of Production, 3 Credits)**

*Prerequisites: GEN 2410*

This course develops the fundamentals of operations management as it is used in service and manufacturing organizations. It provides analytical tools and applies them to decision and planning problems of enterprises. The course covers topics such as productivity management, product and process design, job design, the planning and management of materials flows, manpower and capacity planning and scheduling, project management, and quality management.

**ECN3105 Marketing (3 Credits)**

*Prerequisites: ECN 2103*

The aims of this course are to provide students with a basic understanding of the constituent elements of the marketing function in organizations. The course will develop analytical and diagnostic skills in dealing with marketing situations. Students will learn how marketing objectives are matched with marketing strategies and programs.

**ECN3151 Managerial Economics (Entrepreneurship, 3 Credits)**

*Prerequisites: ECN2103*

This course provides the student with the tools for decision making in an enterprise. Course topics include organization and finance of the firm, optimization techniques, estimation of demand functions, behavior and pricing strategies under different market conditions, creating and capturing value, task assignment and labor contract.

**ECN3152 Management and Organizational Architecture (Management, 3 Credits)**

*Prerequisites: ECN2103*

This course deals with the functions and the evolution of management. It analyses organizational structure, power and the allocation of decision rights, incentive conflicts, performance evaluation and discusses corporate governance, motivation and leadership, the business environment and ethical issues.

**ECN3155 Money and Banking (Financial Institutions and Markets, 3 Credits)**

*Prerequisites: ECN2102*

The course begins with a review of the functions of money and of the structure of banking. It proceeds with monetary theory as a guide to changing the money supply and the interest rates. Much of the course concerns bank regulation. To understand the functioning of banks and, more generally, of financial institutions, one must first comprehend such phenomena as market equilibrium, interest, inflation and exchange rates. Specific banking issues will be interwoven into digressions concerning macroeconomics, microeconomics and international trade. The last part of the course is about duration and convexity, which help immunize bank balance sheets against unexpected changes in interest rates.

**ECON3161 Natural Resource Economics (3 Credits)**

*Prerequisites: ECN2103*

This course addresses theoretical and policy issues related to the exploitation of renewable and non-renewable natural resources, such as land, water, forests, fisheries, minerals and mining. The dynamic dimension in economic modeling of mining and forestry is addressed. In particular, the efficient extraction and depletion path of natural resources (under various market structures and government control) is discussed along with the management of natural resources. Present value and cost benefit analysis are also covered. The issue of sustainability is addressed with particular reference to natural resource scarcity.

**ECN3184 Econometric Methods (3 Credits)**

*Prerequisites: ECN 2103(alternatively FIN2105), ECN 2102 (alternatively FIN2106) and ECN2083 (alternatively GEN2400 or GEN2402)*

This course introduces regression techniques widely used in economics and finance. It discusses basic procedures for estimating equations and testing hypotheses; the use of one or more independent variables; and problems in time series or cross-sectional data (for example, a dataset of income in each Kazakhstani oblast for a given year).

**ECN3189 Economy of Kazakhstan (3 Credits)**

*Prerequisites: ECN2103 (alternatively FIN2105) and ECN 3082*

This course starts by introducing the economic history and geography of Kazakhstan and its neighbors. It then details economic development before, during and after the Soviet period. It emphasizes the stabilization and restructuring of Central Asian economies after 1991. It concludes by examining Kazakhstan's resources, sectoral composition, and international comparative advantage.

**ECN3193 Project Appraisal (3 Credits)**

*Prerequisites: GEN 1201 and ECN2103*

In this course, students will be introduced with the tools used in planning and evaluation of projects. The relevant topics are: the theory of cost-benefit analysis, its application, strengths and limitations, as well as, the course will cover various other competing approaches/techniques/models of project planning and evaluation. Taking this course will help students to make feasibility study, monitoring and evaluation of economic projects.

**ECN3350 Financial Economics I (Finance, 3 Credits)**

*Prerequisites: ECN3081, ECN 3082*

This course introduces modern theories in financial economics. It applies economic analysis and the modern theory of finance to decisions of investors and firms. Topics include the selection of a portfolio that may comprise bonds and other securities; option pricing; and basic theories of efficient markets. Students will learn how to evaluate such corporate financial decisions as capital budgeting, working capital management, mergers and acquisitions, bankruptcy and corporate reorganization.

**ECN3888 Professional Internship in Economics for BAE (3 Credits)**

*Prerequisites: Minimum 60 credits completed*

This course fulfills the required internship for undergraduate students majoring in Economics. Through the internships, students will be given an opportunity to work with a for-profit or not-for-profit organization and determine alternative ways for better academic and professional planning. Under the supervision of a faculty advisor, students will gain minimum 80 hours working experience. Related readings, a daily journal, and a final report are required for the final evaluation.

**ECN3888\_1 Professional Internship in Economics for BAE (3 Credits)**

*Prerequisites: ECN3888*

The continuation of Internship

**ECN4085 Applied Macroeconomics (Macroeconomics II, 3 Credits)**

*Prerequisites: ECN3082*

This course follows up Intermediate Macroeconomics with detailed discussions of money, inflation, employment, economic growth and technological change. It also applies the macroeconomic analysis to Central Asian economies.

**ECN4086 Applied Microeconomics (Microeconomics, II, 3 Credits)**

*Prerequisites: ECN3081*

This course follows up Intermediate Microeconomics with such advanced topics as general equilibrium theory, strategic behavior, making decisions under uncertainty, asymmetric information, public goods and externalities. The course develops these topics with elementary mathematics.

**ECN4104 Research Methods and Methodology (Data Analysis, 3 Credits)**

*Prerequisites: 90 Credit hours*

This course introduces students to methods and methodology of research in economics. It discusses issues such as organizing a research project, collecting data and it provides them with techniques of statistical and data analysis such as cluster analysis and factor analysis. The course will guide the student towards developing their own research projects.

**ECN4111 International Economics (3 Credits)**

*Prerequisites: ECN 3081, ECN3082*

This course gives an overview of the determinants of trade and money and finance in an open economy. It introduces basic concepts and general equilibrium models of trade with and without factor movements; trade barriers and their impact on social welfare; the political economy of trade barriers and the evolution of trade organizations. It also introduces the balance of payments, theories of the exchange rate and open economies macroeconomics. Other issues, such as optimum currency areas are also discussed.

**ECN4121 Public Economics I (3 Credits)**

*Prerequisites: ECN3081*

This class emphasizes government expenditure policy. Topics include the theory of externalities and public goods, welfare economics and income distribution, political economy and voting mechanisms, and the design and evaluation of social insurance programs.

**ECN4122 Labor Economics (3 Credits)**

*Prerequisites: ECN3081*

This course develops theoretical models for the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium, compensating wage differences, investment in human capital, and cyclical unemployment. In addition, labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal opportunity laws may be discussed.

**ECN4125 Monetary Economics (3 Credits)**

*Prerequisites: ECN3082*

This course develops the basic analytical tools used in monetary regulations, such as money supply aggregates as well as the demand and supply of money. After developing several theories of macroeconomics, the course will analyze the effectiveness of monetary policy in various economic situations. Inflation theories will be also covered.

**ECN4152 Industrial Organization (3 Credits)**

*Prerequisites: ECN3081*

The study of Industrial Organization is important for understanding corporate behavior. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; measures of market structure and market performance; production and cost functions; productivity growth, technical efficiency and technical change.

**ECN4153 Law and Economics (3 Credits)**

*Prerequisites: ECN3081*

This course introduces students to law making and enforcement from an economic perspective. Areas of law amenable to this treatment include contracts, torts, and property law. Topics may include rationality; motivation; moral judgment and responsibility; fairness and justice; self-control; informal social control via norms and education; formal social control via laws; and issues of identity and intergroup conflict.

**ECN4154 Government and Business (Government Regulation of the Economy, 3 Credits)**

*Prerequisites: ECN3081*

This course surveys theoretical treatments of oligopoly, natural monopolies, mergers, vertical restraints, and price discrimination; and social welfare tradeoffs associated with public regulation of electrical, natural gas, cable TV, and telecommunications firms and the effects of government policies on businesses and individuals.

**ECN4169 Economics of Less Developed Countries (3 Credits)**

*Prerequisites: ECN3081 and ECN3082*

The module aims to introduce students to the problems and features of developing economies, and it is based on the modern analytical quantitative approach adopted by the main international development institutions, with an emphasis on the most recent advances in the field. The course focuses on growth models, child labor, inequality and poverty, sharecropping theory, and economics of conflict.

**ECN4181 Special Topics in Economics (3 Credits)**

*Prerequisites: Minimum GPA 3.4 and 90 credits completed*

This is a study of current topics of economic interest that are not normally covered in the curriculum. Students should discuss their special interests for this course with the Department Chair.

**ECN4185 Applied Econometrics (3 Credits)**

*Prerequisites: ECN3184*

This course applies regression methods to answer economic questions.

**ECN4350 Advanced Financial Economics (3 Credits)**

*Prerequisites: ECN3184, ECN3081, ECN3082.*

The course will give an introduction to advanced mathematical and econometric modeling techniques in financial economics.

**ECN4351 Foreign Exchange Markets (3 Credits)**

*Prerequisites: ECN3082*

The course will enable students to understand global markets for foreign exchange (forex). It emphasizes practical currency dealing, providing the skills that you need to become a forex dealer or market analyst. To learn the ropes of trading, students will play a margin trading game with an Internet demonstration account. The main topics of the course are basic analysis of forex, technical analysis of forex markets, and principles of currency dealing in Kazakhstani banks.

**ECN4352 Financial Econometrics (3 Credits)**

*Prerequisites: ECN3184.*

The course focuses on advanced techniques for financial data analysis using methods such as ARCH, GARCH and AREMA.

**ECON4183 Thesis (6 Credits)**

*Prerequisites: ECN 4104, 90 credits completed*

A thesis is an independently written piece of work which represents critical scholarly reflection or original research in the student's major field of study. Proposals must be approved by a faculty sponsor. Completed projects will be announced and presented to interested students and faculty.

**ECN4359 Investment in Emerging Markets (3 Credits)**

*Prerequisites: ECN3081 and ECN3082*

Investment in Emerging Markets is an applied course involving a wide array of issues. These include the peculiarities of emerging capital markets, especially in the CIS. Other topics include investment in emerging fixed income markets, pension funds, securities markets, and foreign direct investment. Theoretical benefits of international investment are examined empirically. Macroeconomic stability, capital flows, and exchange rate options and are analyzed against a historic background, including the currency crises of Asia and Latin America. Undergraduate students investigate one of these topics in detail and make a paper proposal, which they present in a seminar setting. Graduate students are required to do an extensive paper.

## **ECN4889 Research Project (3 Credits)**

*Prerequisites: min 90 credits completed*

A research project is in depth study of the economy of Kazakhstan or CIS countries or in any other area in the field of economics and business. Proposals must show a clear promise of higher level work and be approved by a faculty sponsor and either the chair or undergraduate program director.

## **JOURNALISM AREA**

### **JMC 2605 Mass Media and Society**

*Prerequisites: None*

This course surveys how media and mass communication impact society and its economic and political development. It is designed to acquaint students with theory and research in the mass communication field. It examines the relationship between individuals and the media and explores the role of and impact of media in progressively larger social systems. (Students who have taken GED2610 Mass Communications and Society should not take this course.)

### **JMC 3201 Media Writing**

*Prerequisites: None*

This course emphasizes news writing and reporting for print media. The course covers news values, basic news reporting skills, news story structure, AP style, and grammar and usage, and basic news reporting skills. Students will learn how to write news stories on a variety of subjects and issues. The course also examines ethical and legal issues related to the practice of journalism.

### **JMC 2702 History of World Literature**

*Prerequisites: None*

This course introduces the world literature masterpieces including classic fiction and non-fiction works by authors from America, Europe and Asia. Students will also learn the key concepts from the literature history of CIS countries. The course aims to explain the role of literature for the society. The content of the course will explore historical periods, political influences and diversity of genres.

### **JMC 2701 History of Kazakh Literature**

*Prerequisites: None*

This course introduces the Kazakh literature masterpieces including classic fiction and non-fiction works by Abay, Mukhtar Auezov, Saken Seifullin, Beimbet Mailin and others. The course aims to explore the dimensions and meaning of Kazakh literature topics within the global context. The content of the course will explore diversity of genres, historical periods and political influences of the Kazakh literary works.

### **JMC 2607 Ethical and Legal Issues in Mass Communication**

*Prerequisites: JMC 2605 Mass Media and Society*

The course is designed to help journalists and communication professionals understand their rights and responsibilities. The course explores legal and ethical aspects in the press and in the public relations industry in Kazakhstan (local practice) and abroad (international practice). The ethical part of the course addresses news manipulation, bias, unfairness, plagiarism, fabrication, conflict of interest. The legal part introduces Press law and key concepts of Kazakhstani legal system related to regulation of mass and online communication.

### **JMC 2604 Computer Design and Editing**

*Prerequisites: None*

In this course students will learn the fundamentals of computer applications used to design and edit journalistic materials. It provides students with the skills needed to edit stories and design newspaper/magazine pages. Topics include drawing setup, drawing and editing techniques, pictorial drawing, how to master dimensions, printing, plotting, and basic 3D modeling.

### **JMC 2611 Introduction to Journalism**

*Prerequisites: None*

The course provides an introduction to journalism and its role in society. Topics of exploration include: journalism and democratic society, globalization and world trends, and professional practices. Students are introduced to key concepts and issues in the field.

### **JMC 2612 New Information Technologies**

*Prerequisites: None*

This practicum course is concerned with new information technologies and the impact they are having on journalism and related fields as well as on society at large. Students will develop critical understanding and practical skills related to network digital information technologies.

### **JMC 2608 Intro to PR**

*Prerequisites: None*

This course is designed to provide students with introductory theoretical knowledge of public relations and beginning practical experience. It surveys the basics of the PR process and PR-related communication theories. It also

introduces students to PR strategies and tactics and discusses public relations professional ethics. The course offers students an opportunity to use some of the strategies and tactics that public relations practitioners have actually used in their campaigns.

### **JMC 3608 Journalism in Kazakhstan and CIS**

*Prerequisites: None*

The purpose of this course is to examine news media in Kazakhstan and other CIS countries, including regional problems that relate to journalism. The course surveys different media outlets in Kazakhstan, examines their specifics and introduces their types.

### **JMC 3622 Print Journalism**

*Prerequisites: JMC 3201 Media Writing*

This course covers newspapers and magazine writing. It introduces students to the writing, editing, layout, and production of magazines and newspapers. The course also teaches students the fundamentals of newsgathering, news writing, interviewing techniques, news editing and design.

### **JMC3623.01 Radio Journalism**

*Prerequisites: None*

This journalism course is designed for undergraduate students. The work of the course involves writing, interviewing, reporting, producing, editing and on-air delivery of news in radio. Students will do individual assignments (radio wraps) and team radio news broadcasts. Students will learn the basics of broadcast style and radio news.

### **JMC3623.02 TV Journalism**

*Prerequisites: JMC 3201 Media Writing*

The emphasis of this course will be television newscasts and television news stories (packages). The work of the course involves writing, interviewing, reporting, producing, editing and on-air delivery of news on television. The course should foster a better understanding of the broadcast nature. It is an opportunity to learn how to make compelling broadcast news stories with the help of words, pictures and sound.

### **JMC 3609 Principles of Media Management**

*Prerequisites: None*

This course introduces the basic principles of media management. It reviews the organization of radio, TV, magazine and newspaper enterprises. It also deals with case studies of media organizations.

### **JMC 3211 Editing**

*Prerequisites: None*

This course acquaints students with the philosophy of news editing and gives them extensive practice in the skills required. It covers big-picture editing – whether a story is well organized, whether information is missing that makes a story incomplete, whether the tone of the story is appropriate and so on. It also covers small-picture editing – paragraph transitions, grammar, spelling, punctuation and the like.

### **JMC 2704 Persuasive Communications**

*Prerequisites: None*

This course covers key principles, practices, and contexts of persuasion in the current era of changing mass communication patterns, in both traditional and online communication spheres. Its general focus can be summarized as the “applied psychology of messaging.” We will cover many key concepts of persuasion, but will mostly focus on practical ways to deal with persuasion. Most of the class will involve learning, critiquing, using and practicing major advanced persuasion techniques. Analytical and creative thinking will be integrated into most projects. The course will also consistently consider the ethical aspects of using persuasion, in terms of individuals, groups and societies.

### **JMC 2703 Photojournalism**

*Prerequisites: None*

This course covers the key concepts and skills of digital photography. It explains composition, exposure, and lighting as well as such advanced techniques as working with subjects, producing a professional portfolio, and postproduction. By understanding the traditions and current practices of successful photographers, students learn how to work as a photojournalist, while exploring and developing their own vision. Local professional photographers visit the class to ensure a realistic, stimulating view of photographic skills and options. This practical course treats visual journalism as the basis for other important categories in the field, such as commercial, landscape, fine art and portrait photography.

### **JMC 4615 Online Interactive, Multimedia Technologies**

*Prerequisites: None*

This course introduces students to online interactive, multimedia technologies including learning management, conferencing, video sharing, social networking multimedia, video creation and editing, and viral marketing.

### **JMC 3621 International Relations and Journalism**

*Prerequisites: None*

This course uses inter-disciplinary approach to explore the role of journalism in international relations. It introduces the theories of international politics and mass communication. The course teaches students to analyze the role of the media in politics and its impact on foreign policy.

### **JMC 3615.01 Writing for Russian Language Media**

*Prerequisites: None*

This course is designed to develop help students apply skills in writing for media in the Russian language. Students will study the language of mass media and access a range of sources in the Russian-language media. The material of the course includes understanding themes and vocabulary of mass media and applying principles of Western style media writing in a Russian language environment. The course will focus on practical written assignments designed to build students' competence in writing professionally in Russian in order to prepare them for entering the local media workforce.

### **JMC 3615.02 Writing for Kazakh Language Media**

*Prerequisites: None*

This course is designed to develop help students apply skills in writing for media in the Kazakh language. Students will study the language of mass media and access a range of sources in the Kazakh-language media. The material of the course includes understanding themes and vocabulary of mass media and applying principles of Western style media writing in a Kazakh language environment. The course will focus on practical written assignments designed to build students' competence in writing professionally in Kazakh in order to prepare them for entering the local media workforce.

### **JMC 4613 Online Journalism II: Online Publication Management**

*Prerequisites: none*

This practicum course introduces students to planning, designing, creating, and managing a complex news or informational website using an advanced content management system. Students will produce an online publication with multi-media content. (This course replaces JMC3602 Online Journalism. Students who have taken that course should not enroll in JMC4613, but may enroll in JMC 4612.)

### **JMC 4611 Professional Project**

*Prerequisites: Permission of Instructor*

Students will complete newspaper, TV/Radio or PR projects under supervision of an instructor from the Department of Journalism and Mass Communication. To enroll in the course students must obtain permission from the department as well as the professor with whom they will work. Students must have senior standing in the journalism/mass communication program.

### **JMC 3605 Political Communication**

*Prerequisites: None*

This course covers the development and techniques of modern political communication. It examines how politicians or government officials can best frame issues to get other officials and the public to buy into their views. It also looks at the importance of communication in a political campaign – and how best to communicate to win or hold office. Finally, because so much of the crafting of political communication is based on polling, it looks at how political polling is done and how important it is.

### **JMC 4209 Public Relations Management and Strategies**

*Prerequisites: JMC 2608 Intro to PR*

The course examines the management function of PR, the process of research, planning, communication and evaluation in the field. During the course, students discuss both real and hypothetical PR cases. The course provides students with knowledge and skills to develop strategic communication plans using public relations techniques and tools. It discusses the specifics of different types of PR such as business, non-profit and government, among others

### **JMC 4708 Broadcast Public Speaking**

*Prerequisites: None*

This course will help students improve their public speaking skills. The course will teach students how to perfect pronunciation, vocal delivery, pitch, intonation and fluctuation of the voice. It will also cover rhetoric and stylistic rules of writing to the ear. The theory will also prepare students to be effective public speakers on air in various genres.

### **JMC 4690 Special Topics in Journalism and Communication**

*Prerequisites: JMC 2605 Mass Media and Society*

Generally taught in seminar format, the theme of this course will vary depending upon faculty expertise, departmental priorities and student needs. The course can be repeated for credit if the topic changes.

### **JMC 4601 Advertising and Media Sales**

*Prerequisites: None*

This course examines advertising and promotional principles and their application in mass marketing. It also analyzes advertising media and the preparation of advertising campaigns. Case studies of advertising production will be examined and students will receive hands-on experience.

### **JMC 4201 Advanced Media Writing**

*Prerequisites: JMC 3201 Media Writing*

This course will offer instruction in advanced news writing techniques for newspapers and magazines; these include feature articles, investigative pieces and coverage of government, including speeches by officials and meetings of government agencies. Students will travel off-campus to cover news events.

### **JMC 3603 Business News**

*Prerequisites: None (Previous Title: Business Communication)*

This course covers how journalists write and edit business stories, and how business people can use their knowledge of journalists' practices and values to get stories about their enterprises published. It looks at hard-news stories, such as company acquisitions, expansions or layoffs, executive changes, new products, earnings reports and the like. It also covers business feature stories, such as innovative company research, company philanthropy and profiles of interesting company executives.

### **JMC 4705 Introduction to Documentary**

*Prerequisites: None*

This elective course is designed for undergraduate students. During the first three weeks the course will revise the basics of visual writing, different types/angles of shots, specifics of vocal delivery. The course work involves developing story ideas, on-tape interviewing, reporting, writing, video editing and on-air delivery of the script of the documentary. The final outcome of the coursework will be a production of an individual documentary piece. This course is an excellent opportunity to produce original work for student's future portfolio.

### **JMC 2609 Psychology in Communication**

*Prerequisites: None*

This course examines behavior and experience as it relates to the journalist or public relations practitioner. Major topics covered include personality factors, intelligence, perception, motivation, problem solving, social relationships and interpersonal communication. Students will gain an understanding of the importance these factors have for the mass media professional.

### **JMC 4614 Media Analysis**

*Prerequisites: None*

This course demonstrates how and why to analyze a wide range of media materials. Students will use a variety of media analysis techniques to investigate the production of media messages.

### **JMC 4615 Online Interactive, Multimedia Technologies**

*Prerequisites: None*

This course introduces students to online interactive, multimedia technologies including learning management, conferencing, video sharing, social networking multimedia, video creation and editing, and viral marketing.

### **JMC 4703 Crisis Communication**

*Prerequisites: None*

Students will learn how PR can prevent an organizational crisis and how to handle it when it occurs. This course is designed to prepare future public relations practitioners for handling crisis situations within their companies. It familiarizes PR students with crisis dynamics and major techniques of coping with crisis. The course cultivates in future PR practitioners an ability to see signs of potential crises and prevent them at their initial "warning" stages.

### **JMC 4612 Online Journalism 1: Digital Information Production**

*Prerequisites: None*

This practicum course develops capacities and knowledge essential to anyone entering journalism, public relations and related fields. Students will learn a variety of skills for gathering and presenting digital information including text, images, audio, and video. (This course is distinct from JMC3602 Online Journalism. Students who have previously taken JMC3602 may enroll in JMC4612.)

### **JMC3611 Internship**

*Prerequisites: JMC 2605 Mass Media and Society*

This course will help students to develop marketable skills, which they can later apply in a professional setting, and begin career networking. The department, together with the internship supervisor, will evaluate students' performance. Course may be retaken for credit with departmental permission.

### **JMC3612 Internship II**

*Prerequisites: JMC 2605 Mass Media and Society*

This course offers additional training in the student's chosen field. Students may continue a previous internship or choose a new field of study. The course is designed to provide hands-on knowledge of the field and provide the opportunity to network.

## **PUBLIC AND MUNICIPAL MANAGEMENT AREA**

### **PAD2111 Fundamentals of Public Administration (3 Credits)**

*Prerequisites: None*

*Replaces PA1513 Introduction to Public Administration*

The course provides students with basic concepts and models of public administration. It covers basic theories of public administration, some issues of public policy analysis, and certain tools of new public administration.

### **PAF 2211: Public Sector Marketing (3 Credits)**

This course examines the relationship between marketing and organizational success in the public sector. It examines the impacts of public organizations on local, national and global economies. Topics covered include strategic marketing, developing a core marketing strategy, developing and launching new offerings, formulating and implementing communication strategies, and estimating and forecasting markets. Students learn to combine marketing strategies and tactics with the concepts of public service, public governance, and corporate social responsibility.

### **PAD3113 Quantitative Data Analysis (3 Credits)**

*Prerequisites: None*

*Previously listed as PAD2113*

The course focuses on quantitative principles and techniques of decision making and their application in public management, public administration and public policy analysis. The problems analyzed include frequency distribution, sampling techniques, and measures of central tendency, probability, variability, regression, measures of association, correlation, and various other applied quantitative measures. The course is designed for students with little or no background in mathematics: it does not focus on derivations and proofs, but rather on understanding the uses and interpretations of statistics as tools for data analysis. A second objective of the course is to introduce students to the utility of computer packages for statistical analysis.

### **PAD3116 Methods of Social Research (3 Credits)**

*Prerequisites: None*

*Previously listed as PAD2502*

This is a basic foundation course designed to instruct students in methodological concepts of academic work. The course will provide students with an understanding of how researchers must operate at different stages in their projects simultaneously, how to understand academic problems, and how to manage the complexity this process entails.

