

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

**"DEVELOPMENT OF LABOR SKILLS AND STIMULATION OF
WORKPLACES" PROJECT**

Educational program

1401000 - Construction and operation of buildings and structures

(code and name of the specialty)

Proficiency Level: applied bachelor

Duration of study: 2 years and 10 months

Astana, 2018

The educational program was reviewed and recommended by the Republican Training and Methodological Council of the Ministry of Education and Science of the Republic of Kazakhstan

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Authors - developers:

Darkenbaev Tanirbergen Sadykovich - Head of the Department of Technical Support of the Directorate for the Construction of LRT,
Kayupov Tabyldy Kaisagalievich - Chief Engineer in Safety and Health Protection of RSE "Gosgogradkadastr", Leading Researcher of the Eurasian Technological Institute of ENU by Gumilyov L.N,
Musina Sabina Kairatovna - Researcher of the Eurasian Technological Institute of ENU named after Gumilyov L.N;
Bizhigitov Mukhtar Baysultanovich - Head of the Department of Professional and Technical Training of the Taldykorgan Polytechnic College.

Experts:

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

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INTRODUCTION

The present educational program for specialty 1401000 - "Construction and operation of buildings and structures" was developed in accordance with the State Obligatory Standard for Technical and Vocational Education, approved by the Decree #1080 of the Government of the Republic of Kazakhstan dated August 23, 2012, the National Qualifications Framework, approved by the Protocol dated 16 March 2016 by the Republican Trilateral Commission on Social Partnership and Regulation of Social and Labor Relations.

The program is designed to implement the principles of democratic governance of education, expand the boundaries of academic freedom and the authority of educational institutions, which will ensure the adaptation of the system of technical and vocational education to the changing needs of society, the labor market economy. Flexibility of the program will allow taking into account the abilities and needs of the individual, production, and society.

The educational program provides for the use of a modular-competence approach based on the development of the assessment of the competencies of the learning organizations of education in the form of basic educational results, the use of modular training.

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

The program ensures the application of a differentiated, individual approach to the students, the development of the student's abilities for self-education, greater freedom in the choice of teaching methods by the teachers, the forms of organization and content of the learning process, the acquisition by the students in the same objects of education of different levels - from the basics of the profession to the level of a highly skilled worker, middle level, applied bachelor.

The practice has shown that future specialists of middle level must necessarily pass all levels of training in VET, namely - increased and the level of qualification of a specialist of middle level, i.e. only after actually mastering two or three competencies the worker can become a highly competent technician.

On the basis of this Educational Program, the education organization develops working curricula and programs using appropriate methodological recommendations for working training and planning documentation.

During the development of the presented experimental modular training program, legislative and normative acts of the Republic of Kazakhstan, domestic and foreign scientific and methodical works in this field, materials on the state of the economy, labor market and professional education of Kazakhstan were used.

1. LIST OF DESIGNATION AND ABBREVIATIONS

BC	Baseline competency
BM	Basic module
SCES	State Compulsory Educational Standard
GP	Graduation project
FA	Final assessment
C	Consultation
NQF	National Qualifications Framework
CCEA	Common Classifier of Economic Activity
EP	Educational program
GED	General education disciplines
SQF	Sectoral Qualifications Framework
MA	Midterm assessment
PS	Professional standard
PC	Professional competence
PM	Professional module
LO	Learning outcome
RK	Republic of Kazakhstan
TVE	Technical and Vocational Education
TEVPSE	Technical and vocational education and post-secondary education
CO	Condominium object
ED	Estimate documentation
DED	Design estimation documentation
GB CO	The governing body of condominium object
HCS	Housing and utilities sector
EE	Engineering equipment

THE PASSPORT OF THE WORKING EDUCATIONAL PROGRAM

Name (*code and name of the specialty*): 1401000 - Construction and operation of buildings and structures

Name and code of qualification: 1401344 – Applied bachelor of condominium object

The purpose of the educational program:

Training of qualified specialists in the organization of control over the activities of the management body of the condominium object and conducting consultative 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.

Education level: Applied bachelor of condominium object

Proficiency Level: Applied bachelor of condominium object

Levels of qualifications for NQF/SQF: 5

The area of professional activity*: Housing and utilities sector

The type(s) of work activities:

1. Planning the activity of the management body of the condominium object
2. Organization and control of the management body for service and maintenance of the condominium object
3. Conducting advisory and preventive work with the owners and tenants of apartments (premises).

Object (s) of professional activity: Housing construction co-operative, condominium, management companies

Program features**:** The possibility of using the dual form of professional training, credit system of education.

Form of study: intramural

Training periods: 3 years and 10 months

Training language Russian

The volume of credits/hours: 219/6588 hours.

Requirements for students***:** persons with a general secondary education

COMPETENCY PROFILE

<p>Learning goals: the organization of control over the activity of the management body of the condominium object and conducting advisory and preventive work with owners, and tenants of premises (apartments) in accordance with the legislation of the Republic of Kazakhstan</p>	<p>By the end of the training program, the student will be able to organize control over the activities of the management body of the condominium object and conduct advisory and preventive work with the owners and tenants of the premises (apartments) in accordance with the legislation of the Republic of Kazakhstan</p>	
<p>The names of the section, department, group, class, and subclass according to CCEA * (<i>by PS</i>)</p>	<p>CCEA code:41201 Section: [F] Construction Section: [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 Section: [41] Construction of buildings Group: [412] Construction of residential and non-residential buildings Class: [4120] Construction of residential and non-residential buildings</p>	
<p>Sphere of competence (<i>on the basic labor functions of the professional standard or the analysis of the profession</i>) **</p>	<ol style="list-style-type: none"> 1. Planning the activity of the management body of the condominium object 2. Organization and control of the management body for service and maintenance of the condominium object 3. Conducting advisory and preventive work with the owners and tenants of apartments (premises) 	
<p>General (basic) competences</p>		
<p>Code competence</p>	<p>Competence (in accordance with the labour functions and skill levels)</p>	<p>Modules</p>

