

The list of academic disciplines of the university component

6B04 - Business, Management and Law
(Code and classification of the field of education)

6B041 - Business and Management
(Code and classification of the direction of training)

0410
(Code in the International Standard Classification of Education)

B045 - Audit and Taxation
(Code and classification of the educational program group)

6B04109 - Accounting and Finance
(Code and name of the educational program)

bachelor
(Level of preparation)

set of 2024

Developed

By the Academic Committee of Educational Programs
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Reviewed

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Recommended for approval by the Academic Council of the University

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Approved

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Chairman of the Academic Council of the University Orynbekov D.R.

Professionally Orientated Foreign Language

Discipline cycle	Basic disciplines
Course	1
Credits count	3
Knowledge control form	Examination

Short description of discipline

The course examines the categorical apparatus in the field of Accounting and finance in a foreign language. Reading, understanding and mastering the material, as well as up-to-date translation of professional literature taking into account the specification, studying foreign analogues of accounting and financial reporting, as well as terminology in the field of the future specialty.

Purpose of studying of the discipline

The main goal of the course is to master students` communicative competence, which in the future will allow them to use a foreign language in various fields of professional activity, scientific and practical work, in communication with foreign partners, for self-educational and other purposes

Learning Outcomes

ON 2 Demonstrate knowledge that contributes to the formation of a holistic personality in the economic and legal environment and increase the responsibility of the individual

Learning outcomes by discipline

- 1) Study of professional vocabulary
- 2) Mastering financial and economic terminology
- 3) Free understanding and communication with foreign colleagues

Prerequisites

Foreign language

Postrequisites

Basic and profile disciplines of the EP

Introduction to Accounting and Finance

Discipline cycle	Basic disciplines
Course	1
Credits count	3
Knowledge control form	Examination

Short description of discipline

The course of introduction to accounting and financial methods includes the main points of accounting and financial management–the study of its elements, justification, consideration and accuracy of the study of accounting and distribution of finance, the presented components of the accounting and financial system: balance sheet, standard chart of accounts, transactions, reporting forms, budget, consideration of the processes of formation and finance in connection with with the evolution of IFRS and comparison of the experience of world and national practice.

Purpose of studying of the discipline

"Introduction to Accounting and Finance" is the assimilation of the theoretical and practical foundations of fnance at the macro and micro levels. Familiarization with the future specialty, tasks and principles of accounting, with international fnancial reporting standards, accounting documentation.

Learning Outcomes

ON 2 Demonstrate knowledge that contributes to the formation of a holistic personality in the economic and legal environment and increase the responsibility of the individual

Learning outcomes by discipline

- D1) Familiarization with the basics of accounting and finance;
- 2) Learning new terminology;
- 3) Introduction to the basics of the educational program

Prerequisites

School course

Postrequisites

Introduction to Accounting and Finance

Fundamentals of Micro and Macroeconomics

Discipline cycle	Basic disciplines
Course	1
Credits count	5
Knowledge control form	Examination

Short description of discipline

The course "Fundamentals of Micro and Macroeconomics" refers to the basic discipline in the preparation of students of an economic profile, where the issues of micro and macroeconomic analysis, the main categories, processes and laws are studied. At the end of the course, the student has the skills to analyze and evaluate economic phenomena, events observed in households, firms, enterprises, as well as at the level of certain industries and the state as a whole.

Purpose of studying of the discipline

Formation of students` scientific economic outlook, the ability to analyze economic situations and patterns of behavior of economic entities in a market economy, to form a holistic view of the functioning of the country`s economy as a whole and lay the foundations of macroeconomic analysis and forecasting.

Learning Outcomes

ON 2 Demonstrate knowledge that contributes to the formation of a holistic personality in the economic and legal environment and

increase the responsibility of the individual

Learning outcomes by discipline

- 1) *Contributes to the formation of solid knowledge and practical skills in the field of micro-macroeconomic analysis*
- 2) *Be able to analyze economic phenomena, processes and institutions at the micro and macro levels in their interrelation;*
- 3) *Be able to identify problems of an economic nature when analyzing a specific situation, suggest ways to solve them, taking into account the criteria of socio-economic efficiency, risk assessment and possible socio-economic consequences*

Prerequisites

School course

Postrequisites

Economics of enterprise

Fundamentals of finance

Discipline cycle	Basic disciplines
Course	1
Credits count	5
Knowledge control form	Examination

Short description of discipline

The structure of the course includes the study of the basic theoretical foundations of finance, the functions of finance in accordance with the concepts of distribution and reproduction, the relationship of finance with cost economic categories, financial resources and financial funds, the financial system of the Republic of Kazakhstan, the principles of its construction, structure.

