Learning is a lifelong and life-wide process. At GMIT’s Mayo Campus, we offer lifelong learning courses on a variety of levels across a diverse range of subjects, from computing to facilitation skills. We cater for a broad cross-section of the community, providing adults with learning opportunities for vocational, professional and personal advantage.

GMIT’s Mayo Campus continues to create and offer new and exciting courses for you. We monitor demands coming to us from the community and we are ready to provide additional courses to those listed in this prospectus, once there is an articulate demand.

The Lifelong Learning Office is available anytime to liaise with prospective students. Lifelong learning is for everyone… learn with us!

Michael Carmody
President
Contents

PRESIDENT’S WELCOME 1
INTRODUCTION 4
RÉAMHRÁ 7
DEGREE COURSES 11
Higher Certificate (flexible mode) in Contemporary Art Practices (Level 6)
Bachelor of Arts (flexible mode) in Contemporary Art Practices (Level 7)
Bachelor of Arts in Applied Social Studies (Level 7)
Bachelor of Arts in Applied Social Studies (Level 8)
Bachelor of Arts in Human Resource Management (Level 7)
FETAC CERTIFICATE 13
Foundation Certificate
SPECIAL PURPOSE AWARDS 14
Certificate in Care of Older Person SPA (Level 7)
Recovery in Mental Health (Level 8)
SINGLE ACCREDITED MODULES 15
Advanced PC Applications (Level 6)
CAD and IT (Level 6)
Geographical Information Systems (Level 8)
Introduction to Databases (Level 6)
Introduction to Law (Level 6)
Introduction to New Media (Level 6)
Management Accounting 1 (Level 6)
Marketing Practice (Level 6)
Quality Management (Level 6)
Social and Organisational Psychology (Level 6)
Web Development (Level 6)
Management [HRM] (Level 6)
HRM Fundamentals (Level 6)
Employment Law (Level 6)
Financial Control (Level 6)
Government & Public Policy (Level 6)
Improving Organisational Performance (Level 6)
Industrial Relations (Level 6)
Leading Organisational Change (Level 6)
French Language and Culture 1 (Level 6)
Spanish Language and Culture 1 (Level 6)
OTHER PROFESSIONAL QUALIFICATIONS 29
Certified Payroll Technician (HETAC Level 6) 29
Cisco CCNA 30
Data Protection Practitioner Certificate 31
GENERAL COURSES 32
Creative Writing 1 – General Introduction 32
Creative Writing 2 – Individual Projects 32
Introduction to Digital Photography 33
Introduction to Photoshop 33
Basic Foundation Course in Counselling 34
IELTS (International English Language Testing System) 35
Mediation & Conflict Management – Introductory Skills 36
Wildlife – The natural world around us 37
APPLICATION FORMS 39
INTRODUCTION

Open/information evenings
GMIT will be open to take enrolments, fee payment and to answer any questions on the following dates:

Thursday, 5th September 2013, 7.00-9.00pm for courses commencing in September.

Thursday, 9th January, 2014, 7.00-9.00pm for courses commencing in January.

Staff
Dr Deirdre Garvey, Lifelong Learning Coordinator
094 9043195
deirdre.garvey@gmit.ie

Bridie Coleman, Administrator
094 9043156
bridie.coleman@gmit.ie / GMITCastlebarInfo@gmit.ie

Contact details
Telephone: 094 9025700, extension 3156 or 3195
Fax: 094 9025757
E-mail: GMITCastlebarInfo@gmit.ie
Web: http://www.gmit.ie/castlebar/lifelonglearning/

GMIT Opening hours
9.00am to 1.00pm and 2.00pm to 5.00pm
Monday to Friday

Start Dates and Deadlines (unless indicated otherwise)

September (Semester 1)
Accredited Programmes:
Week beginning 9th September, 2013
Application Deadline:
4.00pm, Friday, 6th September, 2013

General Courses:
Week beginning 23rd September, 2013
Application Deadline:
4.00pm, Friday, 20th September, 2013

January (Semester 2)
Accredited Programmes:
Week beginning 13th January 2014
Application Deadline:
4.00pm, Friday, 10th January 2014

INSTITUTE POLICY

Each course is offered on the condition of adequate enrolments and the Institute reserves the right to cancel or discontinue any course because of low enrolments or for other reasons deemed sufficient by the Institute. The Institute reserves the right to make the necessary changes in this schedule that may be dictated by personnel requirements or availability of facilities.

APPLICATION PROCEDURE

Application is made using the application form in this prospectus; the form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html. Applications are processed based on the date they are received. Only students who have applied and paid the fees in full may attend the Lifelong Learning evening courses.

Completing the application form

Please select the appropriate application form and write the information clearly and in capitals. An individual record is created for every student based on the information that is provided. We only accept Irish postal addresses as a suitable correspondence address. All correspondence (including receipts or notification of change) will be made to the postal address provided on the application form.

- Accredited programmes from Business, Technology and Humanities
- Accredited programme from Department of Nursing, Health Sciences & Social Care
- Single accredited modules and general interest courses

Waiting Lists

Every course has a maximum number of students. A course is full when all the available places are taken. A waiting list is established for each full course. New applications for full courses are added to the waiting list in the order in which they are received. If a place becomes available, i.e. a current student on the course withdraws; an offer of a place is made to the next name on the waiting list. Offers are made in strict rotation from the waiting list. The course fee will not be processed for applications on a waiting list until an offer is made and accepted.

Discounts

A 10% discount will be given to a student registering for two or more courses in the same semester. This is providing that no other discount or concession has been granted on that course(s).
A 30% discount will be given to applicants who are currently in receipt of social welfare payments and to senior citizens (aged 65 or over).

Documentation must be presented in person at the time of fee payment. A Social Welfare card is not acceptable, as it does not indicate current status. This documentation and I.D. may be presented by someone else if the applicant is not able to come themselves.

**NOTE:** No discount is applicable on any of the full degree programmes.

**FEE**

**Course Fees**

Details of course fees can be found with the course description in this prospectus. The fees indicated include examinations and internal assessments but do not include class materials unless otherwise indicated in the course details. Registration fees for professional bodies etc. are payable separately.

Providing a place is still available on the course, your fee will be accepted and receipted in writing. In all cases, fees must be paid in full before attending the course.

**FEE PAYMENT**

Once an application and fee is processed, a written receipt will be posted to the applicant using the postal correspondence address provided on the application form. Students are advised to keep this in a safe place and bring it with them on the first night of classes. For security reasons, the preferred methods of payment are credit or debit card, cheque, postal order or bank draft.

**Credit or Debit Card**

Payment can be made using credit or debit card details over the telephone or by post. For security reasons, please do not e-mail credit or debit card details.

**Cheque/Postal Order**

Payment can be made via cheque or postal order when it is accompanied by a completed application form to the Lifelong Learning Office. Cheques should be made payable to GMIT.

**Bank Giro**

Students on accredited programmes will be issued with a bank giro and payment is made directly to the bank. The stamped portion is then returned by student to the Lifelong Learning Office where a receipt will be issued for tuition fee.

**Cash**

The Lifelong Learning Office will accept cash with applications made in person at the office during office hours (9.00am to 1.00pm and 2.00pm to 5.00pm Monday to Friday). Please do not send cash in the post.

**Invoice**

Where the course fees are being paid for by an employer, the student should complete an application form and attach a letter of approval from the employer on company headed paper. Instead of a letter the employer may e-mail the Life Long Learning office (attn.: Bridie Coleman) confirming their intention to pay the course fee to bridie.coleman@gmit.ie.

**REFUND POLICY**

**Cancelled courses**

For a course to commence, a minimum number of student enrolments is required. If this number is not reached, the course is cancelled. When this occurs a full fee refund will be processed automatically and confirmation supplied by phone/email or webtext.

**Course withdrawals**

**Accredited Programmes:** If a student starts a programme and later decides to withdraw, a refund will be given in accordance with the GMIT Academic Regulations. A full refund is given up to 31 October, 2013. A partial refund is given up to 31 January, 2014. After these dates no refunds are given.

**General interest and single accredited modules:**

If a student starts a course and later decides to withdraw, a full refund will be given if a request in writing (or e-mail) is received by the Lifelong Learning office within 10 days from the start of the course. A 75% refund is given if requested up to three weeks from the start of the course, after this time refunds are not available.

**AGE REQUIREMENTS**

The suggested minimum age requirement for participating in evening classes is 16 years of age.

**ACADEMIC CALENDAR**

No classes are taught during breaks in the academic calendar or Bank or National Holidays. Classes are taught as normal on all Holy Days and Conferring.

**Christmas Break:** Semester 1 finishes on 10th December, 2013. Exams scheduled 14th – 21st December 2013 inclusive.


**Easter Break:** 14th to 25th April 2014

(Revision week begins Monday, 28th April 2014)
COLLEGE SERVICES

Library

GMIT Library provides a wide range of services and facilities to support learning, teaching and research in the Institute. GMIT has libraries in its four campuses: in Galway, at the Learning Centre on the Dublin Road, Cluain Mhuire on the Monivea Road, as well as in Castlebar and Letterfrack.

The Moore Library on the Mayo campus is a modern and well-equipped information resource. Students have access to an expanding library collection both at Castlebar and other GMIT campuses.

The library website is available directly at http://library.gmit.ie/ or via the GMIT web page at www.gmit.ie. Distance learners and remote users are catered for with the provision of online resources, services and facilities.

All Lifelong Learning students have access to the GMIT Library. A current GMIT student card is also your library card and is required for borrowing. Lifelong Learning students may borrow up to 4 books for 1 week.

Opening times: Opening hours are displayed at the library entrance, throughout the campus and online through the library website. Students are advised to check these times as they may be subject to change throughout the year.

Banking

There is a campus bank (Allied Irish Banks) in GMIT Mayo Campus during the Academic Year and they also operate the ATM facility. It is located on the ground floor. Opening times are displayed at the bank.

Catering

There are vending machines available on the campus for hot drinks and snacks in the evenings. The canteen is open from 9am to 4pm each day during the Academic Year.

Parking policy and operational times

There is a parking system (see below) in operation at the Castlebar Campus since September 2010:

- Pay & Display Spaces: (cost €1.50 per hour, max time 4 hours stay)
- Staff/Student Spaces: (annual GMIT permit required, cost €10 per annum for staff and all registered students)
- Disabled Parking Spaces (for GMIT permit holders): 4 spaces at front reception, 5 at lower back car park and 2 at Mayo Education Centre.
- Visitor Parking Spaces: 4 near entrance to main reception: (GMIT visitors permit required and can be booked at Reception).

The parking policy for staff/student spaces will not apply after 6.00pm on weekdays, during Public/Bank Holidays, at weekends or during the months of July and August.

The parking policy for the Pay and Display and Visitor parking areas will not apply after 6.00pm or during the months of July and August.

It is advisable for students, who attend classes before 6.00pm and wish to use the car park to purchase a permit. The necessary criteria for the issuing of permits will be (i) original driving license, (ii) original insurance certificate, (iii) proof of address, and (iv) Student/Staff ID number. Photocopies of documents will not be acceptable. Any staff member or registered student will be eligible for a permit provided the above criteria is met.

STUDY A FULL-TIME COURSE ON A PART-TIME BASIS

A scheme known as the Accumulation of Credits and Certification of Subjects (ACCS) allows students instead of studying an entire course – to study one or more of the subjects on any one of the 400 plus courses approved by the Higher Education and Training Awards Council (HETAC) all over Ireland, to gain credits for these subjects and to accumulate those credits towards a National Certificate, Diploma or Degree. All courses approved by the HETAC can be offered to students through the ACCS scheme.