### **PAD3115 Professional Internship in Public Administration (6 credits)**

*Prerequisite: PAD2111*

Internships are aimed at practical application of public administration studies, development of professional skills and acquiring work experience. They are available in a wide range of public agencies and non-profit organizations. These high quality professional internships are tailored to suit your needs whether it is a requirement for university, a desire to experience another culture, broaden your horizons or expand your career opportunities.

### **PAD3522 Decision Making (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as PMG3522*

This course presents decision-making as a crucial part of strategic management. The course is intended to explain that decision-making is a complex process that involves understanding of constituent components. These components are presented in a logical sequence to students, together with analytical tools for decision-making. Decision-making pervades the entire administrative organization and planning process.

### **PAD3523 Human Resource Management (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as PMG3523*

The purpose of this course is to provide students with an understanding of the principles and functions of human resources management and of personnel administration. It also reviews how organizations do or can deal with human resource management issues. Studying the ways that HRM issues are handled can help students who will be tomorrow's managers be better prepared to create policies and procedures that will ensure effective use of human resources in organizations.

### **PAD3524 Leadership and Management (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as PMG3524*

The course's main objective is to help students develop personal leadership skills necessary in a challenging and fast-changing environment. The course combines both theoretical foundations and practical exercises on self-management, managing and building relationship with other people, and essentials of managing organizations.

### **PAD3533 Organization Theory and Design for Public Organizations (3 credits)**

*Prerequisite: PAD2111*

*Previously listed as PMG3533*

This course is meant for students of public administration. This course focuses on the classical and modern aspects of organizations and the role of managers as leaders and facilitators of change. It aims to provide students with theoretical concepts and knowledge relevant to organizational design and management issues as well as opportunities

to apply theories and knowledge to future organizational settings. This course deals with various perspectives on organizations, including a structural frame, human resource frame, political frame and symbolic frame.

**PAD3536 Organizational Behavior for Public Organizations (3 credits)**

*Prerequisite: PAD2111*

*Previously listed as PMG3536*

This course is meant for students of public administration. This course will introduce students to the major concepts of organization theory and behavior. The course examines various theories developed in an attempt to explain and predict employee behavior in an organizational context. The primary focus of organizational behavior is leadership and decision making skills in an intercultural environment, power, job satisfaction, and motivation. The overall objective of this course is the development of skills and knowledge that will allow students to contribute in the managing of effective behavior in organizations.

**PAD3540 Governance and Development (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as PPA3540*

Radical global transformations are underway in industrial structures, business activities, production systems, and a new development ideology. To adapt to these diverse changes, developing countries must reconstruct their development policies. Development policies need a new vision of governance to harmonize global movements and diverse socioeconomic activities. The course is primarily aimed at introducing the students to the theoretical foundations of development and governance by acquainting them with the key schools of thought, debates, approaches, and issues. The focus is on bridging theoretical discourses with practical examples and learning. By the end of the course students are expected to develop a broad-based understanding of the key concepts, contexts, issues, and challenges surrounding the theoretical and practical discourses of development and governance both globally and nationally.

**PAD3541 Natural Resource Management (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as NMG3541*

This course is intended to provide students with critical frameworks for understanding problems in natural resource decision-making and use. An interdisciplinary approach to managing natural resources will be developed that will allow students to assess and utilize the types of information, expertise, and value-judgments that need to be considered in reaching a decision. Historical and current examples of resource use will be employed in order to reinforce the learning process. Essay topics of the students' choice may be Kazakh or international.

**PAD3542 Public Policy Analysis (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as PPA3542*

This course presents a multi-disciplinary, multi-theoretical approach to understanding public policies in different areas such as health care, education, social welfare, crime, defense, environment, and economic and tax policy. The course will focus on a systematic analysis of public policy alternatives, factors, and processes involved in policy development. It will also examine questions about the content of governmental decisions, the factors that cause different policy-outputs, and the consequences of various governmental decisions.

**PAD3543 Urban Development (3 credits)**

*Prerequisite: PAD2111*

*Previously listed as PPA3543*

This course provides an overview of politics and policy-making for large cities and metropolitan areas. It dwells upon such issues as governmental strategies of reform; land-use planning and regulation; management and social impact of growth; transportation and the environment; citizen participation and development of local democratic institutions.

**PAD3546 Comparative Educational Policy and Systems Design (3 Credits)**

*Prerequisite: PAD3542*

*Previously listed as PPA3546*

The purpose of this course is to enable public policy and teacher candidates to think critically about education as a social institution. The course may be useful for public policy designers, teachers, educational administrators, workers in international institutions, workers in science and industrial policy, consultants in vocational and human resource development or retraining, and for social reformers. The course focuses on Western Europe and North America, the CIS and Eastern Europe, and Central Asia.

**PAD3547 Social Policy in Transition Countries (3 Credits)**

*Prerequisite: PAD3542*

*Previously listed as PPA3547*

The goal of the course is to provide students with an understanding of social issues involved in the transition from a centrally planned to a market economy. The course equips students with skills in analyzing the process of social policy

formation and in evaluating current social policy conditions in transition economies, and gives them knowledge of the steps needed to move from an authoritarian to a civil society

**PAD3548 Health Care Policy (3 Credits)**

*Prerequisite: PAD3542*

*Previously listed as PPA3548*

This course is designed to instill an understanding of major health care policymaking and related issues. The course emphasizes history/background; the physical, social, and economic environment; the policy process; and the political marketplace of contemporary Kazakhstan health care policies.

**PAD4003 Public Policy of Kazakhstan (3 Credits)**

*Prerequisite: PAD 3542*

This course begins with a discussion of social prerequisites for and governmental strategies of national development, with reference to managerial versus liberal modernizing approaches. Reference is made to the historical, economic, and social origins of public policies in Kazakhstan. The course then proceeds to an examination of the main challenges of national consolidation and institutional development facing the country.

Students will have the opportunity to work on a variety of topics such as nation-building, culture, and immigration policy; development of the public service; science, education, and labour policy; industrial and agricultural policy; information, broadcasting, and media; WTO accession, or other topics, depending on students' interests and agreement with the instructor.

**PAD4441 Oil and Gas Policy (3 Credits)**

*Prerequisites: PAD2111*

*Previously listed as NMG4541*

The course will examine the role of oil and gas in politics, including the types of regimes in which oil figures prominently, and will examine the ways in which government policies affect economic growth in these industries.

The course will pay special attention to the role of OPEC in world affairs, and to the growing influence of newly emerged oil powers, including the Caspian Sea region and Republic of Kazakhstan.

**PAD4442 Comparative Public Administration (3 credits)**

*Prerequisite: PAD2111*

This course introduces students to the comparative aspects of contemporary public administration systems in a selected set of countries. Examples will be drawn from Continental-European, Anglo-Saxon and Asian models of public administration systems. Students will explore how various countries (developed, developing, and transitional) deal with multiple dichotomies in their respective public administrations: theory and practice, efficiency and fairness, secrecy and openness, and the most famous of all, politics and administration. Students will learn about various degrees of impact that politics, economics, culture and environment may have on the functioning of public administration institutions on central and local levels as well as on the relationships between politicians and bureaucrats.

**PAD4443 Public Management (3 credits)**

*Prerequisite: PAD2111*

The course aims to expose participants to current trends and developments in public management theory and practice and to teach students about public organizations and the challenges facing contemporary public managers. It explores new approaches and attempts to reform administration and management in government. We will learn about the evolution of the field of public administration, the way that public organizations differ from private organizations, how the "reinventing government" movement has affected public management and spawned counter-movements, and how public managers interact with other actors and institutions in the political process. There will be a specific focus on state and local government in Kazakhstan.

**PAD4520 Program Evaluation (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as PMG4520*

The course is organized to provide students with an overview of the tools and techniques used to measure the activities, characteristics, effectiveness and efficiency of programs targeted towards specific populations. The primary objective of program evaluation is to provide feedback to decision-makers and other stakeholders, in order to determine whether a particular program is achieving desired outcomes at a reasonable cost. Students will be exposed to evaluation strategies and issues related to evaluation design. Students will develop and conduct a professional project evaluation of existing national and international projects in Almaty, including initiatives undertaken by different international organizations and local NGOs. Project evaluations will be conducted in groups of 3-4 students. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

**PAD4521 Current Issues in Public Management**

*Prerequisite: PAD2111*

*Previously listed as PMG4521*

This course discusses government reform and modernization efforts across the world. It deals with the most common areas in need of reform and innovation such as civil service, regulation, service delivery, and corruption control. It

looks at innovations that involve the use of information technology, performance management, and competition to improve the effectiveness and efficiency of government. Many concepts now in use in public sector management borrowed from the private sector. How they apply and conceptualize in a public sector context is an important part of this course.

**PAF4534 Public Budgeting (3 credits)**

*Prerequisite: PAF 3511*

This course is concerned with the practice of public agency budgeting in the decision making process and its impact on policy making. It will introduce participants to significant features of government budgeting topics, such as the role of budgeting in resource allocation, information and control, and various budget formats. Other topics include the budget cycle, the role of budgeting in enhancing social equity, budget analysis methodology, and introduction to theories of budgeting.

**PAF4535 Public Sector Auditing (3 credits)**

*Prerequisite: PAF 3511*

The course introduces participants to the concepts and practices of performance auditing/assessment. Students will be provided with the knowledge and skills to determine whether a public organization is managing and utilizing its resources efficiently. They will be able to identify the causes of inefficiencies in public organizations and determine whether an agency has considered alternatives that might yield desired results at lower costs. Other topics include economy and efficiency assessments, effectiveness assessments, and introduction to financial auditing.

**PAF4536 Project Appraisal and Management (3 credits)**

*Prerequisite: PAF3511*

The main aim of this course is to provide an introduction to elementary techniques in project financial and economic analysis and their application to a range of public sector investment projects at different scales. During the course, agricultural, industrial and infrastructural projects will be considered with the emphasis upon practical decision-making with limited information and in the context of public goals and objectives.

**PAD4541 Gender and Public Policy (3 Credits)**

*Prerequisite: PAD 2111*

*Previously listed as PPA4541*

The course looks at the negative and positive effects of public policy on gender relations in the family and the labor market. The reasons for gender differences in economic outcomes are discussed. Policies to promote gender equity are considered. The first part of the course focuses on the labor market and the gender wage gap. The second part of the course examines the family, with a particular focus on intra-household resource allocation. The final part of the course considers macro-economic issues. The course takes a comparative perspective on gender inequality in the labor market, drawing insights from developed, transitional, and developing countries.

**PAD4542 Current Issues in Public Policy and Administration (3 Credits)**

*Prerequisite: PAD3542*

*Previously listed as PPA4542*

This course provides a scholarly perspective on public policy and administration that covers major theories associated with the field and the political, social, and economic context within which they are developed. The course will make a strong connection between the students' professional development and a body of knowledge based on major theories and concepts of public policy and administration.

**PAD4553 Local Government (3 Credits)**

*Prerequisite: PAD2111*

*Previously listed as PMG4553*

The course is designed to provide students with an understanding of the political, institutional, and legal framework of local government activities. Students will be introduced to the concept of power decentralization. The focus will be on the process of decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter.

**PAD4556 Senior Research Project (6 Credits)**

*Prerequisites: Senior level standing*

This is a 6-credit course offered as an alternative to the Internship in Public Administration. The course may be done within any career track or major area, but must cover some topics in Kazakhstan public administration or public policy, or a topic concerning the operation of a private business or NGO in Kazakhstan. The main purpose of the course is to familiarize students how to apply concepts of public and private organizational design and functioning - and to do so in some depth, culminating in a research paper of 20 pages of text. The student will go through the supervised steps of selecting, justifying, and focusing a topic and will use evidence and methods of research appropriate to his/her project. The course is conducted under the supervision a faculty member chosen in agreement by the student and PA Department. It ends with the student's oral presentation of the project before a committee of PA faculty.

**PAF3511 Fundamentals of Public Financial Management (3 Credits)**

*Prerequisite: PAD2111*

*Replaces FMG2511 Introduction to Financial Management*

This course provides students with a conceptual understanding of the financial decision-making process made in public sector enterprises. With a focus on the big canvass, the course provides a foundation to financial decision-making rooted in current financial theory and in the present state of world economic conditions. The goal of this course is not merely to teach a discipline or trade but also enable students to understand what is learned and yet unforeseen problems—in short, to educate students in public financial management issues such as administration and management of Government's financial affairs, allocation, investment, control of public funds, and public budgeting.

**PAF3531 Public Finance (3 Credits)**

*Prerequisite: PAD2111*

This course will examine economics of the public sector. It emphasizes government budget influences on distribution, resource allocation, stability, growth, expenditure, budgeting, and public choice. It will also study public goods, externalities, and social insurance. Students will use models to analyze real-world problems and programs.

**PAF3532 Government and Business (3 Credits)**

*Prerequisite: PAD 2111*

The course focuses on the role of government for supporting and enhancing private entrepreneurship. This includes identifying the industries in which government production of goods and services is necessary and industries in which government is not normally involved, and why. Topics also include ways and forms of government regulation of private business, antitrust policy and promotion of competition. Students will do case studies illustrating the rationale for government intervention in different sectors of the economy and will discuss the public policy toward development of private business.

**PAF3534 Taxation and Spending in Selected Countries (3 Credits)**

*Prerequisites: PAD 2511, ECN2103 (or ECN1101)*

This course will study both the theories of taxation and how various taxation concepts and approaches are used in different countries around the world. Some topics will focus on alternative ways of generating revenue, and how successful government is in doing this. Other topics will examine government spending programs in areas such as social insurance, education, and health care. Students will study the success and difficulties in implementation of different tax structures in different countries, including the United States, Canada, Kazakhstan, and other Central Asian countries.

**PAF: 3549: Theory of Economics (3 Credits)**

The course discusses the role of the economics theory for the society's development. The discussion focuses on terminology, categories, principles and methods used in studying economics. Additionally, the principal models of economic development, the fundamentals of a market economy, and patterns of developing market relations in post-Soviet countries are delineated. The course also highlights links between macroeconomic issues and micro-level problems and their impact on economic growth and social policy.

**PAF4531 Investment Management (3 Credits)**

*Prerequisite: PAF3511*

Theory and practice of investment decisions of individuals and fund managers. Topics include capital market theory and the efficient market hypothesis literature. Standard institutional and investment analysis topics and international investment topics are also covered.

**PAF4532 Current Topics in Public Financial Management (3 Credits)**

*Prerequisite: PAF3511*

Examination of public financial management topics currently being discussed in the media, and development of advanced analytical skills in those areas. Topics will change depending on the global environment and the implications of government decisions on global financial and economic issues.

**PAF4533 Financial Management in Public Sector (3 Credits)**

*Prerequisite: PAF3511*

In this course students will study theory and practice of financial management in public and private organizations. Analysis of financial statements, pro forma statements, cost of capital, risk and return, capital budgeting, and other indicators of financial performance will be studied. Also, attention will be paid to socioeconomic aspects of financial management. Case studies may be employed where applicable.

**CSS 3001.1 Introductory Internship (Kazakhstan Parliament) Foundation Course (3 credits)**

*Prerequisite: PAD2111*

**CSS3001.2 Introductory Internship (Kazakhstan Parliament) (3 credits)**

*Prerequisite: CSS3001.1*

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan

**CSS 3002.1 Introductory Internship (Ministry of Economics) Foundation Course (3 credits)**

Prerequisite:

**CSS3002.2 Introductory Internship (Ministry of Economics) (3 credits)****INTERNATIONAL RELATIONS AREA****DESCRIPTION OF PROGRAM FOUNDATION ELECTIVE COURSES****IRL2512 Fundamentals of International Relations**

This is an introductory course designed to acquaint students with the various theories and concepts used in the field. This course will examine and analyze the emergence and evolution of the modern world-system, its nature and characteristics as well as the emerging issues and challenges faced by the world today. The focus will be also roles and functions of states, non-state actors and institutions. The course is not only designed and developed for students in Political Science and IR but it will also fulfill the needs and interests of students from other disciplines.

**IRL3517 International Institutions and Law**

This course is designed to introduce students to basic concepts of international organization and international law. It will focus on the history, administration, and politics of key international institutions and the machinery of international law. We will discuss and analyze how institutions and legal frameworks function in the areas of international peace and security, human rights and humanitarian relief, and environment and sustainable development.

**IRL3520: Foreign Policy of Kazakhstan**

This is an advanced survey course on Kazakhstan's foreign policy making since 1991. Special emphasis will be given to the impact of the Soviet legacy on Kazakhstan's foreign policy and the present relationships between Kazakhstan and the West. Other topics include the Kazakhstan's present role in the War on Terror and regional security.

**IRL3521 Theories of International Relations**

This a basic course on theories of international relations. The purpose of this course is to acquaint students with the historical evolution of the theories of IR and to focus on various theories, concepts, approaches and methodologies used in the field. Instead of focusing on any particular group of theories, this course will critically review and analyze all theories: old and new, traditional and modern. Recent theories like feminist theories, post-modernist theories, globalist theories, ecological theories will also be discussed here.

**IRL3523 International Political Economy**

The main objective of this course is to introduce students to the field of International Political Economy and to discuss the scope boundary and methodologies used in the study of IPE. Students will critically examine and analyze major international economic processes and institutions, such as international monetary and financial organization, globalization of production and distribution, international trade and investment, development, dependency and foreign aid.

**IRL3539 History of Diplomacy from 1648 to 1815**

This is an advanced survey course on the development of modern international relations in Europe from the inception of the Westphalia System to the rise and fall of Napoleon. Special emphasis will be placed upon the role of history in shaping the modern international system.

**IRL3540 History of Diplomacy from 1815 to 1945**

This course task is to give to the students the history of European affairs beginning from 1815 from the point of Europe international relations. Among the main problems of the course are: the XIX century history could be explained by "congress system", middle class discontent that caused revolutions of 1848: Napoleon III "overthrew" the Second Republic and his regaining the Russian friendship by the Reinsurance Treaty; Bismarck unification of Germany and Polish policy of Russia in 1863, Crimean War and causes of it; Anglo-Japanese alliance of 1902 and a decade of anarchy existed in international affairs before the World War I and the settlement of 1919 that "balkanized" Central and Eastern Europe. The new "Versailles-Washington" system established in 1919-20-s led to paradoxical results – intensification of the tensions between defeated and victorious countries which finally broke a peace and led to World War II.

**IRL3541 Contemporary World History: 1945 to Present**

This course presents the major historical events from 1945 to the present. It starts with the end of the Second World War and covers the years of the Cold War and Decolonization up to the fall of the Soviet Union. It then considers the end of the second millennium with the fragmentation of states and the beginning of the third millennium with the emergence of new threats such as international terrorism, challenges such as environmental problems, opportunities such as technological developments, and the new distribution of power.

**IRL3547 Security Studies**

This course is designed as a foundational course for students majoring in International Relations aimed to complement their general knowledge of international issues with an understanding of the challenges of globalizing world. The course will address conceptual problems of defining the 'threat', as a key notion in Security Studies. Threats could range from the survival of individual to groups, nations, and the whole world. By investigating definitions of security as state provision of defence in realist and neorealist conceptions we will set up an analytical departure point. Then we will move towards exploring the notion of threat by 'broadening' and 'deepening' its definitions. Expanded definitions enable us to engage with the constructivist, structuralist and post-modern analytical frameworks within Security Studies.

**IRL3562 Strategic Communications in International Affairs (Professional Foreign Language I)**

The course focuses on international relations and effective communications with a special attention to international treaties, memorandums and speeches of key decision makers in international relations. In particular we will study the theoretical frameworks behind the communications in International Relations and how to employ them in order to reach the targeted audience and goals.

**IRL4526 Comparative Foreign Policy**

This course centers on the foreign policies of states, and more specifically, on the various factors that produce these policies. It is not an easy task to analyze policy "outputs". The complexity of the matrix makes clear that we cannot attribute the adoption of one foreign policy rather than another to any single factor. Clearly, the interactions between and among all the various sources of "input" makes any such analysis that much more difficult. Nevertheless, it is possible to discern patterns in policy process and the broad outlines of policy goals, and this is what will be accomplished in this course. In this task we will be aided by the use of "case studies" and foreign policy profiles of selected countries.

**POL/IRL3515 Political Geography**

This course provides an introduction to political geography, the study of the location, distribution, and interaction between political units in the world. The world political map has changed dramatically over the past century with a sharp increase in the number of states and nation-states. Today's era of globalization heightens the need for an understanding of global political-geographic issues. This course will cover such wide-ranging topics as international conflict, relationships between states, ethnic tensions within states, globalization, the breakup of the Soviet Union, and the political geography of Central Asia.

**POL3512 Comparative Politics**

This is an introductory course in the field of Comparative Politics. The course will acquaint students with various paradigms in the field, while also offering practical case studies to illustrate different political orientations of nation states and regions.

**POL3534 Social and Political Theory**

This course provides a historical background to the development of social and political thought in European and Asian civilizations from antiquity to the present day. Readings from primary sources, such as Plato, Aristotle, Confucius, the Dhammapada, Augustine, al Farabi, ibnKhalidoun, Aquinas, Machiavelli, as well as modern thinkers from Hobbes to the post-moderns will help students to comprehend the theoretical underpinnings of research on political systems, political economy, social hierarchy and comparative civilizations.

**DESCRIPTION OF PROGRAM FOUNDATION ELECTIVE COURSES****IRL3550 United Nations: Structure and Practices**

This course provides an overview of the major contemporary international institution. The course will have three parts. First, it presents a review of the structure and functions of the UN in general and of specific agencies (for example, the UNHCR and UNICEF) in particular. Second, it offers a normative theoretical knowledge for interpreting the institution. Third, it reviews case studies with the help of experts involved in the field.

**IRL4519 Globalization: Current Issues**

The term "globalization" has quickly become one of the hottest buzzwords in the field of international relations and in the academic debate. This course will cover a wide range of distinct contemporary political, economic, and cultural trends, like liberalization, global civil society, global crisis, and the value of information technology.

**IRL/POL4534 Politics of the European Union**

European politics has never been so topical and exciting. With the end of the Cold War division of Europe into East and West, Europe is uniting under the umbrella of the European Union and is moving ahead with a unique experiment whereby European law supersedes national law and a single European currency is used. The purpose of

this course is to offer students an informed and accessible overview of European government and politics as well as of the structure and policies of the European Union.

**GEN2600 History of Civilizations 1**

The course provides a comparative analysis and overview of the cultural and political development of human society from the earlier civilization until Renaissance, providing background for the analysis and understanding of the political, legal, ideological, cultural and religious achievements of the world civilization.

**GEN2601 History of Civilizations 2**

The course provides a historical analysis and overview of the cultural and political development of human societies from the Renaissance to the end of World War II. It aims to provide a general knowledge of major events in different areas of the world.

**DESCRIPTION OF PROGRAM MAJOR REQUIRED COURSES**

**IRL3544 Diplomatic and Consular Service (Professional Foreign Language II)**

This course covers theoretical and practical problems and issues of diplomacy, organization and functioning of diplomatic and consular services in Kazakhstan. This course will also discuss and debate the process and mechanisms of foreign policy decision-making in Kazakhstan and the forms and methods of their realizations.

**IRL4512 Central Asia in Global Politics**

This course brings together studies of post-colonial, post-Cold War interactions between state and non-state actors. The unanticipated collapse of the USSR initiated a profound crisis in the theory of international relations. The Cold War is rapidly moving into history. The post-Cold War interregnum seems to have come to an end on September 11, 2001. What theory is out there to help us comprehend incisive change in international affairs? We will use elements borrowed from political realism and constructivism to analyze change underway in one particular region: Central Asia. The objective of the course is to provide greater comprehension of the nature of the post-colonial ‘Great Game’ underway in that part of the world and to relate that game to the transformation in Central Asia.

**IRL4527 Ethics in International Affairs**

The course presents students a normative approach centered on ethics for studying international affairs. The main purpose of this course is to acquaint students with the moral dilemmas that political leaders, activists and citizens have to face in a globalized world. The theoretical approach is combined with case studies in fields such as just war theory, conflict and reconciliation, humanitarian intervention and the responsibility to protect, sovereignty and social justice, and environmental and technological challenges in the international arena.

**IRL4590 Undergraduate Seminar in International Relations**

This seminar course is designed to offer students an opportunity to apply their theoretical knowledge to a specific issue in international relations. Students will participate in ongoing research projects headed by individual faculty members. Topics will vary every time the course is offered, and may include issues in bilateral relations, international security, international political economy and the international legal order.

**DESCRIPTION OF PROGRAM MAJOR ELECTIVE COURSES**

**IRL3516 Terrorism and Security**

This course studies the origins and nature of contemporary terrorism, terrorist groups: tactics and trends on the world-wide scale starting from the ancient times to the present. It examines threats and challenges posed by the terrorist groups to state security and to the security of the international system.

**IR3524 Global Security and International Conflict Resolution**

Since the end of the Cold War, multiple conflicts, both global and regional in nature, have seriously undermined and threatened world security. This course will study and analyze the roots and causes of modern conflicts and their effects and implications for international peace and security in Central Asia.

**IRL3526 Domestic Politics and Foreign Policy of the USA**

This is an advanced course on American domestic politics and foreign policy since the birth of the Republic to the modern era. This course will focus on American government and foreign policy as a whole, but will also give special attention to present-day American foreign policy, and American-Kazakhstan relations in particular.

