

CODE	MEDIA & COMUNICATION COURSES	DURATION
MCO001	Social Media Management and Ethical Considerations	2 weeks
MCO002	Print and Broadcasting Media Monitoring Practice	2 weeks
MCO003	Introduction to Ethical & Ethical Decision Making in Media	2 weeks
MCO004	Effective Communication, Presentation & Elocution Skills	2 weeks
MCO005	Presentation Skills and Successful Business Writing	2 weeks
MCO006	Writing in the Electronic Environment	2 weeks
MCO007	Analysis and Implications of Local & Global Media Trends	2 weeks
MCO008	Ethical Considerations in Social Media Practice / Use	1 week
MCO009	Advertising and Brand Management Practices	2 weeks
MCO010	21st Century Leadership Skills and Practices	1/2 weeks
MCO011	Time and Priority Management Skills	1/2 weeks
MCO012	Media Monitoring and Social Media Etiquette	2 weeks
MCO013	International Relations and Diplomatic Standards/Procedure	2 weeks
MCO014	Social Media Strategy, Dvpt, Content Creation & Curation	2 weeks
MCO015	Corporate Communication and Public Relations Leadership	2 weeks
MCO016	Media Relations, Planning and Monitoring	2 weeks
MCO017	Parliamentary Reporting	2 weeks
MCO018	Media and Parliamentary Practice and Relationship	2 weeks
MCO019	Social Media and Digital Journalism	2 weeks
MCO020	Mobile & Visual Social Media: Exploring the Mobile & Visual- Centric Platforms like Instagram, Snapchat & TikTok	2 weeks
MCO021	Media Communication, Advocacy & Stakeholder Engagement	2 weeks
MCO022	Comprehensive Report Writing & Presentation Skills	1/2 weeks
MCO023	High Impact Business Writing (Reports/Emails/Minutes/CVs)	1/2 weeks
MCO024	Effective Diversity Mgt & Inclusion & Building High Performance Team	2 weeks
MCO025	Film & Television Production Essentials	2 weeks
MCO026	Proof Reading, Editing, Email Etiquette and Minute Writing	2 weeks
MCO027	Personal Mastery & Effective Communication Presence	2 weeks
MCO028	Power of Influence in Leadership Development & Innovation	2 weeks
MCO029	Managing Diversity in the Workplace-A Current Must	2 weeks
MCO030	Adaptive & Value-based Leadership for VUCA Challenges	2 weeks
MCO031	Verbatim & Hansard For Official Parliamentary Reporters	2 weeks
MCO032	Library Catalogue and Coding	2 weeks
MCO033	Emotional & Cultural Intelligence, Diversity & Innovation at Workplace	2 weeks
MCO034	Copy Editing & Proofreading for Print Media	2 weeks
MCO035	Anger Management and Assertiveness Skills	1 week
MCO036	Community Engagement & Dvpt Communication & Advocacy	2 weeks
MCO037	Communication & Digital Communication Management	3 weeks
MCO038		2 weeks
MCO039	Change Management, Conflict Management & Negotiation Skills	2 weeks
MCO040	Improving Interpersonal Relations in the Workplace	2 weeks
MCO041	Digital Strategy for PR and Communication	2 weeks

MCO042	Leadership, Conflict & Diversity Mgt, Emotional & Cultural Intelligence	1 week
MCO043	Emotional Intelligence for Leaders	1 week
MCO044	Facilitation and Audience Management Skills	1 week
MCO045	Graphic Design for Non-Designers	1 week
MCO046	Enhanced Communication Strategy Skills	1 week
MCO047	Integrated Reporting-Fundamentals for PR /Communications Professionals	1 week
MCO048	Effective Interpersonal skills in the Workplace	1 week
MCO049	Management & Leadership Development	1 week
MCO050	Management Dvpt Programme For New & Middle Managers	2 weeks
MCO051	Managing Organisational Communication	2 weeks
MCO052	Basic Principles of PR for Frontline PR Practitioners	2/3 weeks
MCO053	Technical Report Writing & High Impact Presentation Skills	1/2 weeks
MCO054	Women in Management: Communication & Leadership Skills	1 week
MCO055	Key Messaging and Being Media Ready	1/2weeks
MCO056	Community Relations and Development Communication	2 weeks
MCO057	Effective Supervision Skills in the Modern Workplace	2 weeks
MCO058	Managing the Transition - From Colleague to Boss	2 weeks
MCO059	Social Media Community Management, Engagement & Crisis Management	2 weeks
MCO060	Video Production & Editing Skills	2 weeks
MCO061	Electronic Media (Radio & Television) Presentation & Ethical Reportage	2 weeks
MCO062	Media & Public Relations Skills	2 weeks
MCO063	Social Media Strategy Development, Content Creation & Curation, Advertising, Analysis, Measurements & Influencer Marketing	2 weeks
MCO064	Advanced Social Media Marketing & Strategy Development	2 weeks
MCO065	Central Banks Communication Systems & Leadership in the Digital Era	2 weeks