Purpose of studying of the discipline

The purpose of studying the discipline: Mastering the theoretical and practical foundations of finance at the macro and micro levels

Learning Outcomes

ON 6 Apply fundamental skills and knowledge of finance for professional development and managerial decision making in the organization of the company's financial activities.

ON 7 Is able to choose the optimal schemes of taxation, insurance, investment, lending, financing by comparing conditions, cost, alternatives, cash flows and liabilities

ON 8 Is able to apply basic theoretical knowledge in the field of corporate governance, to navigate the current trends in the development of the financial market and international financial institutions

Learning outcomes by discipline

1. *Acquire the necessary knowledge in the field of public finance, revenues, expenditures, the state budget, financial control.*
2. *Know the structure of the financial system in Kazakhstan and its difference from other countries;*
3. *Master the basic terms and concepts of finance and practical skills in the discipline necessary for financial professionals.*

Prerequisites

Basic and profile disciplines of the EP

Postrequisites

Manufacturing practice 1

Taxes and taxation

Discipline cycle	Basic disciplines
Course	1
Credits count	5
Knowledge control form	Examination

Short description of discipline

The discipline is aimed at studying the economic foundations, structure, content and composition of taxes, the mechanism of functioning and development of the tax system, principles of taxation, types of taxes and methods of their collection. The assessment of the current state of domestic tax policy, tax planning, regulation and tax control in the Republic of Kazakhstan is carried out. At the end of the course, the student should be able to understand all types of mandatory taxes, fees, duties and payments.

Purpose of studying of the discipline

To form a system of knowledge among students necessary for the subsequent preparation of a bachelor's degree in taxation.

Learning Outcomes

ON 6 Apply fundamental skills and knowledge of finance for professional development and managerial decision making in the organization of the company's financial activities.

ON 7 Is able to choose the optimal schemes of taxation, insurance, investment, lending, financing by comparing conditions, cost, alternatives, cash flows and liabilities

ON 8 Is able to apply basic theoretical knowledge in the field of corporate governance, to navigate the current trends in the development of the financial market and international financial institutions

Learning outcomes by discipline

1. *Knows the essence, necessity and social significance of taxes;*
2. *Is able to apply the norms of legislation in the taxation of legal entities and individuals;*
3. *Possess the skills of calculating taxes and fees from legal entities and individuals, the application of the regulatory framework of tax legislation.*

Prerequisites

Fundamentals of finance

Postrequisites

Tax reporting and tax declaration

Manufacturing practice 1

Discipline cycle	Basic disciplines
Course	1

Credits count	3
Knowledge control form	Total mark on practice

Short description of discipline

The purpose of the internship is to consolidate professional competence, acquire practical skills and professional experience.

Practical tasks: study of types of professional activity, their functions and tasks; consolidation of theoretical knowledge and formation of professional skills, skills and competencies.

Purpose of studying of the discipline

The purpose of industrial practice 1 is to systematize, generalize and deepen the theoretical knowledge, formation of practical skills, general cultural, professional competencies and professional competencies of the profile on the basis of the study of the work of financial organizations, in which the students undergo internship.

on the basis of studying the work of financial organizations in which students undergo internship.

Learning Outcomes

ON 2 Demonstrate knowledge that contributes to the formation of a holistic personality in the economic and legal environment and increase the responsibility of the individual

ON 3 Demonstrate basic knowledge of the preparation of primary accounting documents, accounting registers, financial statements, and also uses financial (accounting) and audit information.

ON 4 Demonstrate knowledge in the evaluation and interpretation of financial, accounting and other information contained in the reporting of enterprises according to international standards, conducts accounting and computing work in the 1C program:Accounting, uses the information received to make management decisions

Learning outcomes by discipline

1) Knows the laws and principles of strengthening the economy of an economic entity on the basis of choosing an effective accounting policy based on compliance with current requirements while creating a rational accounting and reporting system.

