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
Semester Total					**5,400**

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
Semester Total					**6,525**
Course Total				**120**	**11,925**

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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