

**MINISTRY OF LABOR AND SOCIAL PROTECTION OF THE REPUBLIC
OF KAZAKHSTAN**

**“DEVELOPMENT OF LABOR SKILLS AND STIMULATION OF
WORKPLACES” PROJECT**

EDUCATION PROGRAM

1401000 – Construction and operation of buildings and structures
(code and name of specialty)

Proficiency Level: mid-level specialist

Duration of study: 3 years 10 months

Astana, 2018

The educational program was considered and recommended by the Republican educational and methodical council of MES of RoK.

Protocol No_3_ dated 08 “18”, 2018 z.

The authors and developers:

Darkenbayev Tanirbergen – Head of regulatory and technical support of the Directorate for the construction of LRT;

Kayupov Tabyldy - Chief engineer on safety and labour protection of “Gosgradcadastr” RSE, leading researcher of the Eurasian Institute of technology ENU by Gumilev L.;

Musina Sabina - Researcher of the Eurasian technological Institute of ENU by Gumilev L.;

Bizhigitov Mukhtar – Head of Department for vocational and technical training of Taldykorgan Polytechnic College.

Experts:

Asmiev Bauyrzhan – General Manager of “Kazakhstan center for modernization and development of housing” JSC

CONTENT

	Introduction	5
1	Abbreviations and designations.....	6
2	Passport of educational program.....	7
3	Competence profile.....	8
4	A list of modules and learning outcomes.....	10
4.1	Specification of the basic module 1 “Application of professional vocabulary in the field of professional activity”	24
4.2.	Specification of the basic module 2 “Development and improvement of physical qualities”	26
4.3	Specification of the basic module 3 “Application of basic knowledge of economics in professional activities”	28
4.4	Specification of the basic module 4 “Understanding the history, role and place of Kazakhstan in the world community”	30
4.5	Specification of the basic module 5 “Application of the basics of philosophical knowledge, social sciences for socialization and adaptation in society and the workforce”	32
4.6	Specification of the basic module 6 “Occupational safety and safety procedures”	34
4.7	Specification of the basic module 7 “Application of the laws of physics and the use of information technology in professional activities”	36
4.8	Specification of the professional module 1 “Organization of the system of document circulation, registration and accounting of documents”	38
4.9	Specification of PM module 2 “Planning of works on management of object of the condominium”	40
4.10	Specification of PM module 3 “Carrying out of works on inspection of a technical condition of objects of condominium”	42

4.11	Specification of the professional module 4 “Organization of work of the management body for servicing and maintenance of the condominium”	44
4.12	Specification of the professional module 5 “Management of financial resources of the management body of the condominium object”	46
4.13	Specification of the professional module 6 “Organizational activities”	48
4.14	Specification of professional module 7 “Carrying out design and research works”	50
5.	Plan of the educational process	52

INTRODUCTION

This educational program in the specialty 1401000 – “Construction and operation of buildings and structures” is developed in accordance with the state obligatory standard of technical and vocational education approved by the Decree No 1080 of Government of the Republic of Kazakhstan dated August 23, 2012, the National qualifications framework approved by the Protocol dated March 16, 2016 the Republican tripartite commission on social partnership and regulation of social and labor relations.

The program is designed to implement the principles of democratic management of education, expanding the boundaries of academic freedom and authority of educational institutions, which will ensure the adaptation of the system of technical and vocational education to the changing needs of society, the economy of the labor market. The flexibility of the program will take into account the abilities and needs of the individual, industry and society.

The educational program provides the use of modular competence-based approach based on the development of competence assessment of educational institutions in the form of basic educational results, the use of modular training.

In accordance with this educational program the educational process in the organizations of technical and vocational education is based on both the modular system and the credit system of training.

The program provides a differentiated, individual approach to students, the development of students' abilities for self-education, greater freedom in the choice of teachers of teaching methods, forms of organization and content of the educational process, getting students in one educational objects of different levels - from the Fundamentals of the profession to the level of highly skilled workers, mid-level specialist, applied bachelor.

Practice has shown that future mid-level specialists must pass all levels of TVE training, namely - advanced and the level of qualification of the mid-level specialist, i.e. only after the actual mastery of two or three competencies of the worker can become a highly competent technician.

On the basis of this EP the organization of education develops working curricula and programs with use of the corresponding methodical recommendations for the working educational planning documentation.

When developing experimental modular training program legislative and regulatory acts of the Republic of Kazakhstan, domestic and foreign scientific and methodological work in this area, materials on the state of the economy, the labor market and vocational education of Kazakhstan were used.

1. LIST OF SYMBOLS AND ABBREVIATIONS

BC	Baseline competence
BM	Basic module
SCES	State Compulsory Educational Standard
DP	Diploma project
FA	Final assessment
C	Consultation
NQF	The national qualifications framework
CCEA	General classification of economic activities
EP	Educational program
GS	General subjects
SFQ	Sectoral Qualifications Framework
IC	Interim certification
PS	Professional standard
PC	Professional competence
PM	Professional module
LO	Learning outcome
RK	Republic of Kazakhstan
TVET	Technical and vocational education and training
TVET &PSE	Technical and vocational education and post-secondary education
CR	Condominium object
ED	Estimate documentation
DED	Design and estimate documentation
GB CO	The governing body of condominium object
HCS	Housing and communal services
EE	Engineering equipment

PASSPORT OF WORKING EDUCATIONAL PROGRAM

Title and qualification code: 1401303 – The Manager of object of the condominium

Purpose of the educational program: training of qualified specialists in the organization of the management body of the condominium object and carrying out consulting and preventive work with employees of the management body, owners and tenants of premises (apartments) in accordance with the legislation of the Republic of Kazakhstan.

Level of education: Manager of condominium objects

Proficiency Level: Manager of condominium objects

Levels of qualification on the NQF/SFQ: 4

Field of professional activity*: Housing and communal services

Type (s) of employment:

1. Planning of activities of the condominium facility management body
2. Organization and management of the management body for servicing and maintenance of the condominium object
3. Consulting and preventive work with owners and tenants of apartments (premises).

Object (s) of professional activity: HC, KAO, management companies.

Features of the program**:** the possibility of using a dual form of vocational training, credit system of training.

Form of study: full-time

Duration of training: 3 years 10 months.

Language of training: Russian

The volume of credits/hours: 6588 h.