2) Analyzes and draws up the necessary information in accounting reports, can use the materials of normative acts and methodological guidelines regulating accounting and financial reporting, issues of financial and tax accounting.

3) Master the order of accounting of enterprises, information base necessary for the analysis of financial and tax accounting, modern technologies of organization of financial and management accounting.

Prerequisites

Fundamentals of Accounting Fundamentals of finance Bases of economics, law and ecological knowledge

Postrequisites

Manufacturing practice 2

Educational practice

Discipline cycle	Basic disciplines
Course	1
Credits count	2
Knowledge control form	Total mark on practice

Short description of discipline

In- depth study of financial, economic, managerial work and operations, consolidation and deepening of theoretical and practical knowledge of students, concretization of information obtained in the study of general professional and special disciplines of the curriculum, acquisition of practical skills and experience of independent work

Purpose of studying of the discipline

The purpose of the educational (introductory) practice of students of higher educational institutions is the acquisition of primary professional competencies, including the consolidation and deepening of theoretical knowledge acquired in the course of training, obtaining the first skills of organizational, research activities, business

correspondence skills, the implementation of theoretical knowledge, the acquisition of practical skills and work skills in accordance with the specialty of training.

Learning Outcomes

ON 2 Demonstrate knowledge that contributes to the formation of a holistic personality in the economic and legal environment and increase the responsibility of the individual

Learning outcomes by discipline

1. Knows the laws, regulatory documents on the basics of accounting, financial industry and taxation, methods and techniques for analyzing the main indicators characterizing the financial condition of the enterprise.

2. Receives and analyzes the necessary data used in the calculation of the main economic indicators reflecting the financial condition of organizations.

3. Is able to collect, study and analyze data used in the calculation of the main technical and economic indicators characterizing the financial condition of economic entities.

Prerequisites

Introduction to Accounting and Finance

Postrequisites

Manufacturing practice 1

Financial Accounting

Discipline cycle	Profiling discipline
Course	1
Credits count	5
Knowledge control form	Examination

Short description of discipline

The study of this discipline should help students in the field of accounting and auditing to carry out accounting of business transactions at enterprises of various organizational and legal forms of economic sectors, improve the skills of compiling the balance sheet, annual

financial statements, master modern methods, skills and means of information processing.

Purpose of studying of the discipline

The purpose of studying the discipline is to acquire the skills of collecting, registering and processing information necessary for the formation of financial statements of organizations in accordance with international standards. The main goal is to help students master methodological knowledge and practical skills of organizing and maintaining interim financial accounting.

Learning Outcomes

ON 3 Demonstrate basic knowledge of the preparation of primary accounting documents, accounting registers, financial statements, and also uses financial (accounting) and audit information.

ON 4 Demonstrate knowledge in the evaluation and interpretation of financial, accounting and other information contained in the reporting of enterprises according to international standards, conducts accounting and computing work in the 1C program:Accounting, uses the information received to make management decisions

ON 5 Draw up, analyze and interpret financial, accounting, statistical reports and use the results of the analysis to make management decisions.

Learning outcomes by discipline

1) Mastering new terminological apparatus

2) Acquisition of practical skills of financial accounting at enterprises of different economic forms

3) Formation of skills of work in this industry

Prerequisites

Fundamentals of Accounting

Postrequisites

Advanced Financial Accounting

Corporate finances

Discipline cycle	Basic disciplines
Course	2
Credits count	5
Knowledge control form	Examination and term work/Project

Short description of discipline

This program examines the theoretical foundations of the organization of corporate finance, the financial policy of the corporation, the principles of its management, the basics of financial and mathematical calculations when making financial and credit decisions. Also, this course is aimed at obtaining theoretical skills in the field of financial and economic calculations for planning the company's finances.

Purpose of studying of the discipline

The purpose of this course is to provide theoretical and practical training of students in the organization, planning corporate finance, their effective management, achieving financial stability and maximizing the market value of the company

Learning Outcomes

ON 6 Apply fundamental skills and knowledge of finance for professional development and managerial decision making in the organization of the company's financial activities.