**IRL3527 Domestic Politics and Foreign Policy of the Russian Federation**

This is an advanced course on the formation and development of Russian government and foreign policy from Ancient Russia to the modern era. This course will focus on Russian foreign policy as a whole, but will put special emphasis on present-day Russian foreign policy-making, and Russia-Kazakhstan relations in particular.

**IRL3528 Domestic Politics and Foreign Policy of the People’s Republic of China**

This is an advanced course on government and foreign policy making in China since the formation of the Chinese State to the modern era. This course will focus on Chinese foreign policy as a whole, but will also give special attention to present-day Chinese foreign relations, and in particular China-Kazakhstan relations.

#### **IRL3545 Diplomatic Protocol and Documents**

This course instructs students in diplomatic protocol in the context of preparing them for diplomatic service. Diplomatic privileges and immunities, the presentation of the credentials of diplomatic representatives, the protocol of diplomatic correspondence, diplomatic receptions, personal visits and conversations, international courtesy, the structure of staff protocol and the personal activity of diplomatic representation abroad will be covered. Various kinds of diplomatic documents will also be examined.

#### **IRL3546 Selected Topics in International Relations**

This course examines various topics of international relations. Topics vary according to the interests of students and instructors.

#### **IRL4521 Petro Politics**

This course examines the geopolitics of energy in the Caspian Sea region. The subject is a broad, complex one that is constantly shifting and evolving even as policymakers try to manage and influence affairs from day to day. The emergence of independent states in the Caspian Sea region has created a new environment of great importance to the world. The region's geopolitical position between Europe, the Persian Gulf, and Asia, and its unresolved ethnic conflicts have made it both a magnet and potential flashpoint for its neighbors, including Russia, Turkey and Iran. Also, the Caspian Sea is the energy world's latest frontier. The development of Caspian energy resources and their transportation to international markets is one of the most controversial and pressing issues in the post-Cold War era.

#### **IRL4525 Asian Security: Theory and Practice**

The main goals of the course are to give a brief introduction to the field of security studies and its current debates and to apply this theoretical knowledge to the study of Asian security at different levels of analysis: national, regional and global. The discussion of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with the in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental and societal security.

#### **IRL4528 Central Asia-Russia Relations**

This is an advanced course on the development of relations between Russia and Central Asia from the 18th century to the present. Special emphasis will be given to the development of Central Asia-Russia relations since the collapse of the Soviet Union.

#### **IRL4531 Political Economy of Central Asia**

The course analyzes the economic development of Central Asian states starting from the Soviet legacy and going through the years of independence until possible future developments. In particular, the course will try to understand how the common past has been starting point for new and different forms of political economy adopted by different countries. Differences in natural resources, infrastructure and political decisions of different economic paths of developments will be considered in order to understand how to shape future decisions.

#### **IRL/POL 4540 Geopolitics and Political Economy of Natural Resources**

This course is devoted to geopolitical and economic aspects of countries endowed with different types of natural resources. Natural resources shape the economy and economy shapes political choices. However processes of discovery and use of natural resources have to be analysed in geographical and institutional context.

#### **IRL/POL4530 Middle East Politics**

A survey of the twentieth and twenty-first century political history of the Middle east and its regional issues, such as the Palestinian-Israeli conflict, ethnic and religious nationalism, the geopolitics of oil, the two Western wars in Iraq, and both Western and Islamic alliances. This course will also compare the governments and political ideologies of the Middle East region, focusing on social and institutional structures and development issues. Concepts and ideologies like Arabism, Islam, modernization, and the nature of states and political systems will be studied.

#### **IRL4531 Domestic Politics and Foreign Policy in Central Asia and the Caucasus**

This course focuses on the domestic politics and foreign policies of post-communist states. In particular, it will examine the transition that has taken place in the former USSR during the last two decades. Students will be required to analyze the myriad of challenges facing the post-communist sphere in the political, cultural, social and economic spheres. Special emphasis will be placed upon the international relations between the new states of Central Asia and the Caucasus and the rest of the world.

#### **POL4537 Society and Culture of Central Asia**

The course offers a theoretical background for understanding issues in the general field of political sociology and then moves on to review the similarities and differences between the social, political and cultural aspects of Central Asian states.

#### **POL3546 Selected Topics in Regional Studies**

This course examines various topics in comparative politics and regional studies. Topics vary according to the interests of students and instructors.

## DESCRIPTION OF OTHER REQUIREMENTS

### **IRL4597 Professional Internship in International Relations**

Students will engage in a supervised internship with a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each.

### **POL4597 Professional Internship in Comparative Politics**

Students will engage in a supervised internship with a consulate, NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the OSCE, and the EurAsEC. Students may either extend their original internship to cover two semesters, or they may select two distinct professional internships covering one semester each.

### **CSS 3001.1 Introductory Internship (Kazakhstan Parliament)**

The purpose of this course is to provide quality preparation for an internship at the Kazakhstan Parliament. The course covers material related to the structure and processes of the Parliament and introduces the essential foundations of representative politics.

### **CSS3001.2 Introductory Internship (Kazakhstan Parliament)**

The internship is designed to provide the student with an experiential learning opportunity by placing the individual in the Parliament of Kazakhstan.

### **CSS 3002.1 Introductory Internship (Ministry of Economics)**

The purpose of this course is to provide quality preparation for an internship and the Ministry of Economics. The course covers material related to the structure and processes of the Ministry and introduces the essential foundations of Economic policy.

### **CSS3002.2 Introductory Internship (Ministry of Economics)**

The purpose of this course is to provide an internship in the Ministry of Economics. During their internship, students will have opportunity to work in one of the Ministry's departments, so as to gain a better understanding of how economic analysis is undertaken and how economic policies are developed and implemented.

### **IRL4598 Thesis**

Students will write a thesis on a topic of their choice, in line with the international relations bachelor program, under the supervision of a qualified faculty member. For further details see the CSS Undergraduate Thesis Guidelines on the L-Drive.

### **IRL4599 Exit Test**

Students will take an exit test that evaluates their competencies in the field of international relations.

## GENERAL EDUCATION

**Student Orientation** aims to help freshmen take the first steps towards becoming well-informed students at KIMEP. The program is expressly customized to meet the needs of diverse students and facilitates an academic and social transition that is crucial for a successful first year. Students have an opportunity of learning more about academic life at KIMEP and specifically about the array of programs offered here. In addition to scholarly activities, campus life includes games, sports and social organizations that allow for relaxation and encourage social interaction. All of these activities contribute to building a university community.

### **GEN1040 Life Security [KAZ, RUS, ENG] (2 credits)**

Prerequisites: ENGO001 Foundation English Level 1

This course teaches how people can remain safe as they interact with their environment, including a variety of emergency situations, such as earthquakes and fires. In addition, it covers the prevention of many dangerous natural and man-caused events and/or their harmful consequences.

### **GEN1000 History of Kazakhstan [KAZ, RUS, ENG] (3 Credits)**

Prerequisites: ENGO001 Foundation English Level 1

This course covers the history of Kazakhstan from ancient times till present. A study of national history has become one of the major factors contributing to the construction of a community of peoples, civil society and to the

promotion of patriotism. The history of Kazakhstan is seen as a unique process of development for the Kazakh people, who constitute part of the history of the Eurasian, nomadic, Turkic and steppe civilizations, which in turn constitute an integral part of global civilization. The course aims to study the main stages and specifics of key historical processes on the territory of Kazakhstan, focusing particularly on the specifics of nature and environment, and the creation of Kazakh ethnic identity and statehood. Cultural and social changes are also considered.

### **GEN1010 Academic Speaking (3 Credits)**

Prerequisites: ENG0005 Foundation English Level 5

The Academic Speaking Course is designed to develop student's skills to speak persuasively and confidently on academic topics covering various areas: political, social, economic etc. These will be achieved by using in practice some relevant critical thinking concepts. Students will improve language competence in conjunction with becoming persuasive speakers with the help of handling arguments, evidence, and statistical data. Students will collect this information from various sources. Class activities will focus on applying the collected information to hold successful discussions, presentations and debates.

### **GEN1011 Academic Reading and Writing I (3 Credits)**

Prerequisites: ENG0005 Foundation English Level 5

This course will enable students to deal with academic reading and writing situations, which students will encounter in their academic content courses. Course activities develop comprehensive reading through focusing on main idea and specific information and recognizing vocabulary meanings in specific content and efficient writing through developing clear arguments in particular structure and style. This course will integrate teaching of reading and writing to contribute to the development of critical thinking skills. Essay writing is based on the relevant reading texts, which will provide students with information to support ideas and provide evidence in the written assignments. Students will need to process and critically analyze that information before incorporating it within their own arguments.

### **GEN1201 Mathematics for Business and Economics (3 Credits)**

Prerequisites: ENG0004 Foundation English Level 4

The course develops the basic concepts of mathematical analysis used in economics and business with emphasis on differentiation and integration of single real-variable functions and matrix algebra. The approach to these concepts is intuitive and visual. The formal proofs are given only when they help in understanding concepts. Applications to economics, business and social science as well as computational realizations are studied.

### **GEN1202 Applied Mathematics for Social Sciences (3 Credits)**

Prerequisites: ENG0004 Foundation English Level 4

The course provides journalism and political science/international relations' students with the necessary quantitative tools for their future professional activities. We start with logic, a topic very important for development of critical thinking, and then turn to sets and basic counting techniques, elements of probability theory, statistics, and elements of game theory.

### **GEN1203 Mathematics for Law (3 credits)**

Prerequisites: ENG0004 Foundation English Level 4

Lawyers are expected to be able to think critically and analytically and make sound logical inferences. Besides, regardless of their future professional activities, it is quite useful for lawyers to be able to correctly estimate chances and to understand financial statements and statistical data. This course is intended to help law students to develop such important qualities. The course contains introduction to logic, a topic very important for development of critical thinking and analytical reasoning, sets and basic counting techniques, elements of probability theory and statistics, and some mathematics of finance.

### **GEN1300 Introduction to Computers (3 Credits)**

Prerequisites: ENG0004 Foundation English Level 4

The purpose of the course is to introduce the background of computer and information technology principles to beginners and pre-intermediate level students. The course involves uses of modern software, such as Microsoft Windows, Word, Excel, PowerPoint, Internet and E-mail programs, which are necessary for studying at KIMEP.

### **GEN2301 Business Computer Applications (3 Credits)**

Prerequisites: ENGO004 Foundation English Level 4

This course is a broad overview of the main topics in business computer applications. Students gain an understanding of computer architecture, networks, telecommunications; they learn how to apply information and knowledge systems, operations and decision support systems, spreadsheets, databases to a wide range of tasks and decision making process. The course emphasizes how organizations benefit from and use computer-based technology. The purpose of the course is to foster business thinking through available technical means.

### **GEN1030 Introduction to Environmental Studies (2 credits)**

Prerequisites: ENGO004 Foundation English Level 4

This introductory science course on environmental issues is designed to fulfill the requirements of the Ministry of Education and Science of the Republic of Kazakhstan and General Education requirements for KIMEP students. The course helps to develop a better understanding of:

- How nature works in terms of basic scientific principles.
- What are the relationships between humans and the environment.
- Major environmental problems: their causes and consequences.

The acquired skills and knowledge help the students in future identify the environmental problems and to build a basis for supporting long-term and sustainable solutions for the benefit of current and future generations. Environmental applications will allow students to improve their thinking /reasoning skills by solving quantitative problems which are based on real-life environmental cases of local and global content.

### **GEN2401 Introduction to Statistical Analysis (3 credits)**

Prerequisites: GEN1100 and GEN1120

The course focuses on practical applications and interpretations of results of statistical analysis. It introduces basic terms and concepts underlying statistical and quantitative reasoning, including introduction to probability. The course is divided into four sections: data analysis, applied probability, data collection and inferential statistics. Topics include elements of sample surveys, experimental design and observational studies, descriptive and summary statistics for both measured and counted variables, and statistical inference including estimation and tests of hypotheses as applied to one-and two-sample problems, regression with one or more predictors, correlation, and analysis of variance. Applications to quantitative data analysis in economics, social sciences and business, and statistical thinking instead of mathematical manipulation are emphasized. Different techniques of sampling, choosing sample size, and the evaluation of results are demonstrated in application to real life problems. Computer implementation is emphasized in this course.

### **GEN2402 Business Statistical Analysis (3 Credits)**

Prerequisites: GEN1100 and GEN1120

The course provides basic knowledge of probability, axioms of probability, expectation, joint and conditional probability distributions, Bayesian concepts of statistical inference, exploratory data analysis and data transformations, confidence limits, continuous probability distributions, sampling distributions, sampling surveys, hypotheses testing, regression analysis, analysis of variance and correlation analysis.

### **GEN2500 Introduction to Philosophy (3 Credits)**

Prerequisites: GEN1100 and GEN1120

This is an introductory course to philosophy. Special attention will be devoted to the historical development of philosophy as well as the current state of the discipline.

### **GEN2510 Principles of Ethics (3 Credits)**

Prerequisites: GEN1100 and GEN1120

Ethics refers to the study of what is right and wrong or good conduct in a given set of circumstances. In essence, Ethics looks at the moral values we already possess and examines how we came to our own personal worldview and outlook on life. Ethical problems exist because we have choices. Ethics presupposes the existence of morality, as well as the existence of moral people who judge right from wrong and generally act in accordance with norms they accept and to which the rest of society holds others. We will primarily focus on ethics as it relates to modern issues we face as a society within our local environment, our work place, our university and personal life.

**GEN2700 Introduction to Sociology (2 Credits)**

Prerequisites: GEN1100 and GEN1120

This course provides students with the necessary background needed to analyze social structures and social institutions. Emphasis is placed on building sociological perspectives and a comprehensive understanding of sociology as an academic discipline. The course covers various theoretical paradigms and concepts in the field of sociology.

**GEN2701 Introduction to Political Science (2 Credits)**

Prerequisites: GEN1100 and GEN1120

This is a basic survey course of the major concepts, theories and methodologies in Political Science designed to provide students with a basic foundation in the discipline. The course will focus on theoretical as well as practical applications of Political Science.

**ECON1101 Introduction to Economics (2 Credits)**

Prerequisites: GEN1100 and GEN1120

The course develops economic concepts and illustrates them with applications from Kazakhstan and elsewhere. The course surveys both microeconomics and macroeconomics. "Micro" addresses how markets coordinate the choices of firms and individuals. "Macro" concerns the national and world economy. Macroeconomic topics include the measurement of national economic activity (Gross Domestic Product, or GDP), economic growth, the business cycle, unemployment, inflation, international trade, and the economic role of government. This course helps the student to reach General Education objectives in analytical, critical thinking and writing.

**GEN2701 Introduction to Geography (2 Credits)**

Prerequisites: GEN1100 and GEN1120

This course provides an introduction to the principles, concepts, and methods of the wide-ranging discipline of geography. A systematic spatial examination of the human and physical environment is provided, as well as an analysis of human-environment relationships. Topics include patterns and processes of landforms, climate, population, economic activity, culture, urbanization, and natural resources.

**GEN2711 Introduction to International Relations (2 Credits)**

Prerequisites: GEN1100 and GEN1120

This is an introductory course designed to acquaint students with the various theories and concepts used in the field. This course will examine and analyze the emergence and evolution of the modern world-system, its nature and characteristics as well as the emerging issues and challenges faced by the world today. The focus will be also roles and functions of states, non-state actors and institutions. The course is not only designed and developed for students in Political Science and IR but it will also fulfill the needs and interests of students from other disciplines.

**GEN2720 Introduction to the Legal System of Kazakhstan (2 credits) [formerly, Law in Kazakhstan]**

Prerequisites: GEN1100 and GEN1120

This survey course provides a framework to understand the normative dimensions of the legal system of Republic of Kazakhstan. It introduces students to basic legal concepts of law and state and subsequently exposes them to fundamental principles and doctrines of Kazakhstan's legal system. The course reflects the breadth and diversity of the legal system of Kazakhstan and covers the basics of its main branches, including: Constitutional Law, Administrative Law, Financial Law, Tax Law, Labor Law, Criminal Law, Civil Law, Family Law, etc.

Students who have previously taken LAW1503 Introduction to Law of Republic of Kazakhstan or GEN2720 Law in Kazakhstan may not enroll in this course. It is open to all students including those in their first year.

**GEN1603 History of Political and Legal Studies (2 credits)**

Prerequisites: GEN1100 and GEN1120

This course is an introduction to the history of political and legal theories from ancient times to the modern days. The main purpose of this course is to examine the origins and development of contemporary political and legal concepts such as sovereign state, division of powers, representation, legitimacy, individual rights and so forth. Students will learn the roots of government authority and the meaning of political ideals such as liberty, equality, and justice. In reviewing these concepts, this course introduces students to major political and legal thinkers, including Plato, Aristotle, Niccolo Machiavelli, Thomas Hobbes, John Locke, Jean-Jacques Rousseau, Immanuel Kant and many

others. Particular attention will be paid to the historical context of thinkers and concepts and to the issue of how the theories and ideas articulated in political thought have shaped the contemporary principles of state and law.

### **GEN1001 PHYSICAL EDUCATION (8 credits)**

The undergraduate academic curriculum includes physical education courses that implement to the current legislative standards of the Republic of Kazakhstan. Physical Education courses are compulsory and not included in the GE curriculum. Physical education emphasizes the development of physical skills, improvement in physical self-education, shaping the need for regular physical activities, and the acquisition of knowledge that contributes to a healthy lifestyle.

The Physical Education program is based on main didactic principles: consciousness, visual, accessibility, system and dynamism. Students are introduced to the fundamentals of team and individual sports, which include skills, rules, and game strategy, as well as to swimming and athletic activities. The Physical Education curriculum will concentrate on all areas of physical development. The syllabus includes a range of practical activities, each of which has particular characteristics and contributes to the attainment of the overall aims of Physical Education. These areas of study are:

7. Track-and-field disciplines (100 meter dash – men, women; 2 000 meter – women; 3 000 meter – men);
8. Swimming;
9. Winter sports (cross-country skis, skates);
10. Games;
11. Gymnastics;
12. Health-related activity

Classes will stress the importance of student participation and sportsmanship so as to assist students in learning and performing vital professional skills and demonstrating psychophysical qualities. Physical Education syllabuses, at all levels, seek to build on movement skills previously developed through the student's participation in Physical Education. These skills will form the basis for further learning.

A total of 8 credits in physical education needs to be completed in order to earn a bachelor degree. Students are strongly encouraged to complete Physical Education requirements during the first two years of their studies. Students with disabilities will be waived from taking Physical Education course on production of an appropriate medical certificate.

**LAW2101 History of State and Law in Kazakhstan (2 credits)**

*Prerequisites: None*

This course considers the emergence of the ancient states in the territory of Kazakhstan and then examines the development of feudal nomadic monarchies of Huns, Turks, Mongol-Kypchaks and Kazakhs. Special attention will be paid to the major principles of the organization and activities of the Kazakh Khanate as well as the main characteristics of customary Kazakh law. Next, students learn the development of state and law in Kazakhstan when it was a part of the Russian Empire. Subsequently the legal status of Soviet Kazakhstan is examined with special emphasis placed upon the constitutions of 1926, 1937 and 1978. Finally, the course analyzes the development of state and law in independent Kazakhstan paying special attention to the process of the adoption of the Declaration of Sovereignty of October 25, 1990; Constitutional Law on Independence of December 16, 1991; the first Constitution of Kazakhstan of January 28, 1993 and the current Constitution of August 30, 1995.

**LAW2102 History of State and Law in Foreign Countries (2 credits)**

*Prerequisites: None*

This course provides a historic background to the development of state and law in a number of foreign countries which had the major impact on the evolution of state and law. In so doing, the course will examine the organization of state and the system of law in ancient oriental civilizations (Egypt, Babylon, India, China) as well as in ancient Greece and Rome. Afterward the course will deal with the development of feudal state and law and will examine the experience of such countries as France, England, Byzantium and Arab Caliphate. Subsequently student will learn the development of modern state and law as they originated in Europe in the age of revolutions. In doing so, the course will analyze the development of state and law in France, Germany, England, the United States, Russia, China and Japan.

**LAW2103 Constitutional Law of Kazakhstan (2 credits)**

*Prerequisites: GEN1630 Theory of State and Law*

This course introduces students to the constitutional principles of Republic of Kazakhstan. The course starts with the historic overview of the constitutional development of Kazakhstan. Then, students examine the constitutional rights and freedoms of individuals in Kazakhstan; the institutes of citizenship and referendum; the legal foundations of the activities of public associations and political parties; and electoral law. Students also will study the legal status of the supreme state organs of Kazakhstan: the President, the Parliament, the Government, the judiciary, and the Constitutional Council. Special attention is paid to the stages of the legislative process in Kazakhstan and the constitutional review. Finally, the course deals with the legal issues of the local state administration and self-governing bodies.

**LAW2201 Civil Law of Kazakhstan: General Part (3 credits)**

*Prerequisites for LLB students: GEN1630 Theory of State and Law*

This course introduces students to the fundamental concepts and principles of civil legislation of the Republic of Kazakhstan. The course deals in particular with the following major issues: (1) foundations of civil law in Kazakhstan, focusing upon application and interpretation of civil legislation, the exercise of civil rights and protection of freedom of entrepreneurship; (2) the law governing persons, including natural persons (especially their legal and deed capacity as well as entrepreneurial activities) and legal entities (in particular their types and forms, issues related to their foundation documents, legal capacity, liability, reorganization, etc.); (3) the law of transactions with particular emphasis on the rules related to the execution, termination and invalidation of contracts; (4) the property law covering acquisition and protection of the right of ownership, legal issues related to immovable property, state ownership, etc.; and (5) the law of obligations, including execution of obligations, methods of securing the execution of obligations, replacing persons in obligations and responsibility for violating obligations. Students who have taken LAW3517 are not eligible for this course.

**LAW2301 Criminal Law of RK General Part (3 credits)**

*Prerequisites: GEN1630 Theory of State and Law*

This course considers in detail the principles of criminal legislation of Republic of Kazakhstan. Students will learn specific rules with respect to the operation of criminal law in time and space, the concept and various types of crimes, incomplete offences as well as general conditions for criminal responsibility. The course will also extensively review the law governing complicity in a crime and the circumstances excluding, mitigating and aggravating the criminality of acts. Subsequently the concept, types and the purposes of criminal punishment as well as the conditions of the release from criminal responsibility and punishment are examined with particular attention to the specifics of the criminal responsibility and punishment of juveniles.

**LAW2432 Legal Research, Reading and Writing II (2 credits)**

*Prerequisites: GEN2431 Legal Research, Reading and Writing I*

This course is a continuation of Legal Research, Reading and Writing I. In addition, it will include participation in a moot argument exercise in which students will draft a persuasive memorandum on an assigned problem and then present an oral argument in support of the memorandum. The moot argument exercise may be in the form of an appellate court argument or a moot arbitration in accordance with international student competition standards.

**LAW2104 Administrative Law of Kazakhstan (3 credits) (previously LAW4512)**

*Prerequisites for LLB students: LAW2103 Constitutional Law of RK*

This course introduces students to the body of law governing the legal issues of state administration and state service. It deals with forms and methods of the state administration and explains the system of organs of state administration. In addition students are introduced to the various legal administrative regimes and the principles of the organization

of the state service. Since state administration is engaged in a variety of different spheres, the course examines a number of branches of the administrative legal structure. Furthermore, the course focuses upon legal issues of administrative liability and proceedings. Those students who have taken 4512 are not eligible for this class.

### **LAW2203 Civil Law of Republic of Kazakhstan II: Special Part - Contract Law (3 credits)**

*Prerequisites: LAW2201 Civil Law of RK I General Part*

The course focuses on the law of contractual obligations covering the formation and interpretation of transaction (contracts), legal limitations on the bargaining process, claims and defenses related to breach of contract, and remedies for breach. In addition, this course will explore legal peculiarities of each type of contract, i.e., purchase and sale, gift, lease, transportation, construction, services, loan, insurance, storage, and many other contracts. The course will also deal with developing necessary skills and competence to draft and efficiently negotiate business contracts.

### **LAW2302 Criminal Law of RK Special Part (3 credits)**

*Prerequisites: Criminal Law of RK General Part*

Criminal Law Special Part extensively reviews individual crimes and the particular punishments applicable to each. In particular the course deals with crimes against human life and health; against freedom, honor and dignity of persons; against sexual inviolability and freedom; against the constitutional rights and freedoms and against minor persons. Special attention will be paid to crimes in the sphere of economics, crimes against property and crimes against the interests of commercial and non-commercial organizations. Subsequently the course will examine crimes against public security, order and morality; ecological crimes and crimes against traffic safety. Finally students will learn rules with respect to the crimes against the fundamentals of the constitutional system and state security; corruption crimes and other crimes against state administration; crimes against military service as well as crimes against peace and mankind's security.

### **LAW2901 Academic Internship in Law (2 credits)**

*Prerequisites: 36 credits plus Civil Law of RK General Part or Constitutional Law of RK*

The academic internship will provide students with the opportunity to learn how the entities that make up the legal-judicial system function. Students will visit entities such as courts, legislative bodies, law firms and NGOs, and will attend guest lectures from persons such as practicing lawyers, judges, legislators, government officials and leaders of law-based non-governmental organizations.

### **LAW3105 Comparative Constitutional Law (3 credits)**

*Prerequisites: LAW2103 Constitutional Law of RK*

Comparative Law requires knowledge both of methodology and substance. Comparative scholars have elaborated a "soft science" to endow their work with common procedure, vocabulary, and legitimacy. A constitution is the fundamental legal document of any legal regime. This course introduces students to the methods of comparative scholarship, and uses constitutional documents, taken from the Republic of Kazakhstan and select foreign legal systems as objects of comparative analysis. The study of foreign constitutions is an effective method to examine the structure, norms, and function of the Kazakhstan Constitution, and is an effective method to understand how other societies have organized foundational legal document and have established the rule of recognition.

