ISTANBUL MEDIPOL UNIVERSITY VOCATIONAL SCHOOL OF SOCIAL SCIENCES

Program Catalogue

2024-2025 ACADEMIC YEAR







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 (fourteen) programs, 13 (thirteen) of which are day school, and 1 (one) program is night school.

At the Vocational School, students are given an associate degree diploma after 2 (two) 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 provide skills in the sector for at least 36 (thirty-six) 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. Only the Applied English Translation Program provides 100% English education. Therefore, there is a compulsory English Preparatory Class in this program.

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. For some courses that require specialized teaching, we also receive support from middle and senior managers who are active in the sector and successful in their profession.

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

- Barış Emrah Kayalıoğlu Journalist / Commentator
- ▶ Fatih Kuşçu Journalist / Communication Consultant
- Yaprak Hırka Yıldız TGRT News Anchor
- Reha Tartıcı Marketing Consultant / Fair Manager
- Erkan Ataman Ciner Medya HR Director
- Osman Sakallıoğlu Bein Sports Commentator
- Yaşar Çelik Tourism Diary Editor-in-Chief

Programs within the Vocational School of Social Sciences

- ACCOUNTING AND TAX APPLICATIONS
- ▶ APPLIED ENGLISH TRANSLATION (DAY AND NIGHT SCHOOL)
- **BANKING AND INSURANCE**
- **BUSINESS MANAGEMENT**
- CIVIL AVIATION CABIN SERVICES
- ▶ COURT OFFICE SERVICES
- **▶** FINANCE
- ▶ FOREIGN TRADE
- HUMAN RESOURCES MANAGEMENT
- **LOGISTICS**
- ▶ PUBLIC RELATIONS AND ADVERTISING
- ▶ RADIO AND TELEVISION PROGRAMMING
- SOCIAL SERVICES
- ▶ SPORTS MANAGEMENT

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 can 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. The Accounting Program aims 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
- Accounting departments of private sector companies

- 1. Labor Economics and Industrial Relations
- 2. Economy
- Economics and Finance*
- 4. Economics
- Business*
- 6. Logistics Management*
- Finance
- 8. Accounting and Finance Management

- 9. International Finance
- 10. International Finance and Banking
- 11. International Business Management
- 12. International Trade
- 13. International Trade and Finance*
- 14. International Trade and Business
- 15. International Trade and Logistics

^{*}These programs are present at Istanbul Medipol University.

^{**}See the ÖSYM guide for Open Education Undergraduate Programs that can be transferred with DGS.

APPLIED ENGLISH TRANSLATION (DAY AND NIGHT SCHOOL)

In a world where globalization is accelerating day by day and in our country —which is connected to many international organizations especially the European Union— communication at the international level is of great importance. English, which has become the lingua franca of today's world, has become the most basic prerequisite for meeting the requirements of effective international communication in our age.

The Applied English Translation Program offers an intensive English language education with a 1-year (one-year) English Preparatory education in order to enable students to meet the communication needs of the global world and aims to bring students who successfully complete the English Preparatory Program to a level that meets the requirements of the international competitive environment in terms of both English communication skills and translation competence with a 2-year (two-year) practice-oriented education.

With its expert and versatile academic staff, Istanbul Medipol University Applied English Translation Program offers opportunities for those who want to learn English from the beginner level or who want to improve their existing knowledge of English, who need to use English effectively in the international business environment, who intend to practice the profession of interpreting, and who want to transfer to undergraduate programs related to the field.

Employment Areas of Graduates

- Ministry of Foreign Affairs and other Ministries
- Foreign Relations Directorates of Municipalities
- ▶ Translation agencies
- Localization companies
- Multinational corporations
- ▶ Companies engaged in foreign trade
- Tourism agencies

- American Culture and Literature
- 2. Translation Studies
- 3. English Linguistics
- 4. English Language and Literature
- Translation and Interpreting (English)

BANKING AND INSURANCE

Due to the rise in globalization, the increase in multinational companies operating in the banking and insurance sector 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. In addition, interest-free finance and participation banking courses are given, which are about the structure and majority of participation banking, which has become increasingly important today and has become even stronger with the involvement of deposit banks. 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

Actuarial Sciences

Capital Markets

1.

