
**POSTGRADUATE PROFESSIONAL
QUALIFYING DIPLOMA IN
INFORMATION TECHNOLOGY LAW &
EXPERT MANAGEMENT CONSULTING**

**STUDENTS
HANDBOOK/SYLLABUS**

CONTENTS

A) Programme General Overview	3
(1) Programme Summary	3
(2) Programme Objectives	4
(3) Programme Target	4
(4) Programme Structure	4
(5) Programme Entry Requirements/ Duration	5
(6) Teaching and Learning Strategies	5
(7) Evaluation Method	6
B) Programme Syllabus	7

A] PROGRAMME GENERAL

OVER VIEW

PROGRAMME SUMMARY

This innovative programme offers participants the unique opportunity to gain critical knowledge in the rapidly developing areas of information technology and International Commercial Law. It also gives them the opportunity of developing consulting knowledge, skills and behaviours to operate as Expert management consultants. Candidates who undertake the programme will obtain a comprehensive understanding of the profession and acquire the skill-set required for a confident management consultant.

On this programme students will study the practical response of the law to these developing technologies. They will also assess the adequacy and effectiveness of measures taken at both a national and international level to deal with the novel problems which continue to arise. In the light of the global nature of this subject, a particular consideration will be given to consistency and the need for a uniform approach between jurisdictions.

Alongside their subject-specific learning, they will also complete regular assignments and exercises designed to strengthen their rigorous analytical skills, their abilities in argument formation and their capacity for independent thought, making them highly employable in legal and other professional work contexts.

PROFESSIONAL ACCREDITATION

The Postgraduate Professional Qualifying Diploma in Information Technology & International Commercial Law (PPGQD) is accredited and approved by the Institute of Expert Consultants-France and Technology Law Society of Nigeria for direct membership entry into their professional membership grade.

PROGRAMME OBJECTIVES

Because the internet has impacted greatly on every facet of our private, social, business, educational and professional lives, this programme focuses on advanced knowledge on the legal issues pertaining to electronic transactions in general. The course takes a practical, transactional and multi-jurisdictional perspective and provides an in-depth analysis and examination of the adequacy of the legal framework to cope with the practical issues raised by rapidly developing areas of information, technology and communications law.

The programme examines the gaps, conflicts and compliance issues within the current and developing legal framework on information, communications and technology law and to what extent the existing legal framework impacts on new and emerging technologies.

The programme also investigates the growing value attached to information and will enable you to contribute to many current areas of debate in information technology law.

Also, Candidates who take the initiative to learn about Expert Management Consultancy profession via a qualification Institute of Expert-France demonstrate both their compliance to professional standards and a dedication to their own professional development.

PROGRAMME TARGET

The programme is addressed to lawyers, management and marketing consultants, IT professionals, practicing bankers, financial and investment consultants, and all other working professionals wishing to act for, or/and advise on electronic transactions. It is also addressed to top management executives, business owners, SMEs and any individual that may wish to take the advantage of the emerging technology to conduct their important business and non business transactions.

This qualification is also suitable for a wide variety of participants including:

- Existing internal or external consultants
- Experienced Managers wishing to extend their range and develop their consultancy skills
- Experienced functional specialists seeking to expand their remit and consulting activities
- Seasoned project managers operating in a total business context
- Middle and Senior managers seeking a career change
- Suitable individuals wishing to boost their CV and demonstrate their ability to add real value to their organisation/clients

CAREER DEVELOPMENT

This PPGQD will suit those:

- Who want to study an area of law with urgent contemporary significance
- Who would enjoy studying the interaction between technology, business and the law
- Who wish to develop a critical appreciation of legal responses to technological development
- Who wish to nurture a legal career dealing with national and international law firms and technology companies
- Who wish to develop a critical consulting knowledge, skills and behaviours to operate as an expert management consultant

Employability

This course will be particularly attractive to those seeking a career in transnational corporations, software developers, corporate lobby groups, international law firms and a range of governmental and non-governmental organisations.

The PPGQD will place holders in the jobs market as a rigorous legal professional armed with impressive expertise in the latest developments in law regarding the exponential growth and development in information technology. In addition, this course will help them to master key skills that are required in almost every postgraduate workplace – planning, analysis, presentation, project management and professional independence.

