

ISTANBUL MEDİPOL UNIVERSITY

VOCATIONAL SCHOOL OF SOCIAL SCIENCES

Program Catalogue

2025-2026 ACADEMIC YEAR



MEDİPOL
UNV-SBMY
İSTANBUL

İSTANBUL MEDİPOL ÜNİVERSİTESİ
SOSYAL BİLİMLER
MESLEK YÜKSEKOKULU

VOCATIONAL SCHOOL OF SOCIAL SCIENCES

Vocational School of Social Sciences continues its education and training activities at Istanbul Medipol University Kavacık North campus. Within the Vocational School, education is provided in a total of 14 programs, 13 of which are day school and 1 program is night school.

At the Vocational School, students are given an associate degree diploma after 2 years of education. Students take the courses in their curriculum in the first year and gain experience in the sector in addition to the second-year courses. Programs with vocational practice (vocational training or internship) in the curriculum gain skills in the sector for at least 36 working days in the fall, spring, or summer semesters. In this way, students acquire theoretical knowledge as well as up-to-date practical knowledge in their fields.

The language of instruction of our programs is Turkish.

Students who graduate from Vocational School programs have the opportunity to complete their associate degree education to undergraduate education by taking the External Transfer Exam (DGS) after completing their education.

In addition to the permanent lecturers at the Vocational School, lecturers from different academic units of Istanbul Medipol University contribute to the programs in order to carry out the education and training activities completely. In addition, for some courses that require specialized teaching, we receive support from middle and senior managers who are active in the sector and successful in their profession.

A few of our trainers who support us from the sector:

- ▶ Barış Emrah Kayalıoğlu – Journalist / Commentator
- ▶ Fatih Kuşçu – Journalist / Communication Consultant
(He worked as Corporate Communications Director at GS Sports Club and ITU ETA Foundation Doğa College)
- ▶ Yaprak Hırka Yıldız - TGRT News Anchor
- ▶ Reha Tartıcı - Marketing Consultant - Fair Manager
- ▶ Erkan Ataman - Ciner Medya HR Director
- ▶ Osman Sakallioğlu - Bein Sports
- ▶ Yaşar Çelik - Tourism Diary Editor-in-Chief

Programs within the Vocational School of Social Sciences

- ▶ BANKING AND INSURANCE
- ▶ FOREIGN TRADE
- ▶ PUBLIC RELATIONS AND ADVERTISING
- ▶ HUMAN RESOURCES MANAGEMENT
- ▶ BUSINESS MANAGEMENT
- ▶ LOGISTICS
- ▶ COURT OFFICE SERVICES
- ▶ FINANCE
- ▶ ACCOUNTING AND TAX APPLICATIONS
- ▶ CIVIL AVIATION AND CABIN SERVICES
- ▶ SOCIAL SERVICES

BANKING AND INSURANCE

The increase in multinational companies operating in the banking and insurance sector due to the rise in globalization has made the sector more dynamic. Accordingly, the need for qualified semi-skilled staff who can adapt to the sector has also emerged. The Banking and Insurance associate degree program also trains qualified semi-skilled staff to meet the needs of the sector.

The Banking and Insurance program offers courses equipped with up-to-date information. The curriculum includes applied courses such as banking products and services, bank accounting, insurance practices, as well as theoretical courses such as insurance law, banking law, commercial law, economics and business administration. Additionally, a course on interest-free finance and participatory banking, which has become increasingly important today and has become stronger with the involvement of deposit banks, is given on the structure and functioning of participation banking. In this context, the aim of the program is to train qualified workforce to meet the needs of the sector.

Employment Areas of Graduates

- ▶ Commercial, investment and participation banks
- ▶ Insurance companies and agencies
- ▶ Intermediary institutions operating in capital markets
- ▶ Accounting and finance departments of commercial companies
- ▶ Other auxiliary institutions in the capital markets

Departments Eligible to Transfer with DGS (External Transfer Exam)

- | | |
|-------------------------------------|-------------------------------------|
| ▶ Actuarial Sciences | ▶ International Trade and Business |
| ▶ Banking | ▶ International Trade and Logistics |
| ▶ Banking and Insurance* | ▶ Management Information Systems* |
| ▶ Econometrics | |
| ▶ Economy | |
| ▶ Economics and Finance* | |
| ▶ Finance and Banking | |
| ▶ Economics | |
| ▶ Business* | |
| ▶ Logistics Management* | |
| ▶ Capital Markets | |
| ▶ Insurance | |
| ▶ Insurance and Risk Management | |
| ▶ Insurance and Social Security | |
| ▶ International Finance | |
| ▶ International Finance and Banking | |
| ▶ International Business Management | |
| ▶ International Trade | |
| ▶ International Trade and Finance* | |

*These programs are present at Istanbul Medipol University.