Basic competencies		
BC 1	Apply professional vocabulary, make business papers in the field of professional activity	BM 1. Application of professional vocabulary, make business papers in the field of professional activity
BC 2	Develop and improve the physical quality	BM 2. Development and improvement of physical qualities
BC 3	Apply basic knowledge of the economy and knowledge of labor legislation and regulations to protect their rights in professional activities	BM 3. Application of basic knowledge of the economy and knowledge of labor legislation and regulations to protect their rights 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 Basics of Philosophy, social sciences for socialization and adaptation in society and the work collective	BM 5. Application of Basics of Philosophy, social sciences for socialization and adaptation in society and the work collective
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 the system of document circulation, registration and accounting documents	PM 1. Organization of the system of document circulation, registration and accounting 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	Conduct work on the engineering survey of the condominium object	PM 3. Conducting work on the engineering survey of the condominium object
PC 4	Organize management body work for the service and maintenance of the condominium object	PM 4. Organization of the management body work for service and maintenance of the condominium object
PC 5	Manage the financial resources of	PM 5. Management of the

	the management body of the condominium object	financial resources of the management body of the condominium object
PC 6	Organize activities	PM 6. Organization of activities
PC 7.	Carry out project and research work	PM 7. Carrying out of design and research works

4. LIST OF MODULES AND LEARNING OUTCOMES

Module Name	Learning outcomes (in accordance with professional objectives)	Criteria of training results	Disciplines forming the module
Basic modules			
BM 1. Application of professional vocabulary in the field of professional activity	LO 1. To know the grammar and terminology of Kazakh (Russian) and foreign language for communication in the sphere of one's professional activity	CR 1.1. Skills of lexical-grammatical material in the specialty necessary for professional communication	Professional Kazakh (Russian) language Professional foreign language Modern Russian/Kazakh language Office work in the state language
		CR 1.2. Knowing the grammatical material in the specialty	
		CR 1.3. The use of terminology in the specialty.	
	LO 2. To know the technique of translation (with vocabulary) of professionally oriented texts	CR 2.1. Reading professional texts	
		CR 2.2. Translation (with a dictionary) of professional texts	
		CR 2.3. Development of a special vocabulary of foreign language vocabulary of professional orientation	
	LO 3. Work with organizational, administrative and information documents using computer technology.	CR 3.1. Drawing up in Kazakh (Russian) and foreign languages a resume, autobiography, description, statement, complaint, power of attorney, receipt	
		CR 3.2. Compliance with textual requirements	
		CR 3.3. Creation of documents on the computer that meet	

		modern requirements and established regulations	
BM 2. Development and improvement of physical qualities	LO 1. Strengthen health and healthy lifestyle	CR 1.1. Understanding and adhering to the fundamentals and culture of a healthy lifestyle	Physical education
		CR 1.2. Characteristics of the physiological basis of the respiratory, circulatory and energy supply systems under muscle loads	
		CR 1.3. Performing a set of exercises for general physical training	
	LO 2. To improve physical qualities and psycho-physiological abilities	CR 3.1. Characteristics of the basics of physical activity and methods of its regulation	
		CR 3.2. Selection and application of methods and means of physical culture to improve the basic physical qualities	
		CR 3.3. Implementation of control standards and tests provided by the program	
	LO 3. Provide first aid for injuries and accidents	CR 2.1. Understanding the causes of injury during exercise	
		CR 2.2. Using injury prevention methods	
		CR 2.3. Providing medical care for injuries	
BM 3. Applying of basic knowledge	LO 1. Determine the forms and types of ownership, types	CR 1.1. Understanding of the laws and principles of a market	Fundamentals of Economy

of the economy in professional activities	of plans, basic economic indicators of the enterprise	economy, tax policy, sources of inflation, the main stages and content of planning	
		CR 1.2. Performing of the necessary economic calculations using mathematical methods to determine the main economic indicators of the enterprise	
		CR 1.3. Determination of the main economic indicators of the enterprise	
	LO 2. Understand the development trends of the world economy, the main objectives of the transition to a green economy	CR 2.1. Characteristics of the trends of the world economy	
		CR 2.2. Understanding the main objectives of the state transition to a "green" economy	
		CR 2.3. 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 determine the possibility of success and the risk of entrepreneurship	CR 3.1. Characteristics of goals, factors, conditions, organizational and legal forms of entrepreneurial activity	
		CR 3.2. Understanding the factors that determine entrepreneurial success	
		CR 3.3. Drawing up a business plan	
		LO 1. Identify the forms and types of property, types of	

	plans, the main economic indicators of the enterprise	tax policy, sources of inflation, milestones and content of planning
		CR 1.2. Fulfillment of necessary economic calculations using mathematical methods for determining the main economic indicators of an enterprise
		CR 1.3. Definition of the basic economic indicators of the enterprise
	LO 2. Understand the development trends of the world economy, the main tasks of the state transition to a "green" economy	CR 2.1. Characteristics of world economic development trends
		CR 2.2. Understanding of the main tasks of the state transition to "green" economy
		CR 2.3. The application of the basic methods of calculating the gross domestic product and the gross national product for the transition of the state to "green" economy
LO 3. Identify the possibility of success and risk of entrepreneurial activity	CR 3.1. Characteristics of goals, factors, conditions, organizational and legal forms of entrepreneurial activity	
	CR 3.2. Understanding the factors that determine the success of entrepreneurial activity	
	CR 3.3. Drafting a business plan	

<p>BM 4. Understanding the history, role and place of Kazakhstan in the world community</p>	<p>LO 1. Understand major historical events</p>	<p>CR 1.1. Understanding of chronology and understanding of the essence of historical events from antiquity to the present</p>	<p>History of Kazakhstan</p>
		<p>CR 1.2. Understanding the nature and purpose of political and social changes taking place in the Republic of Kazakhstan after independence</p>	
		<p>CR 1.3. Characteristics of the achievements of independent Kazakhstan</p>	
	<p>LO 2. Identify cause-effect relationships of historical events.</p>	<p>CR2.1. Determination of the main facts, processes and phenomena that reflect and characterize the integrity and consistency of the history of Kazakhstan</p>	
		<p>CR 2.2. Linking historical events</p>	
		<p>CR 2.3. Ability to work with historical sources</p>	
	<p>LO 3. Own knowledge to develop national identity</p>	<p>CR 3.1. 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</p>	
		<p>CR 3.2. Demonstration of spatial thinking, the ability to analyze historical material</p>	

