DEPARTMENT OF INFORMATION AND KNOWLEDGE MANAGEMENT

UNIVERSITY
OF
JOHANNESBURG

The Future
Reimagined

UNDERGRADUATE QUALIFICATIONS

BCom Information Management

This is the only BCom degree in the country that you can do with Mathematical Literacy. The qualification provides qualifying students with: Intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of basic and advanced information management principles in the different functional units of the business organisation; the ability to reflect on their managerial decisions and applications, and to assess the effect thereof in the holistic context of information, competitive intelligence and knowledge management as a practice; and knowledge in preparation for a career in the information, competitive intelligence and knowledge management field, as well as to provide a basis for further learning.

Admission requirements:
- APS: 26 with Mathematics or 28 with Mathematical Literacy
- Period of study: 3 years full-time (no part-time option)
- Application deadline: 30 September every year

What can I do with a BCom Information Management degree?
Many exciting job opportunities are available in the private sector and government departments. In South Africa, there is considerable growth in demand for information consultants who can turn information provision into a thriving commercial venture. Enterprises are prepared to pay for information to increase their profit margins and remain ahead of competitors.

What are the career opportunities?
- Information Manager
- Social Media Manager
- Knowledge Manager
- Records Manager
- Business Intelligence Analyst
- Web Content Manager
- Information Broker
- Competitive Intelligence Analyst

For further information please contact: infoman@uj.ac.za

Visit our website: www.uj.ac.za/ikm

POSTGRADUATE QUALIFICATIONS

BCom Honours in Information Management

This qualification is for students to develop applied skills in mastering, analysing, interpreting, and applying the characteristics of Information and Knowledge Management, as used in a career or for further studies in the field of Information and Knowledge Management.

The programme is offered on a full-time or part-time basis:

Full-time	Part-time
▪ Completed in 12 months. ▪ Register for 8 modules (4 in the first semester, 3 in the second semester and 1-year module).	▪ Completed in 24 months. ▪ Register for 4 modules (2 in the first semester, 1 in the second semester and 1 year module) in the first year. ▪ Register for the remaining 4 modules in the second year (2 in the first semester and 2 in the second semester).

Admission requirements:
The BCom Honours programme receives many applications per year, which means that students are selected based on academic merit. This means that even if you meet the criteria outlined below, your acceptance is not guaranteed.

▪ Enrolment access will be provided to students in possession of an acceptable Bachelor's degree qualification on NQF Level 7 with appropriate subject knowledge.
▪ A student must have attained a minimum of 65% in their Information and Knowledge Management majors at NQF Level 7.
▪ Students employed full-time must register for this programme on a part-time basis.

What are the career opportunities?

- Information Manager
- Knowledge Manager
- Records Manager
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- Competitive Intelligence Analyst

MPhil in Information Management

This is a research-based programme, and the final dissertation will contribute to the knowledge of and insight into the subject discipline of Information and Knowledge Management. Qualifying students will also display competence in applying related research methodology and the proper written and/or oral communication of the research process and findings.

The programme is offered on a full-time or part-time basis:

Full-time	Part-time
▪ Completed in 12 months.	▪ Completed in 24 months.

Admission requirements:
The MPhil programme receives a number of applications throughout the year, and students are selected on academic merit, subject research topic and supervising capacity. This means that even if you meet the academic criteria outlined below, your acceptance is not guaranteed.

- Enrolment access will be provided to students who possess any relevant Honours degree qualification on NQF Level 7/8.
- A student must have attained **a minimum of 65%** average in their Information and Knowledge Management majors at NQF Level 7/8.

PhD in Information Management

A qualifying student would show evidence of independent and original scientific work through the final doctoral thesis. The thesis would constitute a contribution to the knowledge of, and insight into, the subject discipline of Information and Knowledge Management and the field of research. Qualifying students will display applied competence in research methodology and the proper written and/or oral communication of the research process and findings. The student should be able to reflect on their research decisions and applications to assess the effect thereof in the holistic context of research in the information industry.

The programme is offered on a full-time or part-time basis:

Full-time	Part-time
▪ Completed in 24 months.	▪ Completed in 36 months.

Admission requirements:
The PhD programme receives a number of applications throughout the year, and students are selected on academic merit, research subject topic and supervising capacity. This means that even if you meet the academic criteria outlined below, your acceptance is not guaranteed.

- Access will be provided to students in possession of any relevant Master's degree qualification on NQF Level 8/9.
- A student must have attained a minimum of 65% average.

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SHORT LEARNING PROGRAMMES (SLPs)

Competitive Intelligence: Tools and Analysis SLP (Online and Contact)

The purpose of this SLP is to introduce students to analytical frameworks such as scenario analysis and competitor benchmarking in order to strategically identify and present information as actionable intelligence. The purpose of this SLP is also to focus on ethics in Competitive Intelligence, ensuring that students are made aware and adhere to international standards in this regard. Students will further be introduced to the corporate structure related to the function of Competitive Intelligence. Additionally, students will explore the skills and expertise required by a Competitive Intelligence analyst.

Admission requirements:
- National Senior Certification (NSC)-NQF level 4 OR Senior Certificate (SC) (before 2009)-level 4.
- The SLP is offered online for 25hrs over three weeks.
- The programme is offered in both the first and second semesters.

Programme outline:
- Overview of Strategic & Competitive Analysis relevance.
- Planning of Strategic & Competitive Analysis work.
- Competitive information collection methods and sources.
- Analysis tools and techniques - Dissemination of intelligence.

