

# University of Pretoria Yearbook 2022

## Information science 310 (INL 310)

**Qualification** Undergraduate

**Faculty** [Faculty of Engineering, Built Environment and Information Technology](#)

**Module credits** 20.00

**NQF Level** 07

**Programmes** [BIS \(Information Science\)](#)

[BIT \(Information Systems\)](#)

[BSc \(Computer Science\)](#)

[BA \(Visual Studies\)](#)

[BPolSci \(Political Studies\)](#)

**Service modules** Faculty of Humanities

**Prerequisites** No prerequisites.

**Contact time** 3 lectures per week, 3 practicals per week

**Language of tuition** Module is presented in English

**Department** Information Science

**Period of presentation** Semester 1

### Module content

Information Organisation. The module is concerned with the organisation of information in the digital environment focusing on the structure and use of document management and workflow systems, as well as distribution channels and virtual environments. The characteristics and application of the internet, intranets, as well as portals and applications use, are considered. The module introduces the practical component of information organisation which includes information access, storage, organisation and security using SharePoint as a web-based collaborative platform.

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