Credits

For GMIT-Accredited courses, when a student succeeds in examinations for any subject on a course they gain the credits which the institute has allocated to that subject and the student receives a Subject Certificate from HETAC. Credits are transferable. Any institute which is a designated HETAC institution will accept credits gained by a student in any other such institute.

Further information

The full-time courses available for study on an ACCS basis are contained in the full-time undergraduate prospectus available on the GMIT web site www.gmit.ie/castlebar

CUSTOMISED COURSES

Organisations in the region who wish to discuss the potential for customised courses for staff or management should contact the Lifelong Learning Coordinator in the GMIT. Tel: 094 9043195 or e-mail Deirdre Garvey at deirdre.garvey@gmit.ie
Tráthnónta Oscailte/Faisnéise
Beidh GMIT ar oscailt chun glacadh le cláruithe, iocaíochtaitailt agus chuim ceist ar bith a fhreagairt ar na dátaí seo a leanas:

Déardaoin, 5 Meán Fómhair 2013, 7.00-9.00pm do chúrsaí a bheidh ag tosú i Meán Fómhair.

Déardaoin, 9 Eanáir 2014, 7.00-9.00pm do chúrsaí a bheidh ag tosú i mi Eanáir.

Foireann
An Dr Deirdre Garvey, Comhordaitheoir Foghlaim ar Feadh an tSaoil
094 9043195
deirdre.garvey@gmit.ie

Bridie Coleman, Riarthóir
094 9043156
bridie.coleman@gmit.ie / GMITCastlebarInfo@gmit.ie

Sonraí Teagmhálta
Teileafón: 094 9025700, sineadh 3156 nó 3195
Facs: 094 9025757
R-phost: GMITCastlebarInfo@gmit.ie
Gréasán: http://www.gmit.ie/castlebar/index.html

Uaireanta Oscailte GMIT
9.00am go 1.00pm agus 2.00pm go 5.00pm
Luan go hAoine

Dátaí Tosaithé agus Spriocdhátaí (mura gcuirtear a mhalaínt in iúl)

Meán Fómhair (Seimeastar 1)
Cláir Chreidiúnaíthe: An tseachtain dar tús 9 Meán Fómhair, 2013
Spriocam don larratas: 4.00pm, Dè hAoine, 6 Meán Fómhair, 2013

Cúrsaí Ginearála: An tseachtain dar tús 23 Meán Fómhair, 2013
Spriocam don larratas: 4.00pm, Dè hAoine, 20 Meán Fómhair, 2013

Eanáir (Seimeastar 2)
Cláir Chreidiúnaíthe: An tseachtain dar tús 13 Eanáir, 2014
Spriocam don larratas: 4.00pm, Dè hAoine, 10 Eanáir, 2014

Cúrsaí Ginearála: An tseachtain dar tús 27 Eanáir, 2014
Spriocam don larratas: 4.00pm, Dè hAoine, 24 Eanáir, 2014

POLASÁI NA hINSTITIÚIDE
Déantar iarrratas ag úsáid á baint as an bhfoirm iarrratais sa réamheolaire seo; féadfar an bhfoirm a lorg freisin ó www.gmit.ie/castlebar/lifelonglearning. Déantar iarrratais a próiseáil bunaite ar an dáta a bhfaightear iad. Ní bheidh cead freastal ar chúrsaí tráthnóna de chuid Foghlaim ar Feadh an tSaoil ach ag neacha léinn a chuirt iarrratas isteach agus a d’ioc na táilí go hiomlán.

An fhoirm iarrratais a chomhlánú
Roghnaigh le do thoil an fhoirm chuí iarrratais agus scriobh an fhaisnéis go soiléir agus i gceannlittreacha. Cruthaitear taifead aonair do gach neach léinn bunaite ar an bhfaisnéis a chuirtear ar fáil. Ní ghlacaímid ach leis an tseolta poist Fhreainnacha mar sheoladh oiriúnach comhfhreagrais. Seolfastrachtaí comhfhreagras (ar a n-áiritear admháilacha nó fógra athraithe) chuig an seoladh poist a chuirtear ar fáil ar an bhfoirm iarrratais.

- Cláir chreidiúnaíthe ó Ghnó, Teicneolaíochtaí agus Daonannachtaí
- Cláir chreidiúnaíthe ón Roinn Altranais, Eolaíochtaí Sláinte & Cúram Sóisialta
- Modúil aonair chreidiúnaíthe agus cúrsaí ábhar spéise ginearálta

Liostaí Feithimh
Bíonn uasalúin neach léinn ag gach cúrsáid. Bionn an cúrsa lán nuair a ghlactar leis na háiteanna go léir atá ar fáil. Bunaítear liosta feithimh do gach lánchúrsa. Cuirtear iarrratais nuair a lánchúrsai leis an liosta feithimh san ord ina bhfaightear iad. Má bhionn aithrí ar fáil, i.e. go dtaraingíonn neach léinn reatha amach as cúrsa déantar aithiú a thairiscint don chéad ainm eile ar an liosta feithimh. Déantar tairiscint i bhfhorainníocht ón liosta feithimh. Ni dhéanfar an taitle cúrsa le haghaidh iarrratas ar liosta feithimh a phróiseáil go dtí go ndéanfar tairiscint agus go nglactar léi.
Lascainí
Tabharfar lascainí 10% do neach léinn a chlárachonn le haghaidh dhá chúrsa nó níos mó sa seimeastar céanna. Tá sé sin ar choinníol nár tugadh lascainí nó lamháltas eile ar an gcúrsa/na cúrsaí sin.

Tabharfar lascainí de 30% d’iarratasóirí a bhfuil iocaíochtai leasa shóisialaigh a bhfáil acu nó do sheanóirí (in ais 65 nó níos airde).

Ní mór doiciméadú a chur i láthair go pearsanta in éineacht leis an táille. Ní mór doiciméadú a chur i láthair go pearsanta in éineacht leis an t-irrataisóir féin in ann teacht.

TABHAIR FAOI DEARA:
Níl lascainí ar bith le fáil i dtaca leis na cláir BA i Stáidéar Feidhmeach Sóisialta P/T nó BA i mBainistíocht Acmhainní Daonna.

TÁILLE
Táillí Cúrsa
Tá sonraí maidir leis na táillí cúrsa le fáil leis in éineacht le sonraí madhála. Cuimsíonn na táillí a thaispeántar scrúduithe agus measúnuithe inmheánacha ach ní cuimsíonn siad abhair ranga mura cuirfear a mhalairt in iúl nuair a bhfuil iocaíocht in iúl.

Má bhíonn áit ar fáil fós ar an gcúrsa, ghlacfar le do thoilfhadh a chur i gcrónaíocht.

ÍOCAÍOCHT TÁILLE
Ach próiseáil a bheith déanta ar an iarraitheach agus ar an t-áit, seolfaír amadh chun amach amach leis an bpost chuig an iarraisóir ag baint uásaí as an seoladh comhfhreagrais atá ar an bhfoirm iarraitheach. Moltar do neach léinn é sin a choineáil i áit abhartha agus é a bhfeictear in éineacht le clochרי agus le chéile ar rudanna. Ar chúiseanna slándála, is iad na modhanna iocaíochta is rogha ná cóir cóir le mbeadh faoi thionscaíocht nó do cheisteachta.

Áit Cúrsa iocadh
Feadhfar iocaíocht a bhéanann agus úsáid sé a bheith in éineacht le formh chomhfhéachta iarraitheach chuig Oifig FHoghlaim an tSaoil. Ba chóir seicanna a bhéith in iocaíocht le GMIT.

Seic/Ordú Poist
Feadhfar iocaíocht a bhéanann le seic nó ordú poist ach é a bhéith in éineacht le formh chomhfhéachta iarraitheach chuig Oifig FHoghlaim an tSaoil. Ba chóir seicanna a bhéith in iocaíocht le GMIT.

Gioró Bainc
Eiseofar gioró bainc le neach léinn ar chlár chreidiúnaithe agus déantar iocaíocht go direach leis an mbanc. Tugann an neach léinn an chuid stampaíte ar ais chuig Oifig FHoghlaim an tSaol aithne a n-eiseofar admháil dochadh teagaisc.

Airgead
Glacfaidh Oifig FHoghlaim an tSaol le hairgead in éineacht le hiarraisóirí a thugann go pearsanta ag an chuid le linn uaireanta oifige.

Sonrasc
Áit a mhíonn na t-áitíre cúrsá a n-ioc ag fostóir, ba chóir don neach léinn foirm iarraithe, agus thugtar a chur i gcrónaíocht.

POLASAÍ MAIDIR LE hAISÍÓCAÍOCHTAÍ
Cúrsaí Cealaithe
Le go dtosóidh cúrsa, is gá íoslíon rollúithe le neach léinn. Mura mbaintear amach an lion sin, cuirtear an cúrsa ar seic. Nuaír a tharlannn sé sin déantar asíócaíocht in éineacht le phríomhchur i gcrónaíocht.

Aisteartháití as Cúrsaí
Clár Chreidiúnaithe: Má chuireann neach léinn tús le clár agus má shocraíonn tarraingtí síor as ina dhiaidh sin, déantar asíócaíocht de réir Rialacháin Acadúla GMIT. Tugtar asíócaíocht sua sua go dtí 31 Deireadh Fómhair. Tugtar asíócaíocht sua sua go dtí 31 Eanáir.

Modúil aonair ábhar spéise ginearálta agus modúil chreidiúnaithe:
Má chuireann neach léinn tús le clár agus má shocraíonn ina dhiaidh sin tarraingtí síor as, tabharfar lán-áisíócaíacht chuig Oifig FHoghlaim an tSaol a thugtar a tharlaíonn sé sin do cheisteanna an chlár chreidiúnaithe.

RIACTANAS MAIDIR LE hHAOS
Is é an riacthanas isosaioise a mholtar le haghaidh rannpháirtíocht i ranganna tráthnóna ná 16 bliana d’aois.
FÉILIRE ACADÚIL
Ni mhúintear ranganna ar bith le linn sosanna san fhéilire acadúil nó ar Laethanta Saoire Bainc nó Náisiúnta. Múintear ranganna mar is gnách ar gach Lá Saoire Eagsilaí agus ar Laethanta Bronnta Céimeanna.


SEIRBHÍSÍ COLÁISTE
Leabharlann
Cuireann Leabharlann GMIT raon leathan seirbhísí agus saoráidi ar fáil chun tacú leis an bhfoghlaim, leis an teagasc agus leis an taighde san instítuitú. Tá leabharlanna ar cheithre champaí ag GMIT: i nGáilimh, ag an Lárionad Foghlama ar Bhóthar Bháile Átha Cliath agus ag Cluain Mhuire ag Bhóthar Mhuine Mheá, chomh maith le Leabharlann an Bharrraig agus Leitir Oideachais Mheágh Éo.

Is acmhainn nua-aímeasartha ar champaí Chaísleán an Bharrraig i Leabharlann Úi Mhórdaí agus i trealmhaithe go maith. Tá fáil ag an bheatha linn ar bhailíúchán leabharlannin atá ag dul i bhfhaisinge ag camppas Chaísleán an Bharrraig agus ag campai eile GMIT.

Tá catalóg na leabharlann air fáil go direach ag http://library.gmit.ie nó trí leathanach gréasán GMIT ag www.gmit.ie. Déantar freastal ar chianfhoghlaimseoirí agus ar chianúsáideoirí le soláthar acmhainní ar líne, seirbhísi agus saoráidi.