		CR 3.3. Characteristics of Kazakhstan in the system of foreign political relations of the modern world	
BM 5. Application of Basics of Philosophy, social sciences for socialization and adaptation in society and the work collective	LO 1. Master the basic concepts and information of philosophy, political science, cultural studies and sociology	CR 1.1 Understanding the essence of the concepts, categories and information of philosophy, political science, cultural studies and sociology	Basic Philosophy Cultural Studies Basics of Law Fundamentals of sociology and political science
		CR 1.2. Identification of problems and interrelations of the main categories and concepts of philosophy, political science, cultural studies and sociology	
		CR 1.3. Analysis of various points of view	
	LO 2. Understand international political processes, geopolitical situation and moral values, and norms that form tolerance and an active personal attitude	CR 2.1 Characteristics of the structure of the political system, history and the current state of the world and traditional religions	
		CR 2.2 Determining differences in extremist, radical and terrorist ideologies	
		CR 2.3 Tolerant perception of social, ethnic, religious and cultural differences	
	LO 3. Master the basic concepts and information about the main branches of law	CR 3.1 Possession of the basic provisions of criminal, civil and family law and information about taxes	
		CR 3.2 Understanding of responsibility for administrative and	

		corruption offenses and respect for the principles of law and order	
		CR 3.3 Protection of rights in accordance with the law of labor	
BM 6. Occupational safety and prevention of accidents	LO 1. Follow safety rules and labor protection	CR 1.1 Normative technical acts on labor protection	Occupational safety and prevention of accidents
		CR 1.2 Understanding the organization of labor protection in the enterprise	
		CR 1.3 Abidance of primary safety instructions	
	LO 2. Ensure compliance with process safety	CR 2.1 The management of sanitary and hygienic and sanitary-technical norms of the Republic of Kazakhstan in the organization of work	
		CR 2.2 Comply with the rules for the use of technological equipment, devices and tools, methods and techniques for safe work	
		CR 2.3 The application of the rules of first aid in case of accidents and other damages	
	LO 3. Develop safety and labor protection measures	CR 3.1 General sanitary and hygienic requirements for production premises and workplaces	
		CR 3.2 Organization of service monitoring and supervision of labor protection in the	

		organization.	
		CR 3.3 Analysis of the organization's activities in order to identify risks in the field of occupational safety and health safety of personnel	
BM 7. Applying the laws of physics and the use of information technology in professional activities	LO 1. Apply the basic laws of physics	CR 1.1. 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)	Fundamentals of medical knowledge Safety Labour safety
		CR 1.2. Understanding the essence of methods of working with information of physical content	
		CR 1.3. Understanding the basic laws of building physics	
	LO 2. Solve problems in the field of professional activity	CR 2.1. Characteristic of mathematical material	
		CR 2.2. Generalization of Mathematical Material	
		CR 2.3. Understanding of Mathematical Thinking	
	LO 3. Apply information technology in professional	CR 3.1. Understanding methods of automated information processing, network technologies for processing and transmitting information	
CR 3.2. Understanding			

	activities	interpolation: the process of collecting, transmitting, processing and replenishing information; programming language; programming technology; computer graphics	
		CR 3.3. Formation of resource information base for solving professional tasks	
Professional modules			
PM 1. Organization of the system of document circulation, registration and accounting documents	LO 1. Organize the reception, storage and maintenance of technical, accounting, financial, tax and statistical reporting documentation, title deeds and identification documents for the land plot,	CR 1. Availability of completeness of all documentation CR2. Organization of document management system, CR 3. Correct storage of technical, accounting, financial, tax and statistical reporting documentation, title deeds and identification documents for the land plot CR 4. Submission of documentation for state registration of the condominium object	Basics Of Document Management, Basics of archiving, Job training and/or professional practice.
	LO 2. Prepare the documents of the condominium	CR 1. The availability of a complete package of documentation for	

	object for state registration	the condominium object in accordance with the list, CR2. Verification of the content of the documentation,	
	LO 3. To collect and update the data of the condominium object in the Unified Information System of housing funds and housing and utility sector (UIS HF and HCS)	CR 1. Data collection of condominium object, CR2. Database provisioning Unified Information System of housing funds and housing and utility sector (UIS HF and HCS), CR 3. Updating the database of UIS HF and HCS	
PM 2 Planning the works of the management body of the condominium object	LO 1. Plan financial and technical resources	CR 1. Analysis of the results of works on the maintenance and repair of the condominium object CR 2. The conclusion of contracts with contractors CR 3. Creation of the necessary conditions for contractors	Fundamentals of Law, Construction materials and products Construction of building and structures, Job training and/or professional practice
	LO 2. To plan maintenance and repair of condominium object	CR 1. Development of technical specifications and price proposals CR 2. Selection of contractors for repair and service of the condominium object CR 3. Verification of the technical capabilities of the contractors	
	LO 3. To develop an annual plan and	CR 1. Development of the annual plan	

	make calculations of the annual budget	CR 2. Calculation of the annual budget CR 3. Approval of the annual plan and budget at the General meeting of condominium object	
PM 3 Conducting work on the engineering survey of the condominium object	LO 1. Arrange an inspection of the technical condition of the structures and engineering equipment of the condominium object	CR 1) Visual inspection CR 2). Preparation of the list of repair works in terms of accident rate and importance of constructions and engineering equipment of the object 3). Preliminary determination of the technical condition of the structure and equipment	Construction of buildings and structures, Construction technology. Occupational safety and health Job training and/or professional practice
	LO 2. Organize and carry out work on the technical survey of the condominium object	CR 1. Selection of the company for technical inspection of buildings and structures CR 2. The conclusion of contracts with contractors CR 3. Instrumental inspection of the technical condition of the structure and equipment CR 4. Acceptance of the inspection report	
	LO 3. Determine the scope and types of repair work and develop a punch list.	CR 1. Definition of the scope of repair work to be performed in the first place CR 2. Definition of the types and sequence of repair works CR 3. Preparation of punch list	
	LO 4. Organize	CR 1. preparation of	