### **LAW3106 Public International Law (3 Credits) (previously LAW3511)**

*Prerequisites for LLB students: LAW2103 Constitutional Law of RK*

Public international law is the system of law governing the international community, thus the aim of the course provides a framework to understand the normative dimensions of international relations. The course introduces students to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law and covers all its main branches, including: sources; the subjects of international law; international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law as well as international economic law. A problem-oriented approach to various case studies is used in both lectures and discussion sessions. Situations in the former Yugoslavia, in Africa, in Afghanistan and in Iraq may serve as case studies. Those students who have taken LAW3511 are not eligible for this class.

### **LAW3204 Civil Law of RK III Special Part – Tort Law (2 credits)**

*Prerequisites: LAW2203 Civil Law of RK II*

This course focuses on civil obligations arising out of injury (damage). Torts law introduces students to the fundamentals of tort doctrine, focusing primarily on 'injury (damage),' 'illegality,' 'causation,' and 'guilt' elements serving as conditions for civil liability, and types of these liabilities, including personal injury, products liability, and moral distress, etc. By reading primary authorities such as the Code, statutes and resolutions of the Supreme Court, and secondary authorities such as cases, and related materials, students will learn the legal principles of Tort law. Working on skills-based exercises, students will practice analyzing and applying tort principles to factual scenarios.

### **LAW3205 Civil Law of RK IV Special Part – Company Law (3 credits)**

*Prerequisites: LAW3204 Civil Law of RK III Special Part Tort Law*

The Company Law course is a constituent part of Civil Law [Special Part] of the law of the Republic of Kazakhstan. The primary, but not sole objective, of this course is the introduction of forms of doing business in Kazakhstan both as a natural person and as a juridical entity. The course builds on the introduction to legal entities covered in the Civil Law General Part course. Students study the following classification of methods of doing business: (1) individual entrepreneur [IE], (2) partnerships, (3) organisations treated as legal entities, and (4) organisations based on state ownership and productive cooperatives. The most important forms of doing business in Kazakhstan are: the IE, LLP

[treated like a legal entity] and the Joint Stock Company; hence these forms shall be investigated in depth from several perspectives. The tax status of each is determined; foreign ownership also is explored, as Kazakhstan imposes restrictions on foreign ownership of certain business, e.g., activities requiring licenses. The course takes place within the deeper historical and theoretical context of the emergence of business organisations. The practical component of the course consists of drafting documents relating to business organizations, such as the charter, management resolutions, and other documents encountered within the creation and operation of a business organization.

### **LAW3206 Civil Law of RK V Special Part – Intellectual Property Law (3 credits)**

*Prerequisites: Prerequisite Civil Law of RK General Part*

Intellectual property is one of the most important issues of business and of common life since it involves the rights of producers as well as those of consumers, the rights of authors and of those who enjoy their creations. The course describes objects of intellectual property rights and their methods of protection as well as remedies available to the injured party. The legislative regulation of copyright, patents, trademarks, trade names, trade secrets and appellations of origin of goods are studied within the course – from the point of view of Kazakhstani legislation and in accordance with international agreements on intellectual property. In addition, students will encounter novel contractual innovations such as licenses that protect open-source ware. Together with the theoretical analysis of IP legislation the students will be offered numerous cases to solve, which involve both local and international intellectual property laws.

### **LAW3209 Family Law and Inheritance Law of Kazakhstan (3 credits) (previously LAW3512)**

*Prerequisites for LLB students: Civil Law of RK I General Part*

The social, political and economic transformations which faced Kazakhstan in the last fifteen years made an impact on family relations and thus family legislation and inheritance legislation. The first part of the course examines the basic laws governing issues such as the definition of marriage; marriage contracts; termination of marriage; marital support; marital property; debts and family business in marriage as well as matters which regard parental rights and obligations; children's rights and adoption. Cross-border cases, such as international marriages and international adoption are analyzed in the course. The second part of the course is dedicated to inheritance issues, such as the form and content of testament as well as the procedure of inheritance by law, in a case the testament is missing. During the semester the students will receive theoretical knowledge regarding family and inheritance issues and will be offered numerous challenging cases to solve in order to develop the ability to apply these laws in practice. Those students who have taken LAW3512 are not eligible for this course.

### **LAW3303 Criminal Procedure of Kazakhstan (3 credits)**

*Prerequisites: Criminal Law of RK General Part and Criminal Law of RK Special Part*

This course considers the objectives and general principles of the criminal procedure law of Republic of Kazakhstan. It will explore the issues of jurisdiction as well as operation of the criminal procedure law in time and space. Afterward students will learn specific rules with respect to the pre-trial proceedings with particular attention to matters such as the initiation of criminal case, inquiry, preliminary investigation, administrative session and preliminary hearing. Subsequently the course will examine major legal issues and will engage in simulation exercises related to the trial, such as judicial examination, judicial investigation, oral argument, content of court judgment, special proceedings, admission of guilt, justice of the peace proceedings, enhanced adversariality, presumption of innocence, appeal, cassation and supervision

### **LAW3207 Civil Procedure of Kazakhstan (3 credits)**

*Prerequisites: Civil Law of RK General Part and one of the Civil Law of RK Special Part courses*

The civil procedure course addresses the rules, principles and forms of pleadings that govern the litigation of a civil case. The course familiarizes students with how and where a lawsuit is initiated and with the issues related to status of the parties, the jurisdiction and venue, the forms of action and pleadings. Then the course examines the pre-trial stage with particular attention to such issues as preparation of the case and the preliminary relief. Afterward the trial stage is explored with special emphasis on the elements of proof at trial, burden of proof and evidence rules as well as presumed facts and *res judicata*. The course will also examine content, form and effect of judgments; forms of appellate review and procedures; reopening judgments because of new circumstances; reopening default judgments and execution of judgments.

### **LAW3401 Land Law of Kazakhstan (3 credits)**

*Prerequisites: None*

The course analyzes legislative regulations of relations in the sphere of management, usage and perseverance of land resources of Kazakhstan. Rights and responsibilities of state, natural persons and legal entities towards the land are described in the course as well as difference between types of land: lands reserved for agricultural use, lands of municipality, industrial lands, and protected land territories, lands of forest and water funds are to be analyzed from legislative point of view.

### **LAW3208 Labor Law of Kazakhstan (3 credits)**

*Prerequisites: None*

The course focuses upon legal rights and obligations of employees and employers under Kazakhstan law. Students not only learn the labor legislation, but also study related court cases, and draft employment contracts and acts of an employer. Areas to be covered include: (a) individual employment contract (including peculiarities of labor law contract against those of services contract under civil law) (b) worker's compensation law and practice; (c) mandatory employment standards (duration of vacation, working time, etc) ; (d) peculiarities of some employment relationships including those of minors, women, disabled, government officials, etc, (e) social partnership agreements, and

collective contracts, (f) trade unions (rights and obligations of an employer and a trade union), (g) mandatory safety standards and (i) government control.

### **LAW4601 Financial Law (3 credits) (Previously LAW4516 Financial Services Law)**

*Prerequisites: None*

The course introduces students to the functions, organization, structure and legal regulation of financial institutions and competitive markets. An overview of the infrastructure of the market is provided to give students the necessary background to understand the nature of financial markets and institutions in a free market economy. The course studies the legal acts establishing and governing the key public institutions with responsibility to manage financial institutions: the National Bank of Kazakhstan and the Kazakhstan Financial Services Regulator. In parallel, the law governing key private institutions that act on the market are studied. These institutions include banks [commercial, investment, and retail], investment firms, insurance companies, and organized securities and commodities markets. The course also covers very generally the global financial landscape including the Bank of International Settlements, the International Monetary Fund, and inter-governmental cooperation to control the volatility of markets.

Financial services law is an interdisciplinary subject of study. It requires a thorough understanding of the policies, regulatory rules, and enforcement mechanisms available to maintain viable trustworthy markets designed to accomplish the purpose for which they were created. This function belongs squarely with the Legislature of National Systems, the Financial Regulator appointed to enforce the law, and to select aspects of International Law. Imperative is the fact that the financial matrix is incomprehensible without knowing the structure and functions of markets, the nature and behavior of financial instruments traded on the markets, and the financial analysis used to evaluate risk and manage portfolio investments. The legal foundation controlling [or failing to control] the financial markets is produced by the commercial activities of the market place. Therefore, the study of financial services law requires inquiry into law, economics, and finance. This course is squarely interdisciplinary in nature with a strong legal overhang. The course also requires that students participate in a simulated "securities portfolio", meeting legal requirements and developing a portfolio based on analytical and risk measurement techniques. Those students who have taken LAW4516 Financial Services Law are not eligible to take this class.

### **LAW4602 International Trade Law / Law of the WTO (3 credits) (previously LAW3516)**

*Prerequisites: None*

Three institutions operate globally to improve trade relations, solve poverty and promote infrastructure investment, and maintain financial stability: the World Trade Organization, the World Bank Group, and the International Monetary Fund. This course provides an overview of each institution and its primary impact upon legal systems. The WTO is the product of the Bretton Woods Agreement following World War II. The GATT [the original name] created a multilateral trading system to reduce tariffs and non-tariff barriers to trade in an effort to make the economic interests of its members interdependent. The WTO, which was formed in 1995 and incorporates the 1948 GATT, introduced several new covered agreements and significantly the Dispute Settlement System. The course also covers the role of the major public international institutions, with the exception of the United Nations, and provides historical case studies. Those students who have taken LAW3516 are not eligible to take this class.

### **LAW4107 Private International Law (3 credits) (previously LAW3905)**

*Prerequisites for LLB students: Constitutional Law of RK*

Private International Law [PIL] is the study of jurisdiction and applicable law in international and trans-national legal disputes, and the recognition and enforcement of judgments. A dispute is considered international or trans-national if one or more of the constituent elements of that dispute are connected with more than one country. These elements may relate to the parties' domicile, residence, country affiliation; the location of events that gave rise to the dispute; or to the location of the dispute. Examples are: contractual disputes between citizens of different states or a property dispute between domiciliaries of one state regarding assets located in another state, or a tort resulting from conduct occurring in one state and causing injury in another state. The course focuses on private international law within three legal systems: US, EU, and the Republic of Kazakhstan, but places emphasis on domestic law. Those students who have taken LAW3905 are not eligible to take this class.

### **LAW4503 Advocacy in Kazakhstan and Professional Ethics (3 credits)**

*Prerequisites: None*

The course will explore Kazakhstan legislation in the area of advocacy, including licensing requirements to advocate's practice, statutory rights and responsibilities of an advocate, tribunal and law enforcement agencies during investigation, trial and appeal. In addition, the course will deal with professional ethics standards under the law of Kazakhstan and under international standards.

### **LAW4603 Tax Law of Kazakhstan (3 credits) (previously LAW3520)**

*Prerequisites: None*

Tax law is one of the most important legal courses for any successful lawyer - since taxation is present in almost every aspect of professional and business life. This course introduces students to the fundamental principles of taxation both from the theoretical and practical perspective. Students will learn the importance of tax considerations for business decision making and tax planning. Specifically, students will explore the key sources of tax law in Kazakhstan - Tax Treaties, Tax Code, Transfer Pricing Legislation, relevant administrative guidance and instructions, including the most important tax returns, but will also familiarize themselves with the important case law. Students will further explore the core principles and issues in the different areas of taxation - Corporate and Personal Income Tax, Social Tax and Obligatory Social Contributions, Value Added Tax, Subsurface Use Taxation, Excise and Customs regime as well as the Special Tax Regimes. Students should also explore and distinguish between the tax evasion and tax avoidance, understand the key anti-avoidance provisions and also study the relationship of Ethics and Tax Planning. Those students who have taken LAW3520 Tax Law of Kazakhstan are ineligible for this course.

## ELECTIVE COURSES IN LAW

### **LAW3713 Animal Law (3 credits)**

*Prerequisite for LLB students: Civil Law of RK General Part*

Animal law is the branch of law that deals with animals. It addresses topics such as: breeding, sanitary and veterinary norms, population control, registration, trade, husbandry standards and practices, animals for human entertainment, use of animals in scientific laboratories, etc. Historically, this branch of law has been developed with an exclusive concern for human health and economic or scientific interests. More recently, however, there has emerged another perspective that is centered on the protection of animals for their own sake. An example of legislation inspired by this perspective is the one aimed at the prevention of cruelty against animals.

Animal law as a discipline, then, is marked by the fundamental tension between the traditional understanding of animals as mere instruments for human welfare, and an emerging, if controversial, acknowledgment of a value in the welfare of animals themselves. Due to the many unsettled questions regarding the moral and legal status of animals, this branch of law appears as one of the most lively and innovative from the legal as well as from the philosophical point of view. Its systematic development incorporates the contributions not only of legal science proper but also of natural sciences and of philosophy.

In this course, students will get acquainted with the animal legislation of Kazakhstan and other countries, as well as with the international conventions and the main European and American cases. The ethical, cultural, religious and political background of these norms will be explained and analyzed. Students will face some practical cases, the resolution of which requires both knowledge of the legislation and the ability to identify and address the relevant ethical issues. This course may be taken for credit towards a Minor in Law.

## MINOR IN LAW

### **LAW2202 Business Law (3 Credits)**

*Prerequisites: None*

This course familiarizes students with core notions and landmark concepts of the legal system of Republic of Kazakhstan that are likely to be encountered in future business practice. It begins with an introduction to the major legal concepts in the context of modern business and then introduces students to the basic doctrines of the business law of RK and covers its main branches, including: Law of Transactions, Property Law, Liability Law, Land Law, Labor Law, Tax Law etc.

### **LAW 3517 Civil Law of Kazakhstan: General Part (3 credits)**

*LAW2201 Civil Law of Kazakhstan: General Part replaces LAW3517.*

### **LAW4514 Constitutional Law of Kazakhstan (3 credits)**

*Prerequisites: None*

This course introduces students to the constitutional principles of the Republic of Kazakhstan. The course starts with the historic overview of the constitutional development of Kazakhstan. Students then examine the constitutional rights and freedoms of individuals in Kazakhstan; the institutes of citizenship and referendum; the legal foundations of the activities of public associations and political parties; and electoral law. Students also will study the legal status of the supreme state organs of Kazakhstan: the President, the Parliament, the Government, the judiciary, and the Constitutional Council. Special attention is paid to the stages of the legislative process in Kazakhstan and constitutional review. Finally, the course deals with the legal issues of the local state administration and self-governing bodies.

### **LAW4515 Law of the European Union (3 Credits)**

*Prerequisites: None*

The Member States of the European Union adopted the Lisbon Treaty in December 2009. The Treaty endows the EU with legal personality, and the EU will replace the EC [European Community]. The Lisbon Treaty contains provisions virtually identical to the failed European Constitution and consists of two Treaties: The Treaty on European Union and the Treaty on the Functioning of the European Union. The Lisbon Treaty has reconstructed the architecture of the EU, its institutions, and field of competences between the Member States and Community Institutions. This course studies the new constitutional order of the EU and covers the most important substantive areas of EU law such as Free Movement of Workers, The Right of Establishment, Freedom to Provide Services, and Free Movement of Capital. These core rights developed over decades through decisions of the ECJ, Community Regulations and Directives, and supplementary concepts such as free movement of goods and EU Citizenship. The development of the EU from a Customs Union to a sui generis political structure, with its own currency, may inform developments that take place in the Customs Union formed by Russia, Kazakhstan, and Belorussia.

### **LAW4517 Law and Economics (3 Credits)**

*Prerequisites: None*

This course is an introduction to law and economics. To quote and to paraphrase Richard Posner, the law and economics movement places the study of law on a scientific basis, with a coherent theory, precise hypotheses deduced from the theory, and empirical tests of the hypotheses. Law is a social institution of antiquity and importance. Arguably, the only legitimate theory is premised on economics. Economics is the most advanced of the social sciences, and the legal system contains many parallels to and overlaps with the systems that economists have studied

successfully. This course studies central topics of a legal system, such as contracts, property, torts, company law, competition and tax, from the perspective of Law and Economics.



# GRADUATE COURSE DESCRIPTIONS

## LANGUAGE CENTER

### GRADUATE ENGLISH

#### **ENG5104 Graduate Foundation English B**

*Prerequisites: None*

Graduate Foundation English B is an upper elementary to pre-intermediate course for newly enrolled master's students. By the end of the course students should satisfy the criteria for level A2 on the Common European Framework. In addition to developing proficiency with reading, writing, listening and speaking, this course especially includes extensive reading and writing projects, reading and discussion of current events, and regular listening to news and fiction through an action-based approach. Students work on a number of projects that aim to develop their ability to learn English as well as general communicative competences that will enable them to use the language in various contexts and under various conditions. Study skills suited to university work are given special attention. With a pass mark in this course, students enroll in ENG 5105 Graduate Foundation English A or in ENG 5205 Graduate Foundation English A (MBA).

#### **ENG5105 Graduate Foundation English A**

*Prerequisites: ENG5104 (or requisite KEET score)*

Graduate Foundation English A is an intermediate to upper-intermediate course for newly enrolled master's students. The course focuses on developing the four skills—reading, writing, listening and speaking—through a variety of activities in which students interact with authentic material in English. The course expects students to graduate with a B1 proficiency on the European Common Framework. The course emphasizes two complementary aims: the continuous improvement of English language proficiency as well as the development of critical thinking and study skills. Academic skills including note-taking, critical analysis and critical approaches to writing will be emphasized throughout the course.

#### **ENG5205 Graduate Foundation English A (MBA)**

*Prerequisites: ENG5104 (or requisite KEET score)*

Graduate Foundation English A (MBA) is an intermediate to upper-intermediate course for newly enrolled master's students. The course focuses on developing the four skills—reading, writing, listening and speaking of English as preparation for the MBA graduate program. It uses a variety of activities in which students interact with authentic material in English. The course expects students to graduate with a B1 proficiency on the European Common Framework for general English usage.

#### **ENG5101 English Speaking and Listening 1 (0 credits)**

*Prerequisites: None*

The course is designed for graduate students of KIMEP. Students will work on the development of their language, speaking, listening and note-taking skills. Over the course of the term, students will be involved in small group and whole group discussions of case study issues. Listening and note-taking components will be covered in self-study assignments. Students will have to read and listen to news programs of English-medium channels (BBC, CNN, etc.) to search for relevant materials, and make notes with respect to key aspects of the issues in their case studies. This will help students to become familiar with the facts and important issues described in the case study to acquire a thorough understanding of the situation, and also to apply ideas and insights from the theories to real-life issues and problems. Classroom case study discussions will be guided by the instructors at the beginning. Later, students will deal with the preparation and organization of these discussions independently. Students are expected to participate meaningfully in the discussions presenting their views, and questioning or challenging their peers. The interaction among students and between students and an instructor will help students to improve the analytical, communication, and interpersonal skills.

#### **ENG5102 English Reading and Writing 1 (0 credits)**

*Prerequisites: None*

During this course students will become familiar with a variety of strategies in order to read academic texts on various issues to complete the major tasks of the course, which are a short (four to six pages) group case study paper and a longer (eight to ten pages) individual case study paper. The work on case study papers will develop analytical skills including problem identification skills, data-handling skills, and critical thinking skills. Dealing with real-life situations described in cases, students will have to read in order to search, find, select, analyze and evaluate relevant sources, and finally write a case study paper. Working on case study papers, students will go through the stages of individual search, selection, analysis and organization of the relevant materials. While writing, students are engaged in referencing the sources, outlining, drafting, re-drafting, peer critiquing and editing.

#### **ENG5201 English Speaking and Listening 2 (0 credits)**

*Prerequisites: ENG5101 or a required score in the entrance test*

The course is designed for graduate students of KIMEP. It helps them to learn how to improve their speaking and listening skills. Over the course of the semester, students will be involved in work on case studies and make individual and group presentations, which will help them to be aware how to select and analyze materials, how to structure presentations, how to design visual aids, how to use voice/ body language in order to enhance the clarity and impact of presentations. During the course, listening and note-taking will be covered in the self-study component. Students will have to read and to listen to news programs of English speaking channels (BBC, CNN, etc.) to search for the relevant materials, and make notes with the respect to the key aspects of the issues of their case studies.

### **ENG5202 English Reading and Writing 2 (0 credits)**

*Prerequisites: ENG5102 or a required score in the entrance test*

This course is built on the reading strategies and writing skills acquired in the course Reading and Writing 1. Students will read academic texts on various issues to search, find, select, analyze and evaluate relevant sources in order to write a research paper. The major tasks of the course are the work on a short research (four to six pages) and a longer (eight to ten pages) research paper. This will involve critical thinking and dealing with real life situations in different areas. The process of writing a research paper will include referencing the sources, using proper citations, outlining, drafting and re-drafting, peer critiquing and editing of the paper.

## **MA in TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES**

### **TEL5101 Introduction to Linguistics (3 credits)**

*Prerequisites: None*

This course provides an overview to the general study of language. Introduction to Linguistics surveys linguistic theory focusing on subtopics of particular relevance to language teachers including: general phonetics, phonology, morphology, syntax, semantics, and historical-comparative linguistics. This course considers a universal grammar that governs language, and it also explores similarities and differences among languages. Other topics include language learning and the psychology of language; linguistic universals; and aspects of language in society. Topics covered will be exemplified through a variety of languages.

### **TEL5102 Introduction to Sociolinguistics (3 credits)**

*Prerequisites: TEL5101*

The sociolinguistics course focuses on examining language as it is used in society and how language and society affect each other. It assumes that language is fundamental in the organization and understanding of everyday interactions, from both individual and societal perspectives. The course topics include social dialects; class, ethnic, and gender differences in speech; linguistic change; language in multinational settings; and the politics of language. The course also studies applications of sociolinguistic research methods to problems in applied linguistics and language education.

### **TEL5201 Language Analysis for Language Instructors: Formal and Functional Grammars (3 credits)**

*Co-requisites: TEL5101*

This course is the first part of a two-course sequence. It introduces two contrasting approaches to the description of English grammar. The course provides an overview of formal and functional perspectives about the structure of the English language, focusing on English phonetics, phonology, morphology and syntax. The course surveys the role(s) of grammar in second/foreign language teaching, and presents strategies for introducing grammatical forms to non-native speakers.

### **TEL5202 Language Analysis for Language Instructors: Grammar in Social, Cultural Contexts (3 credits)**

*Prerequisites: TEL5101, TEL5201*

This course is the second part of a two-course sequence. The course analyzes relations between situational contexts and grammatical choices, and refers to contemporary views about English semantics, pragmatics, and discourse structures. The course also considers implications of grammatical choices in situational contexts for foreign language instruction.

### **TEL5301 Introduction to Second Language Acquisition (3 credits)**

*Pre-requisite: Successful completion of the graduate Academic English sequence; Co-requisite: TEL5101*

This course examines the process of acquiring a second or additional language. Topics include the nature of learner language, individual differences in language acquisition, the role of input and interaction, similarities and differences in L1 and L2 acquisition, instructed acquisition, and the relationship between acquisition research and second language teaching. The course also analyzes the neurolinguistic, psycholinguistic, and sociolinguistic bases of second language acquisition in childhood and adulthood.

### **TEL5302 Second Language Acquisition Research (3 credits)**

*Prerequisites: TEL5301*

This course is an introduction to research on the language and learning processes of second-language learners. The goal of this course is to deepen students' knowledge of cognitive and linguistic approaches to second language acquisition and to analyze research according to grammatical, pragmatic, and sociolinguistic dimensions of language

learning. The course surveys major perspectives on second language acquisition processes, including interlanguage theory, the Monitor Model, acculturation theory, cognitive/connectionist theory, and linguistic universals. Course work shall consist of the planning and implementation of a research project and the exchange of the results of this research through discussion, reports, and/or papers.

**TEL5401 Methods in Language Teaching (2 credits)**

*Prerequisites: None*

This course is an introduction to current instructional methods and approaches for teaching English as a second language to adults. The course focuses on theoretical perspectives, major methodological issues, and current controversies, and examines the historical and theoretical foundations in English as a second language. The course involves extensive readings, discussions, and observations of ESL classes, with consideration of principles for instruction in a wide range of teaching contexts. Particular attention is paid to long-term development of language teachers as decision-makers and problem-solvers.

**TEL5402 Practicum (3 credits)**

*Prerequisites: TEL5401; a minimum of 22 credits in the program*

The practicum is a course in which the student demonstrates the knowledge and skills developed in the master's program. It is an observation of and practice in teaching English as a second language to adults at the college or university level. Students are apprenticed to experienced mentor teachers in ongoing ESL classes, and receive detailed feedback on their teaching, including comments about the knowledge, principles, and skills required to teach second languages; performance with ESL curriculum and materials development; and use of student assessment. For experienced teachers, especially those who have taught for many years in ESL and multilingual settings, a research project is an option.

**TEL5403 Curriculum and Materials Design (2 credits)**

*Prerequisites: None*

This course prepares and evaluates materials for teaching English as a foreign language to adults. The course focuses on learning-centered approaches to designing courses, from developing curriculum to material design. Curricula in both EFL and ESL environments will be addressed. During the course, students will design a curriculum to respond to the needs of a specific student audience through a process of needs assessment, selection, sequencing, presentation, and evaluation. Students will select, adapt, develop, and evaluate course goals and objectives, structured syllabus, course units, lesson plans, system of evaluation, and materials for one lesson.

