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
**Puthu Trend Institute**
242/6 Main Road, Cholapuram South, Opposite to Indian Oil Petrol Station, Rajapalayam Tk, Virudhunagar District, Tamilnadu 626139, Tamil Nadu - 626139
Call / WhatsApp: **9360180110** · puthutrend@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

## Puthu Trend Institute

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Scan for course details & enquiry

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### 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