Requirements for students***:** persons with basic secondary education

COMPETENCE PROFILE

<p>Learning objective: organization of activities of the management body of the condominium object and consulting and preventive work with owners and tenants of premises (apartments) in accordance with the legislation of the Republic of Kazakhstan</p>	<p>After completion of the training program the student will be able to organize the activities of the management body of the condominium object and carry out consulting and preventive work with owners and tenants of premises (apartments) in accordance with the legislation of the Republic of Kazakhstan</p>	
<p>Section, partition, group, class and subclass names according to CCEA* (by PS)</p>	<p>CCEA code:41201 Section: [F] Construction Partition: [41] Construction of buildings Group: [412] Construction of residential and non-residential buildings Class: [4120] Construction of residential and non-residential buildings CCEA code:41202 Section: [F] CONSTRUCTION Partition: [41] Construction of buildings Group: [412] Construction of residential and non-residential buildings Class: [4120] Construction of residential and non-residential buildings</p>	
<p>Areas of competence (<i>on the main labor functions of the professional standard or the analysis of the profession</i>)**</p>	<ol style="list-style-type: none"> 1. Planning of activities of the condominium facility management body 2. Organization and management of the management body for servicing and maintenance of the condominium object 3. Consulting and preventive work with owners and tenants of apartments (premises) 	
<p>General (basic) competences</p>		
<p>Code of competence</p>	<p>Competences (in accordance with labor functions and skill levels)</p>	<p>Modules</p>
<p>Basic competencies</p>		
<p>BC 1</p>	<p>Apply professional vocabulary, make business papers in the field of professional activity</p>	<p>BM 1. The use of professional vocabulary, preparation of business papers in the field of professional activity</p>

BC 2	Develop and improve the physical quality	BM 2. Development and improvement of physical qualities
BC 3	Apply basic knowledge of the economy in professional activities	BM 3. Application of basic knowledge of the economy in professional activities
BC 4	Understand the history, role and place of Kazakhstan in the world community	BM 4. Understanding the history, role and place of Kazakhstan in the world community
BC 5	Apply the fundamentals of philosophical knowledge, social sciences for socialization and adaptation in society and the workforce	BM 5. Application of the Fundamentals of philosophical knowledge, social sciences for socialization and adaptation in society and the workforce
BC 6	Follow the rules of labor protection and safety	BM 6. Occupational safety and health
BC 7	Use the laws of physics and apply information technology in professional activities	BM 7. Application of the laws of physics and the use of information technology in professional activities
Professional competence		
PC 1	Organize a system of document management, registration and accounting of documents	PM 1 Organization of document management system, registration and accounting of documents
PC2	Plan the work of the management body of the condominium object	PM 2 Planning the work of the management body of the condominium object
PC 3	Carry out work on the inspection of the technical condition of the condominium	PM 3 Carrying out work on the inspection of the technical condition of the condominium
PC 4	Organize the work of the management body for servicing and maintenance of the condominium	PM 4 Organization of the work of the management body for servicing and maintenance of the condominium
PC 5	Manage the financial resources of the management body of the condominium object	PM 5 Management of the financial resources of the management body of the condominium object
PC 6	Conduct organizational activities	PM 6 Conducting of organizational activities

PC 7	Carry out design and research work	PM 7. Carrying out of design and research work
------	------------------------------------	--

4. LIST OF MODULES AND LEARNING OUTCOMES

The name of the module	Learning outcomes (according to professional objectives)	Criteria of assessments of learning outcome	Disciplines that form the module
Basic modules			
BM 1. Application of professional vocabulary in the field of professional activity	LO 1. To know grammar and terminology of Kazakh (Russian) and foreign language for communication in the sphere of professional detail	1. Master of lexical and grammatical material in the specialty necessary for professional communication	Professional Kazakh (Russian) language Professional foreign language Modern Russian/Kazakh language
		2. The use of terminology in the specialty	
		3. The use of technology of the right speech when communicating	
	LO 2. To master the technique of translation (with a dictionary) of professionally-oriented texts	1. The use of dictionaries to translate professionally oriented texts	
		2. Knowledge of translation techniques for professionally-oriented texts	
		3. Reading and translation (with dictionary) of professional texts	
	LO 3. To work with organizational, administrative and information documents using computer technology.	1. Drawing up in Kazakh (Russian) and foreign languages a resume, autobiography, description, statement, complaint, power of attorney, receipt	
		2. Compliance with textual requirements	

		3. Creation of documents on the computer that meet modern requirements and established regulations	
BM 2. Development and improvement of physical qualities	LO 1. To strengthen health and abide by the principles of a healthy lifestyle.	1. Understanding and adhering to the fundamentals and culture of a healthy lifestyle	Physical training
		2. Characteristics of the physiological basis of the respiratory, circulatory and energy supply systems under muscle loads	
		3. Performing a set of exercises for general physical training	
	LO 2. To improve physical qualities and psycho-physiological abilities	1. Characteristics of the basics of physical activity and methods of its regulation	
		2. Selection and application of methods and means of physical culture to improve the basic physical qualities	
		3. Implementation of control standards and tests provided by the program	
	LO 3. To provide first aid for injuries and accidents	1. Understanding the causes of injury during exercise	
		2. Using injury prevention methods	
		3. Providing medical care for injuries	
BM 3. Application of	LO 1. To determine the	1. Understanding of the laws and principles of a	Basics of Economy

basic knowledge of the economy in professional activities	forms and types of property, types of plans, basic economic indicators of an enterprise	market economy, tax policy, sources of inflation, the main stages and content of planning	
		2. Performance of the necessary economic calculations using mathematical methods to determine the main economic indicators of the enterprise	
		3. Identification of the main economic indicators of the enterprise	
	LO 2. To understand the development trends of the world economy, the main objectives of the state's transition to a green economy	1. Characteristics of the trends of the world economy	
		2. Understanding the main objectives of the state transition to a "green" economy	
		3. Applying the basic methods of calculating gross domestic product and gross national product for the state's transition to a green economy	
	LO 3. To define the possibility of success and the risk of entrepreneurship	1. Characteristics of goals, factors, conditions, organizational and legal forms of entrepreneurial activity	
		2. Understanding the factors that determine entrepreneurial success	
		3. Drawing up a business plan	
	BM 4. Understanding the history, role	LO 1. To understand the	

and place of Kazakhstan in the world community	main historical events	essence of historical events from antiquity to the present		
		2. Understanding the nature and purpose of political and social changes taking place in the Republic of Kazakhstan after independence		
		3. Characteristics of the achievements of independent Kazakhstan		
	LO 2. To determine causal relationships of historical events.	1. Determination of the main facts, processes and phenomena that reflect and characterize the integrity and consistency of the history of Kazakhstan		
		2. Establishing links between historical events		
		3. Ability to work with historical sources		
	LO 3. To be aware of the development of national identity	1. The role and place of the Kazakh people in the common Turkic community, in the system of nomadic civilization, in the development of the historical and cultural community of the peoples of the Eurasian world		
		2. Demonstration of spatial thinking, the ability to analyze historical material		
		3. Characteristics of Kazakhstan in the system of foreign		