Key Skills and Competencies

Study Skills

Students will learn how to quickly assemble, assimilate and interpret a wealth of legal data in this fascinating field. They will learn how to deploy their knowledge to assert their expertise and build a strong argument in a changing legal environment. These skills in analysis and discourse, supported by their mastery of rigorous methodologies, will stand them in good stead for any professional workplace.

Transferable Skills

The PPGQD programme is designed to give students a range of transferable skills that they can apply in a variety of employment contexts. Upon graduation, they will have proven their abilities in structuring and communicating ideas efficiently, writing for and speaking to a range of audiences, evaluating and organizing information, working effectively with others and working within time frames and to specific deadlines.

PROGRAMME STRUCTURE

The Postgraduate Professional Qualifying Diploma in Information Technology and International Commercial Law requires that students complete a total of six modules of 120 credit points. Each module as listed below is 20 Credits.

Programme Modules

Modules are designed and delivered by leading academics undertaking cutting-edge research in their areas of expertise, and many have also been designed with input from leading international law firms and professional organisations

- Information Technology Law
- eCommerce Law

- Managing Consultancy Principles & Practice- 1 and 2
- Organisation development, change and innovation
- Multinational Business Management
- Effective operations management

PROGRAMME ENTRY REQUIREMENTS/DURATION

A recognized degree in any discipline or equivalent professional qualification. The programme is 12 Months Duration.

TEACHING & LEARNING STRATEGIES

I-a] Directed independent reading: The students shall be reading chapters/sections of their course textbooks/or materials every week as may be directed by the course lecturer

I-b] **Web links:** Students are expected to, or shall be taught to become familiar with relevant websites and **Professional journals** on Technology Law. It is expected that students will read online journals as part of their investigation into the field of technology law. Students will share articles and journal websites with class members. Students should submit a total of five journal reviews using the journal review form during the course. This sharing will allow students to develop lists of journal sites applicable to their areas of interest.

II] Discussion forums: Students shall participate in the mandatory on-line discussion forums. On-line discussion forums provide students an opportunity to learn from each other and to jointly develop questions of emerging relevance. All posts should be made by **Wednesday** of each week to allow enough time for dialogue at the week-end.

B) PROGRAMME SYLLABUS

1) Information Technology Law

Module Summary

This module responds to the immense impact computers and the Internet have had, and are having, on substantive law. 'Computer law' has developed since the seventies from a patchwork of applications of ordinary rules of contract, criminal, and commercial law, to what is largely accepted to be a rapidly growing specialist cognate discipline. It has now expanded to embrace the "new" field of the legal regulation of the Internet.

This module will examine the legal ramifications of computerisation and of the Internet, including topics such as e-commerce, jurisdiction and dispute resolution, intellectual property in software and hardware, privacy, content liability, trademarks, the internet and domain names, online privacy, cloud computing and virtual worlds, computer crime, and online dispute resolution.

Themes such as globalisation, enforcement, regulatory forms (including self-regulation and soft law) and the competing lobbies for consumers, corporations, industry players, rights-holders and cyber-libertarians will be discussed throughout the module. A further focus will be the extent and need for interaction between these themes and legal fields.

Sources will be drawn from the legal systems of the UK, the US, EU, Ghana and Nigeria.

Session titles

1. Introduction to cyberspace and cyber law.
2. Intellectual property protection for software
3. Content liability
4. Trademarks, the internet and domain names
5. E-contracts
6. Jurisdiction
7. Online Privacy
8. Cloud computing and the regulation of virtual worlds

- 9. Cyber crime
- 10. Dispute resolution

Learning outcomes

By the end of the module the student should be able to:

- Identify, contribute to and advance the key areas of debate, from a legal perspective, in respect of the internet and computers;
- Form a view on the relevancy and adequacy of law and alternatives in advancing these debates, including regarding enforcement and dispute resolution;
- Analyse the extent to which control over and liability in respect of hardware, software, data and website content can have negative consequences for individuals and corporations and wider society.

Assessment

One Essay, 4000 words (60%); one piece of assessed course work of 1500 words (20%); participation in min of 4 out of 6 online activity/meeting at 5 marks per meeting (20%).

