



Tutorial Letter 301/4/2018

Departmental Organisation INFALLP

Department of Information Science

IMPORTANT INFORMATION:

This tutorial letter contains important information
on lecturers and course codes and names.

BARCODE



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Please note that lecturers are sometimes not in their offices due to the nature and diversity of their responsibilities. Apart from involvement in their traditional teaching workload, they present discussion classes, workshops and seminars and papers at conferences. They are also involved in research projects and community work as well as attending University meetings. You are therefore likely not to find them all the time when you call or visit.

If the lecturer is not available, please contact the Departmental Secretary at (012) 429 6071 or (012) 429 6703 or write an e-mail to the general departmental e-mail address infoscience@unisa.ac.za

All lecturers can also be contacted via their individual e-mail addresses.

1 INTRODUCTION

This tutorial letter contains important information for students. The list of lecturers responsible for the various courses/modules is of particular significance for contact purposes.

2 CHAIR OF DEPARTMENT

Prof L Dube is the current CoD for the Department of Information Science. Students can contact her via the Departmental Secretary, or the following contact details:

Prof L Dube
Chair of Department
Department of Information Science
Theo van Wijk Building 10-188
PO Box 392
0003 Unisa
South Africa

Tel: +27(0)12 429 6070/ 6071/ 6703

Fax: +27(0)12 429 3792

E-mail: dubel@unisa.ac.za

3 LECTURERS AND CONTACT DETAILS

Contact details for lecturers appear below.

NAME	TITLE	TvW ROOM NO	EXT (012) 429-	E-MAIL Address + @unisa.ac.za
De Klerk, T	Mrs	10-161	3902	dklerma
Du Preez, M	Dr	10-167	6792	preezm
Fombad, MC	Prof	10-169	6042	fombamc
Geyer, EM	Ms	10- 161	2405	lgeyer
Hlongwane, I	Dr	10-182	6520	hlongik
Jacobs, L	Dr	10-173	2694	Ejacobl1
Jiyane, GV	Prof	10-172	6057	jiyangv
Knoetze, JJ	Mrs	10-168	6827	knoetjj
Langa, N	Ms	10-163	6901	langan
Makhubela, SS	Mr	10-183	6624	makhuss
Maluleka, JR	Dr	10-174	4847	maluljr
Marutha, NS	Dr	10-156	6709	emarutns
McGuirk, K	Ms	10-173	6313	m McGuik
Mhlongo, M	Mrs	10-165	2644	mhlonma
Modiba, TM	Mr	10-164	6294	modibmt
Mohlala, P	Mr	10-164	2306	mohlapd
Mojapelo, SM	Dr	10-180	4165	mojapsm
Mokwatlo, KI	Ms	10-159	4802	mokwaki
Molaud , M	Ms	10-187	8285	molaumm
Ncube, LS	Mr	10-171	4344	ncubels
Ndwandwe, SC	Mr	10-174	6037	ndwansc

NAME	TITLE	TvW ROOM NO	EXT (012) 429-	E-MAIL Address + @unisa.ac.za
Ngoaketsi, J	Mr	10- 166	6585	ngoakmj
Ngoepe, MS	Prof	10-178	6360	ngoepms
Onyancha, OB	Prof	R&D Leave	6071	onyanob
Phalama, K	Ms	10-184	6004	phalagr
Rodrigues, ADS	Dr	10-170	6568	trodriqu
Saurombe, NP	Dr	10-155	8041	mnkennp
Schellnack-Kelly, IS	Dr	10-177	6936	schelis
Siwela, A	Ms	10-184	6272	siwelna
Knoetze, JJ	Mrs	10-175	6416	knoetjj
Van der Walt, TB	Prof	works from home	6071	vdwaltb
Wessels, N	Mrs	10-175	6416	wessen

4 ADMINISTRATION

NAME	TITLE	TvW ROOM NO	EXT (012) 429-	E-MAIL Address + @unisa.ac.za
Motong, I	Ms	10-186	6071	motongi
Nkwe, M	Ms	10-181	6703	monammm1
Zungu, NJ	Mr	10-181	6508	zungunj

5 COURSE/MODULE CODES, NAMES AND RESPONSIBLE LECTURERS

Course/module codes are followed by the course/module names and responsible lecturers. It reflects the present position in the Department and you should act in accordance with these particulars - including when it contradicts the information in the 101 tutorial letters. The Department will communicate any changes that may occur during the year to all students.