- ▶ Intermediary institutions operating in the 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)

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2.	Banking	13.	Insurance and Risk Management
3.	Banking and Insurance*	14.	Insurance and Social Security
4.	Econometrics	15.	International Finance
5.	Economy	16.	International Finance and Banking
6.	Economics and Finance*	17.	International Business Management
7.	Finance and Banking	18.	International Trade
8.	Economics	19.	International Trade and Finance*
9.	Business*	20.	International Trade and Business
10.	Logistics Management*	21.	International Trade and Logistics

12.

Insurance

22. Management Information Systems*

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^{**}See the ÖSYM guide for Open Education Undergraduate Programs that can be transferred with DGS.

BUSINESS MANAGEMENT

The Business Management Program is a 4-semester (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 (two) 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. Graduates from the Business Management Program 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
- Our graduates will be able to work as corporate communications assistant.
- Our graduates can operate in the production and service sectors by establishing their own businesses.

- Banking
- 2. Banking and Insurance*
- 3. Labor Economics and Industrial Relations
- 4. Economy and Finance*
- 5. Finance and Banking
- 6. Business*
- 7. Logistics Management*
- 8. Health Management
- Accounting and Financial Management

- 10. Insurance
- 11. Insurance and Risk Management
- 12. Insurance and Social Security
- 13. Technology and Information Management
- 14. International Finance
 - International Finance and Banking
- Capital Market

- 17. International Business Management
- 18. International Trade
- 19. International Trade and Finance*
- 20. International Trade and Business
- 21. International Trade and Logistics
- 22. Management Information Systems*

CIVIL AVIATION CABIN SERVICES

The 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

Employment Areas of Graduates

- 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.

- 1. Aviation Management *
- 2. Logistics Management *
- 3. Travel Management and Tourism Guidance
- 4. Travel Management
- 5. Tourism Management
- 6. 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.

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, and 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 minutes clerk
- In execution and protection centers
- In notary offices
- Lawyers and law offices
- Legal departments of public and private sector institutions and organizations

- 1. Public Relations and Advertising
- Business
- Public Administration
- 4. Political Science and Public Administration

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 Finance Program 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. Graduates from the Finance Program 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.

Graduates from the Finance Program 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

1.	Banking	10.	Political Science
2.	Banking and Insurance	11.	Political Science and Public Administration
3.	Economy	12.	International Trade and Finance
4.	Finance and Banking	13.	International Trade and Business
5.	Customs Management	14.	International Trade and Logistics
6.	Public Administration	15.	International Finance and Banking
7.	Finance	16.	International Business Management
8.	Capital Market Insurance	17.	International Trade
9.	Insurance and Risk Management	18.	International Finance

FORFIGN TRADE

In today's world where all kinds of goods and services that will add value to life move internationally, the Foreign Trade Program, which undertakes very important tasks, has become indispensable in the economic and social lives of countries. Foreign Trade fills an important gap in the lives of both individuals and countries, providing a more competitive environment to meet different demands and needs by supplying products that are lacking. 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 Program.

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 consider the Foreign Trade Program.

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 and customs consultancy firms
- ▶ Logistics, accounting, finance, brokerage, and surveillance companies that provide assistance in foreign trade

- 1. International Trade and Finance*
- 2. International Finance
- 3. Business*
- 4. Economy and Finance*
- Logistics Management*
- 6. Banking and Insurance*
- 7. Banking
- 8. Labor Economics and Industrial Relations
- 9. Economy
- 10. Finance and Banking
- 11. Capital Market

- 12. Political Science and International Relations*
- 13. Technology and Information Management
- 14. International Finance and Banking
- 15. International Relations
- 16. International Business Management
- 17. International Trade
- International Trade and Business
- 19. International Trade and Logistics
- 20. Management Information Systems*

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 qualified 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, which institutions need for field applications.

