

## **Short Term Course on Fundamentals of Knowledge Management**

### **Course Type:**

Short-Term Certificate Course (2 Credits)

### **Total Duration:**

**30 Hours** (15 hours of lectures + 10 hours of practical sessions + 5 hours of self-study/assessment)

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### **Course Objectives:**

1. To introduce the key concepts and theoretical foundations of Knowledge Management (KM).
  2. To understand the processes involved in capturing, organizing, sharing, and applying knowledge in organizations.
  3. To familiarize learners with KM tools, technologies, and implementation strategies.
  4. To explore the role of libraries and information professionals in knowledge management initiatives.
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### **Course Outcomes (COs):**

After successful completion of the course, the learners will be able to:

- CO1: Explain the fundamental concepts and components of Knowledge Management.
  - CO2: Identify and differentiate types of knowledge—explicit and tacit—and understand their relevance.
  - CO3: Describe the tools and techniques used in KM practices.
  - CO4: Develop a basic KM framework for academic or organizational settings.
  - CO5: Analyze the role of LIS professionals in KM initiatives.
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### **Unit-Wise Syllabus:**

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#### **Unit 1: Introduction to Knowledge Management (5 Hours)**

- Definitions and Evolution of KM

- Knowledge Economy and Knowledge Society
  - Data, Information, Knowledge, and Wisdom (DIKW Model)
  - Importance of KM in the 21st century
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## **Unit 2: Types and Dimensions of Knowledge (5 Hours)**

- Tacit vs Explicit Knowledge
  - Individual, Team, and Organizational Knowledge
  - Knowledge Life Cycle
  - Knowledge Workers
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## **Unit 3: KM Models and Theories (5 Hours)**

- SECI Model (Nonaka & Takeuchi)
  - Wiig's KM Model
  - Davenport and Prusak's Framework
  - Knowledge Spiral and Ba Concept
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## **Unit 4: KM Tools and Technologies (5 Hours)**

- KM Systems and Portals
  - Collaboration and Social Networking Tools
  - Document Management Systems
  - Role of Artificial Intelligence in KM
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## **Unit 5: KM in Practice (5 Hours)**

- KM Strategies in Organizations
  - Role of Libraries and LIS Professionals in KM
  - KM Case Studies in Corporate and Educational Institutions
  - Knowledge Audits and KM Metrics
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## Unit 6: Assignments and Practical Work (5 Hours)

- Case analysis of a KM initiative
  - Designing a basic KM system for an academic library
  - Poster or infographic on KM life cycle
  - Use of KM tools (like Google Drive, Trello, Zotero, etc.)
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### Suggested Teaching Methods:

- Lectures
  - Group Discussions
  - Demonstrations
  - Case Studies
  - Mini Projects
  - Peer Presentations
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### Assessment Methods:

- **Internal Assessment (30 Marks):** Quiz/MCQ, Poster/Assignment, Group Presentation
  - **Final Assessment (20 Marks):** Viva/Case Study Evaluation
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### Suggested Readings:

1. Awad, E.M. & Ghaziri, H.M. (2004). *Knowledge Management*. Pearson Education.
2. Dalkir, K. (2017). *Knowledge Management in Theory and Practice*. MIT Press.
3. Nonaka, I. & Takeuchi, H. (1995). *The Knowledge-Creating Company*. Oxford University Press.
4. Rao, M. (2005). *Knowledge Management Tools and Techniques: Practitioners and Experts Evaluate KM Solutions*. Elsevier.
5. Koenig, M.E.D. (2012). *What is KM? Knowledge Management Explained*. KM World.