

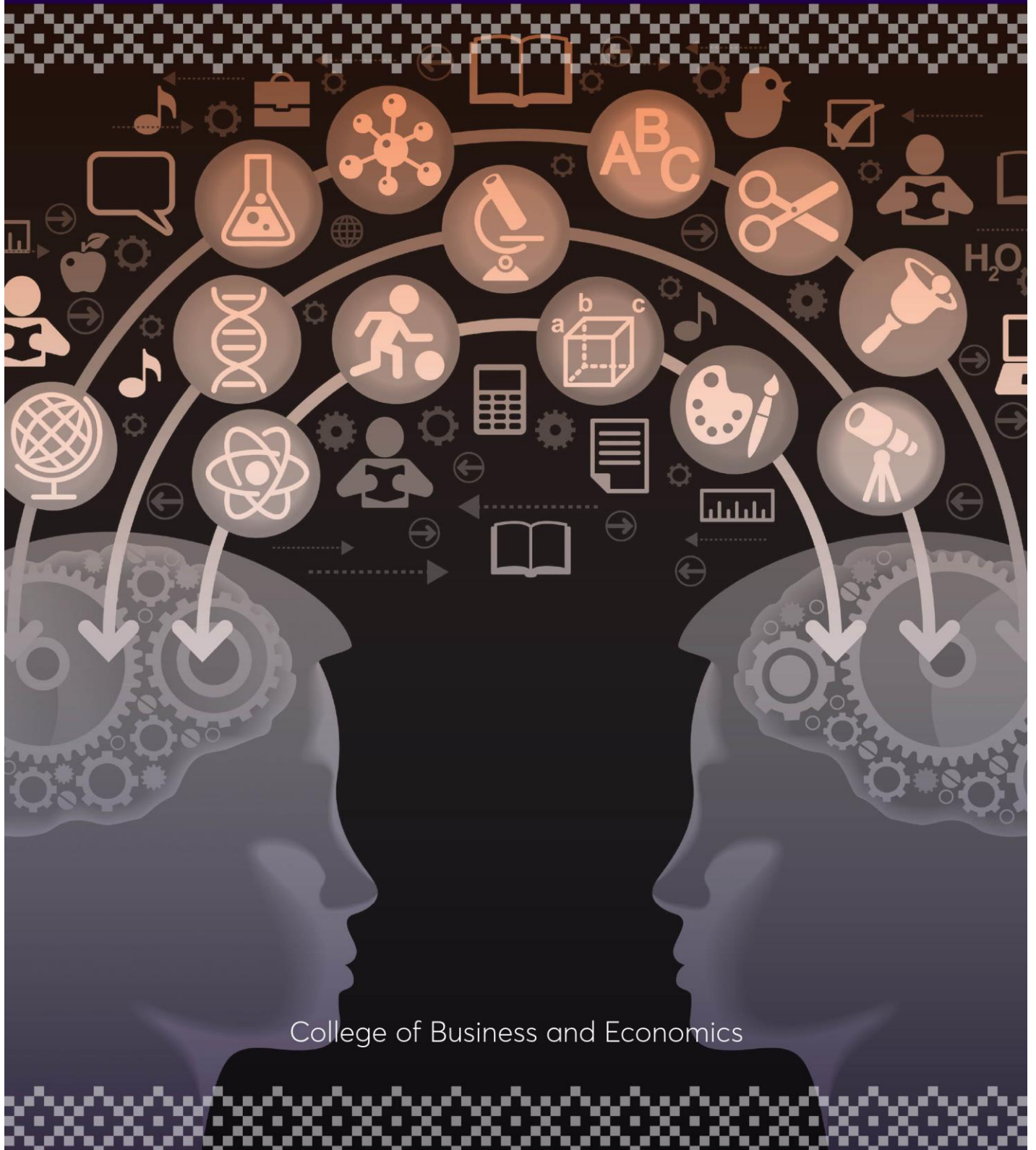


UNIVERSITY  
OF  
JOHANNESBURG

Department of Information and  
Knowledge Management  
School of Consumer Intelligence and  
Information Systems

Continuing Education and  
Short Learning Programmes

**Information Management Fundamentals**



College of Business and Economics



## SHORT LEARNING PROGRAMME (SLP)

### Information Management Fundamentals

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 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 a two-month period. 22.85hrs x 5days a week x 7 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 searing 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 access to information and evaluate content found on the WWW
- Demonstrate an awareness of information legislation
- Apply research skills on fundamental information management issues

**For more information:** Please contact Mrs Deidre Wessels: 011 559-2183 email: [infoman@uj.ac.za](mailto:infoman@uj.ac.za)

#### Ready to apply?

Visit the UJ homepage [www.uj.ac.za](http://www.uj.ac.za) and click on Study@UJ to apply for this qualification. All applications are done online.

**Cost:** Please contact Mrs Deidre Wessels (011 559-2183) [infoman@uj.ac.za](mailto:infoman@uj.ac.za) for any queries related to the costs of this qualification.