Employment Areas of Graduates

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

- 1. Labor Economics and Industrial Relations
- 2. Human Resources Management*
- 3. Business*
- 4. Public Administration
- 5. Political Science

- Political Science and Public Administration*
- Technology and Information Management
- 8. International Business Management
- 9. 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.

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

- 1. Aviation Management*
- 2. Business*
- 3. Logistics Management*
- 4. Technology and Information Management
- International Finance
- International Finance and Banking

- 7. International Business Management
- 8. International Trade
- 9. International Trade Finance*
- 10. International Trade and Logistics
- Management Information Systems*

PUBLIC RELATIONS AND ADVERTISING

The Public Relations and Advertising Program is an area of expertise that promotes the products and services offered by businesses. 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 Advertising 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 also 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

- 1. Public Relations and Advertising*
- 2. Communication Arts
- Communication Design and Management
- 4. Advertising Design and Communication
- 5. Advertising
- 6. Visual Communication Design

- 7. Public Relations and Advertising
- 8. Communication
- 9. Communication Sciences
- 10. Communication and Design
- 11. Sociology

^{*}These programs are present at Istanbul Medipol University.

^{**}See the ÖSYM guide for Open Education Undergraduate Programs that can be transferred with DGS.

RADIO AND TELEVISION PROGRAMMING

Radio and Television Programming has a technical education content for the media and cinema sector. With the emergence of new forms of media and their display much more effectively than traditional media, there is a serious employment opportunity in the field. The program curriculum has been created according to the need for technical staff in the field. Accordingly, students can have professions, such as newspaper and television reporter, radio presenter, cameraman, set assistant, editor, cinematographer, set supervisor, gaffer, and photographer.

Employment Areas of Graduates

- Newspaper and television institutions
- Cinema sets
- Radio institutions
- Press departments of municipalities
- Photography

- 1. Radio, Television and Cinema*
- 2. New Media
- 3. Public Relations and Publicity
- 4. Graphic Design
- Journalism*
- 6. Communication and Design
- Advertising
- 8. Photography
- 9. Press and Publication
- 10. Film Design and Writing
- 11. Film Design and Management
- 12. Film Design and Directing
- 13. Photography and Video
- 14. Visual Communication Design

- 15. Visual Arts
- 16. Graphic Design
- 17. Public Relations and Advertising
- 18. Communication
- Communication Sciences
- 20. Communication Arts
- 21. Communication Design and Management
- 22. Editing, Sound and Video Management
- 23. Media and Communication
- 24. Cinema and Digital Media
- 25. Cinema and Television
- 26. Television Journalism and Programming
- 27. New Media and Communication*

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 education 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 (twelve) weeks, 3 (three) days a week in fall 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

- 1. Social Services*
- 2. Sociology

^{*}These programs are present at Istanbul Medipol University.

^{**}See the ÖSYM guide for Open Education Undergraduate Programs that can be transferred with DGS.

SPORTS MANAGEMENT

The Sports Management Program contributes to the training of individuals who can communicate well with people within the framework of contemporary sports management approach, have the ability to direct and guide, have responsibility, have a command of technology, and have professional competence to evaluate activities in the field of sports management.

The aim of the program is to train competent and qualified sports managers for the Turkish sports organization, private institutions, and organizations as well as to train well-equipped human resources to take part in national and international organizations in the field of sports management.

The curriculum of the program is prepared by following current issues and problems. In addition to literature knowledge and field experience in the curriculum, trips to sports facilities and participation in various national and international sports organizations are carried out. If you see sports as a part of your life, and you are considering a successful career in sports management, you can consider the Sports Management Program.

Employment Areas of Graduates

- Local directorates within the Ministry of Youth and Sports
- Sports federations
- Sports clubs
- Sports units in universities
- Sports units in local governments

- 1. Sports Management
- 2. Recreation
- 3. Business Administration*
- 4. International Business Management





ISTANBUL MEDIPOL UNIVERSITY VOCATIONAL SCHOOL OF SOCIAL SCIENCES

INSTAGRAM

WEBSITE