**TEL5404 Language Evaluation and Assessment (2 credits)**

*Prerequisites: None*

This course introduces the principles and practice of conducting language learning evaluation within the context of adult foreign language acquisition from both theoretical and practical perspectives. The course is aimed at analysis of the goals and rationale of different types of assessments in foreign language programs, including teacher-made assessments and current standardized test instruments. Students will also gain experience in developing and critiquing assessment materials.

**TEL5501 English for Specific Purposes (2 credits)**

*Prerequisites: None*

This course is a critical review of literature on genres of English used in identified social contexts, such as the language used in academic journal articles or during job interviews. Students carry out their own ESP research projects, describing the way English is used in a target context.

**TEL5502 Educational Technology in Language Classrooms (2 credits)**

*Prerequisites: None*

This course explores the uses of computers in the foreign language classroom, including language learning through information processing software, digital technology, multimedia applications for home-oriented and educational software, and the Internet. During the course students will have hands-on experience with multimedia applications and instructional software, information processing software, and digital technology.

**TEL5503 Teaching Writing and Reading (2 credits)**

*Prerequisites: None*

This course examines EFL/ESL reading-writing theory and pedagogy in adult EFL/ESL classrooms. Readings and discussions address intellectual and analytical procedures involved in writing and reading, social and political contexts within which second language writing/reading occurs, etc. Students explore ESL/EFL reading and writing development and examine effective teaching by designing methods and materials for teaching reading and writing and evaluating phonological, semantic, and syntactic aspects of instruction.

**TEL5504 Teaching Listening and Speaking (2 credits)**

*Prerequisites: None*

The course examines EFL/ESL listening/speaking theory and pedagogy in adult classrooms. It explores the process of listening and comprehension, and highlights problems faced by non-native speakers. The course also surveys the methods, techniques, and activities for teaching conversation and listening comprehension, with an examination of recently published materials. Lesson planning and effective classroom management appropriate to the needs of students are emphasized.

**TEL5506 Cross-Cultural Aspects of Language Teaching (2 credits)**

*Prerequisites: None*

This course defines and explores the relationship between language teaching and culture with a heavy emphasis on how to use different approaches (literature, writing, media/theatre, history) to teach culture through language courses starting with the basic question of *what is culture?* This course is grounded in a socio-cultural constructivist approach towards language and language learning. Students will study culture in general and learn about their own cultural influences to better understand teacher-student and student-student interactions from various cultures through and in language teaching.

**TEL5601 Research Methods (3 credits)**

*Prerequisites: TEL5302; a minimum of 22 credits in the program*

This course is designed to familiarize students with a variety of scholarly and scientific approaches and methods for research in education settings, theory development, data processing, scholarly writing, and organization of a research paper related to applied linguistics, second language acquisition, and pedagogy.

**TEL5690 Thesis I (3 credits)**

*Prerequisites: TEL5601; a minimum of 22 credits in the program*

Students register for this course and TEL5691 while they are working on and defending their master's thesis.

**TEL5691 Thesis II (3 credits)**

*Prerequisites: TEL5690 (or concurrent enrollment); a minimum of 22 credits in the program*

This is the second course for working on and defending the master's thesis.

**TEL5700 Seminar in Applied Linguistics (2 credits)**

*Prerequisites: None*

This is a special topics seminar that will focus on various contemporary issues in language acquisition and teaching. Seminar topics include (but are not limited to): bilingualism, language policy and planning, discourse analysis, and critical pedagogy. Seminar topics will be listed on the program website during the registration period preceding the semester.

**GENERAL EDUCATION—ENGLISH FOR ACADEMIC PURPOSES**

**GEN1100 Academic Speaking (3 credits)**

*Prerequisites: ENG0005 Foundation English Level 5 or direct admission to Academic English based on KEET Common European Framework: B2*

The Academic Speaking course develops students' skills in speaking confidently and persuasively on a variety of academic topics in the Humanities, Business Studies and the Social Sciences. Students will be expected to undertake extensive research on their chosen topics and thereby develop their ability to use resources appropriately and ethically. In so doing, they will engage analytically and in-depth with their topics and offer constructive criticisms of one another's presentations. At all times critical thinking will be emphasized. Students will adopt a process approach to academic speaking, placing emphasis less on the final product than on the stages of academic research, each of which will be presented to the class in the form of a mini-presentation. Through regular presentations on their research and finally on their topics, students will improve their language proficiency and ability to argue effectively and persuasively within an academic context, and to handle evidence and statistical data. Class activities will take the form of discussions, debates and presentations.

**GEN1110 Academic Listening and Note Taking (3 credits)**

*Prerequisites: GEN1100 Academic Speaking  
Common European Framework: B2 to C1*

The Academic Listening and Note-taking course develops students' abilities in these two essential academic skills, while at the same time ensuring that listening is not a passive activity. Students improve their understanding of academic discourse in a variety of contexts, including lectures and less formal situations. They are exposed to a variety of dialects of English and levels of formality. They refine their note-taking skills and then use these notes as the basis for questions, responses and requests for clarification. In addition, their notes will be useful for revision and for developing essays, presentations and debates. Mere noting of facts will not be the primary goal. Rather, students will use their notes to write responses and develop their own critical thinking. As far as possible, authentic audio and video materials will be used in preference to the artificial materials specially prepared for such courses.

### **GEN1120 Academic Reading and Writing 1 (3 credits)**

*Prerequisites: ENG0005 Foundation English Level 5 or direct admission to Academic English based on KEET  
Common European Framework: B2*

This course enables students to deal with the academic reading and writing requirements of the program courses. Course activities develop advanced-level reading ability by focusing on main ideas and specific information, by recognizing lexical meaning from content areas in context, and by training in writing that presents clear, well-researched arguments within particular essay styles and structures. Students will acquire independent research skills, using online and print sources in a responsible and ethical manner so as to extend their critical thinking ability within a piece of academic discourse. They will learn to find and select relevant reading texts that provide information and interpretations that can be used to support their ideas and provide evidence in their essays. Students will need to process and critically analyze that information before incorporating it within their own arguments. A process-writing approach will be adopted, with greater emphasis on the process of reading and writing and on drafts of the essay than on the final product.

### **GEN1121 Academic Reading and Writing 2 (3 credits)**

*Prerequisites: GEN1120 Academic Reading and Writing I  
Common European Framework: B2 to C1*

This is an advanced-level academic reading and writing course, in which students undertake a major research project on an academic topic of their own choice. Building on the research and writing skills developed in previous courses, students select a project of substantial scope within an area of interest to them. They offer a sound defence of their choice of topic, using criteria appropriate to an academic context, and then prepare to undertake research. In preparing their research essays, students make extensive use of library and online resources, as well as field research such as interviews and off-campus research, depending on the nature of their topic. Reading tasks include finding, analyzing and evaluating a variety of sources. A process-approach to writing is adopted, with much attention to planning, outlining, surveying the literature, drafting, rewriting, reviewing and using feedback constructively. Attention is paid to both peer and instructor feedback. At the final stage, editing, citations and bibliographical components are the focus of attention.

## **KAZAKH**

### **KAZ1401 Beginning Kazakh (3 credits)**

*Prerequisites: None*

This course is intended for those international students, including students from CIS countries, who have **never** been exposed to Kazakh before. Students will first learn the Kazakh alphabet. Then they will learn to understand, read and write simple words and phrases and to participate in easy conversations by using those phrases and sentences learned in the course.

### **KAZ1402 Elementary Kazakh 1 (3 credits)**

*Prerequisites: KAZ1401 or placement according to the results of the diagnostic test*

This course provides students with a knowledge of basic vocabulary and elementary grammar and to develop basic listening skills on everyday topics and reading skills of uncomplicated texts. Students will also learn to construct simple sentences and exchange information on daily topics.

### **KAZ1403 Elementary Kazakh 2 (3 credits)**

*Prerequisites: KAZ1402 or placement according to the results of the diagnostic test*

In this course students continue studying Kazakh elementary grammatical structures, increase their vocabulary and take part in simple daily conversations. Upon completion of this course, students will be able to create simple texts and participate in social conversations by using familiar word constructions and vocabulary.

### **KAZ1404 Intermediate Kazakh 1 (3 credits)**

*Prerequisites: KAZ1403 or placement according to the results of the diagnostic test*

This course is intended for students who graduated from non-Kazakh schools. Thus, it is designed for students who already have some knowledge of Kazakh, but desire to expand their practical knowledge of Kazakh. Students will develop the skills of accurate use of Kazakh vocabulary and widely used phrases and sentences. Students will also learn to participate in discussions, to compile meaningful texts on familiar or interesting topics and to write short essays on assigned topics by using those word combinations and sentences learned in the course.

### **KAZ1405 Intermediate Kazakh 2 (3 credits)**

*Prerequisites: KAZ1404 or placement according to the results of the diagnostic test*

This course is intended to develop students' ability to summarize texts on general topics and those related to their major. Students will learn to understand the main ideas of texts of moderate difficulty on particular topics, speak fluently, communicate with Kazakh native-speakers, participate in discussions, and express their opinions freely in the writing and speaking.

### **KAZ1406 Business Kazakh 1 (3 credits)**

*Prerequisites: KAZ1405 or placement according to the results of the diagnostic test*

This course is intended for students who are fluent in Kazakh. Students who wish to enhance their knowledge of Kazakh in the fields of business and communication need to develop skills in understanding the principles and use of business Kazakh. Students will develop their Kazakh business vocabulary and learn to analyze business texts of moderate complexity. They will also learn to participate in uncomplicated business discussions.

**KAZ1407 Business Kazakh 2 (3 credits)**

*Prerequisites: Kazakh school certificate or KAZ1406 Business Kazakh 1 or KAZ1408 Kazakh Language and Culture or KAZ1409 Business Correspondence in Kazakh or KAZ1410 Public Speaking in Kazakh or placement according to the results of the diagnostic test*

This course is intended for students who are fluent in Kazakh.

This course is designed to develop students' communication and correspondence in Kazakh business language. It is also focused on teaching students to work effectively with professional literature in their field of study, to express themselves effectively when making formal presentations, compiling and analyzing research projects, participating in business debates, and solving and negotiating various business issues. Student will acquire specialized vocabulary in the fields of business and public management, economics, politics and social affairs.

**KAZ1408 Kazakh Language and Culture (3 credits)**

*Prerequisites: Kazakh school certificate or KAZ1405 Intermediate Kazakh 2 or KAZ1406 Business Kazakh 1 or KAZ1407 Business Kazakh 2 or KAZ1409 Business Correspondence in Kazakh or KAZ1410 Public Speaking in Kazakh or placement according to the results of the diagnostic test*

This course is designed for students with at least upper intermediate proficiency in Kazakh. The course enables students to become familiar with the culture of Kazakh people, and to develop competence in dialogue and communication in Kazakh. Students learn to lead and participate in discussions and debates on vital topics and to develop their critical thinking skills. The course introduces fixed phrases, sayings and idioms reflecting the national peculiarities of Kazakh culture that students then use in research projects in the course.

**KAZ1409 Business Correspondence in Kazakh (3 credits)**

*Prerequisites: Kazakh school certificate or KAZ1407 Business Kazakh 2 or KAZ1408 Kazakh Language and Culture or KAZ1410 Public Speaking in Kazakh or placement according to the results of the diagnostic test*

This course is intended for fluent users of Kazakh. It is designed to teach students to create and to deal effectively with formal correspondence in Kazakh, including state documentation and business letters that follow international business writing standards. Students will further develop their business vocabulary and technical writing skills as well as practice their formal and business Kazakh communication skills.

**KAZ1410 Public Speaking in Kazakh (3 credits)**

*Prerequisites: Kazakh school certificate or KAZ1406 Business Kazakh 1 or KAZ1407 Business Kazakh 2 or KAZ1408 Kazakh Language and Culture or KAZ1409 Business Correspondence in Kazakh or placement according to the results of the diagnostic test*

This course is mainly intended for students who have a good command of the Kazakh literary language, as well as for those who have abilities in oratory and creativity. In this course students will learn to express their own opinions freely and use more complex language. The course also develops students' leadership qualities, which are necessary for success in the public domain when speaking to an audience, dealing with a situation or being resourceful in decision-making.

## BANG COLLEGE OF BUSINESS

### MBA COURSES

#### ACCOUNTING AREA

##### **ACC5201 Financial Accounting for Managers (3 Credits)**

*Prerequisites: MBA Standing*

The course focuses on the basic theoretical framework of generally accepted accounting principles. Different accounting techniques and their effect on financial statements are considered. Students will gain an understanding of the concepts and language of accounting that can be used as an effective tool for communication, monitoring, and resource allocation. They will also gain mastery of the vocabulary and meaning of financial statements and accounting reports. Basic financial statement analysis methods are introduced.

##### **ACC5202 Managerial Accounting (3 Credits)**

*Prerequisites: ACC5201*

This course emphasizes the use of accounting information for internal planning and control purposes. The course is intended for individuals who will make business decisions and evaluate performance of business units using data obtained from the accounting system. The course will cover the basic vocabulary and mechanics of cost accounting and the role of management accounting in decisions concerning resource allocation and performance evaluation. Particular emphasis will be put on strategic cost analysis. Familiarity with how modern accounting and control theory is used in evaluating economic conditions and making organizational decisions.

##### **ACC5206 Auditing (3 Credits)**

*Prerequisites: ACC5201*

This course covers auditing standards and procedures observed by Public Accountants in the examination of financial statements of business and other organizations; audit standards, objectives, and conceptual framework for collection of evidence and assessment of control risk; and short-form audit report and operational auditing.

##### **ACC5207 International Financial Reporting Standards (3 Credits)**

*Prerequisites: ACC5201*

Kazakhstan is moving towards using International Accounting Standards as national accounting reporting standards. This course bridges the gaps between the Kazakhstan Accounting Standards, Kazakhstan Chart of Accounts, GAAP methods and the methods used in International Financial Reporting Standards. Upon completion, the students will be prepared to conduct business in Kazakhstan using past records and current methods.

##### **ACC5209 Advanced Accounting (3 Credits)**

*Prerequisites: ACC5201*

This course develops a deeper understanding of financial accounting. Among the topics that will be addressed are: business combinations, and consolidation of subsidiaries at date of acquisition and later years, inter-corporate investments, factors affecting ownership interests, segmented and interim reporting, accounting for international activities, foreign currency transactions, translating foreign operations, and reporting foreign operations.

##### **ACC5210 Taxation in Kazakhstan (3 Credits)**

*Prerequisites: ACC5201*

This course is a survey of the tax structure including concepts and policies, which shape the law. Emphasis will be on general concepts applicable to all taxpayers and on taxation of individuals. It also covers the taxation of property transactions, accounting periods and methods, corporate formulation and income taxation, and the taxation of partnerships and corporations.

##### **ACC5211 Principles of Taxation (3 Credits)**

*Prerequisites: ACC5201*

This course will provide a survey of the tax structure including concepts and policies. Emphasis will be on both legal elements and concepts applicable to corporations and partnerships. Among the issues addressed will be taxation of manufacturing, retailing and services, and to the manner in which organizational accounting policy and strategy can shape, and in turn be shaped by taxation.

##### **ACC5212 Financial Statements Analysis (3 Credits)**

*Prerequisites: ACC5202*

This course will prepare students to analyze, interpret and use financial accounting statements from management and investor perspectives. In addition to developing the practical understanding needed to analyze an organization's

income statement, balance sheet and statement cash flows the course will also integrate such understanding into consideration of corporate strategy, accounting choices, budgeting and forecasting.

### **ACC5216 Professional Auditing (3 Credits)**

*Prerequisites: ACC5206*

This course extends and upgrades the knowledge obtained in Auditing AC4203 to a professional level, preparing students for entry positions in the international Accounting Firms. The course is designed to enhance students' knowledge of auditing procedures, auditing standards and other standards related to attest engagements and the skills needed to apply that knowledge to auditing and other attest engagements.

### **ACC5217 Fraud Examination (3 Credits)**

*Prerequisites: ACC5206*

The course is intended to provide fundamental and practical knowledge for all students to learn about the global threat of fraud and to prepare for careers in the anti-fraud profession. The students will be able to identify and assess appropriate fraud risk factors by increasing the body of anti-fraud knowledge in the current audit environment, in which the identification of the fraud risk factors by auditors is required by law or standards and emphasized. The knowledge gained from this course, which regular auditing course do not fully cover due to limited time frame, should be instrumental for the detection and deterrence of fraud in any types of audits.

### **ACC5260 Selected Topics in Accounting (3 Credits)**

*Prerequisites: ACC5202*

The course examines particular issues in accounting at an advanced level. Topics vary according to the interests of the students and instructors.

## **BUSINESS AREA**

### **BUS5270 MBA Credit Internship Program (3 Credits)**

*Prerequisites: Completion of at least 24 credits of course work*

Internship gives MBA students the opportunity to put into practice the knowledge acquired during their studies, get some business experience and be better prepared for their future career. Credit Internship Program can be taken after completion of 24 credit hours in the MBA program. The minimum internship period is 160 hours of job experience of managerial nature. After completion of internship, students submit an Internship Report and other required documents. Students will be assigned a faculty supervisor who will monitor internship and evaluate the Internship Report. Internship should be in the field of chosen specialization. Students have to attend at least 3 Preparatory Internship Training Sessions prior to becoming an intern. For details on Credit Internship Program, students are advised to seek information from BCB Career Services Center and/or the Director of the MBA program.

### **BUS5275 MBA Thesis (3 Credits)**

*Prerequisites: Completion of at least 45 credits hours including 6 credits of foundation or advanced courses in the area of Major*

MBA thesis is a practical research work, involving the analysis of a specific problem in the area of Major, evaluation of the results of the analysis, which serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

## **FINANCE AREA**

### **FIN5200 Managerial Economics (3 Credits)**

*Prerequisites: MBA Standing*

This course is divided into two 7-week modules. One module develops macroeconomic concepts and models that are useful for business decisions. Emphasis is placed on Keynesian models of income and interest determination (IS-LM), and open economy models of exchange rate determination. This module is designed as a Prerequisites for International Finance. The other module develops microeconomic techniques that assist business decision-making: analysis of generalized demand relations, production and cost functions, profit maximization, competition theory, and dynamic strategies (game theory). While there is no Prerequisites, the course is designed for students with an intermediate background in economic theory.

### **FIN5201 Managerial Finance (3 Credits)**

*Prerequisites: ACC5201*

This course surveys the basic concepts and tools of Financial Management. The major objectives of this course are to learn the fundamental principles of finance and to obtain a broad perspective of the area of Financial Management. Major topics include financial objectives, financial analysis and planning, financial environment, risk-return trade-off, time value of money, valuation, capital budgeting, cost of capital, capital structure, working capital basics etc.

Special emphasis is given on integration of the concepts of Financial Management into a total systems approach to financial decision-making.

### **FIN5202 Advanced Corporate Finance (3 Credits)**

*Prerequisites: FIN5201*

The course examines in details investment and financing decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management. Special emphasis is given on integration of the concepts of financial management into a total systems approach to business decision-making.

### **FIN5204 Financial Institutions Management (3 Credits)**

*Prerequisites: FIN5201*

This course focuses on understanding of the major financial institutions and the competitive and regulatory environment in which they operate. Special emphasis is placed on the operations and financial management of institutions such as the central bank, commercial banks, investment banks, pension funds, mutual funds and insurance companies. The course covers issues related to management of liquidity, loan portfolio, and capital, as well as various forms of risks faced by intermediaries and the trade-offs required to balance portfolio risks and returns.

### **FIN5206 Investment Management (3 Credits)**

*Prerequisites: FIN5201*

This course examines the investment environment and the investment process. An investment is the current commitment of money or other resources in the expectation of reaping future benefits. The investment process involves identifying objectives and constraints, formulating and implementing strategies, and monitoring and updating the portfolio as needed. Major topics include investment alternatives, securities markets and trading mechanism, risk and return analysis, modern investment theory, valuation, analysis and management of bonds, common stocks and derivative securities, and investment performance evaluation.

### **FIN5209 International Finance (3 Credits)**

*Prerequisites: FIN5201*

This course focuses on understanding of Financial Management – in an international environment. This is achieved through comprehensive coverage of topics from the area of International Finance. Major topics include international financial environment, foreign exchange markets including currency futures, forwards, options and swaps, foreign exchange risk management, international financing and investing decisions, international working capital management, multinational capital budgeting, international portfolio diversification, etc.

### **FIN5210 Financial Derivatives (3 Credits)**

*Prerequisites: FIN5201*

This course offers an introduction to derivative markets. A derivative is an instrument whose value depends on the values of other more basic underlying variables. This course focuses on the financial derivatives. Emphasis is placed on organization and role of put and call options markets, futures and forward markets, swaps markets, and their interrelations. Major topics include arbitrage relations, valuation, hedging and speculating with derivatives, implementation of derivatives trading strategies, the perspective of corporate securities as derivatives, the functions of derivatives in securities markets, regulations and recent innovations in derivative markets.

### **FIN5211 Bank Management (3 Credits)**

*Prerequisites: FIN5201*

Provides students with tools and techniques to manage banks. Major topics include operations, mechanics, and structure of banks, performance evaluation of banks, asset-liability management, management of various kinds of risks, such as, interest rate risk, price risk and liquidity risk, fund management, bank regulations and international banking.

### **FIN5213 Credit and Market Risk Management (3 Credits)**

*Prerequisites: FIN5201*

Credit risk is one of the major risks faced by financial institutions. Market risk is the risk that asset prices will change due to adverse movements in market conditions. It includes effect of interest rate risk, foreign exchange risk, equity risk and other financial risks on the trading portfolio of the financial institution. Course deals with identification, measurement, and management of credit risk and market risk using internal and external rating systems, credit risk models, and value at risk applications. Issues of regulation and compliance are also discussed.

### **FN5214 Risk Management and Insurance (3 Credits)**

*Prerequisites: FN5201*

The goal of risk management and insurance is to minimize the adverse consequences of variability. Students will study topics such as the general principles of risk management and insurance, factors affecting risk, operations of insurance organizations, marketing systems, underwriting, rating, and personal decision processes in selecting risk management options.

### **FIN5215 Investment Banking (3 Credits)**

*Prerequisites: FIN5201*

The course provides a study of investment banking activities, including their regulatory, institutional and market environments, with extensive reference to the global marketplace.

Students will learn the analysis of the main investment banking services with emphasis on the mechanics and economics of the issuance process. Analysis of the market for new issues and appraisal of their spread and price performance will be provided. Consideration of ethical, technological and diversity issues in investment banking operations will be made.

### **FIN5260 Selected Topics in Finance (3 Credits)**

*Prerequisites: FIN5201*

The course involves study and research on contemporary issues in the area of finance at an advanced level. Topics vary according to the interests of the student and instructor. These topics may be from areas of Corporate Governance, Mergers and Acquisition, Small Business Finance and Development, Oil and Gas Project Evaluation and Management, Financial Market Structure, or from other areas of Finance.

## **INFORMATION SYSTEMS AREA**

### **IFS5201 Management Information System (3 Credits)**

*Prerequisites: MBA Standing*

This course provides a broad overview of the key managerial issues relating to development and usage and components of information systems in an organization. It also discusses the effects of advances information technology on business functions. Outlining strategy for corporate growth based on effective & efficient use of information systems. Analyzing business problems and developing relevant information systems solutions, understanding how information systems can be used to transform business processes and provide more effective management control and decision making systems.

## **MANAGEMENT AREA**

### **MGT5200 Business Communication (3 Credits)**

*Prerequisites: MBA Standing*

The course focuses on business communication skills in organizations; particularly writing concise and error-free business documents, interpersonal communication, small-group communication, and presentational speaking in a business context. These skills are almost universally identified as values critical to success in management. Issues considered include coherence, clarity, style, tone, empathy, and other basic elements in communication success. The course also develops understanding of communication theories, describes strategies for planning managerial communications and looks at how new technologies are changing the way people in business communicate, and the implications those changes have for organizations.

### **MGT5201 Organizational Behavior and Leadership Ethics (3 Credits)**

*Prerequisites: MBA Standing*

The way people interact and are led in organizations affects the quality of work life and the overall effectiveness of organizations, including the ethical culture that develops within organizations. The material in this course exposes students to some of the main themes associated with managing and ethically leading people, such as attitude, personality, values (including trust), ethical dilemmas, organization culture, human relations psychology, and the role of group behavior in organizations. This core course also includes issues associated with motivation and job satisfaction, power (abuse) and empowerment, organizational politics and corruption, teamwork, organization change, interpersonal/organizational communication, and the critical role that leadership plays in organization success in today's global business world.

### **MGT5206 Leadership and Motivation (3 Credits)**

*Prerequisites: MBA Standing*

This course covers how the role of leadership and motivation influences the nature, resources, strategies, and models of complex organizations. It uses case analysis to examine process of managerial leadership, motivation, and interpersonal relationships in work groups and their influence on organizational effectiveness.

### **MG5207 Human Resources Management (3 Credits)**

*Prerequisites: MG5201*

This course deals primarily with activities that directly affect how employees are brought into the firm and how they are treated while they are employed. These activities include selection, training and development, performance evaluation and management, reward and compensation, labor relations, working conditions, among other related issues.