Tá rochtain ar Leabharlann GMIT le fáil gach neach linn de chuid Foghlaim ar Feadh an TSoaíl. Is gá cáre reatha leabharlannin le haghaidh ásachtaiti. Féadfaidh neach linn de chuid Foghlaim an bhFoghlaim as Feadh an TSoaíl suas le 4 leabhar a fháil ar ásacht an feadh 1 seachtain amháin.

Uaireanta oscailte: Taispeáintar na huaireanta oscailte sa bhealach isteach go dtí an leabharlann, ar fud an champaí agus ar líne trí látáthraí gréasain na leabharlannin. Moltar do neach linn na huaireanta ina shíocháil de bhri go bhfuil siad faoi réir ag athrú le linn na bliana acadúla.

Baincéireacht
Bíonn banc campai (Allied Irish Banks) in GMIT Caisleán an Bharrraig le linn na bliana acadúla agus oibríonn síd an tsaoiréidí ATM freisin. Tá si suite ar an mbunúnurlár. Tá na huaireanta oscailte ar taispeáint ag an mbanc.

Lónadóireacht
Tá meaisini diolá ar fáil ar an gcampaí le haghaidh deochanna te agus scroideanna sa tráthnóna. Bíonn an ceantín ar oscailt ó 9am go 4pm gach lá le linn na Blíana Acadúla.

Polasai páirceála agus amanna oibritiúchaín
Tá polasai páirceála a oibrí (féach thios) ag Campas Chaisleán an Bharrraig ó Mheán Fómhair Fómhair 2010:

- Áiteanna Loc & Taispeáin: (costas €150 san uair, uasmhéid ama feithimh 4 huair)
- Áiteanna Forne/Neacha Léinn.: (ceadúnais blantúil GMIT ag teastáil, costas €10 sa bhliain don fhoireann agus gach neach linn cláraithe)
- Áiteanna Páirceála do Dhaoine Michumasaithe: (do shealbhóirí ceadúnais GMIT): 4 áit ag an bhféaltú chun tosaigh, 5 ág ag gcarrchloch iochtaí agus 2 ág Lárionad Oideachais Mheágh Éo.
- Áiteanna Páirceála do Chaúirseoirí: 4 gar don bhealach isteach go dtí an príomhfháiltíú: (ceadúnas cuairteoirí GMIT ag teastáil agus is féidir áirithint a dhéanamh ag an bhFéaltú).

Ni bheidh an polasai páirceála d’áiteanna forne/neacha léinn i bhfeidhm in ndiaidh 6.00pm ar laethanta beaga, le linn Laethanta Saoire Poiblí/Bainc, ag an deireadh seachtaine nó le linn mhionn lúil agus Lúnasa.

Ni bheidh an polasai páirceála do na háiteanna loc agus Taispeáin agus do na Cúarthoire i bhfeidhm in ndiaidh 6.00pm nó le linn mhionn lúil agus Lúnasa.

Moltar do neach linn a dhéanann freastal ar ranganna roimh 6.00pm agus ar mholadh leis an carrchloch a usáid ceadúnas a cheannach. Is iad na créitear is gá le gne fiann s-eiseofar ceadúnais (i) ceadúnas tógála bunaoidh, (ii) teastas bunaoidh áracha, (iii) cruthúnaí maidir le seoladh agus, (iv) Uimhir CA Neach Léinn/Forne. Ni bheidh fóntóichoippeanna de chúirseoirí ina chéadúnas.

Beidh ball forne nó neach linn cláraithe ar bith ina dhailíte do cheadúnas ar choinn ioll go gcomhiontart na critéir thuas.

DÉAN STAIĐÉAR AR CHÚRSA LÁNAIMSEARThA AR BHONN PÁIRTAIMSEARThA
Ligeann scéim ar a dtugtar Carnadh Creidiúintí agus Teastasú Ábhar (Accumulation of Credits and Certification of Subjects) (ACCS) do neach linn – in ionad staidéar a dhéanamh ar chúrsa iomlán – staidéar a dhéanamh ar abhar amhain nó níos mó ar cheann ar bith de na 400 plus cúrsa atá faofa ag Comhairle na ndAmhachtáin Ardfeachtsach agus Oiliúna (HEAC) ar fud na hÉireann, chun creidiúint a thuillemh do na hábhair sin agus na creidiúinti sin a charradh i dtreo Teastaí Náisiúnta, Dioplóma nó Céime. Is féidir na cúrsai go léir atá faofa ag HEAC a thairiscint do na neach linn tríd an scéim ACCS.
Creidiúintí
Le haghaidh cúrsai atá creidiúnaithe ag GMIT, nuair a éirionn le nach léinn i scrúduithe d’ábhar ar bith ar chúrsa tuilleann siad na creidiúintí atá leithdháilte ag an Institiúid don ábhar sin agus faigneann an nach léinn Teastas Ábhair ó HETAC. Tá creidiúintí inaistrithe. Glacfaidh institiúid ar bith atá ainmnithe ag HETAC creidiúintí atá tuillte ag nach léinn in aon institiúid eile dá leithéid.

Tuilleadh eolais
Tá na cúrsaí lánaimseartha ar féidir staidéar a dhéanamh orthu ar bhonn ACCS sa réamheolaire do na fochéimithe lánaimseartha atá le fáil ar láithreán gréasáin GMIT www.gmit.ie/castlebar.

Cúrsai Saincheaptha
Ba chóir d'eagraíochtaí sa réigiún ar mhian leo an acmhainn le haghaidh cúrsai saincheaptha do bhaill foirne nó bainistiochta a phlé, teagmháil a dhéanamh le Comhordaitheoir Foghlaim ar Feadh an tSaoil in GMIT, Teil: 094 9043195 nó r-phost deirdre.garvey@gmit.ie.
DEGREE COURSES

Higher Certificate (flexible mode) in Contemporary Art Practices (Level 6)
Bachelor of Arts (flexible mode) in Contemporary Art Practices (Level 7)

PROGRAMME DESCRIPTION
This flexible mode programme of study in contemporary art practices over four years is for those who cannot attend college on a full-time basis. It includes an option for students to take a Higher Certificate (Level 6) exit award after five semesters. This programme integrates the three strands of fine art, community engagement and the creative industries with a theoretical understanding of contemporary art in the rural context. This programme aims to equip the student with the knowledge, skills and competence required for both autonomous and semi-autonomous working practices in a broad range of art and community contexts. A primary concern will be to foster a person-centred philosophy as the basis for practice, and to equip students with the skills necessary to engage in authentic creative relationships and become both professional artists and cultural agents in the wider community. This is a student-centred programme, taught by specialist practitioners and academics through studio workshops, demonstrations, lectures, seminars, community/context based projects, online learning, field trips, group critiques and tutorials.

The programme is delivered over 1.5 days per week, Tuesday evening 6:00-9:00pm and Wednesday 9:00am – 5:30pm and will commence in January 2014.

COURSE CONTENT
- Core and Advanced Visual Studies
- Technical Applications
- Art History 1 & 2
- Introduction to Sociology and Psychology
- Introduction to New Media
- Print
- Digital Media
- Arts Facilitation Skills
- Professional Art Practices
- Introduction to Marketing
- Community Cultural Development
- Art and the Public Sphere
- Community/Context-based Project self-directed project.

CAREER OPPORTUNITIES
Graduates will have the opportunity to work as practitioners in a variety of art practices, ranging from the fine artist, who solely practices their art, to artists working mainly in community settings, including public art commissions, and on to those working in arts-based community development, where visual art is a tool to achieve community development.

ENTRY REQUIREMENTS
Entry will be in accordance with the current GMIT admissions policy. Applicants interested in the January 2014 programme are required to complete a Direct Mature Application Form. This form is available from GMIT Castlebar, Westport Road, Castlebar (Tel 094-9043156).

The Direct Mature Application Form is also available to download on the GMIT website (http://www.gmit.ie/apply-to-gmit/direct/index.html)

Completed application forms should be returned to: Lifelong Learning, GMIT Mayo Campus on or before 30th September 2013. Applicants will be invited for an interview and are assessed on their portfolio. The interviews will take place in September/October.

The institute also invites applications from students who have previously deferred their studies in Art & Design at GMIT or any 3rd level institute. Applicants wishing to join the course in the second semester of third year will be required to have the equivalent of the Higher Certificate in Contemporary Art Practices (NFQ, Level 6) learning outcomes, either through prior experience and/or prior education. Applicants may be called to an information and advisory session and will be required to attend an interview prior to any offer of enrolment.

COURSE FEE
€2,350 per annum
Bachelor of Arts in Applied Social Studies  (Level 7)

MODULE DESCRIPTION
This programme will commence in September 2013 and be delivered on a part-time basis over 2 academic years on one afternoon per week. This programme is designed to provide an access route to education in applied social studies for experienced and for practising care workers interested in developing their theory base and receiving academic recognition. The purpose of the award is to provide students with a specialised education in applied social studies as a basis for a long-term professional career in social care and related practices and as a basis for further academic and professional development.

COURSE CONTENT
- Applied Social Studies
- Diversity & Social Inclusion
- Regulatory Framework
- Sociological Practice & Social Care
- Philosophy of the Human Person
- Preparation for Social Care Practice
- Work based project

For course queries, please contact Dr Mark Garavan, Tel: 094-9043143 Email: mark.garavan@gmit.ie

ENTRY REQUIREMENTS
Higher certificate in applied social studies or equivalent with a minimum of 2 years experience in social care work. Applicants must be over 23 years old. Also available through ACCS mode.

HOW TO APPLY
The application deadline closed on 31st May, 2013. However, depending on available places, late applications may be accepted for the above course if received before 23rd August, 2013. Applicants will be contacted after this date and interviews scheduled in early September if required.

Application for the course is made direct to the Institute. Please complete and return the accredited programme application form (Department of Nursing, Health Sciences & Social Care) at the back of this prospectus. This form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html

COURSE FEE
€1,500 per annum

Bachelor of Arts in Applied Social Studies  (Level 8)

MODULE DESCRIPTION
This programme will be delivered on a part-time basis over 2 academic years on one afternoon per week. This programme is designed to prepare the student for professional practice and to enhance the student’s employability as a basis for a long-term professional career in a broad range of social settings, youth work, community development and interpersonal services.

COURSE CONTENT
Mandatory programme modules include:
- Social theory
- Ethics for Social Care
- Health Promotion
- Theory and Principles
- Critical Thinking
- Relationships in Social Care
- Advocacy in Social Care
- Medicalisation of Health and Illness

For course queries please contact Dr Mark Garavan, Tel: 094-9043143, Email: mark.garavan@gmit.ie

ENTRY REQUIREMENTS:
BA (Ordinary) in Applied Social Studies (Level 7) or equivalent.

HOW TO APPLY:
The application deadline closed on 31st May, 2013. However, depending on available places, late applications may be accepted for the above course if received before 23rd August, 2013. Applicants will be contacted after this date and interviews scheduled in early September if required.

Application for the course is made direct to the Institute. Please complete and return the accredited programme application form (Department of Nursing, Health Sciences & Social Care) at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html

COURSE FEE:
€1,920 per annum
Bachelor of Arts in Human Resource Management (Level 7)

MODULE DESCRIPTION
The aim of the programme is to provide students with a specialised education in Human Resource Management to ordinary level degree: as a preparation for employment and a career in Human Resource Management in a variety of organisational settings and context and as a basis for, and access to, further academic and professional education. This programme will be delivered on a part-time basis over 3 academic years.