ON 7 Is able to choose the optimal schemes of taxation, insurance, investment, lending, financing by comparing conditions, cost, alternatives, cash flows and liabilities

ON 8 Is able to apply basic theoretical knowledge in the field of corporate governance, to navigate the current trends in the development of the financial market and international financial institutions

Learning outcomes by discipline

1) Mastering the new terminological apparatus

2) Gaining practical skills in corporate finance management

3) Formation of skills in this industry

Prerequisites

Fundamentals of finance

Postrequisites

Financial management

World of Abai

Discipline cycle	Basic disciplines
Course	2
Credits count	3
Knowledge control form	Examination

Short description of discipline

The discipline is aimed at studying historical facts, the philosophical and artistic foundations of the works of Abay Kunanbaev, Shakarim Kudaiberdiev, which form worldview and aesthetic values, the student's ability to express his opinion, practical skills and perception of such human qualities as morality, honesty, artistic character. The genius of the writers of Kazakh literature and the role of M. Auezov in the study and popularization of Abai's heritage, the significance of his works for history, literature and science are determined.

Purpose of studying of the discipline

Formation of the meaning of philosophical and ideological being, understanding of the problems raised in the works of Abai Kunanbayuly, Shakarim Kudaiberdiuly, Mukhtar Auezov and application of the acquired knowledge in the practice of everyday life.

Learning Outcomes

ON 1 Demonstrate socio-cultural, economic, legal, environmental knowledge, communication skills, apply information technology, taking into account modern trends in the development of society.

Learning outcomes by discipline

1) Analyzes the philosophical and artistic foundations of works, historical facts related to the creative heritage of Abai Kunanbayev, Shakarim Kudaiberdiyev, Mukhtar Auezov

- 2) Uses in practice the humanistic ideas of Abai's philosophical and artistic works
- 3) Assesses the place and significance of Abai's works in the history of literature and science

Prerequisites

The module of socio-political knowledge (sociology, political science, cultural studies, psychology) Kazakh(Russian) language (2)

Postrequisites

Basic and profile disciplines of the EP

Management accounting

Discipline cycle	Profiling discipline
Course	2
Credits count	5
Knowledge control form	Examination

Short description of discipline

When studying Danish disciplines, the main areas of activity, principles and personal methods of development of production, financial, credit, budgetary, investment and durable operations, training will be essential methods of teaching the cost of certainty of the cost of production and the application of ego to production, will insert the correct management of production costs. Graduates will have to have the skills of applied practical science in the field of administrative training

Purpose of studying of the discipline

The goal is to form objective information for managers of organizations to perform management functions that are aimed at solving the following functions: planning, coordination, control, analysis, management decision-making, stimulation.

Learning Outcomes

ON 3 Demonstrate basic knowledge of the preparation of primary accounting documents, accounting registers, financial statements, and also uses financial (accounting) and audit information.

ON 4 Demonstrate knowledge in the evaluation and interpretation of financial, accounting and other information contained in the reporting of enterprises according to international standards, conducts accounting and computing work in the 1C program:Accounting, uses the information received to make management decisions

ON 5 Draw up, analyze and interpret financial, accounting, statistical reports and use the results of the analysis to make management decisions.

Learning outcomes by discipline

- 1) Mastering the new terminological apparatus
- 2) Acquisition of practical skills in management accounting of enterprises and organizations
- 3) Formation of skills in this industry

Prerequisites

Fundamentals of Accounting

Postrequisites

Manufacturing practice 2

1S: Accounting

Discipline cycle	Basic disciplines
Course	2
Credits count	5
Knowledge control form	Examination

Short description of discipline

Discipline 1C Accounting considers a software product that is widely used in the accounting system of the country - 1C Accounting, the order and possibility of use. The order and succession of processing of all assets, financial results and operations with capital in the organization in this software product is studied.

Purpose of studying of the discipline

Mastering the basic concepts and principles of computerized financial reporting, studying the structure and content of system 1C: Accounting.

Learning Outcomes

ON 3 Demonstrate basic knowledge of the preparation of primary accounting documents, accounting registers, financial statements, and also uses financial (accounting) and audit information.

ON 4 Demonstrate knowledge in the evaluation and interpretation of financial, accounting and other information contained in the reporting of enterprises according to international standards, conducts accounting and computing work in the 1C program:Accounting, uses the information received to make management decisions

ON 5 Draw up, analyze and interpret financial, accounting, statistical reports and use the results of the analysis to make management decisions.