	work on the calculation of the cost of repair works	initial data for calculation of the cost of works CR 2. Execution of estimates by the contractor, CR 3. Coordination of the estimate documentation for repair work with the management body of the condominium object	
PM 4 Organization of the management body work for service and maintenance of the condominium object	LO 1. To arrange the selection of subjects of service activities and contractor company	CR 1. Market research of works on the maintenance and repair of the condominium object CR 2. Determination of subjects of service activities and contractor companies CR 3. Formation of electronic databases of service activities and contractor companies	Fundamentals of legal work, Quality control of construction works, Occupational safety and health Job training and/or professional practice
	LO 2. Conclude contracts for the general maintenance and repair of the condominium object	CR 1. Determination of the scope of work CR 2. The calculation of the cost of services CR 3. The conclusion of contracts with contractors	
	LO 3. To conduct legal and financial work with the subjects of service activities for providing services and with contract companies	CR 1. verification of legal and registration documents of contractors CR 2. check the financial condition of the contractors CR 3. Monitoring of mutual settlements with	

		contractors	
PM 5 Management of the financial resources of the management body of the condominium object	LO 1. To determine the amount of income	CR 1. Determination of the amount of income from rental payment CR 2. Determination of the amount of income from payments of owners of premises (apartments) CR 3. The definition of funding for subsidizing modernization of the condominium object	
	LO 2. To distribute funds for the needs of the condominium object	CR 1. Planning of maintenance costs of condominium objects CR2. Planning of expenses on repair and modernization of condominium object CR 3. Planning of the renovation costs of condominium object CR 4. Planning of expenses on repair and modernization of condominium object	Fundamentals of accounting and auditing, fundamentals of Economics, Industrial training and /or educational practice
	LO 3. Perform quarterly reports	CR 1. Acceptance of Job Completion Report CR 2. The implementation of the audit of financial reports and payments CR 3. The preparation of the quarterly report	
	LO 4. Monitor debt on payments for utilities and for maintenance of common property	CR 1. Identification of debtors and sum of indebtedness CR 2. Taking measures to recover debt from debtors CR 3. Control over	

		keeping records of payment arrears	
PM 6 Control over operation and maintenance of condominium objects and the activities of the management body	LO 1. Check the correctness of the technical, financial and legal documentation LO 2. Review the implementation of activities under the annual plan	CR 1. The application of the norms of legislative acts in the conduct of the audit of the management body of the condominium object, CR 2. Verification the availability of technical, financial and legal documentation CR 3. Verification of the correctness of technical, financial and legal documentation	Fundamentals of legal work, Quality control of construction works, Occupational safety and health Job training and/or professional practice
		CR 1. Checking the progress of work on the maintenance and repair of the condominium object CR 2. Identification of violations in the work of service activities, contractors, CR 3. Checking the conduct of legal work	
	LO 3. To prepare conclusions on the result of check of management body activity of the condominium object	CR 1. Analysis of the management body activities of the condominium object, CR 2. Act of inspection preparation, CR 3. Familiarization with the check result	
PM 7 Organization of activities	LO 1. Organize work on the preparation of organizational activities	CR 1. Identification of problem issues CR 2. Preparation of information materials CR 3. Announcement	Foundations of legal work, Ethics of business relations,

		and gathering of participants of the meeting	practical training
	LO 2. To organize activities	CR 1. Determining the place and time of organizational activities, CR 2. Registration of participants of organizational activities, CR 3. Organization of activities	
PM 8 Carrying out of design and research works	LO 1. Studying and generalization of construction technologies, normative legal acts, methodical materials	CR 1. Analysis of construction technology, normative legal acts, existing methodological materials CR 2. The identification of innovative construction technology for organization of project and research work	Construction of buildings and structures; Technology and organization of construction production

		CR 3. Analysis of the results of fundamental and exploratory research and the preparation of an analytical review	
	LO 2. To study the methods of research and project activities	CR1. Studying of methods of research and project activity, principles of selection of techniques CR 2. The choice and justification of the accepted direction of research and ways of solving problems CR 3. Formation of perspective experience, skills and the acquisition of the simplest knowledge necessary for the performance of scientific work	
	LO 3. To participate in planning research and design activities	CR 1. The definition of methods and topics of research and project activities CR 2. Application of innovative construction technologies CR 3. Participation in the plan research and design activities	

4.1 Specification of the basic module 1
“The use of professional vocabulary and business documents writing in the state language”

Sphere of competence	-
Module Name	Application of professional vocabulary in the field of professional activity, preparation of business papers in the state language
Module purpose	After studying this module, the student will be able to apply professional vocabulary, make business papers in the state language
Proficiency Level	5
Training results by module	LO 1. To know the grammar and terminology of Kazakh (Russian) and foreign language for communication in the sphere of one's professional activity LO 2. To know the technique of translation (with vocabulary) of professionally oriented texts LO 3. To conduct professional dialogical speech in Kazakh (Russian) and foreign languages
Summary of content (sections, topics)	1. Knowing the 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. Writing 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 forming the module	<ul style="list-style-type: none"> - Professional Kazakh (Russian) language - Professional foreign language - Modern Russian / Kazakh language - Office work in the state language

Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	6 credits /180 hours
The duration of the module	3 semesters
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
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>В. Murzalina, S. Nurkeeva, G. Nurgazina, M. Sagyndykova, S. Baitasova. Textbook for intensive teaching of the Kazakh language, 2009;</p> <p>V. A. Radovel English for technical universities. Tutorial, 2016</p> <p>Жахина Б., Құрманова А.Қ., Қайырбекова И.С. Мемлекеттік 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 learning	Russian, Kazakh
Post requisites	PM 1- PM 7

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

Sphere of competence	-
Module Name	Development and improvement of physical qualities
Module purpose	After studying this module, the student will be able to develop and improve physical qualities.
Proficiency Level	5
Training results by module	LO 1. To strengthen health and abide by the principles of a healthy lifestyle; LO 2. To improve physical qualities and psycho-physiological abilities; LO 3. To provide first aid for injuries and accidents.
Summary of content (sections, topics)	1. Understanding and adhering to the fundamentals and culture of a healthy lifestyle; 2. Characteristics of the physiological bases of the activity of the respiratory, circulatory and energy supply systems under muscle loads; 3. Performing a set of exercises for general physical training; 4. Characteristics of the basics of physical activity and methods of its regulation; 5. Selection and application of methods and means of physical culture to improve basic physical qualities; 6. Implementation of control standards and tests provided by the program; 7. Understanding the causes of injury during exercise; 8. The use of methods of injury prevention; 9. Providing medical care for injuries.
Prerequisites	Valeology Psychology Biology
Disciplines forming the module	- Physical education
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	6 credits / 180 hours
The duration of the	3 semesters

module	
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	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 bench scott; 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 learning	Russian, Kazakh
Post requisites	PM 1 – PM 8

