Academic program: – Bachelor
Specialty: 5B 070300  - «Information Systems»

WORKING PROGRAM

on the course: «Professionally Oriented Foreign Language»

Almaty, 2014
The working program has been developed on the basis of the Sample Program of the course “Professionally Oriented Foreign Language” for the students of the specialty 5B 070300 - «Information Systems»

The working program was considered at the meeting of Foreign Languages Department Protocol № 1 from “26” 05 2014

Acting as Head of Foreign Languages Department M. Jandildinov
1 Preface

This discipline considers and examines further development of the foreign language and communication competency within a framework of European standards.

Methodology of teaching this discipline provides for:
- Practice classes conduction;
- IWST;
- IWS.

The purpose of teaching the subject is to master the language for professional and academic purposes in future professions and enables students to achieve B2 level according to the European standards of competence in foreign languages.

Tasks of studying this discipline are:
- to study special terminology in the foreign language;
- to work out the required documentation for project management;
- to acquire skills in project management.

Prerequisites:

In order to study this course it is necessary to assimilate the discipline “Foreign Language” B1 level, “Information Technology”, “System Analysis and Optimization”.

Postrequisites:

Acquired skills are necessary for gaining further knowledge in “Professionally Oriented Foreign language” and promoting students’ career in English-speaking environment in the field of information technology systems.

Upon completion of this discipline students must:

master the following competencies according to the competence model of the bachelor
General competencies:
- know general vocabulary and terminology of the relevant discipline in the foreign language;
- be able to find and understand information needed;
- have skills in oral communication in the forms of a monologue, a dialogue.
Subject-specialized:
- know terminology of the relevant discipline in the foreign language;
- be able to use organizational tools in project management; to build hierarchical structure of a project; to use formalized methods of time evaluation and project assignments; to define the amount and finance sources; to plan and regard risks.
- have skills in project realization analysis and evaluation of its success, in using software for project management.
Economic and organization-management competencies:
- to be competent in project management using Microsoft Project, in practical application of IS for joint ventures.
### 2 THEMATIC PLAN OF DISCIPLINE

**"Professionally Oriented Foreign Language"**

<table>
<thead>
<tr>
<th>№</th>
<th>Theme</th>
<th>In total</th>
<th>Contact hours including Practical classes</th>
<th>IWS</th>
<th>IWST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Theme 1. Introduction to ICT. History of project management development.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Theme 2. Project Life Cycle. Project Organisation. Organisational Models.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>3</td>
<td>Project Management Processes: Initiation, Planning, Monitoring and Management. Project Performance. Project Closure.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>4</td>
<td>Team Project Management: Project participants – stakeholders.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>5</td>
<td>Theme 3. Progress and Performance Measurement. The Project Control Process.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>6</td>
<td>Project Monitoring, Evaluation and Control.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Revision</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Project Quality Management.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>9</td>
<td>Human Resources Management. Communications Management.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<td>Theme 4. Risk Management. Introduction to Risk Management</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<td>11</td>
<td>Project Delivery Management. Risk Identification.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>12</td>
<td>Risk Planning. Risk Response.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Risk Analysis. Risk Control.</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>14</td>
<td>Revision and consolidation of the material</td>
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<td>3</td>
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<tr>
<td>15</td>
<td>Revision</td>
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<td>30</td>
<td>15</td>
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</table>
3 Content of the discipline

**Theme 1. Introduction to ICT.**
History of project management development.

**Theme 2. Project Life Cycle.**

**Theme 3. Project Management Processes:**

**Theme 4. Team Project Management:**
Project participants – stakeholders.

**Theme 5. Progress and Performance Measurement.**
The Project Control Process.

**Theme 6. Project Monitoring, Evaluation and Control.**
Ways and methods of project monitoring, evaluation and control.

**Theme 7. Project Quality Management.**
Tools used for project quality management.

**Theme 8. Human Resources Management.**
Communications Management.

**Theme 9. Risk Management.**
Introduction to Risk Management

**Theme 10. Project Delivery Management.**
Risk Identification.

**Theme 11. Risk Planning, Risk Response.**
Identifying risks.

**Theme 12. Risk Analysis, Risk Control.**
Avoiding risks.
4 Themes of practical classes

Theme 1. Introduction to ICT.
1. What does ICT study?
2. How did project management develop?

