Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents / Lesson Plan

Course Title: Interior Designing

Duration: 6 Months

Trainer Name	
Trainor Ivamo	
Course Title	Interior Designing
Objectives and	Objectives:
Expectations	Foundational Knowledge: Provide students with a solid foundation in the
	fundamental principles of interior design, encompassing design theories,
	spatial planning, color theory, and materials. Technical Proficiency : Develop practical skills in drawing, drafting, and
	computer-aided design (CAD), enabling students to effectively communicate
	and visualize design concepts in both 2D and 3D formats.
	Design Aesthetics: Cultivate a keen sense of design aesthetics by exploring
	various styles, historical influences, and contemporary trends, allowing
	students to develop a unique design perspective.
	Furniture and Materials Expertise: Familiarize students with furniture design, selection, and materials, emphasizing sustainable and ergonomic
	considerations to enhance their ability to create functional and aesthetically
	pleasing interiors.
	Color Psychology and Lighting Design: Deepen understanding of color
	psychology and lighting design principles, enabling students to create
	atmospheres that evoke desired emotions and enhance spatial experiences. Technology Integration: Introduce students to industry-standard design
	software, ensuring proficiency in tools such as AutoCAD, SketchUp, and
	rendering applications, enhancing their ability to present professional design
	proposals.
	Portfolio Development: Guide students in creating a comprehensive design portfolio that showcases their evolving skills, creativity, and ability to solve
	real-world design challenges.
	Presentation and Communication Skills: Foster effective communication
	and presentation skills, preparing students to articulate and justify their design
	decisions with confidence during client interactions and project presentations.
	Professionalism and Networking: Instill a sense of professionalism, ethical responsibility, and an understanding of industry practices, while providing
	opportunities for students to network with established professionals through
	guest lectures and industry events.
	Final Project Integration: Culminate the course with a practical final project,
	allowing students to apply all acquired skills and knowledge to a real-world
	design challenge, and to present their work in a professional and polished manner.
	manner.
	Expectations:
	Active Participation: Students are expected to actively engage in all aspects
	of the course, including class discussions, hands-on activities, and
	collaborative projects. Participation contributes to a vibrant learning
	community. Commitment to Learning: A commitment to consistent and diligent learning
	is essential. This involves completing assigned readings, practical exercises,
	and projects in a timely manner, maximizing the opportunities for skill
	development.
	Creativity and Innovation: Students are encouraged to embrace creativity

and innovation in their design processes. The course provides a platform to explore and express unique design perspectives, pushing the boundaries of conventional thinking.

Professionalism: Upholding professional standards is crucial. This includes punctuality, adherence to deadlines, and respectful communication with peers, instructors, and industry professionals during guest lectures and networking

Openness to Feedback: A willingness to receive constructive feedback and use it to enhance design skills is expected. Feedback sessions, both from instructors and peers, are integral to the learning process and contribute to continuous improvement.

Effective Time Management: Successful completion of the course requires effective time management. Balancing coursework, assignments, and personal projects ensures a well-rounded educational experience.

Utilization of Resources: Students are expected to make optimal use of available resources, including design software, reference materials, and online platforms. Resourcefulness contributes to a more enriched learning experience.

Portfolio Development: Actively engaging in portfolio development is a key expectation. Regularly updating and refining the portfolio ensures a comprehensive showcase of skills and growth throughout the duration of the course.

Networking Opportunities: Taking advantage of networking events, guest lectures, and industry interactions is encouraged. Building professional connections and gaining insights from experienced designers contribute to a holistic understanding of the industry.

Ethical and Responsible Design: Students are expected to approach design challenges ethically and responsibly. Considerations for sustainability, accessibility, and the impact of design on individuals and communities should be integral to their work.

Final Project Dedication: The final project serves as a culmination of the course. Students are expected to approach this project with dedication, applying all learned skills to produce a high-quality design solution that reflects their growth and capabilities.

By aligning with these expectations, students can fully immerse themselves in the Interior Design Diploma Course, maximizing the potential for learning, skill development, and the establishment of a strong foundation for a successful career in interior design.

