

# University of Pretoria Yearbook 2022

## Information science 130 (INL 130)

<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>NQF Level</b>	05
<b>Programmes</b>	<a href="#">BIS (Information Science)</a> <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>	Module is presented in English
<b>Department</b>	Information Science
<b>Period of presentation</b>	Semester 1

### Module content

Personal information management. This module deals with the management of personal information and knowledge on a personal level which enables an individual to perform their job within an organisational context. Key themes that will be discussed include: creating an environment which is conducive to personal information and knowledge; the skills required to manage personal information and knowledge; the causes and effects of information overload, and the management of this type of phenomenon. The actions, strategies and technologies available for personal information management, as well as the manner in which individuals can switch from personal information management to personal knowledge management; the various career options in information and knowledge management.

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