**MGT5211 International Business (3 Credits)**

*Prerequisites: FIN5201, ACC5202, MGT5201, MKT5201*

To know the patterns to do business internationally is mandatory in professional life. The course is designed to provide an overview of current international business patterns and to gain an understanding of the social systems within countries and how these systems affect the conduct of business. Students learn the major theories explaining international business transactions and the institutions influencing the activities. Students will gain an understanding of the concerns and management of international activities. The course will provide insight into the variety of ways in which international business may evolve in the future in the context of changing markets.

**MGT5212 Decision Making (3 Credits)**

*Prerequisites: MGT5201*

This course focuses on ideas that can be used in business to understand decisions. Generally, the course examines ideas of rational choice, identity, appropriateness, and history-dependent rules. It also examines decisions made in the face of inconsistency in preferences or identities. Possibilities for decision engineering will be covered in more detail.

**MG5225 Hospitality Management (3 Credits)**

*Prerequisites: MBA Standing*

This course examines the theories and research concerning human resources management within the hospitality industry. This includes issues from international human resource management, strategic control and performance management, industrial relations, compensation and benefits, and internal client service issues.

**MGT5227 Change Management (3 Credits)**

*Prerequisites: MGT5201*

This course serves as an introduction to managing change in organizations with an emphasis on developing the students' ability to understand the necessity of change in organizations. Upon completion of the course students will be able to understand the conceptual and theoretical underpinning of change in different organizational contexts. Students will also learn how effective change management helps an organization gain competitive advantage and understand the skills needed to manage change effectively.

**MGT5229 Competitive Advantage Strategy (3 Credits)**

*Prerequisites: MGT5201*

This course uses Porter's model of competitive advantage to understand the dynamics of the competitive environment. Drawing on case examples, the course outlines the core concepts of Porter's theory with particular reference to the importance of the Diamond model of competitive advantage. Cluster mapping methodologies are employed to understand the dynamics of competitive advantage, emphasizing the importance of corporate and government collaboration to achieve sustainable competitive advantage.

**MGT5230 Innovation Management (3 Credits)**

*Prerequisites: MGT5201*

This course provides an essential insight into the area of innovation management. Once seen as a luxury, innovation is now a key part of the toolkit of the successful business. The class covers issues such as risk management, managing the research and development process, intellectual property management, integrating innovations into existing operation, the marketing of new products and technology transfer.

**MGT5232 Leadership and Corporate Governance (3 Credits)**

*Prerequisites: MGT5201, FIN5201*

This course intends to promote understanding of corporate governance as an institutional framework providing shareholders a safe return on their investments. The participants will gain the capacity to analyze the economic background of the compensation practices and get exposed to corporate governance regulations and practices in different countries. The course provides deep involvement of students in assessing the costs and benefits of better corporate governance standards that will help making reasonable decisions to protect investors' rights.

**MGT5233 Leadership and Organizational Design (3 Credits)**

*Prerequisites: MGT5201*

This course intends to develop basic understanding of organizational theory and enables students to apply the knowledge acquired to help organizations in solving their current problems. Students will also be equipped with

critical and analytical toolkits to assess organizations' structure and its impact on the organizational effectiveness. Thus, students will understand how to design and change organizational structures to achieve superior performance and be able to analyze the organizations from the leadership and managerial viewpoint.

### **MGT5250 Strategic Management (3 Credits)**

*Prerequisites: All other required courses*

This course focuses on the strategy of the firm, examining issues central to its short-term and long-term competitive position. Students are placed in the role of key decision makers and asked to address questions related to the creation or retention of competitive advantage. The initial focus is on industry analysis and identifying opportunities for competitive advantage followed by recognition of firm-specific capabilities or core competencies that contribute to competitive advantage, followed by exploring ways to use those distinctive competencies to establish sustainable competitive advantage(s) in the marketplace. Students will have an opportunity to understand and apply different techniques, tools, and approaches necessary for identifying a company's key factors for success. This is a case-based course, and students will research and formulate a thorough environmental analysis and strategic plan as a requirement for this course.

### **MGT5260 Selected Topics in Management (3 Credits)**

*Prerequisites: MGT5201*

This course examines specific contemporary issues in management at an advanced level. Topics vary according to the interests of the students and the instructor.

## **MARKETING AREA**

### **MKT5201 Marketing Management (3 Credits)**

*Prerequisites: MBA Standing*

This course introduces students to analytical and organizational principles underlying marketing oriented philosophies. The main objective is to help students develop the understanding and skills necessary for marketing success in the future. Practical perspectives are integrated in the course using a mix of teaching styles, including case studies, discussions, and class exercises. This course will prepare students to operate in the complex and dynamic marketing environment in the future to identify and respond to opportunities in the market. This course is also aimed at cultivating a global view of the Kazakhstan market, including exploring marketing opportunities around the world to compete internationally and work in the multicultural environment.

### **MKT5202 Advanced Marketing Management (3 Credits)**

*Prerequisites: MKT5201*

This course offers students the opportunity to broaden their understanding of marketing management by dealing with strategy development and its implementation. Students will learn how to design imaginative yet well-grounded strategies that match corporate objectives, and which are appropriate in terms of corporate resources, the operating environment and the target public. Students learn to apply strategic knowledge to practical problems in a creative and analytical manner; frequent use of cases will give ample practice in realistic implementation. The course discusses well-established marketing themes such as effective services marketing, ethical issues in marketing, corporate social responsibility, relationship marketing, and Internet marketing. Newer marketing ideas such as customer co-creation and environmental issues will also be discussed.

### **MKT5203 Consumer Behavior and Marketing Strategy (3 Credits)**

*Prerequisites: MKT5201*

The aims of this course are to provide the student with a basic understanding of the importance and real influence of consumers on marketing strategy. The course emphasizes the practicality of behavioral sciences' theories as demonstrated by consumer behavior by examining how these concepts can be used by marketing practitioners to develop and implement effective marketing strategies.

### **MKT5204 Integrated Marketing Communications (3 Credits)**

*Prerequisites: MKT5201*

The main goal of this course is to introduce students to the main concepts of marketing communications strategy. This course anticipates the needs of future marketing managers who are able to lead company's communication. By the end of this course students are able to define and develop company's marketing communications strategy based on corporate attitudes and values.

### **MKT5205 Services Marketing (3 Credits)**

*Prerequisites: MBA Standing*

Services' marketing introduces students to state-of-the-art research and practice in services marketing. This course emphasizes discussion of the field's most current services marketing concepts, principles, and theories. Application of services marketing concepts to actual business situations is through case analysis and outside projects.

**MKT5206 Marketing Research (3 Credits)**

*Prerequisites: MKT5201*

This course explores the use of marketing research as an aid to making marketing decisions. Specifically, this course addresses how the information used to make marketing decisions is gathered and analyzed. This course is designed for all marketers, both those who will use market research results and marketing researchers.

**MKT5210 International Marketing (3 Credits)**

*Prerequisites: MKT5201*

This course enhances the knowledge and skills gained during previous courses. The course examines companies operating in international markets, where competition is not limited to local producers offering competitive products. Students learn different models of entry into new markets and the differential application of customization versus standardization strategies.

**MKT5213 Event Marketing (3 Credits)**

*Prerequisites: MKT5201*

Event marketing requires a well-planned strategy that allows the corporate marketing partner to communicate with its target market through an event in ways that go beyond the sponsorship package. This course introduces the most effective tools for conducting every phase of a successful, integrated marketing campaign for events, from conferences and expositions to fairs and festivals. It explains the powerful forms of promotion, advertising, and public relations that are needed to attract broad attention, motivate people to attend, and achieve the desired goals of an event.

**MKT5214 Strategic Brand Management (3 Credits)**

*Prerequisites: MKT5201*

This course addresses important branding decisions faced by organizations. The objectives are: to increase the students' understanding of important issues in planning and evaluating brand strategies; to highlight appropriate theories, models, and other tools that enhance branding decisions; and to provide a forum for students to apply these principles. Particular emphasis is on understanding the customers' psychological principles, resulting in improved managerial decision-making regarding brands. The course will make these concepts relevant to most types of organization (public or private, large or small). During the course students will be introduced to the theoretical concepts of branding and brand management. Interactive learning integrates theory into practice through case studies, analysis of video materials, and analysis of brand strategies for the company operating in Kazakhstan and its presentation.

**MKT 5221 Tourism Marketing**

*Prerequisites: MKT5201*

This course enables the student to understand the nature of the tourism and hospitality industry. It also provides students with a strong foundation in the field of tourism marketing as well as the essential business skills to enhance this exciting field of marketing.

**MKT5260 Selected Topics in Marketing (3 Credits)**

*Prerequisites: MKT5201*

This course examines specific contemporary issues in marketing at an advanced level. Topics vary according to the interests of the students and the instructor.

**OPERATIONS MANAGEMENT AREA****OPM5201 Quantitative Methods for Decision Making (3 Credits)**

*Prerequisites: MBA Standing*

The course aims to develop the student's ability to understand and apply basic quantitative and statistical methods in business and economics. It will cover such important topics as elements of the probability theory, sampling surveys, statistical modeling, hypotheses testing, non-parametrical methods, regression analysis, analysis of variance, decisions making and time-series forecasting, including the neural network approach.

**OPM5202 Operations Management (3 Credits)**

*Prerequisites: OPM5201*

This course helps students to develop the skills and concepts needed to ensure the ongoing contribution of a firm's operations to its competitive position. It helps them to understand the complex processes underlying the development and manufacture of products as well as the creation and delivery of services. The students will understand the importance of production and operations management in all organizations. The course covers such areas as P/OM integration in the organization, productivity, forecasting, total quality management, product planning,

capacity planning, scheduling, production layout, project planning, world-class manufacturing, just-in-time operations, time-based competition, business re-engineering and operations strategy.

## **EXECUTIVE MBA COURSES**

### **EBA 5254 Organizational Behavior and Development, 3 credits**

This course examines management and leadership tasks associated with the effective design of an organization to achieve strategic objectives. Emphasis is placed on creating alignment among people, culture, structure and reward systems of an organization to assure high performance. The course considers international best practice in management and HR techniques and compares with practices prevalent in Kazakhstan today. This course also examines the role of the leader in the organization and facilitates the development of fundamental leadership skills such as self-awareness, strategic thinking, creating a motivating environment, empowerment and delegation, managing change, and team processing in modern organizations. The course will also explore the emergence of corporate ethics in the business/work environment, its impact on the role of the leader and how it can be applied in Central Asia.

### **EBA 5231 Applied Managerial Economics, 3 credits**

The course examines market behavior and focuses on actions of real consumers. The course analyzes how market behavior impacts on production, competition, monopolies and oligopolies. The principles of macroeconomics and microeconomics are reviewed. The course provides students with the ability to understand and utilize economic information relevant to management decision-making in domestic and multinational companies based in Kazakhstan.

### **EBA 5206 Finance and Accounting: Theory and Applications**

This course surveys the basic concepts and tools of Accounting and Finance:

- **Finance:** The course provides an overview of main concepts and issues of the modern financial systems including financial markets and financial institutions. Theoretical grounds for such concepts as time value of money, bond and stock valuation, net present value and investments valuation will be discussed along with the emphasis on practical skills of problem solving by students. This course will lay background for the future advanced courses in Finance.
- **Accounting:** This course focuses on establishing understanding of the underlying principles making it possible to account for business/financial transactions in numeric sense. Students will become familiar with financial statements, and will learn how not only to construct but also to interpret different financial statements. Importance of financial reporting and analyses will be emphasized both during the lecture and through practical case studies.

### **EBA 5221 Management Control System, 3 credits**

The objective of this subject is to provide the participants with a thorough understanding of the Management control structure and processes in firms, specifically in the implementation of control instruments in organizations. Also discussed are the accounting and financial control systems as a part of the overall control system with emphasis on the financial information and feedback of organizational performances as well as human behavior aspects of management control.

### **EBA 5216 Financing and Investment Decision Making, 3 credits**

The course examines in detail financing and investment decisions, and their interrelatedness. The overall goal is to obtain a comprehensive and in-depth perspective of the area of Financial Management. Special emphasis is given on integration of the concepts of financial management into a total systems approach to business decision-making. Major topics include financial analysis and planning, valuation, capital budgeting, capital structure, dividend policy, working capital management, mergers and acquisition, hybrid financing, bankruptcy, multinational financial management, and risk management.

### **EBA 5242 Strategic Marketing, 3 credits**

In this course, students learn to develop and implement effective marketing strategies: the identification of target markets and creation of competitive advantage. Strategic marketing, as a process of creating market-driven strategies, contributes to the students of development of core strategy and competitive positioning.

### **EBA 5252 Strategic Management and Business Policy, 3 credits**

This course covers the decisions and actions by top management for the objective of formulating and implementing short and long-term plans that determine organizational performance, role of top management decision-making in establishing the firm's mission, strategic analysis of alternative actions, and evaluation of external and internal environmental conditions, industry characteristics, and organizational capabilities in determining the strategy of the firm for the 21st century. Control systems are also covered with emphasis on new management practices. The course integrates the different business disciplines for the purpose of developing the student's strategic decision-making

skills. The focus is on (complex) case studies, strategic thinking, project management, the use of quality to improve performance and assignments related to the development of top management.

### **EBA 5257 Leadership and Ethics, 3 credits**

Course description - The purpose of Leadership at the graduate level is designed to prepare the, mid to senior level managers to understand different leadership theories, maximize their preferred style of leadership and to differentiate leadership applications. Students will have the opportunity to practice and further develop their leadership styles as well as to identify and form strategies for dealing with conflicting leadership styles. Ethics part of the course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.

### **EBA 5255 Global Business, Innovation and Risk Management, 3 credits**

The course introduces the student to the "real world" of international business and covers the theory and practice of international business since the political transformations in the world in the 1980s/1990s. The areas covered are globalization, country factors, global trade and investment, global monetary system, regional economic integration (Americas, Europe, Asia Pacific and others), strategy and organization, joint ventures and strategic alliances, international business operations such as export and import management, global manufacturing, global marketing, global human resource management, international accounting and financial management and their implications for business. Case studies of international, multinational and global enterprises and practical managerial applications in Kazakhstan and neighbor CIS countries are part of the course.

The course also provides comprehensive analyses and insights in risk management performed by corporations and financial institutions. The course will focus on case studies and discussions in order to study the fundamentals of financial risk management. It covers techniques to identify, measure, and manage financial risk, as modern financial markets and regulation require. Specifically, topics of discussion will include the development of Value-at-Risk and stress-testing, the management of exchange rate risk, interest rate risk, credit risk, liquidity risk, operation risk and integrated risk. We covers risk management applications of forwards and futures, option strategies, swap strategies, as well as credit derivatives and learn the pros and cons of many derivative securities. Students will be exposed to various risk management issues in today's marketplace.

### **EBA 5273 Global Logistics and Supply Management, 3 credits**

The course focuses on managing resources in service and production operations environments for globalization and outsourcing for competitive advantage from a strategic viewpoint. Participants will learn how the value chain and lean synchronization improves SCM design. The course builds a solid foundation in designing SCM networks, process design, capacity assessment and operations network configuration in SCM. The role of location and distribution networks, customer handling, order fulfillment and service quality design in SCM are identified. Participants will understand the applications of strategic forecasting, inventory flow, MRP, vendor selection and evaluation, purchasing and subcontracting, contract preparations, management of integrated project planning and financial analysis for global strategy formulation.

### **EBA 5281 Business Intelligence Applications, 3 credits**

This course explores issues associated with Information and Communication Technologies (ICT) in managing information systems (MIS) as well as managing a business. Participants will learn (a) about the role ICT play in developing business systems, and (b) about ICT tools and techniques that enable better corporate management including system design and database management. Both international and local perspectives of ICT/MIS business development are emphasized.

Systems concepts in business intelligence and data management are discussed to illustrate contemporary developments and management practices. Methods and issues in managing information security/quality and information systems resources are covered. The course also looks at data quality, data handling, data mining operations and techniques for knowledge management with appropriate software tools and applications in computer information systems.

### **EBA 5292 Integrated Business Research Projects, 3 credits**

Students of KIMEP ExMBA program are required to complete and defend the Integrated Business Research Project - ExMBA Thesis. This required individual IBRP weight is 3 credits. The description as follows: under the supervision of his/her academic adviser or full-time faculty, the participant completes an individual research project in an area of interest, which may include domestic or international business applicable to Kazakhstan and/or CIS countries. The research proposal should be submitted to the EMBA faculty / adviser specializing in the area of interest. The research work may also include theoretical and practical aspects, conclusions and recommendations. ExMBA Thesis consists of the following two parts:

**Part I:** Strategic Audit of an Organization

Preferably, company of current employment; however, it may be company of past employment, or other organization.

**Part II:** Research Project in area of Interest:

Business Studies Areas: (i) Accounting; (ii) Finance; (iii) Management; (iv) Marketing; (v) Information Systems; (vi) Operations Management and/or any other relevant area of Business Studies.

The primary purpose of the thesis work is to enhance and apply the body of knowledge acquired by a student in the ExMBA program. The secondary purpose is to share this knowledge with interested parties in the society. These purposes are accomplished through an in-depth investigation of a particular business issue and dissemination of the findings.

## **DOCTOR OF BUSINESS ADMINISTRATION COURSES**

### **RESEARCH METHODOLOGY AND ECONOMETRICS**

#### **BUS 6301 Research Methods I (3 credit hours)**

*Prerequisites: None*

The concept of rank and methods of solving systems of linear equations will be considered. The course will give also main concepts of the probability (some often used discrete and continuous models), and unvaried statistics (random variables, samples, central limit theorem, point and interval estimators including MLE and GMM, parametrical and non-parametrical hypotheses testing, ANOVA, ANCOVA, and regression analysis).

#### **BUS 6302 Research Methods II (3 credit hours)**

*Prerequisites: BUS6301 Research Methods I*

The course gives important concepts of matrix algebra (Eigen-values, Eigen-vectors, spectral decomposition, square-root matrix, etc.), multivariate normal distribution (parameters estimation, hypotheses testing, MANOVA, MANCOVA, etc.), multiple multivariate linear regression, logistic regression, principal components and factor analyses, canonical correlation analysis, discriminant analysis and clustering.

#### **BUS 6303 Econometrics (3 credit hours)**

*Prerequisites: BUS6301 Research Methods I*

This course is designed to build a solid background in econometric theory and its applications to economic and business problems. It provides the necessary background to perform empirical studies by focusing on conceptual skills in basic and multivariate linear regression models, simultaneous equation systems, stationary and non-stationary time series analysis, panel data analysis, and policy evaluations.

### **MAJOR AREA: ACCOUNTING**

#### **ACC6301 Accounting Research (3 credit hours)**

*Prerequisites: None*

This course discusses the nature of scientific theories and the development of modern accounting theory as it relates to accepted theories in economics and finance. This course introduces students to major areas of accounting research and research methods. During this course, students develop substantial skills in absorbing and critically evaluating contemporary accounting research.

#### **ACC6302 Accounting Related Capital Markets Research (3 credit hours)**

*Prerequisites: ACC 6301 Accounting in Research*

This course focuses on research evaluating the usefulness of accounting information for valuing equities securities. The course builds a foundation for conducting accounting related capital market research.

#### **ACC6303 Management Accounting Research (3 credit hours)**

*Prerequisites: ACC 6301 Accounting in Research*

This course focuses on theoretical foundations and empirical testing of current management accounting issues.

#### **ACC6304 Judgment and Decision Making in Accounting (3 credit hours)**

*Prerequisites: ACC 6301 Accounting in Research*

This course introduces the major areas of inquiry in judgment and behavioral decision making research in accounting. The course focuses on major theoretical and methodological issues and assesses the practical implications of the research.

### **ACC6305 Special Topics in Accounting (3 credit hours)**

*Prerequisites:* ACC 6301 Accounting in Research

This course focuses on intensive study and critical examination of special topics, contemporary or emerging as an interest in accounting. These topics may include, but not limited to international accounting, taxation and etc.

### **MAJOR AREA: FINANCE**

#### **FIN6301 Theory of Finance (3 credit hours)**

*Prerequisites:* None

The course engages intensive study and critical examination of modern finance theory, emphasizing the integration of firm investment and financing decisions under certainty and uncertainty, as well as, under perfect and imperfect capital markets. Major topics may include, but are not limited to, asset pricing and valuation, capital budgeting and real options, capital structure and dividend policies, capital market efficiency, information asymmetry and agency theory, term structure of interest rates, option valuation, international parity relationships, etc. Empirical studies that have bearing on modern finance theories are also explored.

#### **FIN6302 Research in Finance (3 credit hours)**

*Prerequisites:* BUS 6301 Research Methods I+BUS6302Research Methods II +BUS 6303 Econometrics +FIN 6301Finance Theory

In this course, students acquire knowledge and research skills necessary to conduct original and applied financial researches. Students will master empirical and analytical research skills in the studies such as financial information and capital market behavior, problem of information asymmetry in financial markets, pricing and valuation of assets and claims, financial decision making of firms and financial intermediaries, and other wide spectrum of empirical testing and development of theoretical models using advanced econometric tools and statistical methods.

#### **FIN6303 Corporate Finance (3 credit hours)**

*Prerequisites:* FIN 6302 Research in Finance

The course focuses on intensive review and study of theories and practices of corporate financial policies and strategies. Areas of study include complex capital budgeting under certainty and uncertainty, valuation of projects and firms, capital structure and cost of capital, dividend policy and stock repurchases, corporate risk management, mergers, acquisitions and corporate restructuring, working capital management, corporate governance and control, agency conflicts, information asymmetry, etc. Case study may be utilized to examine, analyze, and integrate corporation decision-making. Also, theoretical and empirical literature on corporate finance issues will be reviewed.

#### **FIN6304 Financial Markets and Institutions (3 credit hours)**

*Prerequisites:* FIN 6302 Research in Finance

The course focuses on intensive review and study of the financial environment, including securities, markets, and institutions. Emphasis is on interest rate determinants, fixed income, equity and derivative securities, and the operations and management of all types of financial intermediaries. Theoretical and empirical literature on models and behavior of financial intermediaries, structure and regulation, interest rate theories, financial markets, and the impact of macroeconomic policies and procedures on financial markets and institutions are explored. Regulatory structure over capital markets and institutions, market developmental issues, market microstructure issues, creation of capital market infrastructure, and impact of globalization and technological development are also discussed.

#### **FIN6305 Special Topics in Finance (3 credit hours)**

*Prerequisites:* FIN 6302 Research in Finance

This course focuses on intensive study and critical examination of special topics, contemporary or emerging as an interest in finance. These special topics may include but are not limited to international finance, financial derivatives, risk management, financial engineering, real estate finance, etc..

### **MAJOR AREA: MANAGEMENT**

#### **MGT 6301 Business and Entrepreneurship (3 credit hours)**

*Prerequisites:* None

The purpose of this course is to provide DBA students a solid knowledge about business and industrialization history of different developed countries. It will prepare them for taking future leadership in entrepreneurial activities and steer economic development of the country. Topics will cover history of industrial development of leading industrial countries in the world, different economic systems, different governance systems, and different national business system from a global perspective. The Japanese Keiretsu, Korean Chaebol, Italian Industrial Clustering, and German Corporatism concepts will be discussed in details and lessons for emerging countries will be identified. From an

entrepreneurial perspective, in will include issues related to new business identification, small business financing, capital budgeting tools, project management and evaluation techniques, market research, product pricing, technology innovation and management for new venture creation in an emerging economy context.

**MGT 6302 Organizational Behavior and Leadership Theories (3 credit hours)**

*Prerequisites: None*

Organizational Behavior is a field of study that is primarily concerned with understanding individual and group behavior in work organization. The OB course is designed to explore in depth the core body of literature that constitutes organizational behavior and to investigate the central debates, methodological issues, ethical concerns, and other contemporary concerns within the field at an advanced level. In addition, participants are expected to be able to apply these theories to the design, assessment, reengineering, and adaptation of systems and processes that will ensure the maximum organizational, group, individual, and technological performance. This course also will enable students to understand the history and development of leadership theories. Emphasis will be given on ethical responsibilities of leadership and learn how, as leaders and followers, actively engage in change process to create a better organization and society.

**MGT 6303 Management and Organization Theory (3 credit hours)**

*Prerequisites: MGT 6302 Organizational Behavior and Leadership Theories*

The objectives of this course are to (1) familiarize student with seminal works and theories of management and organization studies, (2) identify the research gaps in existing literature and recommend future research opportunities. The student will study elements of theory and model development from macro and macro perspectives. The intent will be to understand how these different concepts of modern business organizations are meant and shape the generalist point of view into management theory and practice in both a national and global context. The classical management theories, cultural theories, institutional theories, regulation theories, modernism and post-modernism debate, Fordism, Toyotism, TQM, Six Sigma, Lean Production, etc. will be included in this course. Further it will look into grounded theory approach to understand the development of new theories and approaches in management and organization analysis.

**MGT 6304 Strategic Management and Competitiveness Analysis (3 credit hours)**

*Prerequisites: MGT 6301 Business and Entrepreneurship*

Students will explore current academic research in strategic management and global competitiveness of business organizations. This course examines the standard models of mission, vision, policies, procedures, resources, competencies, capabilities, control, and evaluation of organizational strategies, and their impact on organizational performance. For competitiveness analysis, it will look into industrial clustering and competitiveness, the competitive and comparative advantages of nations, social capital, the diamond theory, the network theories, social structures and capabilities of markets, and international competitiveness from a global perspective.

**MGT 6305 Special Topics in Management (3 credit hours)**

*Prerequisites: MGT 6302 Organizational Behavior and Leadership Theories*

This course will look at intensive study and critical examination of any emerging area of management studies. The topic will vary depending on the interests of the students and course instructor.

