ISDM Independent Skill Development Mission NXT

EMPOWERING FUTURES,
SHAPING TOMORROW

# DIPLOMA IN STENOGRAPHY

**Duration:** 1 Year | **Diploma** | **Eligibility:** Candidates must have completed their 10th grade or equivalen

## OVERVIEW OF THE COURSE

The Diploma in Stenography is a comprehensive course designed to equip students with the skills necessary for effective shorthand writing and transcription. This one-year program focuses on practical training and theoretical knowledge, ensuring students become proficient in stenography. Learn the fundamentals of shorthand techni...

- Master the basics of shorthand writing.
- Achieve high typing speed and accuracy.
- Understand the role of stenography in professional settings.
- Develop skills for effective transcription of spoken words.



| 1 Year | 8 | 4 | Pro |
|---|---|---|---|
| DURATION | SUBJECTS | PROJECTS | TOOLS |

JOIN NOW →

WhatsApp us

WE ARE AVAILABLE AT
**600+ LOCATIONS**

NOT SURE WHICH COURSE IS RIGHT FOR YOU?
**Choose the Best Course for You - Try our AI-Powered Career Counselling for FREE**

Start free →

YOUR NEAREST ISDM NxT CENTRE
**IFT DIGIT**
Bungalow No. 12, Almas Colony, Near Bilal Baug, Kausa (Mumbra), Thane - 400612, Maharashtra - 400612
Call / WhatsApp: **9820096761** · iftdigit@gmail.com

Scan to enquire

COURSE CURRICULUM

# What you will learn

01 Subjects → | 02 Projects

## 01 Subjects & modules

8 subjects

- **01** Introduction to Stenography
- **02** Fundamentals of Shorthand
- **03** Typing Skills and Speed Development
- **04** Advanced Shorthand Techniques
- **05** Legal and Medical Stenography
- **06** Stenographic Machines and Technology
- **07** Transcription and Editing
- **08** Career Preparation and Professional Practices

## 02 Projects & assignments

Hands-on work for your portfolio

- **P1** Conduct a live stenography transcription of a mock meeting.
- **P2** Create a portfolio showcasing shorthand notes and transcriptions.
- **P3** Participate in speed typing competitions to enhance skills.
- **P4** Complete a project on the history and evolution of stenography.

CAREER OPPORTUNITIES

# Where this course can take you

- **Legal stenographer in courts and law firms.**
- **Medical transcriptionist in healthcare facilities.**
- **Administrative assistant with stenographic skills.**
- **Freelance stenographer for various industries.**

## Certification

The ISDM NxT Diploma is awarded after you successfully complete the course and its final assessment.

**Practical project** | **Final online test** | **Verifiable certificate**

WHY START NOW

# Your future is built by the skills you learn today.

Companies hire people who can do the work. Every month you practise adds a project to your portfolio - the best time to start is now.

| 18+ | 600+ | 2,708+ | 390+ |
|---|---|---|---|
| Years of training experience | Centres across India | Job offers to our students | Hiring companies |

## UNIQUE FEATURES AT ISDM NxT

- ✓ Free pre-counselling to choose the right course
- ✓ Study material, attendance, assignments, exams and results online from day one
- ✓ 24x7 AI trainer (ChatNxT) for your doubts
- ✓ Experienced, rated trainers and daily class feedback
- ✓ Practical lab sessions and live projects
- ✓ Monthly online mentorship sessions
- ✓ Resume, mock interviews and job offers in your student dashboard
- ✓ Freelancing and start-up guidance

● LIVE PLACEMENT DATA

## Latest job offers to ISDM NxT students

Updated 20 Nov 2026



**Gaurav M.**
India
**Java Software Development Engineer**
Health Catalyst



**Geeta K.**
New Delhi
**tellecaller for digital marketing**
balajimarketingexperts



**Anand S.**
Muvattupuzha
**Hiring Junior Account Executive J...**
CorpZop



**Adarsh S.**
Ghugus
**TGT Computer Science**
Adani Foundation



**Priyanka Y.**
Mumbai
**Data Entry Operator (Full-time) -...**
CorpZop



**Rajan S.**
Ahilyanagar
**Computer Trainer**
Enlearning skill development Ltd

Job offers shared with our students through the ISDM NxT job network. See all at isdmnext.in/latest-placement

LIMITED SEATS · VALID TILL 30 NOV 2026

## FREE Ambassador Affiliate Programme

Complete your admission within **10 days** and join the ISDM NxT Ambassador Affiliate Programme free of cost: refer friends, earn referral rewards as per the programme and get featured on the ambassador leaderboard.

**CLAIM NOW**

TAKE THE FIRST STEP

# Book your FREE counselling session today

Meet our counsellor, see the lab, get your doubts answered and know the current fees and offers for your centre.

YOUR ISDM NxT CENTRE

## IFT DIGIT

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NOT SURE WHICH COURSE IS RIGHT FOR YOU?

## Choose the Best Course for You

Try our AI-Powered Career Counselling for FREE - answer a few questions and get the courses that fit your interests, skills and career goal.

**Try it FREE →**
isdmnext.in/course-for-you

**01**
### Counselling
Free guidance to pick the right course

**02**
### Training
Practical classes, labs and projects

**03**
### Mentoring
Experts, AI trainer and feedback

**04**
### Placement support
Resume, interviews and job offers

### What you get with this course

- Study material and online access from day one
- Practical lab sessions and live projects
- 24x7 AI trainer support
- AI career counselling
- Interview preparation
- Job offers in the student dashboard
- ISDM NxT certificate

ISDM NxT Head Office: 309, Saffron Plaza, Airport Road, Vadodara, Gujarat, 390022 · +916263625594 · inquiry@gmail.com

Fees depend on the centre and current offers - ask your counsellor. Course content may be updated to stay current with industry needs. · isdmnext.in