2] Electronic Commerce Law

Module summary

This module aims to provide you with an in-depth look at the legal issues surrounding electronic commerce, including business-to-Consumer (B2C), business-to-business (B2B), and consumer to Consumer (C2C) forms.

It will review (a) traditional legal issues surrounding business in an Electronic format, particularly the formal validity of electronic Transaction, security and authentication, contract formation and Electronic payment systems; (b) online consumer protection Issues, the impact of online advertising and marketing and online fraud; (c), challenges and strategies relating to disputes, such as Online dispute resolution and jurisdiction, including the role of the

WTO; and (d) selected contemporary legal topics such as virtual worlds.

Session titles

1. Introduction to electronic commerce
 - a. E-commerce as a sector
 - b. Approaching IT law (especially if students have not taken IT course before)
 - c. Key sources, e.g. Electronic Commerce Directive
2. Jurisdiction
 - a. US 'Internet jurisdiction' cases
 - b. Technology and the Brussels Regulation
 - c. Current debates e.g. libel reform
3. Contracts
 - a. UNCITRAL and EU perspectives on electronic contracts
 - b. Formation
 - c. Incorporation (clickwrap etc)
4. Signatures
 - a. Writing requirements
 - b. Directive on Signatures
 - c. Encryption and authentication
5. Consumers
 - a. Consumer Rights Directive (distance selling etc)
 - b. Goods, services – and digital content?
 - c. Marketing and advertising
6. Finance
 - a. E-money, e-payment, m-payments
 - b. Online gambling
7. Fraud and security
 - a. Definitions
 - b. The promotion of 'trust'
 - c. Criminal law
8. Emerging platforms
 - a. Virtual worlds
 - b. Mobile and smartphone
9. Online dispute resolution
10. Proposed international instruments

Learning outcomes

By the end of the module students should:

- Be familiar with basic principles, concepts and perspectives in respect of e-commerce;
- Have formed critical views on the law of e-commerce and its development, including the case for or against a greater degree of international harmonisation;

- Have evaluated and critically assessed the impact of the principles considered on individuals and businesses, from
- academic, practical and technological perspectives;
- Have formed a critical view on the possible divergence and Convergence of e-commerce with other area of business;
And
- Be able to express and defend these views in oral discussion and in writing

Assessment

One Essay, 4000 words (60%); one piece of assessed course work of 1500 words (20%); participation in min of 4 out of 6 online activity/meeting at 5 marks per meeting (20%).

3] Operations Management

Module summary

This module aims to develop an awareness of the need for Operations Management to achieve strategic aims and competitive advantage and to develop and apply effective Operations Management methods in the organisation

Course Syllabus

- **The Strategic importance of Operations Management**
 - Introduction to Operations Management and Organisational Competitiveness
 - Developing an Operations Strategy
- **Designing the Operations Management System**
 - Product and Service Design
 - Processes and Technologies
 - Facilities
 - Techniques of Project Management
- **Managing the Supply Chain**
 - Objectives of Supply Chain Management
 - Techniques of Forecasting
 - Capacity and Aggregate Planning
 - Inventory Management
 - Just-In-Time and Lean Production
 - Enterprise Resource Planning
 - Scheduling

- **Quality**
 - Foundations of effective Quality Management
 - Statistical Process Control
 - Waiting Line Models for Service Improvement
 - Human Resources and their management in Operations Management

Learning Outcomes

At the end of the course the student will have the ability to:

- Understand how operations management contributes towards the strategic goals for the organisation
- Develop and Design operation management systems
- Management effectively the supply chain
- Develop range of systems to maintain effective and efficient operations in manufacturing and service organisations

Assessment

One Essay, 4000 words (60%); one piece of assessed course work of 1500 words (20%); participation in min of 4 out of 6 online activity/meeting at 5 marks per meeting (20%).

4] Organisation development, change and innovation

Module summary

This module provides the social and behavioral dimensions of organisational effectiveness and to develop the ability to resolve practical management and organisational problems.