## COLLEGE OF SOCIAL SCIENCES

### FOUNDATION COURSE

#### **CSS5000 Critical Thinking and Writing**

*Prerequisites: None*

This course is designed to prepare you for the writing of a masters thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

### ECONOMICS AREA

#### **ECN5012 Econometrics I (3 Credits)**

*Prerequisites: None*

Econometrics deploys economics, mathematics and statistics to specify economic relationships that help people forecast and make decisions. The course presents basic concepts in applied econometrics, such as probability distributions, hypothesis testing, correlation and regression analysis.

#### **ECN5013 Econometrics II (3 Credits)**

*Prerequisites: ECN5012*

This course extends Econometrics I. It considers, in detail, violations of assumptions that guarantee the value of classical linear regression. The course also presents several topics in estimating single equations: Distributed lag models, causality problems, logit and probit models, and dummy variables. We also analyze simultaneous equation models and methods. Finally, the course briefly introduces time series analysis. Students practice their skills with a user-friendly statistical package, Eviews.

#### **ECN5021 Microeconomics I (3 Credits)**

*Prerequisites: none*

This course covers consumer and producer theory; welfare measures; and comparative statics as well as general equilibrium analysis. Students analyze economic structures with perfect information, enforceability, limited market power and no externalities.

#### **ECN5022 Microeconomics II (3 Credits)**

*Prerequisites: ECN5021*

This course extends analysis of economic equilibria by incorporating time, uncertainty and asymmetric information in the presence of externalities and of market power.

#### **ECN5031 Macroeconomics I (3 Credits)**

*Prerequisites: none*

This course treats, with rigor, standard macroeconomic theory. It dissects Keynesian theory by integrating product and financial markets (i.e., the IS-LM model). The course also views Monetarist and the New Classical (Rational Expectations) models through the prism of choice theory. Other topics include: Stabilization policy with international linkages, the aggregate production function, and economic growth.

#### **ECN5032 Macroeconomics II (3 Credits)**

*Prerequisites: ECN5031*

This course deepens your knowledge of such macroeconomic issues as inflation, unemployment, the business cycle, and economic growth. It uses math to present theory and empirics.

#### **ECN5142 International Trade (3 Credits)**

*Prerequisites: ECN5021*

This course covers the basic theory of trade, including gains from exchange and specialization; factor and goods prices; tariffs; imperfect competition in trade; distortions in commodity and factor markets; and economic integration. .

Topics include: Ricardian theory of comparative cost; the Heckscher-Ohlin model and the impact of factor abundance on trade; increasing returns and product differentiation; factor movements; commercial policy -- tariffs, quotas, export subsidies, and infant industries; international oligopoly and strategic trade; and economic integration, exemplified by free trade areas and customs unions. The course complements one on international finance but can be taken alone. A basic undergraduate course in trade would be useful although not necessary. Students should also have had an undergraduate course in intermediate or advanced microeconomic theory. The course deploys calculus and basic statistics.

### **ECON5143 International Finance (3 Credits)**

*Prerequisites: ECON5031*

This course deals with macroeconomics, financial markets, and monetary institutions, all from an international point of view. The field is eclectic, so the course can cover only a few theoretical topics: The balance of payments; international asset markets; and the exchange rate. The course concludes with contemporary policies in the international monetary system. The course complements International Trade (ECON5142) but can be taken alone. Students should have had undergraduate macroeconomics and microeconomics. Basic undergraduate courses in international trade and finance, as well as in money, would be useful. The course will use calculus and basic statistics.

### **ECN5226 Industrial Organization (3 Credits)**

*Prerequisites: ECN5022*

The study of industrial organization is important for understanding industrial economics and corporate behavior. It is also essential for students aiming to serve the industrial sector of the economy. The course focuses on an empirical and theoretical examination of the structure, conduct, and performance of firms and industries at the micro and macro level. What determines the market structure and how is it measured? How do firms in an industry behave or perform in a given market structure? The course emphasizes production and cost functions; productivity growth; technical change and technical efficiency; corporate investment; dividend policy; and financing behavior. Major topics include the theory of the firm; profit maximizing and growth maximizing models; price and output determination under different market structures; and measures of market structure and market performance.

### **ECN5261 Public Economics I (3 Credits)**

*Prerequisites: ECN5021*

This course examines the role of the public sector in the economy. It analyzes the behavior of the public sector and the incidence of its attempts to fulfill allocation, distribution and stabilization functions. It begins by asking the central questions of whether or not markets work, and if not, what is to be done about it. It discusses the market failures -- externalities, public goods, imperfect competition and asymmetric information -- that arise when competitive markets cannot give a socially desirable outcome. Topics may include the provision of public and private goods; collective decision-making; taxation -- tax incidence, equity, efficiency, and optimal taxation; theory of and evidence on government expenditure policy; redistribution and welfare policy; social cost-benefit analysis; fiscal aspects of macroeconomic theories; and local government. This would be a good course for students interested in: 1) generally, the economist's view of the appropriate roles for government within markets; 2) specifically, in the analysis and institutional background of government programs and initiatives -- in both expenditures and taxation.

### **ECN5296 Labor Economics (3 Credits)**

*Prerequisites: ECN5021*

This course develops theoretical models of the labor market, presents related empirical research, and discusses policy applications. Topics include labor supply, labor demand, market equilibrium and compensating wage differences, investment in human capital, and cyclical unemployment. Additional topics may include labor unions, minimum wage laws, compensation policies and productivity, wage indexation, and discrimination and equal-opportunity laws.

### **ECN5334 Monetary Economics (3 Credits)**

*Prerequisites: ECN5032*

This course first covers such basic concepts as the demand for and supply of money. It consists of three parts: Theory of Money, Monetary Macroeconomics, and Monetary Policy.

The first part examines the origin and concept of money and the structure of the money market. The second part is an extension of Macroeconomics related to monetary issues. The third part examines the contemporary theories of monetary policy. The course examines Classical, Keynesian and Rational Expectations theories of money as well as Cagan's study of hyperinflation. Then it deals with the contemporary theories of monetary policy, including those addressing the choice between rules and discretion and the choice of monetary regime.

### **ECN 5354 Financial Economics (3 Credits)**

*Prerequisites: ECN5021, ECN5031, or consent of the instructor*

This course surveys foundations of modern financial economics. It applies economic analysis and modern theory of finance to investors and firms. Topics related to investors include portfolio theory, Capital Asset Pricing Model, options and futures contracts, including the Black-Scholes option pricing model and bond analysis. Related topics for

firms include discounted cash-flow techniques in relation to budgeting problem associated with alternative investment projects, capital structure, including new issues of securities, debt and dividend policy based on the value of the firm. Issues related to mergers and acquisition, financial distress and bankruptcy, and corporate restructure will be discussed. Students will read journal articles to related topic covered.

**ECN5801 Research Methods and Methodology/Thesis I (3 Credits)**

*Prerequisites: None*

The methods and methodology of academic research are studied, using samples of work by outstanding economists. Students are urged to develop their own ideas and projects. The course will guide the student through a substantial amount of writing, including a term paper. At the end of the course students should write proposal of future Master dissertation. (For details, please see the CSS Guidelines for Master's Thesis.)

**ECON5829 Quantitative Methods for Economics (3 Credits)**

*Prerequisites: None*

This course covers topics necessary for Econometrics, Financial Economics, Actuarial Economics, and intermediate economic courses. Those topics include: probability distribution, statistical inference and linear regression, as well as matrix algebra and techniques of Calculus applied to optimization in economics.

**ECN5888 Internship in Economics for MA (3 Credits)**

*Prerequisites: ECN5021, ECN5031, permission of academic advising faculty member, and permission of the employer.*

This independent research project, undertaken in a work environment, provides students with data, people, and experience for studying an economic issue. Related readings, a daily journal, and an analytical paper supervised by a faculty member are required. The student must obtain permission before the start of the semester in which he enrolls.

**ECN5890 Special Topics in Economics (3 Credits)**

*Prerequisites: varies depending on the topic*

Selected topics in Economics of interest to students and faculty. The course may be repeated for credit if the topics are different.

**ECN5990 Thesis II (3 Credits)**

*Prerequisites: ECN5801  
(Former Thesis I)*

The student will undertake independent research in his major field of study and defend his thesis in an oral examination. (For details, please see the CSS Guidelines for Master's Thesis.)

**ECN5991 Thesis III (3 Credits)**

*Prerequisites: ECN5990 or concurrent enrollment  
(Former Thesis II)*

The continuation of the thesis. (For details, please see the CSS Guidelines for Master's Thesis.)

**JOURNALISM AND MASS COMMUNICATION AREA**

**JMC5603 Newswriting (3 Credits)**

*Prerequisites: None*

This course emphasizes news writing and reporting for print media. The course covers news values, news story structure, AP style, grammar and usage, and basic news reporting skills. Students will learn how to write news stories on a variety of subjects and issues. The course also examines ethical and legal issues related to the practice of journalism.

**JMC5604 Ethics in Journalism, PR and Advertising (3 Credits)**

*Prerequisites: None*

The course addresses the issues of lies, manipulation, temptation, bias, fairness, power and value systems in the context of social and business environments. The course will help students to improve their personal values and emphasize the importance of truth, fairness and respect.

**JMC5607 Journalism of Kazakhstan and CIS (3 Credits)**

*Prerequisites: None*

The purpose of this course is to describe print and broadcast media in Kazakhstan and other CIS countries, including regional problems that relate to journalism. The course surveys different media outlets in Kazakhstan, examines their specifics and introduces their types.

### **JMC5608 Introduction to Public Relations (3 Credits)**

*Prerequisites: None*

This course is designed to provide students with introductory theoretical knowledge of public relations and beginning practical experience. It surveys the basics of the PR process and PR-related communication theories. It also introduces students to PR strategies and tactics and discusses public relations professional ethics. The course offers students an opportunity to use some of the strategies and tactics used to create real public relations campaigns for real-world clients.

### **JMC5621.01 Internship (3 Credits)**

*Prerequisites: None*

Students complete internships at print, broadcast outlets or public relations firms. The course is designed to provide hands-on knowledge of the field and the opportunity to network. Course may be retaken for credit with departmental permission.

### **JMC5621.02 Internship (3 Credits)**

*Prerequisites: None*

Students complete internships at print, broadcast outlets or public relations firms. The course is designed to provide hands-on knowledge of the field and the opportunity to network. Course may be retaken for credit with departmental permission.

### **JMC5622 Advertising Writing, Layout and Strategies (3 Credits)**

*Prerequisites: None*

Advertising is the financial backbone of the mass communications industry. Media executives must be able to implement successful sales, presentation and production strategies. And those involved within the advertising department must understand and be able to employ successful copy writing, layout, and graphic or multimedia production. The *Advertising Writing, Layout and Strategies* course is designed to provide that foundation of knowledge and skills to be successful on the business side of the mass communications industry.

### **JMC5623 Writing for Russian Language Media (3 Credits)**

*Prerequisites: None*

This course takes a skills oriented approach to train students in the basics of reporting and news writing in Russian language according to western professional standards. The main objective is to help develop a clear, concise writing style and a passion for thorough, accurate reporting. Students will report on local issues in Russian. The course also includes analysis of local media.

### **JMC5624 Broadcasting in Russian (3 Credits)**

*Prerequisites: None*

Broadcasting in Russian is ideally taken after Broadcast Journalism (1) to continue building basic video technical skills and broadcast journalism skills initiated in the previous course, and (2) to better prepare students for potential employment especially within the dominant Russian-speaking broadcast/video industry. Students will continue developing on-camera and behind-camera skills, including news/script writing, video editing, and directing skills. They will employ their video/broadcast skills in real and/or realistic settings, producing news and informational programming.

### **JMC5628 Special Topics in Journalism and Communication (3 Credits)**

*Prerequisites: None*

This course will be offered whenever the department chair decides that a worthwhile topic in international journalism has been proposed by a faculty member. The course will generally be taught in a seminar format; it will focus on important issues that are not formal portions of the department's curriculum.

### **JMC 5661. Thesis I: Research Methods in Mass Communication.**

**Prerequisite: none**

This course prepares students to conceive and design research into Mass Communication. MAIJ students can choose either a professional or academic thesis, depending on their goals and interests. For example, a Professional Thesis includes a section of academic analysis and a project, such as PR Campaign design or video. After introducing research approaches and major theories in the field, this course shows how to conduct a literature review, introduces principles of quantitative and qualitative research design, provides examples, and explains a range of methodological options. By the end of the semester, students need to select a Thesis Supervisor and submit a completed research proposal.

### **JMC 5662. Thesis II: Research Proposal and Literature Review.**

**Prerequisite: JMC 5661, Thesis I.**

This course helps students fully develop the research/project design from Thesis I. Led by an experienced instructor, each student individually begins to produce their study, for example writing interview questions, designing an analytical matrix, and preparing a professional production (if any). Students learn how to acquire necessary skills of methods and data collection, understand procedures of planning and organizing their time and materials. The instructor complements the guidance of each student's Supervisor. By the end of the semester, students typically finish the introduction, complete the theoretical framework and the methodology (completing the literature review) and gather a substantial amount of data. As the culmination of this semester, students must complete a Thesis Proposal Defense. (For details, please see the CSS Guidelines for Master's Thesis.)

### **JMC 5663. Thesis III: Thesis Writing and Defense.**

#### **Prerequisite: JMC 5662, Thesis II.**

During this course, the student works solely with their Supervisor to complete data collection, writing, and any professional component of the Thesis. The main goal of this semester is completing the analysis, polishing the writing, ensuring correct format, and preparing for the Defense- the final step, during which each student explains to the Thesis Committee their work, its background, conclusions, significance, etc.

## **PUBLIC ADMINISTRATION AREA**

### **CSS 5000 Critical Thinking and Writing**

*Prerequisite: None*

This course is designed to prepare you for the writing of a master's thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

### **PAD5113 Research Methods and Statistics (3 Credits)**

*Prerequisite: None*

The purpose of this course is to introduce students and practitioners to some of the basic research methods and statistical concepts and issues in public administration as they relate to problems that typically exist within public agencies. All statistical techniques used by public administration professionals are covered by integrating both quantitative and qualitative approaches to research. Emphasis will be on the use of commonly available statistical software programs such as Excel and SPSS. The course's overall aim is to develop effective, efficient research skills among future public administrators so that they will be better policy makers and good administrators.

### **PAD5114 Essentials of Public Administration and Management (3 Credits)**

*Prerequisite: None*

This is an introductory course for all MPA students. The main goal of this course is to present students with a basic and yet comprehensive understanding of the field of public administration. Students will be acquainted with various terms, definitions, theories, concepts and models used in the field. It also covers aspects of public management, such as strategic management, performance management, and organizational behavior. At the end of the course, students should have a clear understanding about the processes and mechanisms of public decision-making and implementation.

### **PAD5117 Public Policy Analysis (3 credit)**

*Prerequisite: PAD5114*

The objective of this course is to develop students' capacity to conceptualize policy issues and problems, devise strategies for addressing them, and comprehend policy documents. Students will gain an understanding of what is involved in studying public policy, how the political, social, cultural and the social contexts shape public policy, and how public policies are typically made, implemented and evaluated.

### **PAD5122 Administrative and Management Ethics (3 Credits)**

*Prerequisite: PAD5114*

The course provides students with a basic understanding of ethics in government. Topics that will be covered include the ethical dimension of public service, contemporary insights and current ideas on management practice in ethics, practical tools and organizational initiatives to aid administrators, and achieving ethical quality of decision-making. Towards the end of the course students are expected to understand what are administrative ethics, ethical dilemmas, managerial ethics, notions of social responsibility, sources of ethical values in organization, key concepts and strategies that individuals and organizations use to deal with ethical dilemmas, and principal categories of enforcement mechanisms.

### **PAD5123 Economic Perspectives on Government (3 credit)**

*Prerequisites: None*

This course is about economic issues concerning the public sector and its interface with the private sector in a mixed economy. It examines the free market as the basis for the allocation of scarce resources (market governance) and identifies the causes of market failure that may justify intervention by the state (state governance). It considers the role, scope and capacity of government in terms of the protection and promotion of welfare of society in the face of market instabilities, market inefficiencies, and market inequalities and injustices.

### **PAD5131 Thesis I (3 Credits)**

*Prerequisite: None*

This is an introductory course in social science research methodology and the first step in writing a Master's Thesis. It is designed to introduce you to basic concepts and problems encountered in social scientific investigation, including types of data and measurement, sampling, probability, and research design. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out something. Ultimately, scientific inquiry comes down to making observations and interpreting what you have observed. However, before you can observe and analyze you need a plan. You need to determine what you are going to observe and analyze - why and how. That's what research design is all about. This course will also emphasize the importance and limitations of theory and methodology in social science research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics. By the end of the first semester you will design an original research project that will hopefully turn into your Master's thesis. (For details, please see the CSS Guidelines for Master's Thesis.)

### **PAD5213 Local Government (3 Credits)**

*Prerequisite: PAD5114*

The course is designed to provide students with an understanding of the political, institutional, and legal framework of local governments' activities. The focus will be on decentralization in Kazakhstan, with regard to particular problems and constraints that local governments encounter. Students will learn how core public services are provided and managed. Other areas that will be emphasized are fiscal decentralization, and notions of accountability and responsiveness.

### **PAD5214 Fiscal Governance (3 Credits)**

*Prerequisite: PAD5114*

The study of the budget cycle, legislative control of the budget and the politics of the budgetary process; market failure and the role of government; fiscal and monetary policies; types of public budget formats; program design, planning, and evaluation; cash management, risk management, and pension funds.

### **PAD5216 Public Management and Leadership (3 credit)**

*Prerequisites: PAD5114*

The aim of this course is to introduce students to the existing research in public management. The course will focus on critical examination of the evolution of public management philosophies through the time and assess the impact of managerial reforms by using comparative case study approach. In the course students will learn about challenges that public leaders face in making public organizations more performance and customer oriented and how they are prepared to meet demands of citizens and other stakeholders with different and competing interests in a context of fragmented authority.

### **PAD5218 Project Evaluation and Management in Public Sector (3 credit)**

*Prerequisites: PAD5114*

This course is designed to help students enhance their skills in project evaluation and management. This course emphasizes the practice and process of project evaluation. In the course, we will not only develop an understanding of why projects fail, but also how they can succeed. The course provides practical tools, techniques and best practices adapted to the local environment. Students will be accompanied and supervised throughout all stages of the evaluation process. No previous experience with evaluation research and empirical or qualitative data analysis is required.

### **PAD5219 Public Sector Reform (3 credits)**

*Prerequisite: PAD5114*

The focus of this course is on the changing role of the public sector in the context of globalization and marketization trends in the contemporary political-economic environment. Students will explore issues related to allocative, distributive and stabilizing role of the state in the market economy. Among issues to be discussed will be questions of scale and scope of the public sector, public and private sector competition and partnership, the role of quasi-autonomous organizations, and tension between majoritarian and non-majoritarian institutions.

### **PAD5222 Social Policy (3 credits)**

*Prerequisite: PAD5114*

This course introduces students to the concepts, history, and development of social policy, the funding authority and patterns of service delivery, and how political and social ideologies influence policy development. It shows that policy is a function of social, political, and economic context and transitions. An analytic framework is utilized to identify trends and assess gaps in policies and programs, especially as they impact on women, child support enforcement, nutrition programs, and medical care.

**PAD5223 Public Sector Economics (3 credits)**

*Prerequisites: PAD5114, PAD5123*

This course focuses on the role of the government in the economy. It discusses how the government affects the economy, what the government should and should not do, and why. It addresses the range of questions of why some economic activities are undertaken in the public sector, and others are in the private sector. Students will study the size and scope of the public sector in selected countries, and will explore the reasons of why there are substantial differences in government sector activities in countries around the world. While the main goal of the course is to develop students' critical thinking about the government involvement in the economy, students will study reasons for government intervention such as a market failure, public goods, government redistribution programs, and government taxation policies.

**PAD5230 Internship in Public Administration and Management (3 Credits)**

*Prerequisite: PAD5114*

Internship is designed to provide the student with an experiential learning opportunity by placing the individual in the office of a public official or a nonprofit organization on a part-time, volunteer basis. Students are expected to examine and analyze the functions, processes and outputs of organizations in the public or private sector.

**PAD5230.1 Applied Research Project in Public Administration and Management (3 credit)**

*Prerequisite: PAD5131*

The project involves the development and implementation of a solution for a theoretical or design problem. Methodological knowledge and skills play a vital role both in developing and conducting applied research project. Although Master's projects generally address a practical research/design problem and its background, they can also focus specifically on an academic research question, culminating in a research paper of 35-40 pages of text.

**PAD5231.1 Thesis II: Thesis Proposal (3 Credits)**

*Prerequisite: PAD 5131*

Under the guidance of a PA faculty member, all students are expected to submit a proposal before the end of the second semester. A proposal should make a genuine contribution to the understanding and analysis of public policy issues, management, and administration in Kazakhstan. All students shall have a "Thesis Proposal Defense" before three members of a Master's Thesis Committee constituted by the Graduate Program Director. The Thesis Committee consists of a thesis supervisor and two full-time faculty members. One member of the Committee may be a full-time faculty member from another department, when the discipline represented is relevant to the student's thesis. Once the proposal has been approved, permission to enroll in Thesis Option III Form may then be issued by the Graduate Director. (For details, please see the CSS Guidelines for Master's Thesis.)

**PAD5231.2 Thesis III: Thesis Defense (3 Credits)**

*Prerequisite: PAD5231.1*

Before a student may enroll for Thesis Option III a successful thesis proposal defense must be held, during which the thesis proposal is discussed by the student and all committee members. The final revised draft of the completed thesis should be submitted to the Thesis Committee Chair (thesis supervisor) at least four weeks prior to graduation. Students are expected to carefully consider the comments of their Thesis Committee. The Committee Chair (the supervisor) has final responsibility for thesis approval. The supervisor, in consultation with the student, shall set a date for the oral defense of the thesis before the Master's Thesis Committee. (For details, please see the CSS Guidelines for Master's Thesis.)

**PAD5260 Selected Issues in Public Administration and Management (3 credits)**

*Prerequisite: PAD5114*

This course examines particular issues of public administration and management. Topics vary according to the interests of students and instructor.

**INTERNATIONAL RELATIONS AND REGIONAL STUDIES AREA****Description of Program Required Courses****CSS 5000 Critical Thinking and Writing**

This course is designed to prepare you for the writing of a master's thesis by addressing the challenges common to graduate research writing. Students will learn how to analyze and present valid arguments. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

**IRL5513 Theories of International Relations**

The course examines old and new theories used in International Relations, Realist, Liberal/internationalist, globalist and Marxist. Modern theories of globalization, modernization, dependency and human rights will also be discussed.

The purpose of this course is to acquaint students with the theories and concepts used in the field of IR and to sharpen their theoretical knowledge and analytical skills so that they can understand and explain modern complex issues and conflicts in IR from a theoretical perspective and framework.

#### **IRL5515 International Political Economy: Politics in the World of Interdependent Economics**

The main objective of this course is to acquaint students with the dynamics and changes of the field, and to discuss the scope boundary and methodologies used in the study of IPE. It critically examines and analyzes major international economic trends and institutions such as international monetary and financial organizations, globalization of production and distribution, international trade and investment, development, dependency and foreign aid. Issues and problems of order, stability and transformation of world economy are also discussed.

#### **IRL5521 Central Asia in Global Politics**

The course is designed as an in-depth study of the place of Central Asia in global politics and the policies of key external actors, such as Russia, the United States, China, European Union, Turkey, Iran, Japan, and India, toward the region. Students are familiarized with the ways Central Asia has been contextualized both in scholarly sources and media. We will dwell on the changing geopolitical dynamics of the region and analyze similarities and differences in the foreign policies of Central Asian states. At the end of the course, we will discuss future prospects of the region.

#### **IRL5533 Developmental Studies: Selective Models**

This is a seminar course on development studies. A comparative analysis of approaches to the study of development and underdevelopment will be offered here, including structural-functional, neo-classical, Marxist, and dependency theories. The main objective of the course is to acquaint students with various theories, concepts and models of development and provide them with the necessary skills and methodology so that they can independently study, compare and contrast among various developmental models. This course will select several models of development from various parts of the world and study and evaluate them from comparative, historical perspectives. Students are expected to actively participate in the class.

#### **IRL5512 Research Methods/Thesis I**

This course will train students how to design and carry out research in the social sciences. Structuring research is about the planning of scientific inquiry, designing a strategy for finding out questions to your answers. Ultimately, scientific inquiry comes down to making observations, collecting data, analyzing them, and interpreting what you have observed and analyzed. However, before you start, you need to determine what you are going to observe and analyze and how. That's what research design is all about. Although this sounds rather simple and trivial, the craft of designing social research is quite complex. This course lays out various possibilities for social research and provides a general introduction to research design and elaborates on its specific aspects. Research proposals are prepared according to some established rules and should incorporate the major elements of research design, including a variety of methods.

#### **IRL5525 Thesis II**

##### **Prerequisite: IRL5512 Thesis I**

All Master's students have to write a M.A. thesis. The thesis topic must be approved in writing, first by the prospective thesis supervisor and then by the Thesis Supervisory Committee (Panel). The thesis research has to be supervised by a qualified KIMEP faculty. (For details, please see the CSS Guidelines for Master's Thesis.) In his/her M.A. thesis the student has to demonstrate that he/she can design and execute with competence a major piece of research. The length will vary with the nature of the topic, but it should be developed in 50-60 pages (double-spaced). This course, taught by an experienced instructor, is designed to help students to acquire necessary skills in writing their thesis and to organize their time and thesis materials. The course complements the guidance of students' thesis supervisor. By the end of the semester, students will have completed the introduction, the theoretical framework and the methodology (literature review and bibliography) and have prepared for the Thesis Proposal Defense.

