

**DGIL - Graduate Diploma in Information Management
(Archives and Records Management)**



School of
Information Technology
and Mathematical Sciences

On Campus & Online Timetable 2020:

PROGRAM CODE	DGIL	YEAR LEVEL	1
PROGRAM NAME	Graduate Diploma in Information Management		
ACADEMIC PLAN	Archives and Records Management	CAMPUS	City West
CAMPUS CENTRAL (Please contact Campus Central if you need help with enrolling or have any queries about the information on this form)	Campus Central City West Second floor, JS Building askcampuscentral@unisa.edu.au 1300 301 703	SCHOOL (Please contact the School Office if you have any other queries)	Information Technology & Mathematical Sciences ITMS.Enquiries@unisa.edu.au (08) 8302 3582

DEFINITIONS:

Subject Area and Catalogue Number	A 4-letter subject area code plus a 4-digit catalogue number make up the course code, e.g. BIOL 1033 . You can search for courses by using this code.
Class Number	A class number is a unique number used to identify individual classes held during a specified study period. You can use class numbers to enrol, starting with the class number of the enrolment class.
Enrolment Class	An Enrolment Class is the first class you enrol in for a particular course. This can be a lecture (LEC), tutorial (TUT), workshop (WSH), practical (PRA) or external (EXT). There may be multiple enrolment classes to choose between. All other classes will be related to the enrolment class and will display once you select your enrolment class.
Related Classes	Related classes are other components (i.e. a tutorial or practical) that make up the course. In some cases you may be automatically enrolled into a particular related class that is associated with the enrolment class you selected.
Auto Enrol Class	In some courses, once you select the Enrolment Class, you are automatically enrolled (Auto-Enrol) in a second (related) class (e.g. by choosing a tutorial you are automatically enrolled into the lecture). You may still be required to select another related class to complete your enrolment.
External Class	The external class number will be listed in the Classes column below. This number is the only enrolment class number you need to enter in 'Manage my Enrolment' when enrolling.

Course Name	Course Code	SP1	SP3	SP4	SP6
Information and Records Management	INFS 5063	<p>On Campus Class: Thursday 5 – 8pm BH2-16 On Campus Class no: 10139</p> <p>Online Class No: 10215</p>			
Technological Foundations	INFS 5107	<p>On Campus Class: Friday 11am – 2pm HH3-08 On Campus Class no: 10185</p> <p>Online Class No: 10238</p>			Online Class No: 60220
Information Management Foundations	INFS 5104	Online Class No: 10237	<p>On Campus Class: Thursday 1 – 4pm (State Library) On Campus Class no: 30163</p> <p>Online Class No: 30211</p>		
Information Resources and Services	INFS 5079	Online Class: 10235		<p>On Campus Class: Tuesday 1 – 4pm (State Library) On Campus Class no: 40182</p> <p>Online Class No: 40420</p>	
Archival Management	INFS 5081				<p>On Campus Class: Tuesday 2 – 5pm (State Library) On Campus Class no: 60111</p> <p>Online Class No: 60213</p>
Information Management Experience Reports	INFS 5086		Online Class: 30210	Online Class: 40422	Online Class: 60214

Information Management Professional Practice	INFS 5087	On Campus Class: Tuesday 5 – 8pm HH4-08 On Campus Class no: 10149 Online Class No: 102136			On Campus Class: Friday 11am – 2pm BH2-16 On Campus Class no: 60136 Online Class No: 60216
Information Management Project	INFS 5067		On Campus Class: Monday 11am – 1pm BH4-32 On Campus Class no: 30142 Online Class No: 30198	On Campus Class: Thursday 1 – 3pm BH4-32 On Campus Class no: 40179 Online Class No: 40391	On Campus Class: Friday 2 – 4pm BH4-29 On Campus Class no: 60135 Online Class No: 60200

Please select one of the following two courses:

Preservation Principles	INFS 5069		On Campus Class: Monday 1 – 4pm (State Library) On Campus Class no: 30143 Online Class No: 30201		
Digital Preservation	INFS 5082			On Campus Class: Wednesday 3 – 6pm (State Library) On Campus Class no: 40180 Online Class No: 40421	

PROGRAM NOTES

1. Students should take Information Management Project in their last semester of study.