

MINISTRY OF AGRICULTURE OF THE REPUBLIC OF KAZAKHSTAN

KAZAKH AGROTECHNICAL UNIVERSITY them. S. SEYFULLINA



I approve
Dean of the Faculty of Economics
Aytkhozhin S.K.

_____ 2020

PROGRAM
subjects for students
(SYLLABUS)

discipline The professional focused foreign language
academic program "Financial Analytics"
specialty group Economics and Business

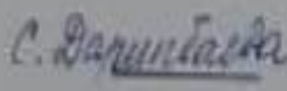
Nur-Sultan 2020

The working curriculum of the discipline for students (Syllabus) is based on the working curricula and modular educational programs "Financial Analytics" for 2019-2023, approved at the meeting of the Academic Council of the University on __ « __ », 2019 (Protocol No. __)

Reviewed at the meeting of the Department of Finance on June 03, 2020 Protocol no. __
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Chair of department  Z.A. Baimagambetova

Recommended by the methodological Commission of the faculty of Economics "June 19", 2020, Protocol No. 13

Chairman of MC  S.Zh. Daripbaeva

1. LECTURER DATA

The teacher: Zhumanova Dametken Tukenovna - Associate Professor of the Department of Finance, Kazakh Agro Technical University. S.Seifullina. dzhumanova@mail.ru, zhumanovadametken@gmail.com.

ID - 648 641 8778

Classes are held according to the approved schedule using distance technologies in «online» and «offline» modes

2. DISCIPLINE DATA

Information about the Main Types of Modules in the EP:

1. Module - Legal basis of business and languages, Module №4, Module type - Specialty module, Module level - VA, the number of module credits - 11

3. SAMPLE DISTRIBUTION OF ACADEMIC HOURS OF THE DISCIPLINE

Trimester weeks	1	2	3	4	5	6	7	8	9	10	Total
LPC	3	3	3	3	3	3	3	3	3	3	30
Office hours	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	12
Self-study	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	4.8	48
Total	9	9	9	9	9	9	9	9	9	9	90

3. COURSE PREREQUISITES

Know the basics of economic theory, microeconomics, macroeconomics; the basics of the discipline "Introduction to Finance".

4. COURSE POSTREQUISITES.

To understand financial categories, interrelation of finance with adjacent categories, bases of activity of the financial organization, bases of the organization of business in a foreign language.

To knowledge the main financial terms, types of financial statements, types of bank operations, types of tax payments in a foreign language.

5. SHORT DESCRIPTION OF THE COURSE

5.1. The main objective of a course – to give all information on the main the financial concepts in English most in a complex, in the structured look that allows to facilitate studying process substantially.

5.2. The course "The Professional Focused Foreign Language" is closely connected with such disciplines as "Finance", "Foreign language". The main objective of a course is: representation of set of the theoretical knowledge and practical skills necessary for specialists for holding business conversations in financial questions in English.

Descriptor A. Knowledge of basic financial categories, relationship of finance with other financial categories, basic activities of financial institutions on English.

Descriptor B. Acquisition of skills English speech behavior in various spheres and situations of communication, including at discussion of debatable problems; creations of oral and written statements of various types and genres in the business sphere of communication.

Descriptor C. Capability of comparing data, formulating conclusions, give an assessment of events in the field of economy and finance, exchange of information with other members of collective in English, using professional terms.

Descriptor D. To form skills of professionalism, the culture of communication, estimating oral and written statements from the point of view of language registration, efficiency of achievement of the set communicative tasks.

Descriptor E. To be able to analyze key problems in the field of economy and finance, put into practice language material in future professional activity.