**See the ÖSYM guide for Open Education undergraduate programs that can be transferred with DGS.

FOREIGN TRADE

In today's world where all kinds of goods and services that will add value to life are moving internationally, the Foreign Trade department, which undertakes very important tasks, has become an indispensable place in the economic and social lives of countries. Foreign Trade, which prepares a more competitive environment to meet different demands and needs with the supply of products that are not available and lacking, fills an important gap in the lives of both individuals and countries. In short, operations to be associated with all kinds of marketing activities to be carried out abroad fall within the scope of the Foreign Trade department.

Thus, our department, which aims to train semi-skilled staff with essential knowledge in the areas where they are needed, incorporates courses that will provide students with a foreign trade perspective into its curriculum in addition to general business courses.

Providing the opportunity to work both in the office environment and in the field, the department offers its graduates the opportunity to work in a wide range of fields. If you think you have language skills, if you are meticulous in your work, if you are curious about different cultures, if you think you have organizational skills, if you have strong human relations and if you are interested in continuous learning, you can include the Foreign Trade program in your alternatives.

Employment Areas of Graduates

- ▶ Export, import and foreign trade departments in companies engaged in international trade.
- ▶ All production and marketing enterprises that do not trade internationally but would like to do so.
- ▶ Customs, customs consultancy firms.
- ▶ Logistics, accounting, finance, brokerage and surveillance companies that provide assistance in foreign trade.

Departments Eligible to Transfer with DGS

- ▶ International Trade and Finance*
- ▶ International Finance
- ▶ Business*
- ▶ Economics
- ▶ Economy and Finance*
- ▶ Logistics Management*
- ▶ Banking and Insurance*
- ▶ Banking
- ▶ Labor Economics and Industrial Relations
- ▶ Economy
- ▶ Finance and Banking
- ▶ Capital Market
- ▶ Political Science and International Relations*
- ▶ Technology and Information Management
- ▶ International Finance and Banking
- ▶ International Relations
- ▶ International Business Management
- ▶ International Trade
- ▶ International Trade and Business
- ▶ International Trade and Logistics
- ▶ Management Information Systems*

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PUBLIC RELATIONS AND ADVERTISING

Public Relations and Publicity program is an area of expertise that promotes the products and services of businesses that offer products and services. Especially at present, there has been a serious transformation in the way of communication with the acceleration of both new media forms and online interaction. Being included in the cyclical change of the world, the Public Relations and Publicity program has an educational content suitable for the new language of communication. In this regard, it is in an important position in terms of establishing the relationship between the digital world and communication. The curriculum of the program has been prepared in parallel with current issues in the context of how fields such as marketing, advertising, promotion and events are carried out in new forms.

Employment Areas of Graduates

- ▶ T.R. Presidential Directorate of Communications
- ▶ Ministries
- ▶ Municipalities
- ▶ Public Relations Departments of Businesses
- ▶ Media institutions

Departments Eligible to Transfer with DGS

- ▶ Public Relations and Advertising*
- ▶ Communication Arts
- ▶ Communication Design and Management
- ▶ Advertising Design and Communication
- ▶ Advertising
- ▶ Visual Communication Design
- ▶ Public Relations and Publicity
- ▶ Communication
- ▶ Communication Sciences
- ▶ Communication and Design
- ▶ Sociology

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HUMAN RESOURCES MANAGEMENT

Human Resources Management is the process of recruiting, training, developing, motivating, and evaluating a sufficient number of skilled employees to perform the functions necessary for businesses to achieve their goals. Today, motivating and retaining human resources has become one of the most important agendas of organizations. Competent human resources experts and managers are the ones who will meet these needs of businesses.

The aim of the Human Resources Management program is to train employees who are trained in the field of human resources management as well as all the basic subjects of a business, especially in the field of human resources management, knowledgeable, equipped and able to work in a global environment. The Human Resources Management program aims to train people who will work in the field of human resources management in both private and public institutions in order to contribute to the use of human resources more consciously and thus to increase their productivity.

