

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN

SHYMKENT UNIVERSITY




FACULTY OF NATURAL AND HUMANITIES SCIENCES

Plan of educational and methodological work for the 2023-2024 academic year  
Departments Business and Management

APPROVED  
Dean of the Faculty  
Natural Sciences and Humanities  
Saulambaev A.T.  
"18" 09 2024



Reviewed at a department meeting  
Protocol No. 1, 28 "09" 2024  
Head of Department  
Abilkasym A.B. 

Shymkent, 2023

No	Work to be done	Due date	Responsible	Completion Object
1	Creation and updating of the educational and methodological complex of the department in academic subjects (work programs, periodic-thematic plan, curricula, assessment criteria, tests, cases, etc.)	August 2023	Teaching staff of the department Ph.D.,senior teacher Zhadigerova G.A.	
2	Creation of an electronic version of educational and methodological complexes from subjects studied in 1-4 courses using modular technology in accordance with the requirements of the CMS. Introduction to the Plato program.	September 2023	Teaching staff of the department master, senior teacher Moldalieva R.	
3	Creation of specialty training programs in elective subjects and their approval by the university	September 2023	teachers of the department	
4	Providing textbooks on subjects taught at the department.	September 2023	teachers of the department	
5	Creation and approval of individual teaching staff work plans.	September 2023	teachers of the department	
6	Creating a schedule of open classes at the department and participating in mutual classes, drawing up a schedule of SRS and SRSP.	September 2023	teachers of the department master, senior teacher Moldalieva R.	
7	Development of methodological support for students' independent work	September 2023	teachers of the department	
8	Organization, coordination, analysis of the content and forms of scientific and methodological work of students and undergraduates.	During a year	Ph.D.,senior teacher Zhadigerova G.A.	
9	Preparation for publication of educational materials, teaching aids, guidelines created by the faculty of the department.	During the year	teachers of the department	
10	Organization and holding of a round table on the topic "Organization of the educational program of educational programs of economic direction"	October2023	Ph.D.,Senior Lecturer Imanbaev A.A.	

elev en	Level of completion of advanced training courses for teaching staff	During the year	teachers of the department	
12	Analysis of the influence of the organization of targeted educational, methodological and scientific-methodological work on the current performance of students;	November2023	Teaching Staff	
13	Development of scientific projects, scientific and methodological developments and participation in competitions, implementation of their results in the production and educational process.	During a year	Ph.D.,senior lecturer, head of department Abilkasym A.B.	
14	"The importance of business games in the formation of professional competence of an economist lies in the organization of practical classes.holding a seminar	December, 2023	Ph.D.,Senior Lecturer, Sergazieva M.R.	
15	Development and implementation of didactic and methodological means of teaching educational material.	During a year	Teaching Staff	
16	Report on the results of the 1st half of the educational and methodological work of the department.	January 2024	Ph.D.,senior teacher, Zhadigerova G.A.	
17	"Organization of seminars on economic education programsholding a seminar	February 2024	Ph.D.,senior teacher, Zhadigerova G.A.	
18	Discussion of exam questions on subjects in which the state exam will be held at a department meeting.	March 2024	Teaching Staff	
19	Verification of thesis execution, internal quality and registration procedures.	April 2024	Teaching Staff Ph.D.,senior lecturer, head of department Abilkasym A.B.	
20	Conducting a seminar on the topic "Using the criterion-based assessment method in education"	April 2024	Ph.D.,Senior Lecturer,head of department Abilkasym A.B.	
21	Report on the results of the educational and methodological work of the department for the 2nd half of the year.	May 2024	Ph.D.,senior teacher, Zhadigerova G.A.	
22	Report on the annual results of the educational and methodological work of the department.	May 2024	Ph.D.,senior teacher, Zhadigerova G.A.	