

University of Pretoria Yearbook 2021

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.

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