4.3 Specification of the basic module 3

"Application of basic knowledge of the economy in professional activities"

Sphere of competence	-
Module Name	Application of basic knowledge of economics in professional activities
Module purpose	After studying this module, the student will be able to apply the basic knowledge of the economy in their professional activities.
Proficiency Level	5
Training results by module	LO 1. To determine the forms and types of property, types of plans, the main economic indicators of the enterprise; LO 2. To understand the development trends of the world economy, the main objectives of the state transition to a green economy; LO 3. To determine the possibility of success and risk business.
Summary of content (sections, topics)	1. Understanding the laws and principles of a 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. The definition of the main economic indicators of the enterprise 4. Characteristics of the trends of the world economy 5. Understanding the main objectives of the state's transition to a green economy 6. Application of basic methods for calculating gross domestic product and gross national product for the state's transition to a green economy 7. Characteristics 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 forming the module	- Fundamentals of economics
Module type (compulsory, optional)	Compulsory
Workload (credits /	2 credits /60 hours

academic hours)	
The duration of the module	1 semester
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral questioning, testing, report, abstract, creative task
Form of control	Pass fail exam
Necessary resources	Personal computer, Internet resources, educational and methodical literature in the disciplines: Fundamentals of Economics. Sakhariev, S.S. Modern course of economic theory [Electronic resource]: textbook / S.S. Saccharides; A.S. Sakhariev. - Almaty: Jurid. Lit. 2009
Language learning	Russian, Kazakh
Post requisites	PM 1 –PM 8

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

Sphere of competence	-
Module Name	Understanding the history, role and place of Kazakhstan in the world community
Module purpose	After studying this module, the student will understand the history, role and place of Kazakhstan in the world community.
Proficiency Level	5
Training results by module	<ol style="list-style-type: none"> 1. To understand major historical events 2. To determine the causal relationships of historical events. 3. To own knowledge for the development of national identity
Summary of content (sections, topics)	<ol style="list-style-type: none"> 1. Understanding the essence of historical events that took place from antiquity to the present 2. Understanding the nature and purpose of the political and social changes taking place in the Republic of Kazakhstan after independence. 3. Characteristics of the 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 links between historical events 6. Ability to work with historical sources 7. 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 8. Demonstration of spatial thinking, the ability to analyze historical material 9. Characteristics of Kazakhstan in the system of foreign political relations of the modern world
Prerequisites	History of Kazakhstan (initial course)
Disciplines forming the module	History of Kazakhstan
Module type (compulsory, optional)	Compulsory
Workload (credits /	4 credits / 120 hours

academic hours)	
The duration of the module	2 semesters
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral survey, testing, report, abstract, creative task
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, educational and methodical literature on the discipline of the history of Kazakhstan. Abdakimov A. History of Kazakhstan. - Almaty, 2002 Abylhozhin ZH.B. Essays on the socio-economic history of Kazakhstan XX century. - Almaty, 1997. Razdykov S.Z. History of Kazakhstan. Study guide for colleges. - Pavlodar, 2005. 165 p.
Language learning	Russian, Kazakh
Post requisites	PM 1-PM 8

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 "

Sphere of competence	-
Module Name	Application of the basics of philosophical knowledge, social sciences for socialization and adaptation in society and the workforce
Module purpose	After studying this module, the student will be able to apply the basics of philosophical knowledge, social sciences for socialization and adaptation in society and the workforce.
Proficiency Level	5
Training results by module	<ol style="list-style-type: none"> 1. To know basic concepts and information of philosophy, political science, cultural studies and sociology; 2. To understand the international political processes, the geopolitical situation and moral values, and the norms that form tolerance and an active personal position; 3. To know basic concepts and information about the main branches of law.
Summary of content (sections, topics)	<ol style="list-style-type: none"> 1. Understanding the essence and essence of the concepts, categories and information of philosophy, political science, cultural studies and sociology 2. Identification of problems and interrelations of the main categories and concepts of philosophy, political science, cultural studies and sociology 3. Analysis of various points of view 4. Characteristics of the structure of the political system, history and current state of the world and traditional religions 5. Definition of differences of 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 information about taxes 8. Understanding of responsibility for administrative and corruption offenses and the observance of the principles of law and order 9. Protecting your rights in accordance with labor laws

Prerequisites	World history History of Kazakhstan
Disciplines forming the module	Basic philosophy Culturology Law basics Fundamentals of sociology and political science
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	6 credits / 180 hours
The duration of the module	4 semesters
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral questioning, testing, report, abstract, creative task
Form of control	Pass fail exam
Necessary resources	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. 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. Razdykov S.Z. Basics of political science. Textbook. - Astana, "Foliant", 2008. 312 p. Zelenkov A. I. Philosophy: an educational and methodical complex. - 2003. Mkrtychyan E.R. Basics of Sociology, Textbook, Volgograd, 2017 KS Birzhanov, K. B. Ibraeva. Basics of Law of the Republic of Kazakhstan, 2013
Language of instruction	Russian, Kazakh
Post requisites	PM 1 – PM 8

4.6 Specification of the basic module 6 " Labor protection and safety engineering "

Sphere of competence	-
Module Name	Labor protection and safety engineering
Module purpose	After studying this module, the student will be able to apply the necessary knowledge, skills of safe labor in industrial and domestic conditions, injury prevention and skills of providing a favorable business environment
Proficiency Level	5
Training results by module	<ol style="list-style-type: none"> 1. Follow safety rules and labor protection 2. Ensure compliance with the safety of technological processes. 3. Develop safety and labor protection measures
Summary of content (sections, topics)	<ol style="list-style-type: none"> 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 education
Disciplines forming the module	- Labor protection and safety engineering
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	3 credits / 90 hours

The duration of the module	1 semester
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	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
Post requisites	PM 1- PM 8