6. COURSE CONTENT

6.2 The list of laboratory and practical classes (LPC)

Module name	Topic title	Tasks of LPC, purpose and content	Amount of hours	Texts	Week	Assessment 50/100 points
Module 1. Fundamentals of economics and finance	1. Mastering economics	Mastering new economic terms. 1. Basic of economics (Reading and Translation Practice) 2. Applying for a job (Listening) 3. Economic interdependence and international trade (Reading Comprehension) 4. Discussion	3		1	50-100
	2. Financing the business	1.The financial objectives of the business (Reading and Translation Practice) 2. Planning a new business (Listening) 3. The financial control of the business (Reading Comprehension) 4. Discussion	3		2	50-100
	3.The organization of the financial industry	1. Vocabulary 1 (Tasks) 2. The development of the financial industry (Listening 1) 2. Going international (Listening 2) 3. Vocabulary 2 (Tasks) 4. “Regulation and deregulation” (Reading) 5. Grammar, Practice, Discussion.	3		3	50-100
Module 2. Money, credit, banks	4. Money and the banking system	1. The functions of money (Reading and Translation Practice) 2. The history of American money and banking (Listening) 3. Types of financial operations (Reading Comprehension) 4. Discussion	3		4	50-100
	5. Central banking and Retail banking	1. The Bank of England (Reading) 2. Vocabulary 1, 2 3. Monetary policy (Listening 1) 4. Saying figures (Listening 2) 5. Commercial and investment banking (Reading 2) 6. The future of bank branches (Reading 3) 7. Vocabulary 3	3		5	50-100
	6. Loans and credit. Financial ratios	1. Banks and bonds (Reading 1) 2. Vocabulary 1 3. Lending decisions (Listening 1) 4. Margins (Listening 2)	3		6	50-100

		5. Types of financial ratios (Reading 2) 6. Vocabulary 2 7. Practice and Discussions				
Module 3. Financial instruments and financial regulation	7. Financing international trade. Foreign exchange	1. Vocabulary 1 2. How a letter of credit works (Reading 1) 3. Asking for information about bills of exchange (Listening 1) 4. Exchange rates (Reading 2) 5. Freely floating exchange rates (Listening 2) 6. Currency trading (Reading 3) 7. Practice	3		7	50-100
	8. Stocks and shares. Mergers and acquisitions	1. Vocabulary 1 2. Why stock markets matter (Reading 1) 3. Vocabulary 2 4. Mergers, takeovers and buyouts (Reading 2) 5. The role of banks (Listening) 6. Practice 1,2 7. Writing	3		8	50-100
	9. Asset management	1. Asset management and allocation (Listening 1) 2. Investment styles (Listening 2) 3. Fund management (Reading 1) 4. Practice 5. Discussions 6. Writing	3		9	50-100
	10. Regulating the financial sector	1. Conflicts of interest (Reading 1) 2. Vocabulary 1 3. The Financial Services Authority (Listening 1) 4. Conflicts of interest (Listening 2) 5. Vocabulary 2 6. Discussions	3		10	50-100
	Total		30			

6.3 Criteria for assessing tasks of laboratory practical classes

Assessment is carried out according to different types of speech activity: Listening, Reading, Writing, Speaking.

Important factors for marking are:

- understanding the main content of texts of a monological and dialogical nature (Listening);
- the ability to highlight the main idea and extract the information that is required to solve the communicative problem (Listening);
- use the tapped information in other types of speech activity (Listening);
- interpret and give own assessment of information (Listening).
- understanding of the main content of texts of a monological and dialogical nature (Reading);
- the ability to highlight the main idea and extract the information that is required to solve a communicative problem (Reading);

- use the tapped information in other types of speech activity (Reading);
- interpret and give their own assessment of information (Reading).
- organization of writing letters (Writing);
- solving a communicative problem (Writing);
- the use of appropriate phrases and expressions (Writing);
- literacy and spelling (Writing);
- English language skills (Speaking);
- solving a communicative problem (Speaking);
- interaction with the interlocutor (Speaking); lexical design of speech (Speaking).

For written work (tests, independent work, vocabulary dictations), the score is calculated based on the percentage of correct answers:

Types of work	Grade "satisfactory"	Grade "good"	Grade "excellent"
Test work	from 50% to 69%	from 70% to 89%	from 90% to 100%
Independent work, vocabulary dictations	from 60% to 69%	from 70% to 89%	from 90% to 100%

6.4. Schedule execution and delivery of assignments of self-study in the course

№	Module	Lesson topic	Self-study assignments, purpose and content	Recommended literature	Form of tasks control	Tasks deadline	Assessment 50/100 points
1	2	3	4	6	7	8	9
	Module 1. Fundamentals of economics and finance	1. Basic financial categories	Business finance: - capital - revenue - financial statements Accounting and accountancy: - accounting - auditing - laws, rules and standards Depreciation and amortization: - fixed assets - valuation - depreciation systems The balance sheet: - assets, liabilities and capital - shareholders equity The other financial statements: - the profit and loss account - the cash flow Statement	B.L. - 1,2, 3,4 A.L. – 1,2,3,5, 6, 7	written assignments	2	50-100%