On completion of the programme, students should be able to:
- Discuss the strategic relevance of competitive intelligence.
- Develop the industry standards guiding competitive intelligence ethics.
- Identify sources of strategic information; and intelligence.
- Select the appropriate analytical tools to conduct successful strategic competitive analysis, resulting in actionable intelligence.

Contemporary Knowledge Management Techniques SLP (Online)

The purpose of this SLP is to equip students with the knowledge and skill to identify the different elements of Knowledge Management (KM) within their work environment. Students will be exposed to the necessary competencies and skills to formulate a knowledge strategy and promote a knowledge-sharing culture through the use of Communities of Practice and knowledge cafés.

Admission requirements:
- National Senior Certification (NSC)-NQF level 4 OR Senior Certificate (SC) (before 2009)-level 4.
- The SLP is offered online for 25hrs over three weeks.
- The programme is offered in both the first and second semesters.

Programme outline:
- Importance of and drivers of Knowledge Management.
- Corporate culture as a foundation for successful Knowledge Management.
- How to create a knowledge-sharing culture through various tools and techniques.
- Conducting a Knowledge Audit.
- Steps to formulate a Knowledge Strategy.
- Measuring the current Knowledge Management state of the organisation and determining a Knowledge Management course of action.

On completion of the programme, students should be able to:
- Identify the importance of and drivers of Knowledge Management.
- Integrate corporate culture as a foundation for successful Knowledge Management.
- Harness key success factors when managing knowledge assets.

Information Management Fundamentals SLP (Online)

The purpose of this SLP is to provide the student with the knowledge and skills to identify the different phases in the information life cycle, distinguish between the different types of information sources, and be familiar with information legislation and management principles. A student is equipped with the necessary competencies and skills to apply the technology associated with the Internet, World Wide Web (www) and search engines for basic information management purposes.

Admission requirements:
- National Senior Certification (NSC)-NQF level 4 OR Senior Certificate (SC) (before 2009)-level 4.
- The SLP is offered online over two months, 20hrs per week x 8 weeks.
- The programme is offered in the first and the second semester.

Programme outline:
- The information life cycle.
- Different types of information sources.
- The Internet and WWW as information infrastructure and its tools.
- Information searching strategy.
- Information legislation.
- Research skills on information management related topics.

On completion of the programme, students should be able to:
- Describe information management and identify the elements of the information life cycle.
- Classify the different types of information sources.
- Demonstrate theoretical and practical knowledge of the role of the Internet and WWW tools in accessing information and evaluating content found on the WWW.
- Demonstrate an awareness of information legislation.
- Apply research skills on fundamental information management issues.

Knowledge Economy in the 4IR SLP (Online)

The purpose of this SLP is to equip the student with the necessary knowledge to identify the characteristics of a knowledge economy in the 4IR; to be able to understand the knowledge economy and intellectual capital as a key commodity in a knowledge economy; to be able to describe the importance of knowledge-intensive activities in wealth creation; show cognisance of the problems, issues and opportunities of developing countries moving towards a knowledge economy; and to develop the skills necessary for knowledge workers to contribute to the workplace in the knowledge economy.

Admission requirements:
- National Senior Certification (NSC)-NQF level 4 OR Senior Certificate (SC) (before 2009)-level 4.
- The SLP is offered online for 25hrs over three weeks.
- The programme is offered in both the first and second semesters.

Programme outline:
- Characteristics of and the Four Pillar Framework of the Knowledge Economy.
- Knowledge workers.
- Concept of and skills of a knowledge worker.
- Intellectual Capital.
- Contextualising the Knowledge Economy in the 4IR.

On completion of the programme, students should be able to:
- Discuss the characteristics of the knowledge economy and the support framework needed.
- Describe the concept and skills of 'knowledge workers'.
- Discuss the concept and components of 'intellectual capital'.

Knowledge Management (Contact)

Upon completing this module, an attendee will have the knowledge and skill to identify the different elements of Knowledge Management within their work environment. Attendees will be exposed to the necessary competencies and skills to formulate a knowledge strategy and promote a knowledge-sharing culture through the use of Communities of Practice and knowledge cafés.

Admission requirements:
- National Senior Certification (NSC)-NQF level 4 OR Senior Certificate (SC) (before 2009)-level 4.
- The SLP is offered face to face, between 3-5 days.
- The programme is offered in both the first and second semesters.

Programme outline:
- Importance of Knowledge Management.
- Drivers of Knowledge Management.
- Corporate culture as a foundation for successful Knowledge Management.
- How to create a knowledge-sharing culture.
- Knowledge sharing through knowledge cafés.
- Knowledge sharing through Communities of Practice.
- Conducting a Knowledge Audit.
- Steps to formulate a Knowledge Strategy.
- Key success factors when managing knowledge assets (e.g. knowledge mentoring).

On completion of the programme, students should be able to:
- Identify the importance of Knowledge Management.
- Integrate corporate culture as a foundation for successful Knowledge Management.
- Harness key success factors when managing knowledge.

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Ready to apply?

Apply online now! Visit the UJ homepage **www.uj.ac.za** and click on Admissions + Aid to apply. Online applications only.

Cost: Visit the UJ Student Finance page **www.uj.ac.za/studyatUJ/Student-finance** for any queries.

Bursaries / Funding: Visit **www.uj.ac.za/cbe** and click on bursaries to view potential bursary opportunities. You can also visit **www.uj.ac.za/studyatUJ/Student-finance** to view all bursary and funding opportunities.
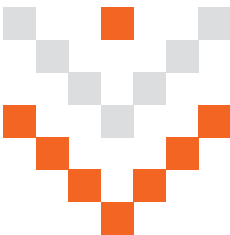
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