COURSE CONTENT
This BA in HRM is designed around five key themes. These themes are:
- Human Resources Management
- Human Resources Skills Development
- Business Knowledge
- Accounting & Finance
- Sustainability & Wellness

ENTRY REQUIREMENTS:
A pass (Grade D3 or better) in the Irish Leaving Certificate in five subjects, including English or Irish and Mathematics (or equivalent), and two years relevant work experience, or;

Mature students (i.e. 23 years +) with minimum of two years relevant work experience.

HOW TO APPLY:
The Institute invites applicants for entry into Year 2 of this part-time programme (no Year 1 entry in 2013/14). Applicants interested in the September 2013 programme are required to complete a Direct Mature Application Form. This form is available from GMIT Castlebar, Westport Road, Castlebar (Tel 094-9043156). Applicants with a minimum of a Higher Certificate in Business (or equivalent) may be eligible for entry to year 2 of the programme.

The Direct Mature Application Form is also available to download on the GMIT website (http://www.gmit.ie/apply-to-gmit/direct/index.html)

Completed application forms should be returned to: Lifelong Learning, GMIT Mayo Campus on or before 31st July, 2013. Applicants will be invited for an interview to assess their suitability. The interviews will take place in mid-August. Late applications may be considered subject to places being available.

COURSE FEE:
€3,000 per annum

FETAC CERTIFICATE
Foundation Certificate

MODULE DESCRIPTION
The Foundation Certificate is a 25 week programme that is due to commence in September 2013 (subject to viable numbers). It is a pathway for students when applying for full-time programmes.

COURSE CONTENT:
The Programme is currently made up of four core modules:
- Communication and Study Skills
- Information Technology
- Mathematics
- Project

Students can then register for any two of the following electives (subject to viable numbers):
- Business Studies or Electronics
- Legal Studies or Spanish

There are plans to undergo a validation with the Foundation Certificate programme over the coming months. Slight changes to the programme and additional elective modules may be available from September 2013. Students will be informed of this in September 2013.

Classes take place every Wednesday and Friday. The times of the classes are normally from 9.00am-5.00pm each day approximately (with a lunch break timetabled on the Foundation Certificate timetable.)

ENTRY REQUIREMENTS
Applicants must be aged 21 years or over on 1 January of the year of entry. No formal education qualification is required. The selection process will include application form and interview.

HOW TO APPLY
Interested applicants are asked to please contact Declan Hoban before Monday 2nd September 2013 for an application form. Upon completion of the application form, applicants will be invited in for an interview. Interviews will be held in early/mid-September 2013. Upon completing a successful interview, applicants will gain entry onto the Foundation Certificate Programme. The programme will commence on Friday the 13th September 2013 (subject to viable numbers).

COURSE FEE
This course is currently free i.e. no registration or tuition costs need to be paid. Students may be eligible for Back to Education Allowance. Students should contact their Local Citizens or Social Welfare Office to see if they are eligible for this Back to Education Allowance.
SPECIAL PURPOSE AWARDS

Certificate in Care of Older Person SPA (Level 7)

MODULE DESCRIPTION
The overall aim of the part-time programme is to provide an educational qualification for registered nurses caring for, or who wish to care for, older people. This is in line with the recommendations from An Bord Altranais Professional Guidance for Nurses Working with Older People (ABA 2009) and the National Quality Standards for Residential Care Settings for Older People in Ireland (HIQA, 2009). Successful completion of this course will also enable nurses to access the Bachelor of Science (Honours) in Nursing programme at GMIT, Castlebar.

COURSE CONTENT:

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Contact Hrs</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Care Environment</td>
<td>32</td>
<td>5</td>
</tr>
<tr>
<td>Expertise in Nursing Practice</td>
<td>32</td>
<td>5</td>
</tr>
<tr>
<td>Lifelong Learning</td>
<td>32</td>
<td>5</td>
</tr>
</tbody>
</table>

For course queries, please contact Margaret Prendergast
Tel: 094 9043152, Email: margaret.prendergast@gmit.ie

ENTRY REQUIREMENTS
This programme is aimed at nurses and or midwives who are registered with An Bord Altranais and hold a valid PIN.

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the accredited programme application form (Department of Nursing, Health Sciences & Social Care) at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

Applications will be accepted for the above course up until 25th October 2013

FEE DETAILS
€865

It is each candidate's responsibility to seek clarification from his/her employer regarding fee entitlement.

Recovery in Mental Health (Level 8)

MODULE DESCRIPTION
This module will commence in January 2014 and be delivered over 13 weeks (one afternoon per week). Recovery in mental health implies focusing on the strengths and opportunities for a service user rather than the limitations and symptoms of mental illness. Such an approach emphasizes the concepts of hope and optimism and are integral values in the recovery approach. The aim of this module is to enable learners to develop an in depth working knowledge of the principles and practice of recovery for the mental health service user and to critically evaluate the range of skills necessary to work innovatively and collaboratively with service users, carers, and their families and appropriate agencies. It is aimed at mental health professionals working in the area of rehabilitation and recovery in mental health.

COURSE CONTENT:
This 10-credit module will enable the learner to recognise and respond to factors which contribute towards or affect mental, physical, social, psychological, spiritual, educational, political, cultural, financial and ethical needs of service users, groups, communities and families.

For course queries, please contact Rosaleen Murray
Tel: 094 9043270, Email: rosaleen.murray@gmit.ie

ENTRY REQUIREMENTS
Qualified nurse and registered with An Bord Altranais and hold a valid PIN. Mental Health Professional registered, where appropriate, with a professional body

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the accredited programme application form (Department of Nursing, Health Sciences & Social Care) at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

Applications will be accepted for the above course up until 25th October 2013

COURSE FEE:
€509

It is each candidate's responsibility to seek clarification from his/her employer regarding fee entitlement.
SINGLE ACCREDITED MODULES

Modules may be studied on a single module basis. Single Subject Certificates are awarded to successful participants and credits may be accumulated towards a full award.

Entry requirements: (unless otherwise indicated)
A pass in five Leaving Certificate subjects including Mathematics and English or Irish. Candidates over the age of 23 may enter the Self-Awarding GMIT Single Subject Higher Certificate courses without prior educational qualifications. Experiential learning may be considered.

The modules offered are taken from BUSINESS, TECHNOLOGY & HUMANITIES Programmes.

BUSINESS, TECHNOLOGY & HUMANITIES

Advanced PC Applications (Level 6)

Duration: 2hrs/week, 15 weeks
Time: Fridays 4-6pm
Fee: €250
Start date: Friday, 17th January 2014
Number of Credits: 5 Credits

MODULE DESCRIPTION
The aim of this module is to provide the student with the ability and confidence to use a range of application software in a business and workplace context at more than a base level of competence with a framework for a safe computing environment.

LEARNING OUTCOMES
On successful completion of this module the learner will/should be able to
1. demonstrate an awareness of the range and scope for PC applications in business
2. to use many more advanced features of word processing applications to produce a variety of word-processed documentation relevant to the workplace
3. to use many more advanced features of spreadsheet applications to produce a variety of word-processed documentation relevant to the workplace
4. to use a desktop publishing package
5. assess threats and obligations arising out of the use of ICT and application software in a business context and to devise possible solutions
6. to use the keyboard competently

COURSE CONTENT
- Keyboarding skills
- Word-processing
- Spreadsheets
- Desktop Publishing application
- Safe Computing environment

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
BUSINESS, TECHNOLOGY & HUMANITIES

CAD and IT (Level 6)

| Duration: 3hrs/week, 30 weeks |
| Time: Mondays 7-10pm |
| Fee: €500 |
| Start date: Monday, 16th September 2013 |
| Number of Credits: 10 Credits |

MODULE DESCRIPTION
The module will introduce students to Computer Fundamentals and give them the basics in 2D CAD techniques.

LEARNING OUTCOMES
On successful completion of this module the learner will/shall be able to:
1. have an understanding of the elements of a computer system.
2. have a basic understanding of the operating system, its interface, and general information technologies.
3. be able to use the main office applications – Word Processing, Spreadsheet, and Presentation software.
4. understand the CAD package and how the interface is organized.
5. understand how to setup a drawing – units and limits, and view properties
6. be able to use the basic 2D draw commands in the production of a drawing
7. be able to use the modify commands in the production of a drawing.
8. be able to use additional features – blocks, layers, etc
9. dimension and annotate drawings
10. prepare drawings for printing using the paper space features.

COURSE CONTENT
- Information Technology – History and Overview
- Central Processing Unit
- Hardware and Peripherals
- Operating Systems
- Word Processing
- Spreadsheets
- Presentation Software
- Internet searching, use of the E-mail system
- CAD Introduction
- Co-ordinate Systems
- Drawing Commands
- Modify Commands
- Blocks and Layers
- Drawing Organisation
- Dimensions and Text
- Plotting

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
Geographical Information Systems (Level 8)

Module Description
This objective of this module is to provide the student with a basic theoretical and practical understanding of spatial data management through the use of Geographical Information Systems.

Learning Outcomes
On successful completion of this module the learner will/should be able to

1. have an understanding of the theoretical basis of Geographical Information Systems (GIS)
2. have knowledge of how data is structured and managed by databases with particular reference to spatial databases.
3. have experience in the use of standard GIS software packages used in the cultural, historical and environmental sectors.
4. be capable of working independently with various types of spatial data.

Course Content
- Overview of GPS/Galileo
- What is a GIS?
- Components of a GIS
- Overview of GIS software
- Examination of the types of generic questions a GIS can answer.
- Introduction to databases
- Raster and vector data structures and formats
- Coordinate systems and map projections
- Map classification and interpretation
- Map scale, features, graphics, symbology and legends
- Vector feature classification, labelling, selection
- Attribute data management
- Building a GIS; vector feature capture, editing, import and conversion
- Data quality and error issues
- Data analysis and spatial queries
- Raster data; satellite imagery, aerial photography, LiDAR
- Review of case studies of GIS usage in cultural, historical and environmental domains
- Review of spatial data availability

How to Apply
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
**Introduction to Databases** (Level 6)

**Duration:** 2hrs/week, 15 weeks  
**Time:** Mondays 6-8pm  
**Fee:** €250  
**Start date:** Monday, 13th January 2014  
**Number of Credits:** 5 Credits

**MODULE DESCRIPTION**

This module is designed to cover some of the main principles, benefits and challenges associated with planning, implementing and maintaining a Small to Medium Enterprise (SME) Database solution.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. recognise the nature, purposes, role and importance of databases, from multiple perspectives.
2. identify and describe fundamental database concepts and processes.
3. design, implement, deploy, use and maintain a designated relational database management system.
4. realise the usefulness of databases in modern commercial and research environments.

**COURSE CONTENT**

- Introduction to Databases
- Relational Database Design
- Tables
- Queries
- Database Customisation and Intergration

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

---

**Introduction to Law** (Level 6)

**Duration:** 2hrs/week, 15 weeks  
**Time:** Fridays 2-4pm  
**Fee:** €250  
**Start date:** Friday, 17th January 2014  
**Number of Credits:** 5 Credits

**MODULE DESCRIPTION**

This module introduces students to the nature and sources of law of the Irish legal system. It also provides students with an insight into the legal institutions and the roles of various legal personnel.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. have a broad introductory knowledge and understanding of factors which shape the legal environment.
2. have a broad introductory knowledge and understanding of the sources and principles of Irish law in a European context.
3. have a broad knowledge and awareness of the workings of the Irish legal system including the institutions, division and administration of law and the roles of various legal personnel.
4. have an appreciation of the role of law in society, its relevance to society and a sensitivity to legal considerations in the environment in which they live and work.