Module 2. Money, credit, banks		2. Financial institutions	<p>Financial ratios:</p> <ul style="list-style-type: none"> - types of financial ratio - liquidity and solvency ratios - earning and dividends <p>Cost accounting:</p> <ul style="list-style-type: none"> - direct and indirect costs - fixed and variable costs - breakeven analysis <p>Personal banking:</p> <ul style="list-style-type: none"> - current accounts - banking products and services - E-banking <p>Financial institutions:</p> <ul style="list-style-type: none"> - types of financial institutions - deregulation <ul style="list-style-type: none"> - specialized banks 	<p>B.L. - 1,2,3,4</p> <p>A.L. - 1,2,4,7</p>	written assignments	4	50-100%
		3. Financial planning	<p>Interest rates:</p> <ul style="list-style-type: none"> - interest rates and monetary policy - different interest rates <p>Financial planning:</p> <ul style="list-style-type: none"> - financial new investment - discounted cash flows <ul style="list-style-type: none"> - comparing investment returns 	<p>B.L. - 1,2,4</p> <p>A.L. - 1,5,6,7</p>	written assignments	6	50-100%

Module 3. Financial instruments and financial regulation	4. Financial system	International trade: - trade - balance of payments - protectionism Insurance: - insuring against risks - life insurance and saving - insurance companies Taxation: - direct taxes - indirect taxes - non-payment of tax	B.L. - 1,2,3,4 A.L. - 1,2,3,4,5,6,7	written assignments	8	50-100%
	5. The financial policy and financial mechanism	1. The legal regulation of the financial relations. 2. The methods of financial and legal regulation 3. The financial aspects of transformation of property: privatization, restructuring. 4. The financial management in the companies. 5. The economy financing. 6. The expenses on welfare actions.	B.L. - 1,2,4 A.L. - 1,5,6,7	written assignments	10	50-100%

6.5 SELF-STUDY ASSESSMENT CRITERIA

The criteria for evaluating the results of extracurricular independent student work are:

- level of students' learning material;
- student's ability to use theoretical knowledge in performing practical tasks;
- formation of general educational skills;
- student's ability to actively use electronic educational resources, find the required information, study it and put it into practice;
- the validity and clarity of the response;
- design of the material in accordance with the requirements;
- ability to navigate the flow of information, highlight the main thing;
- the ability to clearly formulate a problem by proposing a solution, to critically evaluate the solution and its consequences;
- ability to show, analyze alternative opportunities, options for action;
- ability to formulate one's position, assessment and justify it.

Grade A; A- - “excellent” is given when:

- The student freely applies knowledge in practice;
- Does not make mistakes in reproducing the studied material;
- The student identifies the main provisions in the studied material and is not at a loss in answering modified questions;

- The student assimilates the entire volume of program material;
- The material is neatly designed in accordance with the requirements;

Evaluation of B +; B; B-; C + - “good” is set when:

- The student knows all the material studied;
- Answers without any difficulty to the questions of the teacher;
- The student knows how to put the acquired knowledge into practice;
- Does not allow serious errors in conditional answers, easily eliminates certain inaccuracies with the help of additional questions from the teacher;

- The material is not properly decorated and in accordance with the requirements;

Grade C +; FROM; FROM-; D + - “satisfactory” is set when:

- The student discovers mastering of the basic material, but has difficulty in reproducing it independently and requires additional, complementary questions from the teacher;
- Prefers to answer reproductive questions and has difficulty answering reproductive questions;

- The material is not framed neatly or not in accordance with the requirements;

Grade D-; FX F - “unsatisfactory” is set when:

- The student has separate ideas about the material being studied, but all the same, most are not learned;

- The material is not designed in accordance with the requirements.

7. The main forms and methods of training

When implementing the discipline, interactive and active forms of conducting classes, discussions on research topics and posed scientific problems, using the current KazATU im. S.Seifullin of the electronic educational environment:

1) a classical lecture providing for a systematic, consistent, monological presentation of educational material;

2) a problematic lecture that stimulates creativity, carried out with a trained audience;

3) lecture-visualization - the transfer of information through diagrams, tables, figures, videos, is carried out on key topics with comments;

4) a classic practical lesson, which discusses the main problems highlighted in lectures and formulated in homework;

5) problem-based learning, encouraging students to independently acquire the knowledge necessary to solve a particular problem, in the form of reports on various topics with their subsequent protection and discussion at seminars;

6) leading independent work, providing for students to study new material before studying it in the classroom in the form of homework for independent study of scientific, popular science literature, supplementing and expanding the material of lectures.