Theme 2. Project Life Cycle.
1. What is necessary for project organization?
2. What organizational models can be used?

1. How can the following processes be defined: Initiation, Planning, Monitoring and Management?
2. What are the stages of Project Performance?
3. What is meant by Project Closure?

Theme 4. Team Project Management
1. How is team project managed?
2. What are the roles of project participants – stakeholders?

Theme 5. Progress and Performance Measurement.
1. How is the project control process organized?
2. What tools are used for this process?

1. What are the ways of project monitoring?
2. How is evaluation of a project done?
3. How is a project controlled?

Theme 7. Project Quality Management.
1. What is project quality management important?
2. How is it realized?
3. What tools are used in project quality management?

1. How can ITC applied in human resources management?
2. What is implied by communications management?

Theme 9. Introduction to Risk Management
1. What is risk management?
2. How important is it to manage risks?

1. What is project delivery management?
2. How to identify risks?
3. What IS tools can be used in project delivery management?
1. What is meant by risk planning?
2. What tools can be applied for risk planning?
3. What does risk response mean?

Theme 12. Risk Analysis. Risk Control.
1. What methods can be used for risk analysis?
2. How important is to control risks?
5 Themes, questions and assignments to fulfill IWS

Theme 1. Introduction to ICT.
1. What does ICT study?
2. How did project management develop?
IWS assignments:
Types of Microsoft Project tables
Recommended literature:

Theme 2. Project Life Cycle.
1. What is necessary for project organization?
2. What organizational models can be used?
IWS assignments:
Basic sorting, filtering and grouping in Microsoft Project tables
Recommended literature:
Project Management. Olaf Passenheim, pp. 16-25

1. How can the following processes be defined: Initiation, Planning, Monitoring and Management?
2. What are the stages of Project Performance?
3. What is meant by Project Closure?
IWS assignments:
Presentations and forms in MS Project
Recommended literature:
Project Management. Olaf Passenheim

Theme 4. Team Project Management
1. How is team project managed?
2. What are the roles of project participants – stakeholders?
IWS assignments:
Types of reports in MS Project
Recommended literature:
Project Management. Olaf Passenheim

Theme 5. Progress and Performance Measurement.
1. How is the project control process organized?
2. What tools are used for this process?
IWS assignments:
Calendar and resources schedule. Editing resource information.
Recommended literature:
Project Management. Olaf Passenheim
1. What are the ways of project monitoring?
2. How is evaluation of a project done?
3. How is a project controlled?
IWS assignments:
Diagrams on using tasks and resources.
Recommended literature:
Project Management. Olaf Passenheim

Theme 7. Project Quality Management.
1. What is project quality management important?
2. How is it realized?
3. What tools are used in project quality management?
IWS assignments:
Network diagram.
Recommended literature:
Project Management. Olaf Passenheim

1. How can ITC applied in human resources management?
2. What is implied by communications management?
IWS assignments:
Open Plan Professional Project management system.
Recommended literature:
Project Management. Olaf Passenheim

Theme 9. Introduction to Risk Management
1. What is risk management?
2. How important is it to manage risks?
IWS assignments:
Gantt chart.
Recommended literature:
Project Management. Olaf Passenheim

1. What is project delivery management?
2. How to identify risks?
3. What IS tools can be used in project delivery management?
IWS assignments:
Resources allocation among several projects in MS Project.
Recommended literature:
Project Management. Olaf Passenheim. pp.85-89

1. What is meant by risk planning?
2. What tools can be applied for risk planning?
3. What does risk response mean?
IWS assignments:
Team work support in MS Project

Recommended literature:
Project Management. Olaf Passenheim. pp.86-96

Theme 12. Risk Analysis. Risk Control.
1. What methods can be used for risk analysis?
2. How important is to control risks?

IWS assignments:
Data evaluation and analysis reports in MS Project.

Recommended literature:
Project Management. Olaf Passenheim, pp.96-100

List of main and additional literature

Main literature

Additional literature
2. Macmillan English Dictionary for Advanced Learners