

## STUDENTS

**Training Institute and Distance Education S.Seifullin Kazakh Agro Technical University** provides the following paid additional educational services:

1. Organizes and conducts special courses to deepen and broaden the professional knowledge of students, masters and doctoral students of the University.

### The list of the offered special courses

No	The name of the program	Volume of hours
1	Kazakh language	72
2	Russian language	72
3	English language	72
4	German language	72
5	French language	72
6	Chinese language	72
7	Fundamentals of typing on a computer: 10-finger method	72
8	Work on the system Autodesk AutoCAD	72
9	Work on the system CAMPUS-3D	72
10	Work on the system CorelDRAW	72
11	Work on the system Adobe Photoshop	72
12	Basics of 3D MAX, basic course	72
13	Computer design and animation in 3D MAX	72
14	Fundamentals of Information Security	72
15	Working with the program 1C: Accounting	72
16	Computer processing of experimental data	72
17	Creation of GIS database	72
18	Environmental audit	72
19	Pricing and budgeting in construction	72
20	Paperwork in state language	72
21	Psychology of business career	72
22	Real Estate: assessment, inventory, registration and taxation	72
23	Marketing of Consumer Market	72
24	Using special software in economic research	72
25	Mathematics in economic problems	72
26	Mathematical methods and models in decision-making in the economy	72
27	Modelling of transport systems	72
28	Modelling of technological processes of animal products processing	72
29	Computer biostatistics	72
30	Computer and Mathematical Modeling	72
31	Preparatory courses in foreign languages for students entering post graduate school / doctoral PhD	64

**Documents issued:** certificate

**Documents required for admission:**

-Statement;

-A copy of the identity card;

-A copy of the receipt of payment for tuition.

Enrollment is made as the group (the number of students in a group - 10 people.)

**Our address:** Astana, Victory Avenue 62. Training Institute and Distance Learning Kazakh Agro-Technical University named after S.Seifullin, №5 Educational Building, second floor, room 326

**Telephone:** (717-2) - 31/06/55, 48-12-44.

**E-mail:** ipkatu@mail.ru

2. Implemented a program of additional vocational training and invited students, undergraduates and doctoral students in parallel with the main specialty to obtain an additional qualifications: Translator in the field of professional communication

**Form of training: part time**

**Duration of training: 2 years**

**Documents required for admission:**

1. Application;
2. Certificate from the place of study;
3. Copies of passports and identity cards;
4. Photo size 3x4 cm (4 pieces).;
5. A copy of the receipt of payment for one semester.

**Enrolment** is produced as the formation of an academic group on the basis of interviews.

Persons who have successfully trained are issued Russian Federation diploma of vocational retraining of established form certifying the assignment of an additional qualification.

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