4.7. Specification of the basic module 7

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

Sphere of competence	-
Module Name	Application of the laws of physics and the use of information technology in professional activities
Module purpose	After studying this module, the student will be able to use the laws of physics and apply information technologies in their professional activities.
Proficiency Level	5
Training results by module	<ol style="list-style-type: none"> 1. To apply the basic laws of physics; 2. To solve problems in the field of professional activity; 3. To apply information technology in professional activities.
Summary of 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 (values, 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 forming the module	Physics I, II Mathematics I, II

	Information and communication technology
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	3 credits / 90 hours
The duration of the module	2 semesters
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices
Teaching methods	Oral questioning, testing, report, reference paper, 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 learning	Russian, Kazakh
Post requisites	PM 1 – PM 8

4.8 Specification of the professional module 1
"Organization of the system of document circulation, registration and accounting of documents"

Sphere of competence	Planning the activities of the management body of the condominium
Module Name	Organization of the system of document circulation, registration and accounting of documents
Module purpose	After studying this module, the student will be able to organize the system of document flow, registration and accounting of documents.
Proficiency Level	5
Training results by module	LO 1. To organize the reception, storage and maintenance of all types of documentation, LO 2. To prepare documents of the condominium facility for state registration LO 3. To collect and update the data of the condominium object in the Unified Information System of the housing stock and housing and communal services (housing and communal services),
Summary of content (sections, topics)	1. Availability of complete documentation 2. Organization of the workflow system 3. Correct storage of technical, accounting, financial, tax and statistical reporting documentation, title and identification documents for a land plot 4. The presence of a complete set of documentation of the condominium object according to the list, 5. Verification of the contents of the Documentation, 6. Submission of documentation for state registration of a condominium facility 7. Data collection of the condominium facility, 8. Filling the database Unified information system of the housing stock and housing and communal services (EIS ZhF and housing and communal services),

	9. Updating the database of the EIS ZhF and housing and public utilities
Prerequisites	Social Studies
Disciplines forming the module	Basics of office work The basics of archiving, Industrial training and / or professional practice.
Module type	Compulsory
Workload (credits / academic hours)	8 credits / 240 hours
The duration of the module	3-5 semester
Form of study Education technology	intramural Modular
Forms of educational process organization Teaching methods	Lecture, office hours, practical session, laboratory classes, practices. Oral enquiry, business games, testing, presentation, report, reference paper, message, creative task, colloquium, case-task,
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, educational and methodical literature, teaching aids
Language learning	Russian, Kazakh
Post requisites	Basics of office work

4.9 Specification of the professional module 2
" Planning the work of the management body of the condominium"

Sphere of competence	Planning the activities of the management body of the condominium
Module Name	Planning the work of the management body of the condominium
Module purpose	After studying this module, the student will be able to plan the work of the management body of the condominium facility
Proficiency Level	5
Training results by module	LO 1. Plan financial resources and technical resources LO 2. Plan work on the maintenance and repair of the condominium facility, LO 3. Develop an annual plan and draw up an annual budget.
Summary of content (sections, topics)	1. Analyzing the results of the maintenance and repair of the condominium facility 2. Conclusion of contracts with performers 3. Creating the necessary conditions for performers 4. Development of technical specifications and price offers 5. Selection of performers for the repair and provision of services of the condominium facility. 6. Check the technical capabilities of performers 7. Development of the annual plan, 8. Drawing up calculations of the annual budget 9. Approval of the annual plan and annual budget at the general meeting of the condominium object
Prerequisites	Maths, Basics of Economics
Disciplines forming the module	<ul style="list-style-type: none"> - Basics of legal work, - Building materials and products, - The design of the building and facilities, - Industrial training and / or professional practice.
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	15 credits/ 450 hours
The duration of the module	3-6 semester
Form of study	intramural

Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, teaching materials, textbooks O. Sabdenov "Fundamentals of a market economy"; Razakov I. "Construction of buildings and structures"; Khamzin S.K. "Technology of construction production", "Textbook on course and diploma design technologies and organization of construction production"
Language learning	Russian, Kazakh
Post requisites	Management in building sphere

4.10 Specification of the basic module 3
" Work on the inspection of the technical condition of the condominium facility"

Sphere of competence	Organization and management of the activities of the management body for maintenance and maintenance of the condominium object
Module Name	Work on the inspection of the technical condition of the condominium facility
Module purpose	After studying this module, the tutor will be able to perform work on the inspection of the technical condition of the condominium facility
Proficiency Level	5
Training results by module	LO 1. Organize an inspection of the technical condition of the structures and engineering equipment of the condominium facility LO 2. To organize and carry out work on the technical inspection of the condominium facility LO 3. Determine the volume and types of repair work and develop a defective statement. LO 4. To organize the work on the implementation of the calculation of the cost of repairs
Summary of content (sections, topics)	1. Conduct a visual inspection 2. Drawing up a list of repairs on the degree of accidents and significance 3. Preliminary determination of the technical condition of the structure and equipment 4. Choice of organization for technical inspection of buildings and structures 5. Conclusion of contracts with performers 6. Conducting instrumental inspection of the technical condition of the structure and equipment 7. Acceptance of the inspection report 8. Determination of the volume of repair work to be performed first 9. Determination of types and priority of repair work 10. Drawing up a defective statement 11. preparation of initial data for the calculation of the cost of work 12. Performing estimates by the performer,

	13. Coordination of estimate documentation for repair works with the management body of the condominium facility
Prerequisites	- Physics; Maths; Engineering graphics
Disciplines forming the module	The design of the building and facilities, Construction technology. Labor protection and safety. Industrial training and / or professional practice (Educational practice)
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	13 credits / 390 hours
The duration of the module	5-6 semester
Form of study	intramural
Training technology	Modular
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, teaching materials, textbooks O. Sabdenov "Fundamentals of a market economy"; Razakov I. "Construction of buildings and structures"; Khamzin S.K. "Technology of construction production", "Textbook on course and diploma design technologies and organization of construction production"
Language learning	Russian, Kazakh
Post requisites	Construction technology

4.11 Specification of the basic module 4
"Organization of the work of the governing body for the maintenance and maintenance of the condominium facility"