Learning outcomes by discipline

1. He knows the system of computerized record keeping;
2. Able to perform the administrative and system configuration 1C., To work with the basic data types 1C, working with service data types and objects of accounting;
3. It has the skills to create new documents, forms, reports and processing system 1C Enterprise 8.2.

Prerequisites

Fundamentals of Accounting

Postrequisites

Practical accounting based on 1C Accounting in accordance with IFRS (International Financial Reporting Standards)

Methodology of scientific and economic research

Discipline cycle	Basic disciplines
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Course	2
Credits count	3
Knowledge control form	Examination

Short description of discipline

This course presents the basics about science and scientific research. The mechanism of the organization of scientific research is considered, where the main emphasis is on economic research, the methods and methodology of scientific and management systems in the economy are studied, including methods of scientific analysis, synthesis and forecast formation. Special attention is paid to the creation and formation of economic thought, the functioning of domestic and foreign economic scientific schools and their most prominent representatives.

Purpose of studying of the discipline

Acquisition of knowledge, skills and practical skills of using modern research methods in economics.

Learning Outcomes

ON 2 Demonstrate knowledge that contributes to the formation of a holistic personality in the economic and legal environment and increase the responsibility of the individual

Learning outcomes by discipline

- 1. Knows the ideological, socially and personally significant problems of the methodology of economic research.*
- 2. Is able to analyze socially significant problems and processes occurring in society, predict possible directions of their development.*
- 3. Has the skills to use the tools of general scientific and special methods of scientific cognition in economic research.*

Prerequisites

Bases of economics, law and ecological knowledge

Postrequisites

Basic and profile disciplines of the EP

Manufacturing practice 2

Discipline cycle	Basic disciplines
Course	2
Credits count	7
Knowledge control form	Total mark on practice

Short description of discipline

Industrial practice 2 is an obligatory component of the educational process, necessary for the training of qualified workers who are well oriented not only in the profile theory, but also in the realities of everyday work. This stage of training is usually carried out on the basis of institutions corresponding to the student's future specialty. The main goal is to develop professional skills and abilities in the conditions of real work activity.

Purpose of studying of the discipline

The purpose of industrial practice 2 is to consolidate professional competence, acquire practical skills and experience

Learning Outcomes

ON 2 Demonstrate knowledge that contributes to the formation of a holistic personality in the economic and legal environment and increase the responsibility of the individual

ON 3 Demonstrate basic knowledge of the preparation of primary accounting documents, accounting registers, financial statements, and also uses financial (accounting) and audit information.

ON 6 Apply fundamental skills and knowledge of finance for professional development and managerial decision making in the organization of the company's financial activities.

Learning outcomes by discipline

- 1) Knows the laws and principles of strengthening the economy of an economic entity based on the choice of an effective accounting policy based on compliance with current requirements when creating a rational accounting and reporting system.*
- 2) Analyzes and draws up the necessary information in the financial statements, can use the materials of regulations and guidelines governing accounting and financial statements, financial and tax accounting issues.*
- 3) Master the procedure for maintaining accounting records of enterprises, the information base necessary for the analysis of financial and tax accounting, modern technologies for organizing financial and management accounting.*

Prerequisites

Manufacturing practice 1

Postrequisites

Production practice 3

Financial statements under NFRS and IFRS

Discipline cycle	Profiling discipline
Course	2
Credits count	5
Knowledge control form	Examination

Short description of discipline

The types of accounting reports and the rules of their formation, and the procedure for their submission are considered in accordance with IFRS and IFRS. international and national standards and modern features "are read". The formation of individual components of these reports, and the benefits of completion are clearly considered.

Purpose of studying of the discipline

The purpose of studying the discipline of financial reporting in accordance with IFRS and IFRS is to consider accounting objects based on international and national standards, to determine effective ways of forming financial statements.

Learning Outcomes

ON 3 Demonstrate basic knowledge of the preparation of primary accounting documents, accounting registers, financial statements, and also uses financial (accounting) and audit information.

ON 4 Demonstrate knowledge in the evaluation and interpretation of financial, accounting and other information contained in the reporting of enterprises according to international standards, conducts accounting and computing work in the 1C program:Accounting, uses the information received to make management decisions

ON 5 Draw up, analyze and interpret financial, accounting, statistical reports and use the results of the analysis to make management decisions.