		political relations of the modern world	
<p>BM 5. Application of the foundations of philosophical knowledge, social sciences for socialization and adaptation in society and the workforce.</p>	<p>PO 1. To know basic concepts and information of philosophy, political science, cultural studies and sociology</p>	<p>1. Understanding the essence and essence of the concepts, categories and information of philosophy, political science, cultural studies and sociology</p>	<p>Basic Philosophy Cultural Studies Law basics Fundamentals of sociology and political science</p>
		<p>2. Identification of problems and interrelations of the main categories and concepts of philosophy, political science, cultural studies and sociology</p>	
		<p>3. Analysis of various points of view</p>	
	<p>LO 2. To understand international political processes, the geopolitical situation and moral values, and the norms that form tolerance and an active personal stance.</p>	<p>1. Characteristics of the structure of the political system, history and the current state of world and traditional religions</p>	
		<p>2. Identification differences in extremist, radical and terrorist ideologies</p>	
		<p>3. Tolerant perception of social, ethnic, religious and cultural differences</p>	
	<p>LO 3. To know basic concepts and information about the main branches of law</p>	<p>1. Knowledge of the basic provisions of criminal, civil and family law and information about taxes</p>	
		<p>2. Understanding of responsibility for administrative and corruption offenses and respect for the principles of law and order</p>	

		3. Protection of rights in accordance with the labor law	
BM 6. Occupational safety and practice	LO 1. To follow safety rules and labor protection	1 Normative technical acts on labor protection	Occupational safety and practice
		2. Understanding the organization of labor protection in the enterprise	
		3. Abidance of primary safety instructions	
	LO 2. To ensure compliance with process safety	1. The management of sanitary and hygienic and sanitary-technical norms of the Republic of Kazakhstan in the organization of work	
		2. Comply with the rules for the use of technological equipment, devices and tools, methods and techniques for safe work	
		3. The application of the rules of first aid in case of accidents and other damages	
	LO 3. To develop safety and labor protection measures	1. General sanitary and hygienic requirements for production premises and workplaces	
		2. Organization of service monitoring and supervision of labor protection in the organization.	
		3. Analysis of the organization's activities in order to identify risks in the field of occupational safety and health and personnel	

BM 7. Using the laws of physics and the use of information technology in professional activities	LO 1. Apply the basic laws of physics	1. Characteristics of physical phenomena and processes, principles of operation of devices and mechanisms using the conceptual apparatus of the school physics course (values, laws, models, concepts)	Physics, Maths, Information and communication technology
		2. Understanding the essence of methods of working with information of physical content	
		3. Understanding the basic laws of building physics	
	LO 2. Solve problems in the field of professional activity	1. Characteristic of mathematical material	
		2. Generalization of Mathematical Material	
		3. Understanding of Mathematical Thinking	
	LO 3. Apply information technology in professional activities	1. Understanding methods of automated information processing, network technologies for processing and transmitting information	
		2. Understanding interpolation: the process of collecting, transmitting, processing and replenishing information; programming language; programming technology; computer graphics	
		3. Formation of resource information	

		base for solving professional tasks			
Professional modules					
PM Organization of document management system, registration and of accounting documents	1. of	LO 1. Organize reception, storage and maintenance of technical, accounting, financial, tax and statistical reporting documentation, title and identification documents for the land	1. Presence and completeness of all documentation	Fundamentals of office management, Fundamentals of archival business, Industrial training and / or professional practice.	
			2. Organization of document management system		
			3. Correctness of storage of technical, accounting, financial, tax and statistical reporting documentation, title and identification documents for the land plot		
			4. Submission of documentation for the state registration of the condominium object		
	and of	LO 2. To prepare the documents of the condominium object for the state registration	1. Availability of a full set of documentation of the condominium object according to the list		
			2. Validation of the document contents		
		LO 3. To collect and update the data of the condominium object in the Unified information system of housing stock and housing and	1. Condominium object data collection		
			2. Filling the database of Unified information system of housing stock and housing and communal services (UIS HS and housing and communal services)		

	communal services (UIS of HS and housing and communal services)	3. Updating the database of Unified information system of housing stock and housing and communal services	
PM 2 Planning the work of the management body of the condominium object	LO 1. To plan financial and technical resources	1. Analysis of the results of maintenance and repair of the condominium	Fundamentals of law, Building materials and products Construction of buildings and structures, Industrial training and / or professional practice
		2. Conclusion of contracts with executors	
		3. Creation of necessary conditions for performers	
	LO 2. To plan the maintenance and servicing of the condominium	1. Development of technical specifications and quotations	
		2. Selection of performers for the repair and provision of services of the condominium	
		3. Verification of the technical capabilities of the performers	
	LO 3. To develop an annual plan and make calculations of the annual budget	1. Development of the annual plan	
	2. Preparation of annual budget calculations		
	3. Approval of the annual plan and budget at the General meeting of the condominium facility		
PM 3 Carrying out works	LO 1. Arrange inspection of technical	1. The visual inspection	The design of the building and structures, the
		2. Drawing up a list of repairs on the degree of	

inspection of technical condition of condominium object	condition of structures and engineering equipment of the condominium object	accident and significance structures and engineering equipment of the object	technology of construction production. Occupational health and safety. Industrial training and / or professional practice
		3. Preliminary determination of the technical condition of the structure and equipment	
	LO 2. Organize and carry out works on technical inspection of the condominium object	1. Selection of organization for technical inspection of buildings and structures	
		2. Conclusion of contracts with executors	
		3. Instrumental examination of the technical condition of the structure and equipment	
		4. Acceptance of the act of examination	
	LO 3. To define scope and types of repair work and to develop Punch list.	1. Determination of the volume of repair work to be performed in the first place	
		2. The definition of the types and sequence of repairs	
		3. Preparation of punch list	
	LO 4. To organize work on performance of calculation of cost of repair work	1. Preparation of initial data for calculation of cost of works	
		2. The execution of the bill of quantities by the contractor	