Course Syllabus

- **Foundations of Organisation Development**
 - Concepts of Values, Assumptions, and Beliefs in Organisational Development
 - Analysis of Organisations and their operating environment
 - Concept of organisational effectiveness – measurement of organisational effectiveness
 - Organisational structures, their design and implementation for organisational effectiveness

- Theories of Effective Leadership
- **Organisational Development Interventions**
 - Overview of OD Interventions
 - Team Interventions
 - Intergroup and Third-Party Peacemaking Interventions
 - Comprehensive OD Interventions
 - Structural Interventions and the Applicability of OD
 - Training Experiences
- **Organisational Development Issues**
 - Use of Consultants as change agents
 - Issues in Consultant-Client Relationships
 - Ramifications of use of consultants
 - Power, Politics, and Organization Development
 - Research on Organization Development
 - The Future and Organization Development

Learning Outcomes

At the end of the course the student will have the ability to:

- Understand how organisations operate and the factors that can or inhibit its effectiveness
- Evaluate how strategy and organisational culture affect organisational effectiveness
- Evaluate and apply various techniques of overcoming barriers to change
- Understand and apply Leadership theories for effective management

Assessment

One Essay, 4000 words (60%); one piece of assessed course work of 1500 words (20%); participation in min of 4 out of 6 online activity/meeting at 5 marks per meeting (20%).

5] Multinational Business Management

Module summary

This module provides the student with the understanding of the globalisation of business and the reasons for organisations to be engaged in international business as well as the different modes of establishing a global presence and the means through which growth and expansion are facilitated.

Course Syllabus

- The economic framework of international trade, the international political environment, the international legal environment, commodity trade
- The multinational corporation, foreign direct investment
- International operations management, marketing, distribution, financial management, human resources management, understanding culture, management practices and policies in diverse operating environments
- International business development, competitive advantage, international market entry, international regional strategies, assessing international competition

Learning Outcomes

At the end of the course the student will have the ability to:

- Define International business
- Explain cultural and behavioral differences that influence business practices
- Describe and study the political and legal landscape surrounding International Business
- Understand the theories of International Trade
- Evaluate Government and International influences on trade
- Describe economic integration and regional trading groups
- Understand the workings of the foreign exchange markets
- Developing a range of strategies for International Business

Assessment

One Essay, 4000 words (60%); one piece of assessed course work of 1500 words (20%); participation in min of 4 out of 6 online activity/meeting at 5 marks per meeting (20%).

6] Management Consultancy Principles and Practice

Module summary

This module provides the student with the practical skill on how to consolidate their career as a senior practitioner and consultant.

The aim of this module is to provide an understanding of management consultancy from the perspective of both the client and the consultant.

Students will work with an external organisation and, through a real project, develop the personal, planning and problem-solving skills needed to perform the consultancy task. Using key consultancy tools and techniques you will look at how to plan, monitor and manage projects, evaluate briefs and assess consultancy proposals.

The module also aims to develop an in-depth understanding of the management consulting industry.

Students will examine the strategic issues facing consultancy firms and consider the consulting process in practice as well as understanding consultancy from the client's perspective.

Course Syllabus

- An Introduction to the Principles & Practice of Consultancy
- Understanding the Consultancy Cycle
- Understanding Organisations
- Communication and Interpersonal Skills
- Initial Entry and Diagnosis
- Professional Standards and Ethics

Learning Outcomes

At the end of the course the student will have the ability to:

- Leverage professional practice to gain respect from clients and colleagues
- Develop their own skills and profile, maximising the power of your networks
- Boost their negotiation skills and learn how to influence and persuade
- Create winning proposals and successfully scope project charters
- Use and adapt the consultancy cycle to create frameworks for managing interventions
- Adopt the correct consultancy approach for specific clients and their problems
- Diagnose the health of a client organisation using proven consultancy tools and techniques
- Navigate the mire of organisation culture identifying what makes your client tick
- Get to the root of clients issues and create sustainable solutions
- Evaluate the structure and processes of organisations
- Implement effect change management strategies

- Take control of group dynamics, deploying effective facilitation skills and build high impact teams
- Build their credibility and rapport for effective relationships with clients and stakeholders
- Prepare attention grabbing presentations and persuasive reports
- Confidently recognise and deal with ethical dilemmas

Assessment

One Essay, 4000 words (60%); one piece of assessed course work of 1500 words (20%); participation in min of 4 out of 6 online activity/meeting at 5 marks per meeting (20%).