Sphere of competence	Organization and management of the activities of the management body for maintenance and maintenance of the condominium object
Module Name	Organization of the work of the governing body for the maintenance and maintenance of the condominium facility
Module purpose	After studying this module, the tutor will be able to organize the work of the governing body for the maintenance and maintenance of the condominium facility.
Proficiency Level	5
Training results by module	LO 1. Organize a meeting of owners of apartments (premises) at the choice of subjects of service activities on the content and performers for the repair of the condominium object LO 2. Conclude agreements for the maintenance and repair of the condominium facility LO 3. Conduct legal and financial work with service providers for services rendered and with contractors for work performed
Summary of content (sections, topics)	1. Studying the market for maintenance and repair of a condominium facility 2. The definition of subjects of service activities and contractors 3. The formation of an electronic database of subjects of service activities and contracting organizations 4 4. Determination of the scope of work 5. Calculating the cost of services 6. Conclusion of contracts with performers 7. verification of legal and registration documents of performers 8. checking the financial status of performers 9. Monitoring of settlements with performers
Prerequisites	Physics; Materials Science; Basics of Economics
Disciplines forming the module	<ul style="list-style-type: none"> - Basics of legal work, - Construction quality control, - Labor protection and safety. - Industrial training and / or professional practice (Industrial practice)

Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	11 credits / 330 hours
The duration of the module	5-6 semester
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, teaching materials, textbooks O. Sabdenov "Fundamentals of a market economy"; Razakov I. "Construction of buildings and structures"; Khamzin S.K. "Technology of construction production", "Textbook on course and diploma design technologies and organization of construction production"
Language learning	Russian, Kazakh
Post requisites	Economics in construction, Technology and organization of construction production

4.12 Specification of the basic module 5

" Financial management of the management body of the condominium facility

"

Sphere of competence	Organization and management of the activities of the management body for maintenance and maintenance of the condominium object
Module Name	Financial management of the management body of the condominium facility
Module purpose	After studying this module, the tutor will be able to manage the financial assets of the management body of the condominium
Proficiency Level	5
Training results by module	LO 1. Determine the amount of income LO 2. Distribute funds to the needs of the condominium facility LO 3. Perform quarterly reports LO 4. To monitor debt for payments for utilities and for the maintenance of common property
Summary of 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 funds for subsidizing the modernization of a condominium facility 4. Planning the cost of maintaining a condominium 5. Planning costs for repairs and upgrades OK 6. Planning the cost of upgrading the condominium facility 7. Distribution of funds for maintenance and modernization of the condominium facility. 8. Acceptance of acts of work performed 9. Verification of financial reports on payments 10. Drawing up a quarterly report of a condominium facility. 11. Definition of debtors and the amount of debt 12. Taking action to collect debts from debtors 13. Control over accounting of payment debts
Prerequisites	Maths; Economic fundamentals;
Disciplines forming the module	<ul style="list-style-type: none"> - Basics of accounting and auditing - Basics of economy - Industrial training and / or professional practice (Educational practice)
Module type	Compulsory

(compulsory, optional)	
Workload (credits / academic hours)	10 credits / 300 hours
The duration of the module	5-6 semester
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, teaching materials, textbooks by O. Sabdenov "Fundamentals of a market economy"; Razakov I. "Structures of buildings and structures"
Language learning	Russian, Kazakh
Post requisites	Financial Law

4.13 Specification of the basic module 6
"Management of the financial resources of the management body of the condominium object"

Sphere of competence	Organization and control of the management body for service and maintenance of the condominium object
Module Name	Management of the financial resources of the management body of the condominium object
Module purpose	After studying this module the student will be able to To manage the financial resources of the management body of the condominium object
Proficiency Level	5
Training results by module	LO 1. To determine the amount of income LO 2. To distribute funds for the needs of the condominium object LO 3. To prepare quarterly reports LO 4. Monitor debt on payments for utilities and for maintenance of common property
Summary of content (sections, topics)	1. Determination of the amount of income from rental payment 2. Determination of the amount of income from payments of owners of premises (apartments) 3. Definition of financial resources for subsidizing the modernization of the condominium object 4. Planning of the renovation costs of condominium object 5. Planning of expenses on repair and modernization of condominium object 6. Planning of the renovation costs of condominium object 7. Distribution of funds for maintenance and modernization, repair of the condominium object 8. Acceptance of Job Completion Report 9. The implementation of the audit of financial reports and payments 10. The preparation of the quarterly report of condominium objects 11. Identification of debtors and sum of

	indebtedness 12. Taking measures to recover debt from debtors 13. Control over keeping records of payment arrears
Prerequisites	Mathematics; Fundamentals of Economics;
Disciplines forming the module	Fundamentals of accounting and auditing, Fundamentals of Economics, - Job training and / or professional practice (practical training)
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	1080 hours
The duration of the module	5-6 semester
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, educational materials, books Sabdenov O. "Fundamentals of market economy"; Razakhov I. "Construction of buildings and structures"
Language learning	Russian, Kazakh
Post requisites	Financial law

4.14 Specification of the basic module 7

"Control over operation and maintenance of condominium objects and the activities of the management body"

Sphere of competence	Control over the planning and activities of the management body of the condominium object
Module Name	Control over operation and maintenance of condominium objects and the activities of the management body
Module purpose	After studying this module the student will be able to control over operation and maintenance of condominium objects and the activities of the management body
Proficiency Level	5
Training results by module	LO 1. Verification of the correctness of technical, financial and legal documentation LO 2. Review the implementation of activities under the annual plan LO 3. To prepare conclusions on the result of check of management body activity of the condominium object
Summary of content (sections, topics)	1. The application of the norms of legislative acts in the conduct of the audit of the management body of the condominium object, 2. Verification the availability of technical and legal documentation 3. Verification of the correctness of technical and legal documentation 4. Checking the progress of work on the maintenance and repair of the condominium object 5. Identification of violations in the work of service activities, contractors, 6. Checking the conduct of legal work 7. Analysis of the management body activities of the condominium object, 8. Act of inspection preparation, 9. Familiarization with the check result
Prerequisites	Fundamentals of the legal case, Fundamentals of life safety.
Disciplines forming the module	- Fundamentals of management, Fundamentals of legal work, Quality control of construction works,