		3.Approval of estimate documentation for repair work with the management body of the condominium object			
PM 4 Organization of works of the management body for maintenance and maintenance of the condominium object	LO 1. To organize the selection of subjects of service activities and contractors	1.Study of the market for maintenance and servicing of the condominium	Fundamentals of legal work, quality control of construction works, Occupational health and safety. Industrial training and / or professional practice		
		2. Identification of service entities and contractors			
		3. Formation of an electronic database of service entities and contractors			
	LO 2. To enter into contracts for maintenance and repair of the condominium	1.Determining the scope of work			
		2. The calculation of the cost of services			
		3.Conclusion of contracts with executors			
	LO 3. To conduct legal and financial work with the subjects of service activities for the services rendered and with contractors	1.Verification of legal and registration documents of executors			
		2. Check the financial condition of the performers			
		3. Monitoring of mutual settlements with executors			
	PM 5 Management of financial resources of the management body of the condominium object	LO 1. To determine the amount of income		1. Determination of the amount of rental income	Fundamentals of accounting and auditing, fundamentals of Economics, Production training and / or training practice
				2. Determination of the amount of income from payments of owners of premises (apartments)	
				3. Determination of financial resources for subsidizing modernization	

		the object of the condominium	
	LO 2. To allocate funds for the needs of the condominium object	1. Planning of expenses on the maintenance of object of the condominium	
		2. Planning of expenses for repair and modernization of the condominium object	
		3. Planning of expenses for modernization of condominium object	
		4. Distribution of costs for maintenance and upgrades, repair of object of the condominium	
	LO 3. To prepare quarterly reports	1. Acceptance of acts of work performed	
		2. Implementation of the audit of financial reports and payments	
		3. Preparation of the quarterly report	
	LO 4. To monitor the debt on payments for utilities and for the maintenance of common property	1. Definition of debtors and amount of debt	
		2. Taking measures to recover debts from debtors	
		3. Control over the accounting of debt on payment	
PM 6 Carrying out organizational activities	LO 1. To organize work on the preparation of organizational activities	1. Identification of problematic issues 2. Preparation of information materials 3. Announcement and gathering of participants of the meeting	Fundamentals of legal work, Ethics of business relations, educational practice

	LO 2. To conduct organizational activities	1. Determination of the place and time of organizational activities , 2. Registration of participants of organizational events , 3. Carrying out organizational activities	
PM 7 Carrying out design and research works	LO 1. To study and generalization of construction production technologies, normative legal acts, methodical materials	1. Analysis of construction production technologies, regulatory legal acts, existing methodological materials 2. Identification of innovative technologies of construction production for the organization of design and research work 3. Analysis of the results of basic and exploratory research and preparation of an analytical review	Construction of buildings and structures; Technology and organization of construction production
	LO 2. To study the methods of research and project activities	1. Study of methods of research and project activities, principles of selection of methods 2. Selection and justification of the accepted direction of research and methods of solving problems 3. Formation of perspective skills, abilities and acquisition of the simplest knowledge necessary for performance of scientific work	
	LO 3. To take part in the	1. Definition of methods and topics of	

preparation of the plan of research and project activities	research and project activities 2. Application of innovative construction technologies 3. Participation in the preparation of the plan of research and project activities
--	---

4.1 Specification of basic module 1

“Application of professional vocabulary in the field of professional activity”

Field of competence	-
Title of the module	Application of professional vocabulary in the field of professional activity
Purpose of the module	By the end of this module, the student will be able to apply professional vocabulary, make business papers in the state language
Proficiency Level	5
Learning outcomes of the module	LO 1. To know grammar and terminology of Kazakh (Russian) and foreign language for communication in the sphere of professional detail LO 2. To master the technique of translation (with a dictionary) of professionally-oriented texts LO 3. To work with organizational, administrative and informational documents with the use of computer technology.
A summary of the content (sections, topics)	1. Knowing of lexical material in the specialty; 2. Possession of grammatical material in the specialty; 3. The use of terminology in the specialty; 4. Reading professional texts; 5. Translation (with a dictionary) of professional texts; 6. Development of a special vocabulary of foreign language vocabulary of professional orientation 7. Drawing up in Kazakh (Russian) and foreign languages a summary, autobiography, description, statement, complaint, power of attorney, receipt; 8. Compliance with the requirements for the text of the document; 9. Creation of documents on the computer that meet modern requirements and established regulations.
Prerequisites	Knowledge of the school course of Kazakh, Russian, foreign language; Introduction to the specialty.
Disciplines that form the module	- Professional Kazakh (Russian) language Professional foreign language - Modern Russian / Kazakh language - Office work in the state language

Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	6 credits /180 hours
Duration of the module	3 semesters
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, Colloquium, case-task, set-off
Form of control	Pass fail exam, exam
Necessary resources	<p>Personal computer, educational and methodical literature in the disciplines: professional Kazakh (Russian) language, professional foreign language, modern Russian / Kazakh language, paperwork in the state language.</p> <p>B. Murzalina, S. Nurkeeva, G. Nurgazina, M. Sagyndykova, S. Baitasova. Textbook for intensive teaching of the Kazakh language, 2009; V. A. Radovel English for technical universities. Tutorial, 2016</p> <p>Zhakhin B., mрманова A.Қ., Kayurbekova I.S. Мемлекетік тілде іс қағаздарын жүргізу курсы. - Көкшетау, 2003. – 120 б.</p> <p>А.Баймуханова. Мемлекеттік тілде іс қағаздарын жүргізу. Алматы, 2010</p> <p>Н. Егіншебаева. Мемлекеттік тілде іс қағаздарын жүргізу. Алматы, 2012</p> <p>Б.Айтбаева, Г.Абдрахманова. Қазақ тілі (B2 деңгейі).Қарағанды, 2012</p>
Language of instruction	Russian, Kazakh
Postrequisites	PM1-PM7

4.2 Specification of the basic module 2
“Development and improvement of physical qualities”

Field of competence	-
Title of the module	Development and improvement of physical qualities
Purpose of the module	By the end of this module the student will be able to develop and improve the physical quality
Proficiency Level	4
Learning outcomes of the module	LO 1. To improve health and to respect the principles of a healthy lifestyle LO 2. To improve the physical quality and physiological abilities LO 3. To provide first aid in case of injuries and accidents
A summary of the content (sections, topics)	1. Understanding and following the basics and culture of a healthy lifestyle 2. Characterization of the physiological bases of functioning of the respiratory, circulatory and energy for muscular exertion 3. Performing a set of exercises for General physical training 4. Characteristics of the basics of physical activity and ways of its regulation 5. Selection and application of methods and means of physical culture to improve the basic physical qualities 6. Implementation of control standards and tests provided by the program 7. Understanding the causes of injury during exercise 8. Use of methods of injury prevention 9. Provision of pre-hospital medical care in case of injuries
Prerequisites	Valeology Psychology Biology
Disciplines that form the module	Physical training
Type of module (compulsory, at the option)	Compulsory