#### **IRL5526 Thesis III**

##### **Prerequisite: IRL5512 Thesis I and IRL5525 Thesis II**

This is the writing and finalization of the research thesis. Normally, by the end of the semester, students will have completed and submitted their thesis, and have it defended before the Thesis Defense Committee. The Thesis has to follow the formal requirements and standards as detailed in CSS Guidelines for Master's Thesis.

#### **IRL5534 Internship in International Relations**

The internship is designed to provide the student with a hands-on learning opportunity by in a consulate, the Foreign Ministry, an NGO, private company or other agency. A program of study and activities is collaboratively designed by the students' advisor and the participating agency. In the past, departmental internships have been pursued at the Foreign Ministry, US and UK consulates, the UN, the OSCE, and the EurAsEC.

#### **Description of Elective Courses**

**IRL5516 International Institutions**

The purpose of this course is to introduce students to the basic concepts, ideas and critical approaches to the study of multilateral political, financial and developmental institutions and their activities. Special emphasis will be placed on the discussion and analysis of the role and function of these institutions in Kazakhstan.

Guest speakers from various international agencies located in Almaty will be invited to give talks. This course will be of great interest to those who consider making a career in international organizations or simply to learn about the functions, operation and impact of these organizations.

**IRL5525 Domestic Politics and Foreign Policy in the Post-Communist World**

The course provides a comprehensive and comparative analysis and overview of the political, economic, ethno-religious, cultural and demographic peculiarities of the so-called Post-Communist world and their reflection in foreign and domestic politics, economy, security and nation-building.

**IRL 5538 Ethics in International Affairs**

This is an advanced course presenting students a normative approach centered on ethics for studying international affairs. The main purpose of this course is to prepare students to have a critical perspective on international politics and institutions and to be able to evaluate the moral dilemmas that political leaders, activists and citizens have to face in a globalized world. The course has three main components: a theoretical approach that focuses on the ethics of political decision-making; a detailed study of contemporary international institutions and norms such as just war theory and human rights; an analysis of case studies based on current global issues.

**IRL 5539 Political Geography**

This course focuses on key issues and concepts of historical and current Political Geography and applies, these concepts, using advanced analytical methods, to selected events in the modern political world. It discusses geographic aspects, patterns and meanings of the political organization of territory and examines the logic of how power and institutions (political, social, economic, etc.) are distributed over space and places. It also explores how geographic space affects, reflects, and reproduces political organization on the level of national and international politics, including geopolitics.

**IRL5542 Government and Politics in Central Asia**

This advanced course examines the multifaceted historical, ethnic, religious and linguistic factors that impact on the development of Central Asia after 1991. It provides a comparative study of political institutions, domestic politics and foreign policy behavior of Central Asian countries. The course is not only an introduction to the political systems of Central Asian states – new patterns of power and decision-making – but it also offers an analysis of ongoing changes generated by world geopolitics in a period of global uncertainty.

**IRL5547 Russian Foreign Policy**

The background of the present day Russian foreign policy is to be found in this advanced course. The emergence of USSR and US as the two global powers mainly defined the whole system of international relations in the world from 1945-89. Throughout this period, the Cold War confrontation constructed the essence of Soviet policy. The subsequent crisis and demise of the Soviet Union means not only the end of the “Cold War era” but also denotes the emergence of new key concepts and changes to dominant paradigms that explain the role of an independent Russia in the new world. The goal of the course is to develop students’ critical and analytical skills, and to direct them to explaining the motives and objectives of Russian diplomacy operating on several levels: relations with the USA and the West, the establishment of a new system of relations with former Soviet republics and the development of new approaches to Third World countries.

**IRL5551 Petro Politics**

This course provides a comprehensive introduction to the contemporary politics of oil via a critical analysis of the causes, dynamics and implications of the global quest for energy. The course lays special emphasis on the geopolitics of energy in the various oil-producing regions of the world and the interests of great powers in these regions. General theories, concepts, paradigms and models associated with international relations, economics, and security studies will be introduced to provide students with the analytical tools and knowledge necessary to comprehend the complex dynamics of energy politics and to facilitate an understanding of current developments in the field of energy. The course is designed to sharpen students’ abilities in the area of geopolitical analysis by evaluating various strategies for constructing pipelines, accessing markets and forming strategic alliances between producing and consuming nations.

**IRL5552 Central Asia-United States Relations**

This is a graduate-level survey course on the development of Central Asia - US relations from 1991 to the present. At the outset, we will examine the mutual “discovery” of the United States and Central Asia by their opposite number, as well as the framing of the relationship in the context of realist, idealist, and neo-Marxist paradigms. We will further consider the interests that determine foreign policies of Central Asian states and that of the United States in the region, perceptions and decision-making processes, and the broader geopolitical context of Central Asia - US relations (with the focus on Russia, China, Afghanistan, Iran, and EU). A broad variety of topics will be discussed: American contribution to Kazakhstan’s denuclearization, investments in the energy sector, development assistance, the post-9/11 security relationship, US military bases in Central Asia, US cultural influence on the region, and other issues. We will conclude by examining the likely trajectories for the development of these relationships in the coming decade.

**IRL5555 Asian Security: Theory and Practice**

The course aims to provide both an advanced theoretical knowledge of the current debates of security studies and to apply their paradigms to the study of Asian security at different levels of analysis: national, regional and global. An updated research of key issues in each region (Northeast Asia, Southeast Asia, South Asia and Central Asia) will be combined with an in-depth consideration of various aspects of security: military (including nuclear), political, economic, environmental, societal and human.

#### **IRL5558 Central Asia – Russia Relations**

This graduate course provides a comprehensive and comparative overview and analysis of the political, economic and historical background of Russian – Central Asian relations throughout the Tsarist and Soviet periods and their reflection in cultural, political, strategic, economic, ethno-religious relations between the former Soviet Central Asian states and the Russian Federation. In doing so, the course provides a thorough methodological and analytical foundation of the cultural and demographic peculiarities of post-Soviet Russia and Central Asia, their foreign and domestic politics, economy, security. The bulk of the coursework will be devoted to investigating and discussing specific aspects of the Russian – Central Asian relations, such as nation building, language policies, minorities, separatism, interethnic conflicts, global security, democratization, as well as the influence of other global actors like the US, China, the EU, and the Muslim world on the interaction between Russia and the Central Asian states.

#### **IRL5580 Master Seminar in Regional Studies**

The course is designed to enhance students' research and thesis writing skills and develop a comprehensive understanding of their research topics. While learning to critically assess the work in progress of their peers, students will develop an advanced knowledge of Regional Studies with a particular focus on Central Asia.

#### **IRL5590 Master Seminar in International Relations**

This advanced seminar course is designed to offer students an opportunity to deepen and apply their theoretical knowledge to a specific issue in international relations. Students will participate in ongoing projects headed by individual faculty members and are expected to provide a substantial contribution engaging in research development through data collection and critical analysis. Topics will vary every time the course is offered, and may include issues in bilateral relations, international security, international political economy and the international legal order.

### **GRADUATE SCHOOL OF LAW**

#### **LAW5201 Legal Method, Skills and Reasoning (3 Credits)**

*Prerequisites: None*

Certain skills are required for the successful study of law. This course teaches those skills: Methods of Study, Use of Language, Critical Thinking, Legal Text Interpretation, Legal Research and Writing, and Architecture of Argument. The course uses legislation, case reports, and research assignments to achieve its multiple objectives. Writing about the law and learning the art of advocacy are taught through solution of practical problems. This course must be taken during the first semester in which a student enrolls in the LLM program.

#### **LAW 5202 Methods of Legal Argument (3 Credits)**

*Prerequisites: None*

This course primarily is a course in Logic modified for legal study. It covers the following subjects of logic: (1) Basic Logical Concepts, (2) Analyzing Arguments, (3) Language and Definitions, (4) Fallacies, (5) Categorical Propositions, (6) Analogical Reasoning, and (7) Probability. The objective is to teach students how to identify arguments from other types of statements, such as explanations, to distinguish between correct and incorrect reasoning, and to deconstruct legal texts and judicial opinions. Practical and inductive reasoning are emphasized as these are the tools of the lawyer. The course also advances the proposition that law is not logic, but a system of authority. The façade of stylized reasoning is pierced. This course must be taken during the first semester in which a student enrolls in the LLM program.

#### **LAW5203 Public International Law (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

Public International Law is the system of law that governs the international community; thus the aim of the course is to provide a framework to understand the normative dimensions of international relations. The course introduces students to the fundamental principles and doctrines of public international law as a meaningful tool for providing order to world politics and for minimizing global conflict. The course reflects the breadth and diversity of international law by covering all main branches, including: sources; the subjects and international institutions; the law of treaties; peaceful settlement of international disputes; the use of force; territory; human rights; diplomatic and consular law and international economic law. A problem-oriented approach to various case studies is used in both lectures and discussions.

#### **LAW5204 International Commercial Law (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

The first portion of this course examines the sources of law comprising international law governing relations between private parties as opposed to sovereign states. Since the Convention on the International Sale of Goods is one of the most successful conventions unifying international commercial law, it is studied in depth, especially in terms of contractual obligations. Course coverage also includes commercial terms of the sales agreement (Incoterms 2010), shipping contracts, insurance, financing arrangements (e.g., Documentary Credits, Standby Guarantees), and customs documentation. The laws of transport operators, including multi-modal transport, are examined, as well as

any applicable treaties. Freight forwarders, mandatory carrier regimes, and the respective liabilities of the parties involved in international transport are identified. The second portion of this course examines expansion of business through: export/import, licensing and franchising, and specialized modes of foreign direct investment. Students who have previously taken LAW5222 International Business Law, LAW5901 International Business Transactions or MGMT5222 Business Law & Ethics may not enroll in this course.

### **LAW5205 Private International Law and Ethics (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

Private International Law is the set of legal rules to determine the jurisdiction, applicable law and the recognition and enforcement of judgments in cross-border business transactions. Preliminary matters such as renvoi, characterization, and historical principles guiding forum selection and applicable law are covered. There is no uniform "international convention" in this field excepting the Hague Conventions dealing with the Service Abroad of judicial and extra-judicial documents in civil matters and the Taking of Evidence Abroad in civil and commercial matters. Several "dead" Hague conventions may be examined to facilitate an understanding of the aims of unification of rules. Since there are similarities among the rules found in several jurisdictions, this course covers the subject matter from a comparative perspective. The Private International Law rules of the United States [decisional development], the European Union [Regulations], and the Republic of Kazakhstan serve as the foundation for study of private international law principles. The CIS Treaties governing enforcement of arbitral awards within the member States are identified and discussed. Pertinent provisions of the Customs Union Agreement are tracked during the course. The ethics component shall be based on major texts in the philosophy of ethics, as well as on the specific ethical obligations of an attorney toward client and as a judicial officer of the court system. The works of Aristotle, Bentham, Kant; Mill and Nietzsche shall constitute the core. In addition, the course will borrow materials from the standardised ethics test provided in US for all attorneys. The instructor reserves the right to amend the topics of study to suit the needs of students.

Students are assessed based on knowledge of the philosophy of ethics as well as the standardised US test adopted to verify that attorneys understand their ethical obligations toward clients, the courts, and their professional duties.

### **LAW5206 International Commercial Arbitration (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

International Commercial Arbitration [ICA] is a fundamental course in the law of international business. ICA provides an alternative to litigation within the courts of a Nation State. The basic concepts of ICA are studied as well as the numerous complex issues some of which remain unresolved today. A paradigmatic ICA usually involves private merchants/companies that submit their civil dispute to an institutional arbitration centre. Ad hoc arbitration is also covered. Equally important is an understanding of domestic arbitration in Kazakhstan, and CIS Treaties dealing with enforcement of arbitral awards.

### **LAW5209 Introduction to the Law of Kazakhstan (3 credits)**

*Prerequisite: None*

This survey course provides a framework to understand the normative dimensions of the legal system of Republic of Kazakhstan. It introduces students to basic legal concepts of law and state and subsequently exposes them to fundamental principles and doctrines of Kazakhstan's legal system. The course reflects the breadth and diversity of the legal system of Kazakhstan and covers the basics of its main branches, including: Constitutional Law, Administrative Law, Financial Law, Tax Law, Labor Law, Criminal Law, Civil Law, Family Law, etc. This is required for all LLM without an LLB from a Kazakhstan institution.

### **LAW5299 Selected Graduate Topics in Law (3 credits)**

*Prerequisites: None*

This course provides further study into various areas of law. Topics covered will vary from semester to semester depending on expertise and interests of instructors and students' particular needs and strengths. This course may be repeated for credit if the topics are different.

### **LAW5701 Company Law (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

This course examines business organizations, applicable legal rules, and best practices from a comparative perspective. The company law of the State of Delaware, United Kingdom, the European Union, and the Republic of Kazakhstan serve to explore common principles pervading the object of company law across multiple legal systems. All business forms – ranging from proprietorship to the Joint Stock Company - are delineated, purposes explained, and liability consequences discussed. Tax advantages and disadvantages of each business organization are identified, though not examined in depth. The course identifies the duties and liabilities of officers and directors under laws of the legal systems identified. It also investigates the various theories of company law: Coase's Theory of the Firm, Easterbrook's Economic Structure of Corporate Law, and Company Law as a Matrix of Financial Data. Discussions of publicly listed companies include disclosure, management requirements, trading restrictions, proxy contests, and insider trading.

### **LAW5702 Tax Law of the Republic of Kazakhstan (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

Tax law is one of the most important legal courses for any successful lawyer-since taxation is present in almost every aspect of professional and business life. This course introduces students to the fundamental principles of taxation both from the theoretical and practical perspective. Specifically, students will explore the key sources of tax law in Kazakhstan - Tax Treaties, Tax Code, Transfer Pricing Legislation, relevant administrative guidance and instructions, including the most important tax returns, but will also familiarize themselves with the important case law. The course

covers elements of taxes, basic rules of tax calculations for major taxes (corporate and personal income tax, value added tax, subsurface use taxation, excise and customs regime, special tax regimes) and the importance of tax considerations for business decisions and tax planning. It also focuses on the rights of taxpayer and tax authorities, rules related to tax (de-) registration, tax control procedures, tax dispute resolutions, administrative and procedural tax rules, appeal procedures at tax administration and court levels. Students should also explore and distinguish between tax evasion and tax avoidance, understand the key anti-avoidance provisions and also study the relationship of Ethics and Tax Planning

### **LAW5703 Business Litigation Practicum (3 Credits)**

*Prerequisites: LAW5201 and LAW5202*

This class gives students an opportunity to participate in real-life experience complex business litigation. In this simulation class, students will draft claims, answers, replies, motions, appeals, cassation appeals, and Supreme Court petitions under the Kazakh rules of procedure. The class is based on an actual rich and complex case study drawn from practice. The Practicum is intended to cover all four levels of the current Kazakh court system: the trial court, the appellate court, the cassation panel, and the Supreme Court. After drafting the relevant court documents, students will act as the attorneys and participate in scheduled trial and appellate hearings before lawyers and faculty members serving as judges. In this course students will not only develop their writing and oral advocacy skills, but will also learn the substantive law involved in the case and the rules of procedure in civil practice. The course may be conducted in the Russian and English languages or both. For example, trial court level proceedings (both the written documents and the actual hearings) may be conducted in Russian, while the appellate level litigation may be conducted in English.

### **LAW5704 International Energy and Natural Resources Law (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

Acknowledging the importance of energy on a global scale, and particularly to the economic development of Kazakhstan, this course introduces students to international legal principles (sovereignty, territoriality, principles of compensation, liability etc) and relevant treaties, especially the Energy Charter Treaty, that govern the interaction between states and other potential subjects of international law relevant to energy. The course explores the agreements/contracts/treaties and negotiations between states (public) and multinationals (private) in the exploration, supply of, and investment in energy resources. The course examines the role of major players in energy resources including international organizations in the energy sector, such as OPEC, the OECD, the IEA, the UN, the EU as well as NGOs. International energy investment disputes are most often resolved by arbitration as the preferred mode, with ICSID the forum of choice. International energy disputes can also be environmental and human rights disputes, litigated in international courts and national courts. While using oil, natural gas and nuclear power as examples for the course, we will look toward the future and evaluate the international legal and policy (regulatory) issues facing the development and expansion of renewable energy, such as biofuels.

### **LAW5705 Intellectual Property Law (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

The law of Intellectual Property is fast becoming a significant area of law due to the increasing value of company intangible assets and the World Wide Internet. It also raises the question of balance of property within the public domain and property that may be privatized with economic rights exercised by the holder. The subjects covered are: Introduction to IP, Copyright, Patents, Trademarks, Trade Secrets, Geographical Indications, Industrial Design, Patents, WIPO and other international treaties. The trend toward harmonization, protection of IP rights, and open source are consistent themes throughout the course.

### **LAW5706 International Banking Law (3 Credits)**

*Prerequisites: LAW5201 and LAW5202*

The International Banking Law course commences with a study of money and central banking policy. The relationship between currency and trade is identified. A country's Balance of Payments is key to understanding this function of international banking. This aspect of international banking law is properly called the "international public law of banking". The course then proceeds to identify the business activities of banks, the creation and function of bank holding companies, cross-border banking structures, and the definition and function of "international banking activity". This is properly called the international private law of banking. Payment systems, bank formation, branching, and restrictions on banking activities are discussed from a comparative view. The course then pursues financial institution regulation, risk valuation and control, insolvency, and restructuring of banks.

### **LAW5707 International Commercial Arbitration Practicum (3 Credits)**

*Prerequisites or Corequisites: LAW5201 and LAW5202*

This Practicum is designed to teach students the fundamental and advanced principles of International Commercial Arbitration in the context of an international sales transaction through the use of a case study. The case study is based upon an Arbitration problem released by the Willem C. Vis International Commercial Arbitration Moot. The first phase of the Practicum is a study of the fundamental principles of International Commercial Arbitration, the UNCITRAL Model Law [amended as of 2006], the New York Convention of 1958, and the Convention on the International Sales of Goods, in preparation for the release and examination of the Vis Moot problem (usually early October). The Problem is read, analyzed, and parsed for identifying key facts and legal issues. Additional treaties may be examined depending upon the issues raised in the case study. The class is divided into teams of four students representing the Claimants and the Respondents. Each team is responsible for submission of two written pleading on behalf of the respective parties. Subsequent to submission of the pleadings, the teams then prepare for oral argument that takes place in a simulated International Commercial Arbitration; practice sessions are held. The four best-performing students are selected to represent KIMEP at the 19th Annual Willem C. Vis International Commercial

Arbitration Moot held in Vienna, Austria during the Spring Semester as a co-curricular (non-credit) activity. Students representing the KIMEP team are responsible for submission of written pleadings and for argumentation at the competition.

### **LAW5708 Administrative Law of the Republic of Kazakhstan (3 Credits)**

*Prerequisites: None*

This course introduces students to the legal issues and activities of public administrative bodies with special focus upon the constitutional basis of these entities and their operations. Students are introduced to the place of organs of state administration in the general system of state bodies, and the forms and methods of activity of executive bodies. The course also covers the constitutional basis and administrative organization of state service; administrative liability and administrative process issues; control over the activities of executive bodies; and the constitutional and administrative law protection of rights and interests of individuals and legal entities in relations with the state administration organ.

### **LAW5709 Animal Law (3 credits)**

*Prerequisites: None*

Animal law is the branch of law that deals with animals. It addresses topics such as: breeding, sanitary and veterinary norms, population control, registration, trade, husbandry standards and practices, animals for human entertainment, use of animals in scientific laboratories, etc. Historically, this branch of law has been developed with an exclusive concern for human health and economic or scientific interests. More recently, however, there has emerged another perspective that is centered on the protection of animals for their own sake. An example of legislation inspired by this perspective is the one aimed at the prevention of cruelty against animals.

Animal law as a discipline, then, is marked by the fundamental tension between the traditional understanding of animals as mere instruments for human welfare, and an emerging, if controversial, acknowledgment of a value in the welfare of animals themselves. Due to the many unsettled questions regarding the moral and legal status of animals, this branch of law appears as one of the most lively and innovative from the legal as well as from the philosophical point of view. Its systematic development incorporates the contributions not only of legal science proper but also of natural sciences and of philosophy.

In this course, students will get acquainted with the animal legislation of Kazakhstan and other countries, as well as with the international conventions and the main European and American cases. The ethical, cultural, religious and political background of these norms will be explained and analyzed. Students will face some practical cases, the resolution of which requires both knowledge of the legislation and the ability to identify and address the relevant ethical issues.

### **LAW5801 Corporate Finance Law (3 Credits)**

*Prerequisite: LAW5201, LAW5202 and LAW 5701*

This course is a business financial management and law course, combining theory and applications. The course describes the major sources of finance for the company: debt and equity, and describes the legal implications of each for both the issuer and the owner. The course then focuses on capital budgeting methods including financial planning and forecasting, net present value, internal rate of return, capital budgeting under uncertainty, risk and return analysis, capital structure policy, dividend policy, working capital policy, corporate restructuring and interactions of investment and financing decisions. The use of a financial calculator is required for the solving of modern day financial business problems.

### **LAW5802 International Taxation Law (3 Credits)**

*Prerequisites: LAW5201, LAW5202, and LAW5702*

This course is an advanced tax law course focusing on the issues of international taxation, including the sources of international tax law and their interpretation and application. The students will study in depth both perspectives of international taxation – country of source and country of residence tax issues. The structure of tax treaties will be studied in detail and students will learn to apply the key principles of international tax planning in practical scenarios. The domestic and tax treaty based anti-avoidance rules (including transfer pricing, thin-capitalization, controlled foreign corporation rules as well as other applicable principles beneficial ownership and limitation of benefits clauses) and their application will also be explored as well as other challenges related to tax planning and avoidance.

### **LAW5803 International Investment Disputes (3 Credits)**

*Prerequisites: LAW5201 and LAW5202*

International investment arbitrations involve dispute between a private investor and a sovereign State acting in a commercial capacity. This type of arbitration has become increasingly important due to the growth of foreign direct investment. It is particularly important in Kazakhstan that relies heavily upon foreign participation in the development of its energy sector. Bilateral investment treaties are triggered and their terms may or may not provide clarity on arbitration issues. The Washington Convention [ICSID] was created to settle disputes between private investors and States. Under the Convention, States waive their sovereignty and agree to comply with an ICSID award. The jurisprudence of the Washington Convention is a rich resource for legal analysis in this area. In addition, in spite of the waiver of sovereign immunity, difficult questions of enforcement of an award against a State remain a centerpiece of litigation. Class presentation and paper written on this topic.

### **LAW5804 Mergers and Acquisitions (3 Credits)**

*Prerequisites: LAW5201, LAW 5202 and LAW5701*

This course covers the following topics as they relate to mergers and acquisitions: company law, exchange controls and foreign investment restrictions, anti-trust law and restrictions on monopolistic practices, and tax law. Both

domestic and international M&A transactions are discussed, as well as mergers, divisions, transfers, acquisitions, and public takeovers. The practical dimension of the course requires students to develop and understand the legal documents necessary to effect an M&A. The Republic of Kazakhstan features as the situs of the content of the course, but references to the law of other jurisdictions is made as needed.

**LAW5923 Internship or Internship Substitute (3 Credits)**

*Prerequisites: (1) 18 credit hours of studies, (2) including successful completion of (i) Legal Method, Skills and Reasoning (LAW5201) and (ii) Methods of Legal Argument (LAW5202) courses, and (3) good academic standing. If you are without an LLB, LAW5209 Introduction to the Law of Kazakhstan must also be successfully completed. (3Credits)*

An internship provides students with the opportunity to learn about the practice of law through the supervised performance of legal work in: judicial chambers; prosecutor's office and other government agencies; law firms; in-house legal departments; or other placements approved by the faculty supervisor. In addition to enhancing practical skills and to exposing students to the world outside academia, internships offer the opportunity to increase the knowledge of substantive law, often in a specialized area. The Internship program requires students to work at least 150 qualifying hours, of which at least 100 hours must be spent in the field and 50 hours, preparing internship documents. Interns must file an internship report with the Faculty Supervisor conforming to the requirements of the School of Law for the LL.M program. The Internship Guidelines and Forms contain all details regarding the operation of the Internship program. Students who have worked for a minimum period of one year in a law firm or related field may apply to waive the Internship requirement. The waiver requirements are set forth in the Internship Guidelines. Students who qualify for a waiver are required to take a 3 credit elective course instead of the Internship.

**LAW5990 Thesis Seminar (3 Credits)**

*Prerequisites: Successful completion of at least 15 credits of work within the LL.M. program*

The Thesis Seminar is designed to provide a step-by-step approach to writing an LL.M. thesis. The course starts with assisting students develop an appropriate theme or problem statement upon which to write a thesis, and to form a Supervisory Panel. The Supervisory Panel implements a quality assurance function during the implementation of the course. The course subsequently covers every stage of the thesis writing process from draft proposal and formal proposal through submission of the final written thesis. The objective of the course is to assist students to produce an acceptable thesis to submit to the Supervisory Panel and proceed to the oral defense. The LL.M. Thesis Guidelines and Forms contain a full description of the course and the procedures to follow.