8. LIST OF REFERENCES

The basic literature

1. Словарь финансово-экономических терминов / А. В. Шаркова, А. А. Килячков, Е. В. Маркина и др.; под общ. ред. д. э. н., проф. М. А. Эскиндарова. — М.: Издательско-торговая корпорация "Дашков и К", 2015.
2. Берзон Н. И., Теплова Т. В., Аршавский А. Ю. и др. Финансы. Учебник для бакалавров. М.: Юрайт, 2015.
3. Ли В.Д., Мустафина А.К. « Финансы в вопросах и ответах» Изд.КазНу имени Аль-Фараби 2015 г.

4. Чараева М. В. Корпоративные *финансы* : учеб. пособие. — М. : ИНФРА-М, 2017.— 286 с.

The additional literature:

1. Ian MacKenzie «Professional English in Use. Finance». Cambridge university press. 2006.
2. Мельников В.Д. Основы финансов: учебник.- Алматы: ТОО «Издательство ЛЕМ», 2007.
3. Мельников В.Д., Ильясов К.К. Финансы. Учебник для вузов.-Алматы: ФинЭко, 2001 г.
4. Ильясов К.К., Кулпыбаев С.К. Каржы. Учебник для вузов. -Алматы: ТОО «Издательство ЛЕМ»,2001 г.
5. Финансы. Учебник для вузов. Под ред. М.В. Романовского и др.-М.: перспектива, «Юнити», 2002 г.
- 6.Финансы. Под ред. А.Г. Грязновой, Е.В. Маркиной.- М.: Финансы и статистика, 2004 г.
- 7.Мельников В.Д. К вопросу о трактовке категории «деньги-финансы»: особенности и противоречия современных подходов. Журнал «Мир финансов», декабрь 2003 г.

9 COURSE POLICY

- Regardless of the type and form of organization, do not be late for classes, in case of technical problems that prevent the on-line presence at the classes, find an opportunity to get a record of the lesson; in case of absence in the classroom in off-line mode, work in agreement with the teacher. The student must attend at least 70% of all forms of classes.

- Attendance of classes with distance learning technology is compulsory and is carried out according to the schedule of classes. In the absence of the possibility of training with the use of DOT, the student has the right to study the discipline in the summer semester; reschedule for next year; take an academic leave.

- Be tolerant of others, do not infringe on the rights of others, do not create provocative situations that lead to conflicts.

- Use mobile gadgets only to help master the material studied in the lesson.

- Do not create situations that distract the attention of the audience during classes.

- In the case of an off-line lesson, do not enter the classroom wearing outerwear, in the case of an on-line lesson, have a neat proper appearance.

- To actively participate in the educational process, in addition, to show their own initiative in the selection of additional literature, theoretical and practical material on the topic under study.

- Timely hand over completed tasks, in the absence of technical capabilities for timely dispatch, develop in advance a trajectory for delivery of tasks. If tasks are not completed on time, a 10% reduction in points is applied weekly.

- Maintain a friendly relationship, be able to work in a group and present the results of teamwork.

1. When organizing the educational process using distance learning technologies, training sessions are conducted online and offline and are carried out in accordance with the established workload, educational programs, with a work curriculum and a schedule of classes. Offline training sessions provide for the process of educational interaction, in which the communication between the teacher and the student is asynchronous, that is, through its own platform AIS "PLATONUS", SDO "MOODLE", and their internal communication services chats and forums. Online training sessions provide for the process of educational interaction in real time: video conferencing (ZOOM, Hangouts, etc.)

2. Students master the educational material of courses of disciplines (lectures, laboratory, practical, seminar and other types of classes) using the automated information systems of the university (Platonus, moodle, automated system for checking written works "unichab") and online platforms, incl. Zoom, or using other public platforms via Internet resources outside the university.

3. Before the start of the trimester, students must learn to use distance learning technologies and when registering for an online lesson, it is necessary to fill in all sections: last name, first name,

group, course, specialty, put your photo in the profile. Students are required to provide a workplace with access to Internet resources. Create a workplace for training in advance (disable extraneous sounds, no unauthorized persons are allowed). Observe the dress code and look neat.

4. Classes are held strictly according to the schedule, late arrival, skipping, leaving online classes is not allowed. Classes attendance is recorded and monitored daily. During classes, the sound can be turned off (turned on) by the organizer, if the teacher asks a question, you can answer by raising your hand using a special function on the computer. Questions arising during classes can be asked in the chat.

