

## 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
<b>Semester Total</b>					<b>3,480</b>

## 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
<b>Semester Total</b>					<b>4,305</b>
<b>Course Total</b>					<b>120</b>
					<b>7,785</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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