APPLIED INFORMATION SCIENCE

Applied Information Science I

Code	Name	Lecturer
AIS1501	Introducing applied Information Science	Phalama
AIS1503	Introducing information records and sources	Makhubela
AIS1601	Utilising the Internet as reference tool	Siwela
AIS1602	Introducing management in libraries and information centres	Molaudi

Applied Information Science II

Code	Name	Lecturer
AIS2601	Bibliographic control, basic descriptive cataloguing and classification	Molaudi
AIS2602	Learning how to provide reference services	Siwela
AIS2603	Describing library user groups and meeting their needs	Makhubela

AIS2604	Utilising electronic library systems and services	Mojapelo
AIS2605	Developing and managing information collections	Langa

Applied Information Science III

Code	Name	Lecturer
AIS3701	Descriptive cataloguing	De Klerk
AIS3702	Subject organisation	Mhlongo
AIS3703	Serving the user in library and information practice	Jiyane
AIS3704	Applying research methodology in Information Science	Maluleka
AIS3705	Practical portfolio	Wessels
AIS3717	Information and knowledge entrepreneurship	Saurombe

INFORMATION SCIENCE

Information Science I

Code	Name	Lecturer
INS1501	Introduction to Information Science	Modiba
INS1502	Developing information skills for lifelong learning	Wessels

Information Science II

Code	Name	Lecturer
INS2601	Exploring information user studies	Ncube
INS2602	Investigating information ethics in the information era	Ndwandwe
INS2603	Introducing information management	Geyer
INS2701	Information and communication technologies for Information Science	Ncube

Information Science III

Code	Name	Lecturer
INS3702	The political economy of information	McGuirk
INS3703	Using information: the role of information behaviour	Maluleka
INS3705	Information and knowledge management	Hlongwane
INS3707	Information organisation and retrieval	Mojapelo

ARCHIVES AND RECORDS MANAGEMENT

Archives and records management I

Code	Name	Lecturer
ARM1501	Introducing archives and records management	Mokwatlo
ARM1502	Managing records	Schellnack- Kelly
ARM1503	Managing archives	Rodrigues

ARM1504	Preserving records and archives	Mohlala
ARM1505	Electronic records management	Ngoaketsi

Archives and records management II

Code	Name	Lecturer
ARM2601	Audio- visual archiving	Marutha
ARM2602	Organising records: classification systems	Schellnack- Kelly
ARM2603	Appraisal and disposal of archival records	Jacobs

HIGHER CERTIFICATE IN ARCHIVES AND RECORDS MANAGEMENT

Code	Name	Lecturer
ARM1501	Introducing archives and records management	Mokwatlo
ARM1502	Managing records	Schellnack-Kelly
ARM1503	Managing archives	Rodrigues
ARM1504	Preserving records and archives	Mohlala
ARM1505	Electronic records management	Ngoaketsi

PROGRAMME IN ARCHIVAL STUDIES

Code	Name	Lecturer
AIS301A	Archival information sources and services	Rodrigues
APP301A	Archival principles and practices	Ngoepe
PCA301A	Preservation and conservation of archival materials	Schellnack-Kelly
RMA301A	Introduction to records management and archival studies	Van der Walt

SHORT COURSE IN CHILDREN AND YOUTH LIBRARIANSHIP

Code	Name	Lecturer
PCYR01A	Children and Youth as Readers and Information Users	Jiyane
PCYM02B	Managing libraries and information centres for children and youth	Mojapelo
PCYL03C	Information literacy programmes	Knoetze
PCYC04D	Basic cataloguing and classification	Mhlongo
PCYT05E	Media and information for children and youth	Hlongwane

B INF HONS

Code	Name	Lecturer
HAI4801	Advanced information and knowledge management	Fombad
HAI4802	Information technology in organisation and retrieval of information	Mhlongo
HAI4803	Advanced aspects of user studies and collection development	Van der Walt
HIN4801	Research methodology in Information Science	Hlongwane

HRINS81	Research report in Information Science	Fombad
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BA HONS

Code	Name	Lecturer
HAI4801	Advanced information and knowledge management	Fombad
HIN4801	Research methodology in Information Science	Hlongwane
HIN4802	Social impact of information technology	Knoetze
HIN4803	Theory of Information Science	McGuirk
HRINS81	Research report in Information Science	Fombad

POSTGRADUATE DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Code	Name	Lecturer
INS4801	Information Users and Use	Modiba
INS4802	Management of Knowledge and Information Services	Geyer
AIS4801	Resource Description and Access	De Klerk
AIS4802	ICT Applications in Library and Information Services	Knoetze
AIS4803	Library and Information Practice	Jiyane
HIN4801	Research Methodology in Information Science	Hlongwane