5. The current control of students is carried out in accordance with the working curriculum of the discipline (syllabus) and grades are submitted to electronic journals in AIS Platonus via Internet resources in online mode in accordance with the QMS "Control of knowledge and final certification" and instructions for filling out the electronic journal and progress in AIS Platonus "- placed in the EDMS" Arta ".

6. The student is responsible for the timely execution of the instructors' assignments for discipline courses using DOT online. In the absence of the possibility of training using DOT, the student is obliged to inform his curator / adviser / head of the department / dean of the faculty by any means of communication.

7. Instructions for the use of pillboxes in NJSC "KATU im. S. Seifullin" are placed in AIS "Platonus" and SDO "Moodle" in the section "Announcements", in the EDMS "Arta" in the section "DOT".

10. KNOWLEDGE ASSESSMENT INFORMATION

The overall assessment for participation in the course will consist of the following structure of forms of control and knowledge:

- attendance of classes (lectures);
- independent homework (IWS);
- intermediate control;
- activity in the classroom;
- final test exam.

Final control involves the passing of an exam by students in the form of testing. Final exam: The final exam is held at the end of the semester for 11 weeks. The date of the exam will be represented by the schedule of the dean's office. The exam will take the form of tests. Tests include assignments for all sections of the course program. It is prohibited to use lecture notes and abstracts, books, or any other notes during the exam. There will be no additional tasks to increase the grade, if it is low, there will be no. A student who does not comply with the exam policy will be suspended from the exam and will be considered a failure.

The final grade of the student will be formed from the following components:

Current control - 60 points (60%)

Final exam - 40 points (40%).

Total: 100 points (100%).

Knowledge assessment scheme by discipline

TYPES OF ACTIVITIES AND WORKS OF MASTERS		NUMBER OF POINTS, MIN/ MAX
I RUNNING CONTROL:		50/100
1.	СИЗ	50/100
	СРО	50/100
FINAL CONTROL. EXAM		50/100
TOTAL (AVERAGE)		50/100

Схема оценки знаний обучающихся на экзамене

TYPES OF ACTIVITIES AND WORKS OF MASTERS		NUMBER OF POINTS, MIN/ MAX
I RUNNING CONTROL:		50/100
FINAL CONTROL. EXAM		50/100
TOTAL (AVERAGE)		50/100

11. SCORING POLICY

The student is admitted to the final control (exam) in the discipline if the average current scores (practical tasks and SRO) are more than 50.

11. 1 CRITERIA FOR EVALUATION OF FINAL CONTROL (EXAM)

Percentage points	Criterion for assessing the knowledge of students
95-100 A	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 95-100% of the test questions positively
90-94 A-	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 90-94% of the test questions positively
85-89 B+	The student answers the test questions independently, with correct behavior, without using materials compromising his answers and answers 85-89% of the test questions positively
80-84 B	The student answers the test questions independently, with correct behavior, without using materials compromising his answers and answers 80-84% of the test questions positively
75-79 B-	The student answers the test questions independently, with correct behavior, without using materials compromising his answers and answers 75-79% of the test questions positively
70-74 C+	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 70-74% of

	the test questions positively
65-69 C	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 65-69% of the test questions positively
60-64 C-	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 60-64% of the test questions positively
55-59 D+	The student answers the questions independently, with correct behavior, without using materials compromising his answers and answers 55-59% of the test questions positively
50-54 D-	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 50-54% of the test questions positively
25-49 FX	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 45% of the test questions positively
0-24 F	The student answers the test questions independently, with correct behavior, without the use of materials compromising his answers and answers 25% of the test questions positively

Students' knowledge assessment scale

Letter system score	Digital Equivalent Points	Percentage of points	Assessment according to the traditional system
A	4,0	95-100	fine
A-	3,67	90-94	
B+	3,33	85-89	well
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	satisfactorily
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	
FX	0,5	25-49	unsatisfactory
F	0	0-24	

In case of receiving "FX", the student has the opportunity to retake the final control without re-passing the program of the academic discipline / module (free of charge). During the period of intermediate certification of a student, it is allowed to retake the exam (FX) in the academic discipline (module) no more than two times. In the case of receiving an "unsatisfactory" grade (FX) for the third time, the student is expelled from the university and loses the opportunity to enroll in this discipline again.

In case of receiving "F", the student re-enrolls in this academic discipline / module, attends all types of training (summer semester), performs all types of educational work according to the program and retakes the final control.