Learning outcomes by discipline

1) Mastering the new terminological apparatus

2) Acquisition of skills in preparing and maintaining financial statements according to national and international financial reporting standards

3) Formation of skills in this industry

Prerequisites

Management accounting Financial Accounting

Postrequisites

Manufacturing practice 2

International accounting and certification in accounting and finance

Discipline cycle Basic disciplines

Course 3

Credits count 4

Knowledge control form Examination

Short description of discipline

The course covers the basic principles and rules of international accounting. Accounting is being studied international level and features of accounting in different countries. Principles and requirements for international certification in the accounting system, information on certification organizations and their activities. Considered activities of international organizations performing certification in the financial system and requirements for certifications

Purpose of studying of the discipline

The purpose of the course is to introduce the basics of international accounting and international certificates in the field of accounting and Finance: ACCA, CIMA, CFA, CPA.

Mechanism for confirmation of professional competence in independent public professional organizations (associations).

Learning Outcomes

ON 9 Perform professional duties in the implementation of the current financial and economic activities of business entities, to develop and provide modern financial and credit products and services through the use of modern information technology.

ON 10 Is capable of organizing and maintaining financial, managerial and tax accounting of any areas of activity of enterprises, is able to calculate and evaluate the main economic indicators characterizing the financial condition of the organization

ON 11 Apply international auditing standards at various stages of the audit, is able to perform audit procedures and provide services related to auditing activities in compliance with professional auditors ethics.

Learning outcomes by discipline

1) Mastering the new terminological apparatus

2) Acquisition of practical skills in international accounting and certification

3) Formation of skills in this industry

Prerequisites

Corporate finances Financial Accounting

Postrequisites

Pre-diploma practice Production practice 3

Tax reporting and tax declaration

Discipline cycle Profiling discipline

Course 3

Credits count 5

Knowledge control form Examination

Short description of discipline

The subject of the course is the study and presentation of economic knowledge on the basics of the theory and practice of taxes, taxation and tax reporting. In the context of tax reform and the transition to declaring the population, the relevance and significance of this course is beyond doubt, in which the basics of its calculation, payment and filing of tax reports are studied in the context of each type of tax.

Purpose of studying of the discipline

The ability to conduct competent tax reporting and prepare tax returns

Learning Outcomes

ON 9 Perform professional duties in the implementation of the current financial and economic activities of business entities, to develop and provide modern financial and credit products and services through the use of modern information technology.

ON 10 Is capable of organizing and maintaining financial, managerial and tax accounting of any areas of activity of enterprises, is able to calculate and evaluate the main economic indicators characterizing the financial condition of the organization

ON 11 Apply international auditing standards at various stages of the audit, is able to perform audit procedures and provide services related to auditing activities in compliance with professional auditors ethics.

Learning outcomes by discipline

1) Mastering the new terminological apparatus

2) Acquisition of practical skills in the field of tax reporting and tax declaration

3) Formation of skills in this industry

Prerequisites

Taxes and taxation

Postrequisites

Pre-diploma practice Production practice 3

Financial management

Discipline cycle	Profiling discipline
Course	3
Credits count	5
Knowledge control form	Examination

Short description of discipline

The course "Financial Management" contributes to the competent and financially correct management of fixed and current assets, equity and financial liabilities, the development of financial and mathematical methods for assessing the value of a company, methods of financial calculations and calculations, principles, content and structure of financial planning; assessing the financial condition.

Purpose of studying of the discipline

Formation of students' deep theoretical knowledge on the basics of financial management, the ability to link theory with practice in the development of basic approaches, methods and criteria that determine the effectiveness of operational activities, financial and investment decisions.

Learning Outcomes

ON 9 Perform professional duties in the implementation of the current financial and economic activities of business entities, to develop and provide modern financial and credit products and services through the use of modern information technology.

ON 10 Is capable of organizing and maintaining financial, managerial and tax accounting of any areas of activity of enterprises, is able to calculate and evaluate the main economic indicators characterizing the financial condition of the organization

ON 11 Apply international auditing standards at various stages of the audit, is able to perform audit procedures and provide services related to auditing activities in compliance with professional auditors ethics.

Learning outcomes by discipline

- 1) Mastering the new terminological apparatus*
- 2) Gaining practical skills in financial management of companies*
- 3) Formation of skills in this industry*

Prerequisites

Corporate finances

Postrequisites

Pre-diploma practice Production practice 3