

Faculty	Arts	
Home Department	Library and Information Science	
Module Topic	Organisational Management	
Generic module name	Library and Information Studies 701	
Alpha-numeric code	LBS701	
NQF Level	8	
NQF Credit Value	20	
Duration	Year	
Proposed semester to be offered.	Both Semesters	
Programmes in which the module will be offered.	PGDipLIS (2829)	
Year Level	1	
Main Outcomes	<p>On completion of this module a student should be able to:</p> <ul style="list-style-type: none"> • Demonstrate a leadership role in LIS organisations: planning, directing, budgeting, controlling • Apply human resources management theories and principles to LIS: such as recruiting staff, staff training & development, motivating staff, performance management. • Discuss the factors in the external environment such as labour legislation that impact on LIS Communication & liaise with key role-players effectively, inside & outside the organization. • Write reports: funding proposals, job adverts, critical reflections on work integrated experiences • Make oral presentations & run meetings • Apply theoretical training in practice in a library and information service 	
Main Content	<ul style="list-style-type: none"> • Organisational structures • Theories and styles of management • Job analysis and design • Leadership and management functions • Quality management • Human Resource Management: recruitment, staff motivation, performance management. • South African labour legislation • Marketing & advocacy • Workplace communication • Human resource management theory • Work integrated learning in library and information services under the supervision of an information professional 	
Pre-requisites	None	
Co-requisites	None	
Prohibited module combinations	None	
A. Breakdown of Learning Time	Hours	B. Time-table Requirement per week
<i>Contact with lecturer / tutor:</i>	56	<i>Lectures p.w. 2</i>
<i>Assignments & tasks:</i>	41	<i>Practicals p.w. 0</i>
<i>Assessment</i>	3	<i>Tutorials p.w. 1</i>
<i>Practicals:</i>		
<i>Selfstudy</i>	50	
<i>*Other: work placement</i>	50	
Total Learning Time	200	
Methods of Student Assessment	Continuous assessment: 60% Final assessment: 40%	
Assessment Module type	CFA	