**COURSE CONTENT**

- Introduction
- Classification of the Law
- Sources of Irish Law
- Structure of the Irish Legal System
- Legal Personnel

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
Introduction to New Media
(Level 6)

Duration: 3hrs/week, 15 weeks
Time: Tuesdays 6-9pm
Fee: €250
Start date: Tuesday, 14th January 2014
Number of Credits: 5 Credits

MODULE DESCRIPTION
This module aims to introduce students to the fundamentals of computer skills, the use of digital media to create and manipulate images, the use of cloud computing and encourage the use of social media to showcase their artwork.

LEARNING OUTCOMES
On successful completion of this module the learner will/should be able to
1. create and manage documents in Word and create a PowerPoint presentation.
2. create and manage a Facebook page.
3. create, launch and manage a blog.
4. demonstrate an understanding of the technical aspects of digital photography relevant to contemporary art practices.
5. demonstrate an understanding of marketing through social media.
6. demonstrate an understanding of the fundamentals of multimedia design.
7. demonstrate an understanding of the fundamentals of Cloud Computing
8. describe internet and web technologies and their context in society

COURSE CONTENT
- Office Automation Tools
- Creating Digital Imagery
- Communication & Collaboration Tools
- Introduction to Design for Multimedia

It is envisaged that practical work will be complementary of theoretical material.

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

Management Accounting 1
(Level 6)

Duration: 2hrs/week, 15 weeks
Time: Fridays, 2-4pm
Fee: €250
Start date: Friday, 13th September 2013
Number of Credits: 5 Credits

MODULE DESCRIPTION
To introduce students to the theory and practice of management accounting, primarily from a user perspective.

LEARNING OUTCOMES
On successful completion of this module the learner will/should be able to
1. show an introductory knowledge and understanding of the nature, purposes, role, scope and importance of management accounting in a variety of organisations;
2. apply a basic knowledge and understanding of fundamental concepts underpinning management accounting practice in the identification, measurement and communication of economic information for managerial decision making;
3. show a basic knowledge and understanding of cost concepts, including cost behaviour and the difficulties inherent in cost measurement and accumulation;
4. apply a basic knowledge and understanding of cost concepts in the preparation of operating profit statements for single-product manufacturing firms using absorption and variable costing approaches;
5. apply a basic knowledge and understanding of cost-volume-profit relationships in simple, single-product decision situations;
6. apply a basic knowledge and understanding of budgeting in the preparation and interpretation of simple cash budgets and operating profit budgets;
7. draw upon an awareness of the value and limitations of management accounting information as a support to managerial judgement.

COURSE CONTENT
- Introduction
- Cost Concepts, Classifications and Measurement
- Accounting Treatment of Costs in Manufacturing Industry
- Cost-Volume-Profit (CVP) Analysis
- Budgetary Planning

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
**Marketing Practice (Level 6)**

**Duration:** 2hrs/week, 15 weeks  
**Time:** Fridays 6-8pm  
**Fee:** €250  
**Start date:** Friday, 13th September 2013  
**Number of Credits:** 5 Credits

**MODULE DESCRIPTION**

This module is designed to develop students’ understanding of the practice of marketing and its application in different kinds of organisations.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. have a broad introductory knowledge and understanding of the application of marketing theory in different organisational settings.
2. have a broad introductory knowledge and understanding of the role of marketing research and be able to carry out simple marketing research activities.
3. be able to apply appropriate marketing mix theory to well defined marketing problems.
4. be able to analyse a marketing plan to evaluate the marketing practices carried out by an organisation.
5. be able to demonstrate a basic understanding of the impact of technology on the marketing function.

**COURSE CONTENT**

- Introduction to Marketing Practice  
- Marketing Research  
- The Marketing of Services  
- Non-profit Marketing  
- Business-to-Business Marketing  
- Marketing Strategy and Planning  
- Marketing and Technology

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from [http://www.gmit.ie/castlebar/lifelonglearning/index.html](http://www.gmit.ie/castlebar/lifelonglearning/index.html).

---

**Quality Management (Level 6)**

**Duration:** 2hrs/week, 15 weeks  
**Time:** Fridays 6-8pm  
**Fee:** €250  
**Start date:** Friday, 17th January 2014  
**Number of Credits:** 5 Credits

**MODULE DESCRIPTION**

This module is designed to introduce students to the discipline and practice of quality management.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. possess a broad introductory knowledge and understanding of the concept of quality and its potential application in a diversity of organisations.
2. have a knowledge and understanding of the components of quality management systems, quality standards and the role of quality assurance in manufacturing, processing and service industries.
3. demonstrate the ability to apply basic statistical and other techniques to solve problems in quality management.
4. have a knowledge, appreciation and understanding of the human dimension of quality issues.
5. have a developing awareness of the importance of quality under present legislation.

**COURSE CONTENT**

- Introduction to Quality Management  
- Quality Information Systems  
- Quality Assurance  
- Statistical Process Control  
- Human Resource Dimensions  
- Problem-Solving  
- Legislation in Quality

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from [http://www.gmit.ie/castlebar/lifelonglearning/index.html](http://www.gmit.ie/castlebar/lifelonglearning/index.html).
Social and Organisational Psychology (Level 6)

MODULE DESCRIPTION
This module is designed to introduce students to the major principles of social psychology, and to examine their application to the management of organisations.

LEARNING OUTCOMES
On successful completion of this module the learner will/should be able to

1. Demonstrate an understanding of basic social psychology theories and concepts and their relevance in various organisational contexts.
2. Apply social psychology principles in the areas of group processes and client or customer relations
3. Understand the application of social psychology principles and techniques to course work in management.
4. Demonstrate an awareness of the process and applications of research in the area of social psychology.

COURSE CONTENT
- Introduction to Social and Organisational Psychology
- Social Perception
- Nature of Attitudes and Attitude Change
- Motivation and Cognition
- Social and Organisational Culture
- Interpersonal Influence
- Roles and Role Conflicts
- Leadership and Group Processes
- Stress and Conflict

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
Web Development (Level 6)

**Duration:** 2hrs/week, 15 weeks

**Time:** Mondays 6-8pm

**Fee:** €250

**Start date:** Monday, 16th September 2013

**Number of Credits:** 5 Credits

**ENTRY REQUIREMENTS**
Students must have completed the “PC Applications 1” module or the equivalent at Level 6

**MODULE DESCRIPTION**
The aim of this module is to provide the student with a detailed insight into web development and its application to the business environment.

**LEARNING OUTCOMES**
On successful completion of this module the learner will/should be able to

1. demonstrate a broad knowledge and understanding of website theory and practice
2. demonstrate introductory knowledge and understanding of website construction and the basic concepts regarding web design
3. to apply their knowledge of website concepts to their work context by the implementation of a web site solution using best practice
4. demonstrate broad knowledge and understanding of appropriate website technologies
5. to make website design and planning decisions based on best practice
6. to perform basic analysis of websites
7. demonstrate basic skills in the areas of website analysis, design and delivery
8. Recognise common diagnostic techniques and solutions
9. demonstrate an awareness of legal and ethical principles
10. apply knowledge as an individual and under direction as part of a team with regard to web development
11. to realise the limitations of their competence with regard to web development, but have attained the confidence to further their knowledge in this regard
12. begin a process of reflective practice with regard to web development and accept constructive criticism

**COURSE CONTENT**
- HTML & Web Authoring
- Web development tools
- Web site media design issues
- Web design issues
- Web marketing

**HOW TO APPLY**
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
The following modules are offered as part of the BA in Human Resource Management (Level 7) Degree.

**Entry requirements: (unless otherwise indicated)**
A pass in five Leaving Certificate subjects including Mathematics and English or Irish. Candidates over the age of 23 may enter the Self-Awarding GMIT Single Subject Higher Certificate courses without prior educational qualifications. Experiential learning may be considered.

---

**HUMAN RESOURCES**

**Management [HRM] (Level 6)**

- **Duration:** 2hrs/week, 15 weeks
- **Time:** 8.00-10.00pm/Tuesdays
- **Fee:** €250
- **Start date:** Tuesday, 10th September 2013
- **Number of Credits:** 5

**MODULE DESCRIPTION**
To introduce students to the theory and practice of management in a variety of organisations and to foster an interest in current issues and trends in management.

**LEARNING OUTCOMES**
On successful completion of this module the learner will/should be able to

1. have an introductory knowledge and understanding of the nature and context of management, the evolution of management theory and its relevance to management practice in the contemporary and emerging organisational environment;
2. be able to demonstrate a knowledge and understanding of the functions, roles, responsibilities, requirements and tasks of management in a variety of organisations, in a changing environment, with particular reference to the Irish context;
3. be able to demonstrate an awareness of the importance, inherent difficulties and challenges in the management process;
4. have an appreciation of current issues and trends in management thinking and a confidence to formulate and express opinions in these regard;
5. be encouraged to seek managerial responsibilities and to contribute as a team member in the managerial process.

**COURSE CONTENT**
- Introduction to Management
- Evolution of Management Thought
- Organisational Environment
- Management Functions
- Current Issues and Trends

**HOW TO APPLY**
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

---

**HUMAN RESOURCES**

**HRM Fundamentals (Level 6)**

- **Duration:** 2hrs/week, 15 weeks
- **Time:** 6.00-8.00pm/Tuesdays
- **Fee:** €250
- **Start date:** Tuesday, 14th January 2014
- **Number of Credits:** 5

**MODULE DESCRIPTION**
This module aims to set out the historical development and evolution of the HR profession. It will also provide students with an introduction to current HRM theory and practice. The module will familiarise students with the key functional areas of HRM and the contribution of the HR function to the achievement of an organisations strategic objectives.

**LEARNING OUTCOMES**
On successful completion of this module the learner will/should be able to

1. outline and explain the historical development of the Personnel Function and the emergence of the HR Manager as a professional;
2. classify and assess the functions of HRM;
3. understand the development of HR theory and how theory informs practice;
4. explain the internal and external business environment and how it influences HRM;
5. evaluate how effective HR practice contributes to the achievement of organisational objectives.

**COURSE CONTENT**
- Historical Development of HRM as a Profession
- The Functions of HRM
- HRM Theory
- External and Internal Business Environment
- The Achievement of Organisational Objectives

**HOW TO APPLY**
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
HUMAN RESOURCES

Employment Law (Level 6)

<table>
<thead>
<tr>
<th>Duration</th>
<th>2hrs/week, 30 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>4.00-6.00pm/Fridays</td>
</tr>
<tr>
<td>Fee</td>
<td>€750</td>
</tr>
<tr>
<td>Start date</td>
<td>Friday, 13th Sept</td>
</tr>
<tr>
<td>Number of Credits</td>
<td>15 Credits</td>
</tr>
</tbody>
</table>

MODULE DESCRIPTION
This module seeks to examine the key features of Irish and European Union employment law. It will also explore in detail the legal dimensions of that relationship, including the contractual obligations and the duties and liabilities in tort which arise between employer and employee as well as the range of statutory rights and duties that apply to this relationship. It aims to equip students with a comprehensive understanding of Irish Employment Law. This module also aims to equip students with the skills and expertise to apply this knowledge in a practical way, and to prepare them for the task of presenting an employment law dispute to a third party for adjudication. This module also incorporates the requirements of the Chartered Institute of Personnel & Development (CIPD) for their Employment Law unit.