	Occupational safety and health - Job training and / or professional practice (Industrial practice)
Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	810 hours
The duration of the module	5-6 semester
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, educational materials, books Sabdenov O. "Fundamentals of market economy"; Razakhov I. "Construction of buildings and structures"; Khamzin S. K. "Construction technology", "Study guide on course and diploma design of technology and organization of construction production"
Language learning	Russian, Kazakh
Post requisites	Economy in construction, managing the construction process

4.15 Specification of the professional module 8
"Conducting design and research work to improve the work of the management body of the condominium facility"

Sphere of competence	Design and research activities
Module Name	Conducting design and research work to improve the work of the management body of the condominium facility
Module purpose	After studying this module, the tutor will be able to carry out design and research work to improve the performance of the management body of the condominium facility
Proficiency Level	5
Training results by module	LO 1. To study the literature on the organization of design and research works LO 2. To draw up a plan for the work of the design and research work. LO 3. To conduct design and research work
Summary of content (sections, topics)	1. Analysis of construction technology, regulatory legal acts, existing teaching materials on the correction of speech disorders 2. Identification of innovative construction technology and teaching materials for the organization of design and research work 3. Analysis of the results of fundamental and exploratory research and preparation of an analytical review 4. The study of methods of research and project activities, the principles of selection methods 5. Selection and justification of the accepted direction of research and ways to solve problems 6. Formation of perspective skills, abilities and acquisition of the simplest knowledge necessary for the performance of scientific work. 7. Definition of methods and topics of research and project activities. 8. Application of new technologies 9. Participation in the preparation of a plan for research and project activities.
Prerequisites	Physics, maths
Disciplines forming the module	<ul style="list-style-type: none"> - Building production technology - Industrial training and / or professional practice (Term paper)

Module type (compulsory, optional)	Compulsory
Workload (credits / academic hours)	5 credits /330 hours
The duration of the module	3-6 semester
Form of study	intramural
Education technology	Modular
Forms of educational process organization	Lecture, office hours, practical session, laboratory classes, practices.
Teaching methods	Oral enquiry, business games, testing, presentation, report, reference paper, message, interview, creative task, colloquium, case-task, credit
Form of control	Pass fail exam, exam
Necessary resources	Personal computer, software, teaching materials, textbooks O. Sabdenov "Fundamentals of a market economy"; Razakov I. "Construction of buildings and structures"; Khamzin S.K. "Technology of construction production", "Textbook on course and diploma design technologies and organization of construction production"
Language of instruction	Russian, Kazakh
Post requisites	Basics of communication; Life safety

EDUCATIONAL PROCESS PLAN

Code and profile of education: 1400000 – Construction and utilities
Specialty: 1401000 - Construction and operation of buildings and structures
Qualification: 1401344 – Applied bachelor of condominium object

Form of study: intramural
 The standard period of study: 2 years 10 months on the basis of general secondary education

Index	Modules and learning activities	Number of credits	Form of control		Total training hours (hours)					Distribution by courses	
			Exam	Grading test	Total hours	Of them:					
						By type of training			By forms of organization training		
			Theoretical training	Laboratory and practical works, course projects and works		Practical training**	Audit, contact	SRO			
						PDEC	SROS				

BM	Basee modules	30	3	8	900	630	270		720	180	60	1-3
BM 1	Application of professional vocabulary in the field of professional activity	6	+	+	180	120	60	-	120	60	15	1-6
BM 2	Development and improvement of physical qualities	6	+	+	180	-	180	-	180	-		1-6
BM 3	Application of basic knowledge of economics in professional activities	2		+	60	60	-	-	30	30	15	1-6
BM 4	Understanding the history, role and place of Kazakhstan in the world community	4	+	+	120	120	-	-	120	-		1-6
BM 5	Application of the basics of philosophical knowledge, social sciences for socialization and adaptation in society and the work places	6		+	180	180	-	-	120	60	15	1-6
BM 6	Occupational safety and prevention of accidents	3		+	90	60	30	-	60	30	15	1-6
BM 7	Application of the laws of physics and the use of information technology in professional activities	3		+	90	90		-	90			1-6
PM	Professional modules on working qualifications	36			1080	600	240	240	600	480	120	1-6
PM 1	Organization of the system of document circulation, registration and accounting documents	8	+	+	240	90	30	30	90	60	30	1-6
PM 2	Planning the work of the management body of the	15	+	+	450	270	120	120	270	240	60	1-6

	condominium object											
PM 3	Work on the inspection of the technical condition of the condominium facility	13	+	+	390	240	90	90	240	180	30	1-6
PM	Professional modules of midlevel specialist	21			630	300	240	90	300	330	180	1-6
PM 4	Organization of the management body work for service and maintenance of the condominium object	11	+	+	330	180	150	60	180	210	120	1-6
PM 5	Management of the financial resources of the management body of the condominium object	10	+	+	300	120	90	30	120	120	60	1-6
PM	Professional modules of applied bachelor qualifications	27			810	240	390	180	240	570	390	1-6
PM 6	Organization of activities	12	+	+	360	90	180	90	90	270	210	1-6
PM 7	Monitoring the operation and maintenance of condominium facilities and the activities of the governing body	10	+	+	300	90	150	60	90	210	150	1-6
PM 8	Carrying out of design and research works	5	+	+	150	60	60	30	60	90	30	1-6
	Total:	114			3420	1770	1140	510	1860	1560	750	
PP	Professional practice (educational, industrial, undergraduate)	42			1260			1260	180	1080	300	1-6
GP	Graduation projects***	9			270		270		60	210	30	6

MA	Midterm assessment	10			300	300			300			1-6
FA	Final assessment	2			60	60			60			6
	Total for mandatory training:	180 (144 +36)			5400 (4320 +1080)	2130	1410	1770	2460	2850	1080	
C	Consultation	10			300	300				300		1-6
EC	Extra curriculars	11			330	330				330		1-6
	Total:	201 (165 +36)			6030 (4950 +1080)	2760	1410	1770	2460	3480	1080	

Note:

* The forms of control (the number of course papers, examinations), the order of studying the disciplines (distribution by semester) are exemplary and can vary depending on the forms of study, the specifics of specialties, local and other conditions (circumstances), including in accordance with the needs of employers.

** In accordance with the SCES of TVE, educational institutions can change up to 50% of the training hours 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 vocational training and professional practice with keeping the total number of hours for compulsory education.