

# University of Pretoria Yearbook 2018

## Information science 130 (INL 130)

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| <b>Qualification</b>          | Undergraduate  |
| <b>Faculty</b>                | <a href="#">Faculty of Engineering, Built Environment and Information Technology</a>                                   |
| <b>Module credits</b>         | 12.00  |
| <b>Programmes</b>             | <a href="#">BIS Information Science</a><br><a href="#">BIS Publishing</a><br><a href="#">BPolSci Political Studies</a> |
| <b>Service modules</b>        | Faculty of Humanities  |
| <b>Prerequisites</b>          | No prerequisites.  |
| <b>Contact time</b>           | 1 practical per week, 3 lectures per week  |
| <b>Language of tuition</b>    | Separate classes for Afrikaans and English   |
| <b>Department</b>             | Information Science  |
| <b>Period of presentation</b> | 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.

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