Nonetheless, it is seen that human resources management positions are mostly occupied by graduates from outside the field. In order to meet this need, it is aimed to provide our graduates with the general knowledge and skills required for management, as well as the academic equipment and practical skills that will enable them to successfully undertake the human resources function. Another aim of the program is to provide students with the necessary skills in business and business development issues that institutions need a lot of field applications.

Employment Areas of Graduates

- ▶ Ministries
- ▶ Municipalities
- ▶ Human resources units in public and private sectors
- ▶ Human resources firms
- ▶ They will be able to work as researchers, consultants, trainers and provide services through their own companies

Departments Eligible to Transfer with DGS

- Labor Economics and Industrial Relations
- Human Resources Management*
- Business*
- Public Administration
- Political Science
- Political Science and Public Administration*
- Technology and Information Management
- International Business Management
- Management Information Systems*

* These programs are present at Istanbul Medipol University.

** See the ÖSYM guide for Open Education undergraduate programs that can be transferred with DGS.

BUSINESS ADMINISTRATION

The Business Management program is a four-semester higher education associate degree program that aims to train qualified semi-skilled staff who can work in the public sector, private sector, non-governmental organizations and entrepreneurship fields. Businesses can only exist in the economic system where intense competition is experienced with a well-equipped management. Well-managed businesses contribute more to both their own economic structures and the national economy by choosing the right goals and right tools to achieve these goals. The importance of education and technology as well as experience in business management is increasing day by day. While experience covers the knowledge that a person acquires during his/her lifetime, education is based on the experiences of millions of people and offers you the filtered and compiled form of these experiences. As a result of business management training, the situation in which the business is in is revealed in a more realistic way, and appropriate goals and tools to achieve these goals are determined correctly.

The Business Management program aims to train well-equipped individuals for the society during 2 years of education. In the program, an education is given to train qualified personnel who can work in various departments in all kinds of public and private institutions. In addition, Business Management students have the chance to experience business life with the professional practice training they receive during their education. Business Management graduates have a wide range of job opportunities as they can work in many departments in the public and private sectors.

Employment Areas of Graduates

- ▶ Ministries
- ▶ Municipalities
- ▶ Public institutions
- ▶ Private institutions
- ▶ Non-Governmental Organizations
- ▶ Banks
- ▶ Insurance agencies
- ▶ Accounting and financial consultancies
- ▶ (SMMM, YMM)
- ▶ Businesses' accounting, finance, human resources, purchasing, marketing, etc. units
- ▶ Corporate Communications Assistant
- ▶ Our graduates can operate in the production and service sectors by establishing their own businesses

Departments Eligible for Transfer with DGS

- | | | |
|--|---|-------------------------------------|
| ▶ Banking | ▶ Insurance | ▶ International Trade |
| ▶ Banking and Insurance* | ▶ Insurance and Risk Management | ▶ International Trade and Finance* |
| ▶ Labor Economics and Industrial Relations | ▶ Insurance and Social Security | ▶ International Trade and Business |
| ▶ Economy and Finance* | ▶ Technology and Information Management | ▶ International Trade and Logistics |
| ▶ Finance and Banking | ▶ Technology and Information Management | ▶ Management Information Systems* |
| ▶ Business* | ▶ International Finance | |
| ▶ Logistics Management* | ▶ International Finance and Banking | |
| ▶ Logistics Management* | ▶ Capital Market | |
| ▶ Health Management | ▶ International Business Management | |
| ▶ Accounting and Financial Management | | |

*These programs are present at Istanbul Medipol University.

**See the ÖSYM guide for Open Education undergraduate programs that can be transferred with DGS.

LOGISTICS

The logistics program trains employees who can perfectly coordinate the processes required to deliver products and information to the customer and make both the value chain and the supply chain as efficient as possible while performing these processes and who can think analytically and know how to use information technology systems at a time when global trade and maritime are becoming increasingly important.

The main problem for companies in delivering their products to customers is cost minimization and control, and at the same time, increasing delivery reliability, shortening production times and reducing storage costs are among the main objectives of companies. These objectives point to the importance of both national and international logistics activities.