Labor intensity (RK credits/ academic hours)	6 credits/ 180 hours
Duration of the module	3 semesters
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Verbal (conversation, lecture); visual competitive; practical exercises.
Form of control	Pass fail exam, exam
Necessary resources	Gym equipped with equipment: Volleyball net; Basketball backboard; Multifunctional simulator; Simulator hyperextension; Bench for bench press; Simulator scott bench; Simulator t-neck; Table tennis; Gymnastic bench; Gymnastics mat; Gymnastic goat; Gymnastic bridge universal; The volleyball ball is massive; Basketball ball; Multimedia equipment, Internet resources and posters on occupational safety and health, fire safety and environmental protection, educational and methodical literature. Yu.I. Evseev. Physical education for university students. - Rostov-on-Don. -2003.
Language of instruction	Russian, Kazakh
Postrequisites	PM 1-PM 7

4.3 Specification of basic module 3

“Application of basic knowledge of the economy and knowledge of labor laws and regulations to protect rights in professional activities”

Field of competence	-
Title of the module	Application of basic knowledge of economics in professional activities
Purpose of the module	By the end of this module, the student will be able to apply the basic knowledge of the economy in their professional activities.
Proficiency Level	4
Learning outcomes of the module	LO 1. To determine the forms and types of ownership, types of plans, the main economic indicators of the enterprise LO 2. To grasp the development trend of the world economy, the main objectives of the transition to “green” economy LO 3. To determine the possibility of success and risk of business
A summary of the content (sections, topics)	1. Understanding the laws and principles of the market economy, tax policy, sources of inflation, the main stages and content of planning 2. Perform the necessary economic calculations using mathematical methods to determine the main economic indicators of the enterprise 3. Determination of the main economic indicators of the enterprise 4. Characteristics of trends in the world economy 5. Understanding the main tasks of the state transition to a "green" economy 6. Application of the main methods of calculation of gross domestic product and gross national product for the transition of the state to a "green" economy 7. Description of goals, factors, conditions, organizational and legal forms of entrepreneurial activity 8. Understanding the factors that determine business success 9. Drawing up a business plan
Prerequisites	Basics of state and law
Disciplines that form the module	- Fundamentals of economics

Type of module (compulsory, at the option)	Compulsory
Labor intensity credits/ academic hours)	3 credits/ 90 hours
Duration of the module	1 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, testing, report, abstract, creative task
Form of control	Pass/fail exam
Necessary resources	Personal computer, software, training materials, textbook: Sakhariev, S.S. Modern course of economic theory [Electronic resource]: textbook / S.S. Saccharides; A.S. Sakhariev. - Almaty: Jurid. Lit. 2009
Language of instruction	Russian, Kazakh
Postrequisites	PM 1-PM 7

4.4 Specification of basic module 4
“Understanding the history, role and place of Kazakhstan in the world community”

Field of competence	-
Title of the module	Understanding the history, role and place of Kazakhstan in the world community
Purpose of the module	By the end of this module the student will be to understand the history, role and place of Kazakhstan in the world community
Proficiency Level	4
Learning outcomes of the module	<ol style="list-style-type: none"> 1. To understand the basic historical events 2. To determine the cause-and-effect relationships of historical events 3. To be aware of the development of national consciousness
A summary of the content (sections, topics)	<ol style="list-style-type: none"> 1. Understanding of chronology and understanding of historical events that took place from ancient times to the present 2. Understanding the essence and purpose of political and social changes taking place in the Republic of Kazakhstan after independence 3. Characteristics of achievements of independent Kazakhstan 4. Determination of the main facts, processes and phenomena that reflect and characterize the integrity and consistency of the history of Kazakhstan 5. Establishing a link between historical events 6. Ability to work with historical sources 7. The role and place of the Kazakh people in the Turkic community, in the nomadic civilization, in the development of historical and cultural community of the peoples of the Eurasian world 8. Demonstration of spatial thinking, ability to analyze historical material 9. Characteristics of Kazakhstan in the system of foreign policy relations of the modern world
Prerequisites	The school course of History of Kazakhstan (introductory course)
Disciplines that form the module	History of Kazakhstan
Type of module (compulsory, at the option)	Compulsory

Labor intensity (credits/academic hours)	3 credits /90 hours
Duration of the module	1 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice
Teaching method	Oral questioning, testing, report, abstract, creative task
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, educational and methodical literature on the discipline History of Kazakhstan. A. Abdakimov History of Kazakhstan. - Almaty, 2002 J. Abylkhozhin Essays on the socio-economic history of Kazakhstan of the twentieth century. - Almaty, 1997. Razdykov S.Z. History of Kazakhstan. Study guide for colleges. - Pavlodar, 2005. 165 p.
Language of instruction	Russian, Kazakh
Postrequisites	PM 1 – PM 7

4.5 Specification of basic module 5
“Application of philosophy and social sciences for socialization and adaptation in society and the workforce”

Field of competence	-
Title of the module	Application of the basics of social sciences for socialization and adaptation in society and the workforce
Purpose of the module	By the end of this module the student will be able to apply the basics of social Sciences for socialization and adaptation in society and the workforce
Proficiency Level	4
Learning outcomes of the module	LO 1. Master the basic concepts and information of philosophy, political science, cultural studies and sociology LO 2. To understand international political processes, geopolitical situation and moral values and norms that form tolerance and active personal position LO 3. Master the basic concepts and information about the main branches of law
A summary of the content (sections, topics)	1. Understanding the essence of concepts, categories and information of philosophy, political science, cultural studies and sociology 2. Identification of problems and interrelation of the main categories and concepts of philosophy, political science, cultural studies and sociology 3. The analysis of different points of view 4. Characteristics of the structure of the political system, history and current state of world and traditional religions 5. Defining the differences between extremist, radical and terrorist ideologies 6. Tolerant perception of social, ethnic, religious and cultural differences 7. Possession of the basic provisions of criminal, civil and family law and tax information 8. Understanding of responsibility for administrative and corruption offenses and compliance with the principles of law and order 9. Protection of their rights under labor law
Prerequisites	World history, History of Kazakhstan
The disciplines that form the module	- Basic philosophy - Culturology - Law basics - Fundamentals of sociology and political science

Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	6 credits/ 180 hours
Duration of the module	3 semesters
Form of training	Full time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, testing, report, abstract, creative task
Form of control	Pass/fail exam
Necessary resources	<p>Personal computer, software, Internet resources, educational and methodical literature in the following disciplines: Fundamentals of Philosophy, Fundamentals of Law, Fundamentals of Sociology and Political Science, Cultural Studies.</p> <p>Bagdasaryan N. G. Culturology: Textbook. for stud. tech. universities / Coll. auth .; Ed. N. G. Bagdasaryan. - 3rd ed., Corr. and add. - M .: Higher. school., 2001.-511 p.</p> <p>Razdykov S.Z. Basics of political science. Textbook. - Astana, “Foliant”, 2008. 312 p.</p> <p>Zelenkov A. I. Philosophy: an educational and methodical complex. - 2003.</p> <p>Mkrtchyan E.R. Basics of Sociology, Textbook, Volgograd, 2017</p> <p>KS Birzhanov, K. B. Ibraeva. Basics of Law of the Republic of Kazakhstan, 2013</p>
Language of instruction	Russian, Kazakh
Postrequisites	PM 1-PM 7

4.6. Specification of basic module 6 “Labor protection and safety technology”

Field of competence	-
Title of the module	Labor protection and safety technology
Purpose of the module	By the end of this module, the student will be able to apply the necessary knowledge, skills of safe labor in industrial and domestic conditions, injury prevention and providing a favorable business environment
Proficiency Level	4
Learning outcomes of the module	LO 1. To comply with safety rules and labor protection LO 2. To ensure compliance with the safety of technological processes. LO 3. To develop safety and labor protection measures
A summary of the content (sections, topics)	1. Normative technical acts on labor protection 2. Understanding the organization of labor protection in the enterprise 3. Compliance with the initial safety instructions 4. Management of sanitary and hygienic and sanitary-technical norms of the Republic of Kazakhstan in the organization of work 5. Comply with the rules for the use of technological equipment, devices and tools, methods and techniques for safe work 6. The application of the rules of first aid in case of accidents and other damages. 7. General sanitary and hygienic requirements for production facilities and workplaces 8. Organization of service monitoring and supervision of labor protection in the organization. 9. Analysis of the organization's activities in order to identify risks in the field of occupational safety and health, personnel health
Prerequisites	Physical training
Disciplines that form the module	Labor protection and safety technology
Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	4 credits/120 hours

Duration of the module	2 semesters
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, testing, report, abstract, creative task
Form of control	Pass/fail exam
Necessary resources	Personal computer, educational and methodical literature on the subject of labor protection and safety. Amanzholov J. Occupational safety and health: a training manual. 3rd ed. - Astana: Foliant, 2014. 272 p.
Language of instruction	Russian, Kazakh
Postrequisites	PM 1- PM 7

4.7. Specification of the basic module 7

“Application of the laws of physics and the use of information technology in professional activities”

Field of competence	-
Title of the module	Application of the laws of physics and the use of information technology in professional activities
Purpose of the module	By the end this module, the student will be able to use the laws of physics and apply information technologies in their professional activities.
Proficiency Level	4
Learning outcomes of the module	LO 1. To apply the basic laws of physics; LO 2. To solve problems in the field of professional activity; LO 3. To apply information technology in professional activities.
A summary of the content (sections, topics)	<ol style="list-style-type: none"> 1. Characteristics of physical phenomena and processes, principles of operation of devices and mechanisms using the conceptual apparatus of a school physics course (units, laws, models, concepts) 2. Understanding the essence of the methods of working with information of physical content 3. Understanding the basic laws of building physics 4. Characteristics of mathematical material 5. Generalization of mathematical material 6. Understanding Mathematical Thinking 7. Understanding methods of automated information processing, network technologies for processing and transmitting information 8. Understanding interpolation: the process of collecting, transmitting, processing and updating information; programming language; programming technology; computer graphics 9. Formation of resource and information base for solving professional tasks
Prerequisites	Physics Computer science School Math
Disciplines that form the module	Physics I, II Mathematics I, II Information and communication technology

Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	2 credits / 60 hours
Duration of the module	1 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, independent work, classes, practical classes, laboratory classes, practice
Teaching method	Oral quetioning, testing, report, abstract, creative task
Form of control	Pass/fail exam
Necessary resources	Personal computer, educational and methodical literature in the following disciplines: Physics I, II, Mathematics I, II, Information and Communication Technologies. Deshko I.P., Kovalev S.N., Kryazhenkov KG, Mordvinov V.A., Trifonov N.I., Tulinov S.V., Tsyppkin V. Information and Communication Technologies: A Manual, 2005. - P.147
Language of instruction	Russian, Kazakh
Postrequisites	PM 1-PM2

4.8 Specification of professional module 1
“Organization of the system of document management system, registration and accounting of documents»

Field of competence	Planning of activities of the condominium facility management body
Title of the module	Organization of document management system, registration and accounting of documents
Purpose of the module	By the end of this module the student will be able to organize a system of document management, registration and accounting of documents
Proficiency Level	4
Learning outcomes of the module	LO 1. To organize the reception, storage and maintenance of all types of documentation, LO 2. To prepare the documents of the condominium object for the state registration LO 3. To collect and update the data of the condominium object in the Unified information system of housing and communal services (UIS of HS and housing and communal services)
A summary of the content (sections, topics)	1. Presence and completeness of all documentation 2. Organization of document management system, 3. Correctness of storage of technical, accounting, financial, tax and statistical reporting documentation, title and identification documents for the land plot 4. Availability of a full set of documentation of the condominium object according to the list, 5. Validation of the document contents, 6. Submission of documentation for the state registration of the condominium object 7. Condominium object data collection, 8. Filling the database Unified information system of housing stock and housing and communal services (UIS of HS and housing and communal services), 9. Updating the database of UIS of HS and housing and communal services
Prerequisites	Social science
Disciplines that form the module	- Fundamentals of paper work, - Fundamentals of archival business - Industrial training and / or professional practice.

Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	14 credits/ 420 hours
Duration of the module	1-3 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, Colloquium, case-task, set-off
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, educational literature, manuals
Language of instruction	Russian, Kazakh
Postrequisites	Fundamentals of record keeping

4.9 Specification of professional module 2
“Planning of work of the governing body of condominium object”

Field of competence	Planning of activities of the condominium facility management body
Title of the module	Planning the work of the management body of the condominium object
Purpose of the module	After studying this module the student will be able to plan the work of the management body of the condominium object
Proficiency Level	4
Learning outcomes of the module	LO 1. To plan financial and technical resources LO 2. To plan the maintenance and repair of the condominium, LO 3. To develop an annual plan and draw up an annual budget.
A summary of the content (sections, topics)	1. Analysis of the results of maintenance and repair of the condominium 2. Conclusion of contracts with executors 3. Creating the necessary conditions for performers 4. Development of technical specifications and price proposals 5. Selection of performers for the repair and provision of services of the condominium. 6. Verification of technical capabilities of performers 7. Development of the annual plan, 8. Preparation of annual budget calculations 9. Approval of the annual plan and annual budget at the General meeting of the condominium object
Prerequisites	- Mathematics; Fundamentals of economics;
Disciplines that form the module	Fundamentals of legal work, Building materials and products, Construction of buildings and structures, Industrial training and /or professional practice.
Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	18 credits / 540 hours
Duration of the module	2-6 semester
Form of training	Ful time
Технология обучения	Modular/credit
Form of training	Ful time

Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, Colloquium, case-task, set-off
Form of control	Exam, pass/fail exam
Necessary resources	Personal computer, software, training materials, textbooks O. Sabdenov “Fundamentals of market economy”; I.Razakhov “Construction of buildings and structures”; S. Khamzin “Technology of construction production”, K. Bisenov “Construction materials and products”, “Textbook on course and diploma design of technology and organization of construction production»
Language of instruction	Russian, Kazakh
Postrequisites	Management in construction

4.10 Specification of professional module 3

“Carrying out of works on inspection of a technical condition of object of the condominium”

Field of competence	Organization and management of the management body for maintenance and servicing of condominium facilities
Title of the module	Carrying out works on inspection of technical condition of condominium objects
Purpose of the module	After studying this module the student will be able to perform work on the inspection of the technical condition of the condominium
Proficiency Level	4
Learning outcomes of the module	<p>LO 1. To arrange inspection of technical condition of structures and engineering equipment of the condominium object</p> <p>LO 2. To organize and carry out works on technical inspection of the condominium object</p> <p>LO 3. To determine the amount and types of repairs, and develop repair list.</p> <p>LO 4. To organize work on performance of calculation of cost of repair work</p>
A summary of the content (sections, topics)	<ol style="list-style-type: none"> 1. Visual inspection 2. Drawing up a list of repairs on the degree of accident and significance 3. Preliminary determination of the technical condition of the structure and equipment 4. Selection of organization for technical inspection of buildings and structures 5. Conclusion of contracts with executors 6. Instrumental examination of the technical condition of the structure and equipment 7. Acceptance of the act of examination 8. Determination of the volume of repair work to be performed in the first place 9. Identification of the types and sequence of repairs 10. Preparation of punch list 11. Preparation of initial data for calculation of cost of works 12. Execution of estimated calculations by the performer 13. Approval of estimate documentation for repair work with the management body of the condominium object

Prerequisites	- Physics; Mathematics; engineering graphics
The disciplines that form the module	Construction of buildings and structures, Construction production technology. Occupational health and safety. - Industrial training and / or professional practice (training practice)
Type of module (compulsory, at the option)	Compulsory
Labour intensity (credits /academic hours)	16 credits / 480 hours
Duration of the module	2-6 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, Colloquium, case-task, set-off
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, training materials, textbooks O. Sabdenov “Fundamentals of market economy”; I.Razakhov “Construction of buildings and structures”; S. Khamzin “Technology of construction production”, K. Bisenov “Construction materials and products”, “Textbook on course and diploma design of technology and organization of construction production»
Language of instruction	Russian, Kazakh
Postrequisites	Technology of construction works

4.11 Specification of professional module 4
“Organization of work of the management body for servicing and maintenance of the condominium object”

Field of competence	Organization and management of the activities of the management body for maintenance and servicing of condominium facilities
Title of the module	Organization of works of the management body for servicing and maintenance of the condominium object
Purpose of the module	By the end of this module the student will be able to organize the work of the management body for the servicing and maintenance of the condominium object
Proficiency Level	4
Learning outcomes of the module	LO 1. To organize a meeting of owners of apartments (premises) at the choice of subjects of service activities on maintenance and performers on repair of the condominium LO 2. To conclude contracts for maintenance and repair of the condominium LO 3. To conduct legal and financial work with the subjects of service activities for the services rendered and with contractors for the work performed
A summary of the content (sections, topics)	1. Study of the market for maintenance and repair of the condominium 2. Identification of service entities and contractors 3. Formation of an electronic database of service entities and contractors 4. Determining the scope of work 5. The calculation of the cost of services 6. Conclusion of contracts with executors 7. verification of legal and registration documents of executors 8. check the financial condition of the performers 9. Monitoring of mutual settlements with contractors
Prerequisites	Physics; Material engineering; Basics of economics
Disciplines that form the module	Fundamentals of legal work, Quality control of construction works, Occupational health and safety. Industrial training and / or professional practice (industrial practice)

Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/academic hours)	9 credits /270 hours
Duration of the module	5-8 semester
Form of training	Ful time
Teaching technology	Modular/credit
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, colloquium, case-task, pass/fail exam
Form of control	Exam, pass/fail exam, course project
Necessary resources	Personal computer, software, training materials, textbooks O. Sabdenov “Fundamentals of market economy”; I.Razakhov “Construction of buildings and structures”; S. Khamzin “Technology of construction production”, K. Bisenov “Construction materials and products”, “Textbook on course and diploma design of technology and organization of construction production»
Language of instruction	Russian, Kazakh
Postrequisites	Economics in construction, Technology and organization of construction production

4.12 Specification of professional module 5
“Financial management of the governing body of condominium objects”

Field of competence	Organization and management of the management body for maintenance and servicing of condominium facilities
Title of the module	Management of financial resources of the management body of the condominium object
Purpose of the module	By the end of this module student will be able to manage the financial resources of the management body of the condominium object
Proficiency Level	4
Learning outcomes of the module	LO 1. To determine the amount of income LO 2. To allocate funds for the needs of the condominium object LO 3. To prepare quarterly reports LO 4. To monitor the debt on payments for utilities and for the maintenance of common property
A summary of the content (sections, topics)	1. Determination of the amount of rental income 2. Determination of the amount of income from payments of owners of premises (apartments) 3. Determination of financial resources to subsidize the modernization of the condominium 4. Planning of expenses on the maintenance of object of the condominium 5. Budgeting for repairs and upgrades OK 6. Planning of expenses for modernization of condominium object 7. The allocation of funds for maintenance and upgrades, repair of object of the condominium 8. Acceptance of acts of work performed 9. The implementation of the audit of financial reports and payments 10. Preparation of quarterly report of condominium object 11. Identification of debtors and amount of debt 12. Taking measures to recover debts from debtors 13. Control over the accounting of debt on payment
Prerequisites	Mathematics; Fundamentals of Economics;
Disciplines that form the module	Fundamentals of accounting and auditing, Fundamentals of economy, Industrial training and / or professional practice (training practice)

Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/academic hours)	8 credits / 240 hours
Duration of the module	5-8 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, colloquium, case-task, pass/fail exam
Form of control	Pass/fail exam, course project, exam
Necessary resources	Personal computer, software, training materials, textbooks O. Sabdenov “Fundamentals of market economy”; I. Razakov “Construction of buildings and structures”
Language of instruction	Russian, Kazakh
Postrequisites	Financial law

4.13 Specification of professional module 6 “Organization of activities”

Field of competence	Consulting and preventive work with owners and tenants of apartments (premises)
Title of the module	Organization of activities
Purpose of the module	By the end of this module student will be able to conduct organizational activities
Proficiency Level	4
Learning outcomes of the module	LO 1. To organize work on the preparation of organizational activities LO 2. To conduct organizational activities
A summary of the content (sections, topics)	1. Identification of problematic issues 2. Preparation of information materials 3. Announcement and gathering of participants of the meeting 4. Determination of the place and time of organizational activities , 5. Registration of participants of organizational events , 6. Carrying out organizational activities
Prerequisites	Culturology; Ethics of business relations
Disciplines that form the module	<ul style="list-style-type: none"> - Fundamentals of management, - Fundamentals of legal work, - Ethics of business relationships - Industrial training and / or professional practice (industrial practice)
Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	11 credits /330 hours
Duration of the module	5-8 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, Colloquium, case-task, set-off

Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, educational literature, manuals
Language of instruction	Russian, Kazakh
Postrequisites	Fundamentals of communicative relations; Health and Safety

4.14 Specification of professional module 7
“Carrying out design and research works to improve the work of the management body of the condominium object”

Field of competence	Organization and conduct of design and research activities
Title of the module	Carrying out design and research work to improve the operation of the management body of the condominium object
Purpose of the module	By the end of this module student will be able to carry out design and research work to improve the operation of the management body of the condominium object
Proficiency Level	4
Learning outcomes of the module	LO 1. To study the literature on the organization of design and research works LO 2. To make a plan of work of design and research work LO 3. To carry out design and research work
A summary of the content (sections, topics)	1. Analysis of construction production technology, regulatory legal acts, existing methodological materials 2. Identification of innovative technologies of construction production and methodical materials for the organization of design and research work 3. Analysis of the results of basic and exploratory research and preparation of an analytical review 4. Study of methods of research and project activities, principles of selection of methods 5. Selection and justification of the accepted direction of research and methods of solving problems 6. Formation of perspective skills, abilities and acquisition of the simplest knowledge necessary for performance of scientific work 7. Identification of methods and topics of research and project activities 8. Applying new technology 9. Participation in the preparation of the plan of research and project activities
Prerequisites	Physics, Mathematics
Disciplines that form the module	Construction production technology

	Industrial training and / or professional practice (Course work)
Type of module (compulsory, at the option)	Compulsory
Labor intensity (credits/ academic hours)	7 credits / 210 hours
Duration of the module	5-8 semester
Form of training	Ful time
Teaching technology	Modular
Forms of organization of educational process	Lectures, classes, practical classes, laboratory classes, practice.
Teaching method	Oral questioning, role plays, testing, presentation, report, abstract, message, interview, creative activity, Colloquium, case-task, set-off
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, training materials, textbooks O. Sabdenov “Fundamentals of market economy”; I. Razakov “Construction of buildings and structures”; S. Khamzin “Technology of construction production”, “Textbook on course and diploma design of technology and organization of construction production”
Language of instruction	Russian, Kazakh
Postrequisites	Fundamentals of communicative relations; Health and Safety

THE ACADEMIC PLAN

Code and profile of education 1400000 – Construction and utilities
 Specialty 1401000 - The construction and operation of buildings and structures
 Qualification 1401303 – The Manager of object of the condominium

Form of study: full-time
 The standard period of study: 3 years 10 months
 on the basis of basic secondary education

Module code	The name of the cycles of disciplines/modules, practices	Credit	Exam	Differential pass fail exam	The amount of study time (hours)					Distribution by semester
					TOTAL	where:				
						Theoretical training	Practical training	Industrial training	Individual training	
GS	General subjects	48		+	1448	1448				1-3
BM	Basic modules	30		+	900	480	-	360	60	3-8
BM 1	Application of professional vocabulary in the field of professional activity	6	+	+	180	90		60	30	3-8
BM 2	Development and improvement of physical qualities	6	+	+	180	-	-	180	-	3-8
BM 3	Application of basic knowledge of economics in professional activities	3		+	90	60		30		3-8

BM 4	Understanding the history, role and place of Kazakhstan in the world community	3	+	+	90	90	-	-	-	3-8
BM 5	Application of the basics of philosophical knowledge, social sciences for socialization and adaptation in society and the workforce	6		+	180	150	-	30	-	3-8
BM 6	Occupational safety and health	4		+	120	60	-	30	30	3-8
BM 7	Application of the laws of physics and the use of information technology in professional activities	2		+	60	30		30		3-8
PM	Professional modules on working qualifications (including industrial training and professional practice)	48		+	1440	360	720	270	90	3-8
PM 1	Organization of document management system, registration and accounting of documents	14	+	+	420	60	180	60	30	3-8
PM 2	Planning of work of the management body of the condominium object	18	+	+	540	180	300	120	30	3-8
PM 3	Carrying out works on inspection of technical condition of condominium object	16	+	+	480	120	240	90	30	3-8
PM	Professional modules for mid-level specialist qualifications (including in-service training and professional practice)	35			1050	330	420	210	90	
PM 4	Organization of works of the management body for servicing and maintenance of the condominium object	9	+	+	270	90	120	30	30	3-8
PM 5	Financial management of the facilities of the management body of condominium	8	+	+	240	60	90	30	15	3-8
PM 6	Organization of activities	11	+	+	330	120	150	90	30	3-8
PM 7	Carrying out design and research works	7	+	+	210	60	60	60	15	3-8
	Total:	161			4838	2618	1140	840	240	
PP	Pre-diploma practice	10			300		300			8

DP	Diploma project	9		270	180			90	8
IC	Interim certification	10		300	300				1-8
FC	Final certification	2		60	60				8
	Total for compulsory education	191		5768	3158	1440	840	330	
C	Consultations	13		400	400				1-8
O	Optional class	14		420	420				1-8
	Total:	219		6588	3978	1440	840	330	

Note:

* Forms of control (number of coursework, exams), the order of subjects study (distribution by semesters) are approximate and may vary depending on the form of training, the specifics of specialties, local and other conditions (circumstances), including in accordance with the needs of employers.

** In accordance with SOSE of TVE, educational institutions can change up to 50% of the educational time allocated for the development of educational material for modules, up to 50% for each module and up to 60 % (up to 80% for dual training) of industrial training and professional practice, while maintaining the total number of hours for compulsory training.