Information science 130 (INL 130)

Qualification	Undergraduate
Faculty	Faculty of Engineering, Built Environment and Information Technology
Module credits	12.00
NQF Level	05
Programmes	BIS Information Science
	BIS Publishing
	BIT Information Systems
	BPolSci Political Studies
Service modules	Faculty of Humanities
Prerequisites	No prerequisites.
Contact time	1 practical per week, 3 lectures per week
Language of tuition	Module is presented in English
Department	Information Science
Period of presentation	Semester 1

Module content

Personal information management. This module focuses on personal information management within an organisational context. It deals with managing information and knowledge that is peculiar to an individual and which enables him/her to perform his/her job.

Topics include: creating an environment in which the individual can manage his/her information and knowledge; the skills needed to be able to manage personal information and knowledge; information overloading which gives rise to personal information and knowledge management, as well as the manner in which individuals can switch from personal information management to personal knowledge management; personal information and knowledge management as a career.