

An ISO 9001:2015 Certified Institute



Shree Academy

Innovation | Training | Placement

Stenography

COURSE BROCHURE

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www.shreeacademy.net.in

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Stenography

ABOUT COURSE

A stenographer is a professional who has the abilities to translate a language into a coded form which is popularly known as Shorthand. Stenographers use shorthand and a steno machine to transcribe information. Known as challenging, a stenographer has to do all the work by themselves as there is no technology used here. A stenographer's job is to be present at every place where spoken words are recorded and documented. To give you an example, if you have ever seen a film, where the scene is set in a court. Next to the judge, sits a person with a typewriter typing away every word. Yes, that's one of the job of a stenographer. Their typing speed is quick and what's even more fascinating, is that they have to transcribe the language on the spot itself as it is being spoken.

TOPIC COVERED

- » Introduction to Stenography
- » Stenographic Word Forms
- » Stenographic Speed Building
- » Stenographic Transcription
- » Stenographic Note-taking Strategies
- » Stenographic Alphabets
- » Stenographic Phrasing Techniques
- » Advanced Stenographic Symbols
- » Specialized Stenographic Applications
- » Stenography Practice and Mastery

OUR FACTS AND FIGURES



30,000+
Students Trained



100+
Courses Offered



2,000+
Students Placed



100+
Company Tie-ups

WHY SHREE ACADEMY?



We provide
personal coaching



Training by
Expert Faculty



100%
Job Assistance



Online Verifiable
Certificate



Free Online
Material Access



Theory + Practical
Study Approach

WHY CHOOSE US?

Shree Academy was founded in **2012** with the mission of providing best quality Computer education and Spoken & Basic English to all classes of people at a very reasonable fee structure. Thousands of students have already got trained professionally and made their career successfully in the past. Over the past few years, the growth of the computer industry and English language has been quite remarkable and today it is the fastest growing industry.

Choose Shree Academy for its industry-relevant computer courses and hands-on learning approach that ensures you stay ahead in the tech world. Our expert instructors and comprehensive curriculum are designed to propel your career to new heights.

- » 100% Placement Assistance
- » Centralized Placement Cell
- » Freelancing Training
- » Experienced Faculties
- » Personalized Coaching
- » Industry Relevant Course Content
- » Practical + Theory Knowledge
- » Online Verifiable Certificate
- » 100% Practical Approach
- » Best Learning Environment



GET SUPPORT TO **ADVANCE YOUR CAREER**

Your success is our priority, and we are committed to providing you with comprehensive placement assistance to help you achieve your career goals. Our placement assistance program is designed to equip you with the necessary skills, guidance, and opportunities to secure a good rewarding job.

At Shree Academy, we understand the importance of not only acquiring knowledge but also successfully transitioning into the workforce. That's why we offer comprehensive job placement assistance to all our students. Our dedicated career services team works tirelessly to connect graduates with leading companies in the tech industry.

We provide personalized career counseling, resume-building workshops, and interview preparation sessions to equip our students with the tools they need to stand out in a competitive job market. Additionally, our strong network of industry partnerships allows us to facilitate internships and job placements. At Shree Academy, your success is our priority.



Personalized 1:1 Career Guidance

Receive tailored career advice and support from experienced counselors to align your goals with the right opportunities.



Resume & LinkedIn Profile Review

Enhance your professional presence with expert feedback on your resume and LinkedIn profile to attract top employers.



Interview Preparation with Industry Expert

Gain confidence and insights through mock interviews and coaching sessions led by seasoned industry professionals.



Build a Job-ready Portfolio

Develop a comprehensive portfolio showcasing your skills and projects to effectively demonstrate your capabilities to potential employers.

Corporate Training by Shree Academy

Empowering Employees, Elevating Businesses

Shree Academy partners with leading companies to deliver high-quality corporate training programs tailored to enhance the skills and productivity of their employees. Our industry-focused courses are designed to bridge the gap between knowledge and practical application, ensuring your workforce stays ahead in today's competitive market. With experienced trainers, flexible schedules, and customized content, we help organizations boost performance, foster innovation, and achieve long-term success.

Training Footprints in Leading Organizations



Super Engi Tech Pvt. Ltd.



Echjay Industries Pvt. Ltd.



Morbi | Jamnagar | Surendranagar | Kutch
Rajkot | Mehsana | Junagadh



Campus Training by Shree Academy

Empowering Students with Future-Ready Skills

Shree Academy collaborates with schools, colleges, and universities to provide skill-based training programs that prepare students for future academic and career success. Our expert-led sessions focus on practical learning, industry-relevant skills, and overall personality development. By bringing professional training directly to campuses, we empower students with the knowledge, confidence, and abilities they need to excel in today's competitive world.

