

# 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            | 870       |
| CORE           | IST003 | Collection Maintenance                     | Nil           | 15            | 870       |
| CORE           | GEN001 | Study Skills                               | Nil           | 15            | 870       |
| CORE           | ENG017 | English 1                                  | Nil           | 15            | 870       |
| Semester Total |        |  |               |               | 3,480     |

### Semester 2

| Type           | Code   | Name                        | Prerequisites | Credit Points | Fee (MVR) |
|----------------|--------|-----------------------------|---------------|---------------|-----------|
| CORE           | MGT001 | Office Administration       | Nil           | 15            | 1,320     |
| CORE           | IST005 | Library Client Services     | Nil           | 15            | 870       |
| CORE           | IST007 | Library Display & Promotion | Nil           | 15            | 870       |
| CORE           | CPT101 | Computer Applications       | Nil           | 15            | 1,245     |
| Semester Total |        |                             |               |               | 4,305     |
| Course Total   |        |                             |               | 120           | 7,785     |

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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