Additional ‘skills’ sessions will be delivered outside the above delivery hours and will be notified in advance.

LEARNING OUTCOMES
On successful completion of this module the learner will/should be able to

1. identify the relevance and application of the sources of employment law;
2. explain and identify the conceptual basis for Employment Law;
3. understand the significance and form of the employment contract;
4. know how to manage recruitment and selection and dismissal activities lawfully;
5. understand the purpose of employment regulation and the way it is enforced in practice;
6. to manage change and reorganisation lawfully & comply with all legal obligations in the workplace;
7. apply and comply with employment law in a variety of scenarios

COURSE CONTENT
- Introduction
- The Employment Contract
- Employee Information
- Termination of Employment
- Employment Equality Law
- The Atypical Worker
- Bullying & Harassment in the Workplace
- Health and Safety at Work
- Family Friendly Working and the Law
- Redundancy
- Transfer of Undertakings
- Tort of Negligence
- The Institutional Framework

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
HUMAN RESOURCES

**Financial Control (Level 6)**

| Duration: | 2hrs/week, 15 weeks |
| Time: | 2.00-4.00pm/Fridays |
| Fee: | €250 |
| Start date: | Friday, 17th January 2013 |
| Number of Credits: | 5 Credits |

**MODULE DESCRIPTION**

This module is designed to develop students’ knowledge and understanding of the nature, context, role and importance of financial control in contemporary organisations, and their ability to select and apply fundamental finance concepts and techniques in support of managerial decision-making.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. demonstrate an introductory knowledge and understanding of the nature, role and importance of financial control in a variety of organisational contexts.
2. apply a knowledge and understanding of fundamental finance concepts and analytical techniques to investment and financing decisions.
3. demonstrate a knowledge and understanding of sources of finance in the contemporary financial environment, including the stock exchange.
4. apply appraisal techniques in the evaluation of capital investment proposals, as a support to managerial judgement.
5. apply a knowledge and understanding of budgetary control concepts and practices to financial and organisational control.
6. to participate meaningfully, as members of a team, in the financial control process in organisations.

**COURSE CONTENT**

- Introduction to Financial Control
- Valuation
- Financing Decisions
- Investment Decisions and Capital Budgeting
- Budgetary Control

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

**Government & Public Policy (Level 6)**

| Duration: | 2hrs/week, 15 weeks |
| Time: | 8.00-10.00pm/Thursdays via Adobe Connect (online) |
| Fee: | €250 |
| Start date: | Thursday, 12th September 2013 |
| Number of Credits: | 5 Credits |

**MODULE DESCRIPTION**

This module is designed to provide students with a knowledge and understanding of the framework, structures, institutions, agents and processes of political governance in Ireland. The module will also examine current public policymaking in Ireland. This module will be delivered online.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. to define and discuss the difference between government, politics and policy;
2. have a knowledge and understanding of the structural and operational characteristics of the Irish political institutions at national and local government levels;
3. be able to discuss the impact of EU Membership on Irish political governance;
4. have a knowledge and understanding of the public policy environment within which state sponsored bodies, local government, public service and voluntary sector organisations operate;
5. have an insight into public policy decision making including implementation and process management;
6. have an awareness of current issues relating to government and public policy making in Ireland

**COURSE CONTENT**

- Introduction
- Elections and Voting
- National Government
- Supranational Government - The EU
- Local Government
- Public Policy Framework
- Public Policy Instruments
- Current Issues

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
MODULE DESCRIPTION

There are two main elements to this module. The first is to provide the learner with a broad appreciation of the factors to be considered when implementing and evaluating Learning & Development activities. The second element introduces the learner to how organisations can drive sustained organisation performance by creating a high-performance work organisation (HPWO). The module assesses the different conceptual frameworks of high-performance working (HPW) and examines its impact on organisational performance, competitive advantage, employee engagement and employee well-being. It provides the learner with the business case for, and the barriers to, HPW as well as the role of people management in improving organisational performance. Furthermore, the module examines the contribution of the performance management process and shows how the involvement and commitment of line managers, and the use of effective and inclusive collaborative working and communication techniques, can support the building of a high-performance culture.

LEARNING OUTCOMES

On successful completion of this module the learner will/should be able to

1. comprehend the key requirements in the design and development of learning and development activities;
2. understand how learning & development needs can be met, and the roles and responsibilities of those involved;
3. evaluate the outcomes of learning interventions;
4. articulate the conceptual frameworks and complexity of high-performance working (HPW) and its contribution to sustainable organisation performance;
5. evaluate the business case for creating high performance work organisations and understand the role of line managers in the performance management process;
6. know how to create and sustain a community of practice to build a high-performance culture;
7. explain the contribution of the performance management process to high levels of performance.

COURSE CONTENT

- Design and development of a range of learning and development activities
- Application and use of a range of relevant methods
- The roles and responsibilities of those involved in meeting organisational development needs.
- Evaluation of the outcomes of learning interventions
- The conceptual frameworks and complexity of high-performance working (HPW) and its contribution to sustainable organisation performance
- The business case for creating a high-performance work organisation (HPWO)
- The contribution of the performance management process to high levels of performance
- The role of line managers in the performance management process
- Building a high-performance culture

HOW TO APPLY

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
**Industrial Relations** *(Level 6)*

**MODULE DESCRIPTION**

The module is designed to introduce students to the theory and practice of Industrial Relations. It will familiarise students with the historical development of industrial relations in Ireland and the legal framework which underpins industrial relations activities. The key actors and concepts will be explored. This module will be delivered online.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. explain the historical development of Industrial Relations in Ireland;
2. understand the legal framework which underpins industrial relations activity in Ireland;
3. understand key concepts such as Pluralism, Unitarism and Voluntarism;
4. evaluate the role of the ‘actors’ in Industrial Relations;
5. describe industrial conflict and how conflict is managed in the work environment

**COURSE CONTENT**

- Introduction to Industrial Relations
- Industrial Relations Law
- Industrial Relations Actors
- Industrial Relations Concepts
- Trade Unions
- Collective Bargaining & Conflict

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

**Leading Organisational Change** *(Level 6)*

**MODULE DESCRIPTION**

This module aims to provide students with the opportunity to understand the challenges associated with leadership and how change happens in a variety of organisational contexts. It will examine how change is initiated, planned, implemented, and how this activity impacts on leadership within organisations.

It will explore approaches to leadership and change, drawing on the topics of power, culture, teamwork, motivation, and behaviour in relation to leading organisational change. This module will be delivered online.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. show an understanding of organisational dimensions (e.g. power, politics, cultural, motivation, etc.) with leading change in organisations;
2. explain the challenges of leading/managing innovative change in organisations;
3. identify the models of change in relation to individuals, groups/teams, and organisations;
4. comprehend resistances to change within organisations and the process to overcome these resistances;
5. exhibit an ability as to how to participate in a management team within an organisation;
6. examine the current business environments to identify change initiates for organisations to implement

**COURSE CONTENT**

- Leadership
- Leading Change

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
**French Language and Culture 1 (Level 6)**

- **Duration:** 2hrs/week, 30 weeks
- **Time:** 7.00-9.00pm/Tuesdays
- **Fee:** €500
- **Start date:** Tuesday, 17th September 2013
- **Number of Credits:** 10 Credits

**MODULE DESCRIPTION**

For those who have a basic understanding of French and who want to develop a working knowledge of the language and a greater understanding of France, Francophone regions and their culture.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. communicate simply in a range of situations
2. listen for and comprehend specific information
3. read short texts and notices
4. write short passages on familiar topics
5. use a range of grammatical structures
6. identify characteristics of contemporary France
7. describe the geography of France

**COURSE CONTENT**

- Section A Conversational Skills;
- Section B Aural Comprehension Skills;
- Section C Grammar and Structure of the French Language;
- Section D Writing Skills;
- Section E Reading Skills;
- Section F Cultural Studies;

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

---

**Spanish Language and Culture 1 (Level 6)**

- **Duration:** 2hrs/week, 30 weeks
- **Time:** 7.00-9.00pm/Tuesdays
- **Fee:** €500
- **Start date:** Tuesday, 17th September 2013
- **Number of Credits:** 10 Credits

**MODULE DESCRIPTION**

This module is aimed at beginners studying the Spanish Language. It will enable students to interact through Spanish at an elementary level. This module will also introduce students to basic Spanish grammar. It is in line with the Common European Framework of Reference for Languages Level A1.

**LEARNING OUTCOMES**

On successful completion of this module the learner will/should be able to

1. converse in Spanish at an elementary level within specific contexts
2. manipulate basic grammatical structures in the language
3. speak using accurate pronunciation and intonation in specific contexts
4. formulate written responses in the language within specified contexts
5. respond effectively to language cues provided by means of a variety of communicative media.
6. demonstrate an appreciation of cultural diversity within the Hispanic world
7. employ and reflect on simple language learning strategies

**COURSE CONTENT**

- Contextual environments and related activities
- Cultural Perspectives
- Grammatical Structures

**HOW TO APPLY**

Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
OTHER PROFESSIONAL QUALIFICATIONS

Certified Payroll Technician (HETAC Level 6)

Duration: 2.5 hrs per week, 10 weeks per term (2 terms)
Time: Day to be confirmed.
Class 7pm to 9.30pm
Fee: see below for details.
Start date: Early September 2013.
Credit Level: HETAC Level 6

ENTRY REQUIREMENTS

There are no specific entry requirements and all course material will be given to participants with plenty of practical examples worked through in the classes. We also provide a ‘no pass, no fee money back guarantee’. The course is divided into two stages, each one conducted over one evening per week for ten weeks. Those wishing to qualify must successfully complete examinations held in December and May. See www.ipass.ie for terms and conditions.

MODULE DESCRIPTION

Stage 1 – September – December 2013
PAYE/PRSI System – Operation and Calculation of PAYE, Tax Credits & SRCOP, Cumulative basis, Commencements & Cessations, Emergency basis, Week 1 basis. Revenue Administration. The PRSI Classification System, Contribution weeks, Rules and Exemptions and USC.

Stage 2 – February – May 2014

This course is promoted by the Irish Payroll Association (IPASS), the professional body for those working in the payroll function. The course is aimed at all those working in, or intending to work in payroll. It is designed to provide all the practical skills necessary for payroll personnel to operate efficiently and in compliance with Revenue regulations. This qualification is the leading payroll qualification in the Ireland. This course is aimed at all those working in, or intending to work in, the payroll function. The course is designed to provide the skills necessary for payroll personnel to function efficiently and to provide a recognised qualification.

COURSE CONTENT

Stage 1 – September – December 2013
PAYE/PRSI System – Operation and Calculation of PAYE, Tax Credits & SRCOP, Cumulative basis, Commencements & Cessations, Emergency basis, Week 1 basis. Revenue Administration. The PRSI Classification System, Contribution weeks, Rules and Exemptions and USC.

Stage 2 – February – May 2014

IPASS reserve the right to change the COURSE CONTENT without prior notice.

COURSE/EXAM FEE(S)

Stage 1 – including exam fees, course manual, sample exam papers, etc. €495
Stage 2 – including exam fees, course manual, sample exam papers, etc. €495
Annual student registration fee €100
HETAC Fee €50

Instalment plan is available on request

COURSE BOOK(S)

Course manual is provided.

AWARD/CERTIFICATION

Certificate in Payroll Techniques

FOLLOW-ON OPPORTUNITIES

Certificate in Advanced Payroll Techniques
Diploma in Payroll Management.