Institutions Benefited from Our Training Programs

- » Marwadi University Rajkot
- » Atmiya University Rajkot
- » HN Shukla College Rajkot
- » Atmiya School Rajkot
- » SN Kansagara College Rajkot
- » MJ Kundaliya College Rajkot
- » Christ College Rajkot
- » Bhalodiya College Rajkot
- » JJ Kundaliya College Rajkot
- » GT Sheth School Rajkot
- » Sinhar School Rajkot
- » PG Patel College Morbi
- » KO Shah College Dhoraji
- » Municipal Arts & Commerce College Upleta
- » OMVVIM College Morbi
- » Umiya Sankul Sidsar

ALL COURSES

Basic Computer

Fundamentals of Computer	1.5 MONTHS
MS Office	2 MONTHS
Diploma in Computer Application	3 MONTHS
CCC	3 MONTHS
Internet & Social Media	1 MONTH
English - Gujarati Typing	1 MONTH
Computer Hardware & Networking	1.5 MONTHS
CPT	3 MONTHS
Advanced Excel	2 MONTHS

Accounting

Tally Simplified	1.5 MONTHS
Tally Basics	2 MONTHS
Tally Advanced	2 MONTHS
Tally Comprehensive	4 MONTHS
Audit & E-filing	1 MONTH
Miracle	2 MONTHS
Shree Sava	2 MONTHS
Kuber	2 MONTHS

English Language

English Beginner Level	2 MONTHS
English Elementary Level	2 MONTHS
English Intermediate Level	2 MONTHS
English Advanced Level	3 MONTHS
Business English	3 MONTHS

Digital Marketing

Digital Marketing	3 MONTHS
SEO	2 MONTHS
Social Media Marketing	2 MONTHS

Ethical Hacking

Ethical Hacking	2 MONTHS
Cyber Security	2 MONTHS

Personality Development

Personality Development	2 MONTHS
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Computer Programming

C Language	1.5 MONTHS
C++	1.5 MONTHS
PHP	3 MONTHS
ASP.Net	3 MONTHS
WordPress	2 MONTHS
JAVA	2 MONTHS
Professional Web Development	4 MONTHS
Android App Development	4 MONTHS
iOS App Development	4 MONTHS
Python	4 MONTHS
Software Development	3 MONTHS
React JS	2 MONTHS
Node JS	2 MONTHS
Software Testing	3 MONTHS
Angular	2 MONTHS
Flutter	2 MONTHS
Joomla	2 MONTHS
Laravel	2 MONTHS
Magento	2 MONTHS
React Native	4 MONTHS
Data Analytics	6 MONTHS
Data Science	6 MONTHS
Machine Learning	4 MONTHS
Artificial Intelligence	8 MONTHS
CodeIgniter	2 MONTHS
Front End Development	3 MONTHS
Full Stack Development	6 MONTHS
MEAN Stack Development	6 MONTHS
MERN Stack Development	6 MONTHS
Wix	2 MONTHS

English Proficiency Test

IELTS	3 MONTHS
PTE	3 MONTHS
TOEFL	3 MONTHS
Duolingo	3 MONTHS

Designing

Web Design	2 MONTHS
Graphic Design	4 MONTHS
UI/UX Design	4 MONTHS
Photoshop	2 MONTHS
CorelDRAW	2 MONTHS
Illustrator	2 MONTHS
Indesign	1.5 MONTHS
Adobe XD	1.5 MONTHS
Canva	1 MONTH
Figma	1.5 MONTHS
QuarkXpress	2 MONTHS

CAD/CAM

AutoCAD	2 MONTHS
Solidworks	3 MONTHS
Creo	3 MONTHS
NX	3 MONTHS
Ansys	2 MONTHS
CATIA	3 MONTHS
Revit Architecture	3 MONTHS
3ds Max	3 MONTHS
Sketchup	2 MONTHS
ArtCAM	2 MONTHS
Rhino	3 MONTHS

International Languages

German	3 MONTHS
French	3 MONTHS
Spanish	3 MONTHS
Arabic	3 MONTHS
Russian	3 MONTHS
Chinese	3 MONTHS

Video Editing

Professional Video Editing	4 MONTHS
Adobe Premiere Pro	2 MONTHS
Adobe After Effects	2 MONTHS

Animation

2D Animation	3 MONTHS
3D Animation	6 MONTHS
VFX	6 MONTHS

Game Development

2D Game Development	3 MONTHS
3D Game Development	3 MONTHS

Live Project Training

Live Project Training in Web Design	4 MONTHS
Live Project Training in PHP	4 MONTHS
Live Project Training in JAVA	4 MONTHS
Live Project Training in Android	4 MONTHS
Live Project Training in ASP.Net	4 MONTHS
Live Project Training in iOS	4 MONTHS
Final Year Project Training	4 MONTHS

Other Courses

Stenography	4 MONTHS
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University Road



3rd Floor, Harbhole Complex
Nr. HP Petrol Pump, University Road
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Yagnik Road



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Mota Mauv



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