



Africa Programme

Programme pour l'Afrique

Digital Records Curation Programme (DRCP) - English Version

Week 1 – Class: Digital Culture and the Information Society

Learning Outcomes

At the end of this class, students should be able to:

- explain the concept of the 'information society'
- give some examples of the ways in which information is used in different sectors and activities
- explain the role of record-keeping professionals in the information society

Lesson Plan

1. Introductions

Introduce yourself and ask the students to introduce themselves.

2. Overview of the Digital Records Curation Programme (DRCP)

Explain the structure and timetable for the course, and give an overview of the assessments, ensuring that students have the opportunity to ask questions.

3. Lecture – The Information Society (20 minutes)

Use the DRCP slides for this class to provide a short lecture on the concept of the information society.

4. Discussion – Digital Information in Society (30 minutes)

The purpose of this discussion is to get students thinking about particular examples of the information society. How is information used in different sectors and activities?

The course handbook includes readings and other tasks for the students to do in preparation for this class. For each reading, video or site, come up with a few discussion questions that encourage the students to think about the use of digital information in society. In class, use these questions to get the students to reflect on your lecture and their preparatory work.

5. Group Work – Record-keeping in the Information Society (20 – 30 minutes)

Ask the students to work in small groups to discuss and the role of record-keeping in the digital environment. What is the function of the records manager or archivist in the digital information society? Has it changed from the analogue environment? What skills and knowledge do we need in order to fulfil these functions in the digital context?

Reconvene the class and ask the student groups to feed back their findings. Ideally students will see continuity between the analogue and digital environments, identifying the role of record-keeping as preserving and providing access to information that has evidential qualities (broadly defined). This will set the scene for the next class, which looks at authenticity and reliability.

6. Conclusion

Summarise what you have covered in class in relation to learning outcomes for this class.

Point the students towards the Week 1 task (gifs) in the Module Handbook and ask them to complete the task before the next class.