Employment Areas of Graduates

- ▶ Distribution operations
- ▶ Warehouse management operations
- ▶ Warehouse tools and materials
- ▶ Road transportation
- ▶ Air transportation
- ▶ Maritime transport
- ▶ Railway transportation
- ▶ Combined transportation
- ▶ Logistics purchasing and stock management

Departments Eligible to Transfer with DGS

- ▶ Aviation Management*
- ▶ Business*
- ▶ Logistics Management*
- ▶ Technology and Information Management
- ▶ International Finance
- ▶ International Finance and Banking
- ▶ International Business Management
- ▶ International Trade
- ▶ International Trade Finance*
- ▶ International Trade and Logistics
- ▶ Management information systems*

* These programs are present at Istanbul Medipol University.

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COURT OFFICE SERVICES

The Court Office Services program aims to train semi-skilled staff to operate in judicial services, lawyers and law offices and legal units of institutions and organizations in the public and private sectors.

The aim of the program is to train qualified staff who are equipped with professional knowledge, who have basic legal knowledge, who can communicate and communicate in and out of the office, who can do filing and archiving, who can follow the legal filing system and case services.

Employment Areas of Graduates

- ▶ In the clerical, bailiff, and assistant clerkships of courts
- ▶ In courtrooms and courthouses as a clerk of the minutes clerk
- ▶ In execution and protection centers
- ▶ In notary offices
- ▶ Lawyers and law offices
- ▶ Legal departments of public and private sector institutions and organizations

Departments Transitioned with DGS

- ▶ Public Relations and Publicity
- ▶ Business
- ▶ Public Administration
- ▶ Political Science and Public Administration

*These programs are present at Istanbul Medipol University.

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FINANCE

It is a preferred department because it offers a wide range of working areas and opportunities both in state positions and in the private sector. The Department of Finance is a department related to the fields of economics, finance, public administration, taxation, accounting and has a relationship with both the public and private sectors. It has an international equivalent within the framework of the concept of finance. In this department, students learn subjects such as public expenditures, taxation, budget management, monetary policy, financial markets, investment and risk management. Finance graduates can work in the finance sector, government agencies, private sector and international organizations.

Graduates can work in many different fields such as ministries, public institutions and public banks. In the private sector, they can work in many different areas such as private banks, financial institutions, insurance companies, reinsurance companies, investment firms, consulting firms, customs consultancies and logistics companies. Finance graduates can work in different fields such as analysis, planning, reporting and management. These areas include financial analysis, investment management, risk management, financial consultancy, budget management, tax consultancy, financial accounting, financial consultancy, debt management and portfolio management.

Employment Areas of Graduates

- ▶ Ministry of Treasury and Finance and other Ministries
- ▶ Central Bank of the Republic of Türkiye
- ▶ Other public organizations with legal personality
- ▶ T.R. Presidential Strategy and Budget Directorate
- ▶ Local Administrations, Municipalities, Court of Accounts and other public institutions
- ▶ Accounting and Financial Consultancy (SMMM, YMM)
- ▶ Banks and financial institutions
- ▶ Finance departments of private sector companies

Departments Eligible to Transfer with DGS

- | | | |
|----------------------------|---|-------------------------------------|
| ▶ Banking | ▶ Insurance and Risk Management | ▶ and Logistics |
| ▶ Banking and Insurance | ▶ Political Science | ▶ International Finance and Banking |
| ▶ Economy | ▶ Political Science and Public Administration | ▶ International Business Management |
| ▶ Finance and Banking | ▶ International Trade and Finance | ▶ International Trade |
| ▶ Customs Management | ▶ International Trade and Business | ▶ International Finance |
| ▶ Economics | ▶ International Trade | |
| ▶ Public Administration | | |
| ▶ Finance | | |
| ▶ Capital Market Insurance | | |

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ACCOUNTING AND TAX APPLICATIONS

The objective of the Accounting and Tax Applications Program is to train individuals who are strong in the fields of general accounting and cost accounting, who are knowledgeable about uniform chart of accounts, finance and financial legislation, who use computer, office and accounting package programs effectively, who can process the books used in commercial life according to the procedures and principles in accordance with the legislation, and who have gained the habit of planned and systematic work, all of which skills needed by the accounting and finance sector. In the accounting program, it is aimed to equip students who want to make a career in this field with the necessary infrastructure in the fields of consultancy, auditing and cost accounting on both theoretical and practical basis, to graduate, to enter business life and to meet the demand of the sector.