HOW TO APPLY

Booking forms are available from the Irish Payroll Association at IPASS House, H4 Centrepoint Business Park, Dublin 12, by phone at (01) 4089100, fax on (01) 4089102 or can be downloaded from www.ipass.ie

FURTHER DETAILS

Irish Payroll Association,
IPASS House
H4 Centrepoint Business Park
Dublin 12
Telephone (01) 408 9100
Fax (01) 408 9102
E-MAIL: ask@ipass.ie
WEB: www.ipass.ie
Cisco CCNA

COURSE CONTENT
The GMIT CCNA course is an intensive program designed to help students achieve CCNA certification in the shortest period of time while managing the demands of full time work.

This course aims to offer the student the training necessary, in both theory and hands-on practical work, to achieve the Cisco qualification of Network Associate. The modules are as follows:
CCNA 1: Basic networking, structured cabling, LANs and TCP/IP
CCNA 2: Routers/switches, CISCO IOS, Routing & Routing Protocols, more TCP protocols, access-lists.
CCNA 3: OSPF, EIGRP, Switching Concepts, VLANs, Trunking, Spanning Tree
CCNA 4: WANs, ISDN, Frame Relay, PPP, NAT & DHCP, Basic Network Management

INTENDED FOR
Individuals who are currently working in the areas of electronics, computers or telecommunications and wish to acquire an industry recognized qualification.

Prerequisites comprise of a basic appreciation of computers and broadband Internet access.

DURATION
| Orientation | Wed 11th Sept 2013 | 7pm – 10pm |
| CCNA Semester 1 | | |
| Day 1 | Fri 20th Sept 2013 | 9am-5pm |
| Day 2 | Fri 11th Oct 2013 | 9am-5pm |
| Exams Day | Fri 15th Nov 2013 | 9am-5pm |
| CCNA Semester 2 | | |
| Day 1 | Fri 29th Nov 2013 | 9am-5pm |
| Day 2 | Fri 13th Dec 2013 | 9am-5pm |
| Exams Day | Fri 10th Jan 2014 | 9am-5pm |
* Note Exam after Christmas

| CCNA Semester 3 | | |
| Day 1 | Fri 31st Jan 2014 | 9am-5pm |
| Day 2 | Fri 21st Feb 2014 | 9am-5pm |
| Exams Day | Fri 14th Mar 2014 | 9am-5pm |
| CCNA Semester 4 | | |
| Day 1 | Fri 11th Apr 2014 | 9am-5pm |
| Day 2 | Fri 2nd May 2014 | 9am-5pm |
| Exams Day | Fri 16th May 2014 | 9am-5pm |

These dates include orientation and exam days as highlighted.

AWARD
Cisco Certified Network Associate on successful completion of Cisco exams.

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the Single Accredited Module application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

COURSE FEE
€1,200 per annum
Data Protection Practitioner Certificate (Irish Computer Society)

**Duration:** 2hrs/week, 10 weeks  
**Time:** 7-9pm, Mondays  
**Fee:** €950  
**Start date:** Monday, 23rd September 2013 and Monday, 20th January 2014

**MODULE DESCRIPTION**

Be confident that your organisation’s policies and procedures are legally compliant with data protection legislation.

The Irish Computer Society offers Ireland’s first certified data protection practitioner programme. It covers the fundamental issues contained within the Data Protection Acts, which have a legislative impact upon all organisations and provides information on how to achieve compliance. The course leads on successful completion of the end-of-course assessment to the award of ICS Data Protection Practitioner Certificate.

**THIS PROGRAMME EQUIPS YOU TO**

- Gain an in-depth knowledge of Ireland’s data protection legislation
- Understand what needs to be achieved to attain organisational compliance
- Develop and maintain effective policies and procedures for management of the data protection process
- Apply data protection legislation across a range of professional situations

**PROGRAMME SYLLABUS OVERVIEW**

- The primary objective of this training programme is to produce competent data protection officers.
- Accordingly, the syllabus covers all of the important aspects of data protection legislation and practice.
- Among the themes covered on the course are:
  - What is privacy?
  - Data protection principles
  - Role and responsibilities of data processor
  - Offences and penalties
  - Data protection exemptions
  - What is sensitive personal data?
  - Role and responsibilities of data controller
  - Role of the Data Protection Commissioner’s Office
  - Regulation and enforcement
  - Practical applications of data protection legislation

The syllabus focuses on how the data protection principles work in practice as opposed to simply focusing on the mechanics of regulation, and on the promotion of good practice within organisations.

**WHO SHOULD UNDERTAKE THIS TRAINING?**

The new certification will benefit all those involved in the processing, storage and management of personal information.

This includes:

- Data protection officers
- Human resource managers
- Sales and marketing managers
- Healthcare professionals
- Information security professionals
- Compliance and audit managers

**BENEFITS OF UNDERTAKING THIS TRAINING PROGRAMME**

Completing the ICS Data Protection Practitioner programme will enable you to:

- Develop and implement effective data protection policies and procedures
- Demonstrate your competency in data protection practice by means of a formal qualification
- Enhance public confidence in your organisation with recognised in-house data protection expertise
- Enhance customer confidence in your organisation with certified in-house data protection expertise

**FURTHER DETAILS AND ENROLLMENT**

Get full details of the course and register at www.ics.ie/dp

Call 01 775 3008 or email dp@ics.ie for more information
GENERAL COURSES

Creative Writing 1 – General Introduction

Duration: 2hrs/week, 12 weeks
Time: Tuesdays, 7-9pm
Fee: €150
Start date: Tuesday, 24th September 2013

ENTRY REQUIREMENTS
None

MODULE DESCRIPTION
The aim of this course is to give support, instruction and feedback on their work to students who are interested in creative writing, in a friendly student-centred environment.

Students will be expected to write on this course, and if they put in the effort, will have an impressive body of work built up by the end of the course

COURSE CONTENT
- Generating Ideas – What to Write About.
- Point of View
- Setting
- Style
- Voice
- Flash Fiction
- Short Stories
- Poetry
- Dialogue
- Drama
- Critique.
- Markets

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

Creative Writing 2 – Individual Projects

Duration: 2hrs/week, 12 weeks
Time: Tuesdays, 7-9pm
Fee: €150
Start date: Tuesday, 28th January 2014

ENTRY REQUIREMENTS
Applicants for this course must have completed “Creative Writing 1”

COURSE CONTENT
This course is aimed at students who wish to specialize in a particular genre of writing. They will have developed general skills in Creative Writing 1 and want to pursue particular interests or projects.

At the commencement of the course, students will agree their course aims with the tutor and a work plan will be devised. The course has a heavy emphasis on writing and new work will be workshopped by fellow-students.

This course will benefit poets, playwrights (both stage and radio,) story writers, novelists, memoir writers, etc. At the end of the course students will have a considerable amount of polished writing completed.

The COURSE CONTENT will be student/project specific but will include:
- Key elements
- Story design
- Character
- Conflict
- Openings
- Endings
- Control of Point of View
- The Writer & The Story
- Setting
- Style
- Voice
- Critique
- Markets

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
Introduction to Digital Photography

Duration: 3hrs/week, 10 weeks
Time: Wednesdays 7-10pm
Fee: €175
Start date: Wednesday, 25th September 2013
Wednesday, 29th January 2014

ENTRY REQUIREMENTS
No previous knowledge necessary. Students should have a digital camera.

MODULE DESCRIPTION
The aim of the course is to provide an introduction to digital photography.

Students will learn how to select and use simple digital camera equipment and develop skills in camera handling techniques enabling an overall awareness of the importance of composition and viewpoint to make creative and meaningful photographs.

LEARNING OUTCOMES
On completion of the course the student will have developed the basic techniques of digital photography to include:

- How to select and use a digital camera and accessories;
- Gaining an overall awareness of the camera and its controls; use composition and viewpoint to produce creative photographic images;
- Selecting the appropriate camera setting, image type and file size for a given purpose;
- Production of well-composed images of a range of subjects;
- Downloading images from the camera to a computer and use basic photo-editing software to enhance images; save, file, store and retrieve images; an introduction to printing and presentation methods.

Students will be encouraged to produce a workbook and portfolio of images which reflect what they have learned on the course.

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.

Introduction to Photoshop

Duration: 3hrs/week, 10 weeks
Time: Mondays 7-10pm
Fee: €175
Start date: Monday, 23rd September 2013
Monday, 27th January 2014

ENTRY REQUIREMENTS
No previous knowledge necessary. Students should have a digital camera.

MODULE DESCRIPTION
The objective of the course is to introduce the student to the primary image and graphic editing and manipulation capabilities of Adobe Photoshop. Over the duration of the course, students will have the opportunity to demonstrate basic skills in using the suite of Photoshop tools to optimise captured digital images in preparation for printing and posting to the web.

LEARNING OUTCOMES
On completion of the course the student will have learned to:

- Navigate the Photoshop interface
- Open new and existing documents
- Saving a document to various media
- Saving documents in different formats
- Importing image files from digital cameras
- Resizing, straightening and cropping images
- Using a variety of tools for basic selections
- Working with layers and blending modes
- Image retouching and colour correction
- Using levels and Curves adjustment layers
- Converting images to Black and White
- Working with text

Students will be encouraged to prepare suitable images for use in personal greeting cards, calendars, personal photo books, or any other innovative ideas that may emerge during the course.

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
Basic Foundation Course in Counselling

**Duration:**
2hrs/week, 10 weeks

**Time:**
Tuesdays, 7-9pm

**Fee:**
€130

**Start dates:**
Tuesday, 24th September 2013
Tuesday, 28th January 2014

**ENTRY REQUIREMENTS**
Ability to be confidential and desire for personal growth

**MODULE DESCRIPTION**
This course provides an introduction to counselling and an appreciation of counselling skills and practices.

**COURSE CONTENT**
- Introduction to Counselling. What is counselling and the need for it in our lives and communities?
- Definitions and Theories of Counselling and Psychotherapy.
- The basic skills necessary in Counselling e.g. listening skills, empathy, non-judgemental attitude, etc.
- Examining the counselling relationship on a practical basis and looking at the benefits and challenges facing client and therapist.
- Examining the role fear and stress play in our lives.
- Developing daily practices to live more in the present moment
- Practicing counselling skills using role plays and small groups
- Relaxation activities.
- Looking at educational and career options on completing the course.

**HOW TO APPLY**
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
IELTS (International English Language Testing System)

**Duration:** 3hrs/week, 15 weeks
**Time:** Tuesdays, 6.30-9.30pm
**Fee:** €275
**Start dates:** Tuesday, 4th February 2014

**ENTRY REQUIREMENTS**
Minimum intermediate level English. Willingness to participate and interact with the class.

**MODULE DESCRIPTION**
The aim of this course is to prepare students to sit the IELTS academic exam. The course will explore the test paper by paper, examining in detail each task type. The course gradually builds up the skills, language and test techniques students need to approach IELTS with confidence. The course will focus on the four skills that are tested in the IELTS exam – Listening, Reading, Writing and Speaking.

The course is for students who have an intermediate to upper-intermediate level of English. It will suit people who wish to study in English at undergraduate or postgraduate levels, and for those seeking professional registration. After completion participants will have developed the necessary skills to sit the IELTS exam.

**COURSE CONTENT**
Training for the IELTS means building confidence in each part of the exam, each class will practice at least two skills. There will be individual, group and pair work within the classroom and because of this students will have the opportunity to learn from each other as well as from the teacher. Below is a guide to the topics and language areas covered.

