

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 fee for local students. Fee for international students on student visa is five times the stated fees. Fee for workpermit holders and students on dependent visa is same as the fees for local students. All fees are quoted in MVR.

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