Employment Areas of Graduates

- ▶ Financial consultancy offices
- ▶ International Trade firms
- ▶ Financial institutions
- ▶ Revenue offices
- ▶ Banks
- ▶ Tax Offices
- ▶ They have the opportunity to work in accounting departments of private sector companies

Departments Eligible to Transfer with DGS

- ▶ Labor Economics and Industrial Relations
- ▶ Economy
- ▶ Economics and Finance*
- ▶ Economics
- ▶ Business*
- ▶ Logistics Management*
- ▶ Finance
- ▶ Accounting and Finance Management
- ▶ International Finance
- ▶ International Finance and Banking
- ▶ International Business Management
- ▶ International Trade
- ▶ International Trade and Finance*
- ▶ International Trade and Business
- ▶ International Trade and Logistics

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CIVIL AVIATION AND CABIN SERVICES

Civil Aviation Cabin Services program provides vocational education. It prepares students to become cabin officers. This program is an associate degree program with a rich content focused on practice. It explains the basic theoretical and practical knowledge of national and international civil aviation rules. The language of education is Turkish. Since the language of aviation is English, there are General English and Vocational English courses. As elective courses, there are also Spanish and German courses. There are special requirements to enroll in the Civil Aviation Cabin Services program. For registration, the candidate must have a criminal record certificate and a health report from a health institution authorized by the General Directorate of Civil Aviation, stating that the health condition is suitable for flight.

Requirements to practice this profession:

- ▶ Not having a Criminal Record or Criminal Record Archive Record,
- ▶ For women, it is necessary to be between 160-180 cm tall and not be overweight or too skinny.
- ▶ For men, it is necessary to be between 170-190 cm tall and not be overweight or too skinny.
- ▶ Being in good health for flight (they must obtain a report from health institutions authorized by the General Directorate of Civil Aviation stating that their health condition is suitable for flight)
- ▶ Not having tattoos or scars on parts of the body that will be visible when the cabin crew uniform is worn.

Graduate Employment Areas

- ▶ Cabin Crew: Graduates will be sufficiently trained to work as cabin crew on all domestic and international flights
- ▶ Civil Aviation: Graduates will be prepared to work in different positions at a wide variety of civil aviation companies

Departments Eligible to Transfer with DGS

- Aviation Management *
- Logistics Management *
- Travel Management and Tourism Guidance
- Travel Management
- Tourism Management
- Tourism Guidance

* These programs are present at Istanbul Medipol University.

** See the ÖSYM guide for Open Education undergraduate programs that can be transferred with DGS.

SOCIAL SERVICES

Social services are a set of systematic and programmed services that aim to prevent problems that develop beyond the control of individuals, families and societies in the environmental conditions they live in, to meet the needs of people and to increase social welfare. In this respect, social service is a profession based on human rights and social justice principles, supporting social change, aiming problem solving, empowerment and emancipation in human relations in order to improve the well-being of people, and intervening in the interaction points of people with their environment by making use of theories on human behaviour and social systems. Today, there is a greater need for social workers and social technicians in the face of increasing human problems and differentiating needs.

Istanbul Medipol University Vocational School of Social Sciences Social Services Program aims to train social technicians who are equipped with professional knowledge, values and skills, have ethical person responsibilities, and are successful in human relations. In this direction, the program curriculum has been prepared by considering the YÖK Social Work National Core Education Program (2020). With the professional practice courses, which have an important place in the curriculum, it is aimed that students can transfer the theoretical knowledge they have learned to practice in social service institutions for 12 weeks, three days a week in autumn and spring semesters.

Employment Areas of Graduates

- ▶ Ministry of Family and Social Services and other Ministries
- ▶ Implementation units of local governments for social service areas such as women's welfare, child welfare, youth welfare, disabled and elderly welfare and Social Assistance and Solidarity Units
- ▶ Disabled Care and Rehabilitation Centers
- ▶ Nursing Homes and Elderly Care Centers, Elderly Living Homes
- ▶ Social assistance units for asylum seekers and refugees
- ▶ Non-governmental organizations

Departments Eligible to Transfer with DGS

- Social Services*
- Sociology

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İstanbul Medipol University Kavacık North Campus
Kavacık Mah. Ekinciler Cad. No: 19, Kavacık Kavşağı, 34810 Beykoz, İstanbul
444 85 44 / EXTENSION: 5153 – 5175 – 5302