**The Listening Module**
- Orientating yourself to the text
- Listening for specific information
- Identifying main ideas
- Following a description
- Identifying main ideas
- Seeing beyond the surface meaning
- Following signpost words
- Following a talk

**The reading module**
- Orientating yourself to the text
- Scanning for a specific detail and skimming for general understanding
- Identifying main and supporting ideas
- Improving global reading skills
- Summarising
- Understanding argument
- Identifying the writer’s views and claims

**The writing module**
- Interpreting charts, tables, graphs and diagrams
- Describing trends
- Summarising information
- Comparing and grouping information
- Approaching the task
- Planning your essay
- Turning your ideas into written arguments
- Linking your ideas

**The speaking module**
- Responding to personal questions
- Becoming more fluent
- Preparing your talk
- Giving your talk
- Understanding abstract and analytical questions
- Giving a reasoned response

**IELTS EXAM FEE**
Fee is payable separately to relevant Test Centre.

**COURSE BOOK**
Students will be required to purchase a course book

**HOW TO APPLY**
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
ENTRY REQUIREMENTS
This course is specifically geared towards participants who have some experience in the field of facilitation, negotiation and/or conflict management who wish to develop their skills in the workplace in support of positive employee relations.

It is also a suitable introductory course for all individuals who have an interest in pursuing mediation and/or management roles.

MODULE DESCRIPTION
To equip participants with the knowledge on approaches to alternative dispute and conflict resolutions and providing them with a basis to becoming a practitioner in this area.

COURSE CONTENT
- Introduction to the study of conflict management with discussion on the inevitability of conflict across all spectrums.
- Separating the process of negotiation from conflict management.
- Analysing various intervention options.
- Developing an appreciation of the ethical considerations involved in the process to include rules of confidentiality, building trust and climate setting based on impartiality and fairness.
- Understanding the role of the mediator, their credibility and their experience in the mediation process.
- Outlining the route to mediation as a licensed practitioner.

LEARNING OUTCOMES
On successful completion of this course, the participant will be able to:

1. Understand the broad concept of mediation and conflict management.
2. Differentiate mediation and conflict management from negotiation skills.
3. Gain an insight into the various conflict intervention approaches.
4. Gain an appreciation of the ethics of the entire process.
5. Define the role of the mediator in conflict resolution.
6. Demonstrate first-hand knowledge of the process involved in becoming a practicing mediator.

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from http://www.gmit.ie/castlebar/lifelonglearning/index.html.
Wildlife – The natural world around us

<table>
<thead>
<tr>
<th>Duration:</th>
<th>2hrs/week, 10weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>Wednesdays, 7-9pm</td>
</tr>
<tr>
<td>Fee:</td>
<td>€130</td>
</tr>
<tr>
<td>Start dates:</td>
<td>Wednesday, 29th January 2014</td>
</tr>
</tbody>
</table>

ENTRY REQUIREMENTS
This course is suitable for all with an interest in wildlife and our natural heritage, and a desire to learn the basics of wild plant and animal identification.

MODULE DESCRIPTION
- To develop the skill to identify a wide range of wild plants and animals through the use of identification keys, field guides and observation.
- To learn the basic natural history of some wild plants and animals of Ireland.
- To develop an enhanced appreciation of our natural heritage.

COURSE CONTENT
This a practical, hands-on, course that uses identification aids including photos, sound recordings, DVD footage, and live and dead specimens of wild plants and animals. The ten classes with cover the following:
- The world around us; Brief overview of the diversity of life on our doorsteps. Introduction to the classification of plants and animals. Use of identification keys and basic equipment, e.g. hand lens & binoculars.
- Birds: Name that bird! How to identify birds by sight. Using field guides & observing important characteristics to identify birds.
- Birds: Why do birds make such loud sounds? How to identify birds by sound. Listening for their song, alarm calls etc.
- Mammal identification – Land mammals: Identifying the signs & tracks of some of Ireland’s land mammals. Identifying our flying mammals – bats.
- Plant Identification: Trees
- Plant Identification: Wildflowers
- Butterfly identification
- Moss & lichen identification
- Wildlife identification quiz to test skills

LEARNING OUTCOMES
At the end of this course, the student will be able to identify a wide range of wild plants and animals either directly, or with the aid of identification guides. They will have developed an enhanced understanding of the natural world around them.

HOW TO APPLY
Application for the course is made direct to the Institute. Please complete and return the General Course application form at the back of this prospectus. The form can also be downloaded from www.gmit.ie/castlebar/lifelonglearning.
Business, Technology and Humanities

ACCREDITED PROGRAMMES
2013-14 Academic Application
For Autumn 2013/Spring 2014 Enrolment

Higher Certificate in Contemporary Art Practices
(Level 6)

Bachelor of Arts in Contemporary Art Practices
(Level 7)

Bachelor of Arts in Human Resources Management
(Level 7)

Foundation Certificate
(Level 5)
Please complete in BLOCK CAPITALS and return to: 
Life Long Learning office, GMIT Mayo Campus, Old Westport Road, Castlebar, Co Mayo

Section 1: APPLICATION INFORMATION
Surname: 
First Name(s):  
Address:  
Male  Female  PPSN:  
*Date of Birth:  
*Please complete as required for HEA Statistical Returns  
Home Phone No.:  
Mobile Phone No.:  
Email Address:  
Country of Birth:  
Nationality:  
Where did you hear about GMIT?  
GMIT Website  
BlueBrick Website  
Prospectus  
Advertisement  
Word of Mouth  
Other

Section 2: PROGRAMME CHOICE
Course Code (if known)  
Year of Entry:  
Full Course/Module Title:  

Section 3: PREVIOUS EDUCATION
College/Institution  
Programme(s) Pursued  
From/To Month/Year  
Results  
Awarding Body  

transcripts (as appropriate) must accompany this application

Section 4: WORK EXPERIENCE (COMPLETE ONLY IF APPLICABLE TO APPLICATION)
Establishment  
Dates  
Position  
Duties  

Section 5: SIGNATURE
I declare that the above information is correct and, if admitted to GMIT, I will abide by the Code of Student Conduct for Galway-Mayo Institute of Technology
Signature:  
Date:  

Section 6: FINANCE/STUDENT INFORMATION SECTION (Office Use Only)
Payment by:  
Bank Giro  
Cheque / Bank Draft / Postal Order  
Cash  
Debit/Credit Card  
Debit/Credit Card No.:  
Expiry Date:  
Invoice to Employer (prospective student must provide letter to this effect)  
Receipt Date:  
Receipt Number:  
Student ID No.:  
Course Reference Number(s) [CRN]  
Registered by:  
Registration Date:  

Department of Nursing, Health Sciences & Social Care

ACCREDITED PROGRAMMES
2013-14 Academic Application
For Autumn 2013/Spring 2014 Enrolment

Bachelor of Arts in Applied Social Studies
(Level 7)

Bachelor of Arts (Honours) in Applied Social Studies
(Level 8)

Certificate in Care of Older Person SPA
(Level 7)

Recovery in Mental Health
(Level 8)
Please complete in BLOCK CAPITALS and return to:
Department of Nursing, Health Sciences & Social Care, GMIT, Westport Road, Castlebar, Co. Mayo.

Section 1: APPLICATION INFORMATION
Surname: 
First Name(s): 
Address: 
Male □ Female □ PPSN: 
*Date of Birth: 
* Please complete as required for HEA Statistical Returns
Home Phone No.: 
Mobile Phone No.: 
Country of Birth: 
Nationality: 
Email Address: 
Where did you hear about GMIT? GMIT Website □ BlueBrick Website □ Prospectus □ Advertisement □ Word of Mouth □ Other

Section 2: PROGRAMME CHOICE
Course Code (if known) 
Year of Entry: 
Full Course/Module Title:

Section 3: PREVIOUS EDUCATION
College/Institution 
Programme(s) Pursued 
From/To Month/Year 
Results 
Awarding Body 
transcripts (as appropriate) must accompany this application

Section 4: WORK EXPERIENCE (COMPLETE ONLY IF APPLICABLE TO APPLICATION)
Establishment 
Dates 
Position 
Duties

Section 5: SIGNATURE
I declare that the above information is correct and, if admitted to GMIT, I will abide by the Code of Student Conduct for Galway-Mayo Institute of Technology
Signature: 
Date:

Section 6: FINANCE/STUDENT INFORMATION SECTION (Office Use Only)
Payment by: Bank Giro □ Cheque / Bank Draft / Postal Order □ Cash □ Debit/Credit Card □
Debit/Credit Card No.: □□□□ □□□□ □□□□ □□□□ □□□□ □□□□ Expiry Date □□□□□□
Invoice to Employer (prospective student must provide letter to this effect)
Receipt Date: 
Receipt Number: 
Student ID No.: G00
Course Reference Number(s) [CRN]
Registered by: 
Registration Date:
SINGLE ACCREDITED MODULES & GENERAL INTEREST COURSES

Application

Advanced PC Applications Certified Payroll Technician Cisco CNNA
Data Protection Practitioner Certificate
Employment Law
Financial Control
French Language & Culture 1
Government & Public Policy
HRM Fundamentals
Improving Organisational Performance
Industrial Relations
Introduction to Databases
Introduction to Law
Leading Organisational Change
Management [HRM]
Management Accounting
Marketing Practice
Quality Management
Social and Organisational Psychology
Spanish Language & Culture 1
Web development

Basic Foundation Course in Counselling
Creative Writing Skills 1
Creative Writing Skills 2
IELTS
Introduction to Digital Photography
Introduction to Photoshop
Mediation & Conflict Management
Section 1: APPLICATION INFORMATION

Surname: ___________________________ First Name(s): ___________________________
Address: __________________________________ _________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
Male □ Female □ PPSN: ___________________________
*Date of Birth: ___________________________ 
* Please complete as required for HEA Statistical Returns

Email Address: ___________________________
Country of Birth: ___________________________
Where did you hear about GMIT? GMIT Website □ BlueBrick Website □ Prospectus □ Advertisement □ Word of Mouth □ Other

Section 2: PROGRAMME CHOICE

Course Code (if known) ___________________________ Year of Entry: ___________________________
Full Course/Module Title: ___________________________

Section 3: PREVIOUS EDUCATION

<table>
<thead>
<tr>
<th>College/Institution</th>
<th>Programme(s) Pursued</th>
<th>From/To Month/Year</th>
<th>Results</th>
<th>Awarding Body</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

transcripts (as appropriate) must accompany this application

Section 4: WORK EXPERIENCE (COMPLETE ONLY IF APPLICABLE TO APPLICATION)

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Dates</th>
<th>Position</th>
<th>Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5: SIGNATURE

I declare that the above information is correct and, if admitted to GMIT, I will abide by the Code of Student Conduct for Galway-Mayo Institute of Technology

Signature: ___________________________ Date: ___________________________

Section 6: FINANCE/STUDENT INFORMATION SECTION (Office Use Only)

Payment by: Bank Giro □ Cheque / Bank Draft / Postal Order □ Cash □ Debit/Credit Card □
Debit/Credit Card No.: ___________________________ Expiry Date: ___________________________
Invoice to Employer (prospective student must provide letter to this effect)
Receipt Date: ___________________________ Receipt Number: ___________________________
Course Reference Number(s) [CRN] ___________________________ Student ID No. G00
Registered by: ___________________________ Registration Date: ___________________________
Please return completed applications to:
Lifelong Learning Office, GMIT Mayo Campus
Westport Road, Castlebar, Co. Mayo
Tel: 094-9025700
Email: gmitcastlebarinfo@gmit.ie

www.gmit.ie/castlebar/lifelonglearning