

# Course Structure

## Advanced Certificate in Library & Information Services

Faculty of Arts



### Semester 1

Type	Code	Name	Prerequisites	Credit Points	Fee (MVR)
CORE	IST001	Cataloging & Classifications for Beginners	Nil	15	1,350
CORE	IST003	Collection Maintenance	Nil	15	1,350
CORE	GEN001	Study Skills	Nil	15	1,350
CORE	ENG017	English 1	Nil	15	1,350
<b>Semester Total</b>					<b>5,400</b>

### Semester 2

Type	Code	Name	Prerequisites	Credit Points	Fee (MVR)
CORE	MGT001	Office Administration	Nil	15	2,100
CORE	IST005	Library Client Services	Nil	15	1,350
CORE	IST007	Library Display & Promotion	Nil	15	1,350
CORE	CPT101	Computer Applications	Nil	15	1,725
<b>Semester Total</b>					<b>6,525</b>
<b>Course Total</b>				<b>120</b>	<b>11,925</b>

Fees stated above are tuition fees for local students. Fees for international students is twice the stated fees. All fees are quoted in MVR.

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