Entry-level of trainees

Matriculation

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Learning	By the end of the diploma course, students will able to:									
Outcomes of	Proficiency in Design Principles: Students will demonstrate a deep									
the course	understanding of fundamental design principles, including balance,									
	harmony, rhythm, and contrast, and apply these concepts effectively in their interior design projects.									
	Technical Competence: Graduates will exhibit proficiency in essential									
	design tools and software, such as AutoCAD, SketchUp, and Adobe									
	design tools and software, such as AutoCAD, SketchUp, and Adobe Creative Suite, allowing them to translate creative concepts into detailed									
	design tools and software, such as AutoCAD, SketchUp, and Adobe Creative Suite, allowing them to translate creative concepts into detailed and professional visual representations.									
	·									
	Spatial Visualization and Problem-Solving Skills: The course will									
	equip students with strong spatial visualization abilities and the capacity to analyze and solve design challenges, enabling them to create									
	functional and aesthetically pleasing interior spaces. • Aesthetic Diversity and Adaptability: Students will showcase an									
	·									
	understanding of various interior design styles, historical influences, and contemporary trends. This diversity will empower them to adapt their									
	contemporary trends. This diversity will empower them to adapt their design approach to different client preferences and project									
	requirements.									
	requirements. • Effective Communication and Presentation: Graduates will develop									
	strong communication and presentation skills, enabling them to									
	articulate design ideas clearly, engage with clients professionally, and									
	present their work confidently to both industry professionals and peers.									
Course	The total duration of the course: 6 months (24 Weeks)									
Execution Plan	Class hours: 4 hours per day									
	Theory: 20%									
	Practical: 80%									
	Weekly hours: 20 hours per week									
	Total contact hours: 480 hours									
Companies	In Pakistan									
offering jobs in	 Architectural and Interior Design Firms 									
the respective	Furniture Manufacturing Companies									
trade	Real Estate Development Companies									
	Construction Companies									
	Home Improvement and Renovation Companies									
	Retailers									
	Internationally									
	Multinational Design Firms									
	Hospitality Industry									
	Retail Design Agencies									
	Corporate Interior Design Departments									
	Event Management Companies									
	Exhibition and Trade Show Design Firms									
	Sustainable Design Organizations									
	Freelance Opportunities									
Job	Interior Design Assistant									
Opportunities	•									
opportunities	Garner Interior Decigner									
Opportunities	Furniture Sales Associate									
Opportunities	Furniture Sales AssociateHome Staging Assistant									
Opportunities	Furniture Sales Associate									

Decorator for Home Improvement Stores Event Decorator Assistant Residential Design Assistant Kitchen and Bath Design Assistant Lighting Consultant Sales Representative for Interior Products Freelance Interior Designer Online Design Consultant No of Students 25 **Learning Place** Classroom / Lab Instructional 1. Textbooks and Reference Materials: Resources "Interior Design Illustrated" by Francis D. Ching and Corky Binggeli: A comprehensive guide covering fundamental concepts, drawing techniques, and design principles. "Color, Space, and Style" by Chris Grimley and Mimi Love: Focuses on color theory, spatial arrangements, and design styles. • "The Interior Design Reference & Specification Book" by Chris Grimley and Mimi Love: A handy reference for interior design standards, codes, and specifications. 2. Online Learning Platforms: • Lynda.com (now LinkedIn Learning): Offers courses on various design software, such as AutoCAD, SketchUp, and Adobe Creative Suite. Coursera and edX: Platforms that provide courses from universities and institutions worldwide, covering a range of interior design topics. • Kadenze: Specializes in creative arts and offers courses on topics like 3D modeling and digital representation in design. 3. Software Tools: AutoCAD: Widely used for 2D and 3D drafting, an essential skill for interior designers. SketchUp: Enables the creation of 3D models, useful for visualizing and presenting design concepts. • Adobe Creative Suite (Photoshop, Illustrator, InDesign): Valuable for creating digital presentations, mood boards, and graphics. Revit: Used for Building Information Modeling (BIM) and collaborative design processes. 4. Industry Publications and Magazines: Subscriptions to magazines like "Interior Design," "Architectural Digest," and "Elle Decor" provide exposure to current design trends, innovative projects, and industry news.

Participation in forums and communities like Houzz, Behance, or

5. Online Design Communities:

Dribbble allows students to showcase their work, get feedback, and stay connected with the design community.

6. Physical Samples and Materials:

 Access to a library of physical samples, including fabric swatches, flooring materials, paint samples, and more, for hands-on exploration and understanding of materials.

7. Guest Lectures and Industry Talks:

 Inviting professionals from the industry for guest lectures provides students with real-world insights and connections.

8. Studio Space and Workshops:

• Design studios equipped with drafting tables, computers, and modeling tools provide a collaborative learning environment.

9. Field Trips and Site Visits:

• Visits to construction sites, showrooms, and completed projects offer practical exposure and a deeper understanding of the profession.

10. Portfolio Building Resources:

 Guidance on creating a strong portfolio, including templates, tips, and examples of successful portfolios.

11. Project-Based Learning Materials:

• Assignments, case studies, and project briefs that simulate real-world design challenges for hands-on application of knowledge.

12. Professional Memberships:

 Access to memberships in professional organizations such as the American Society of Interior Designers (ASID) or International Interior Design Association (IIDA) for networking and industry updates.

13. Tutorials and Webinars:

 Online tutorials and webinars on platforms like YouTube or platforms provided by design software companies for specific skill development.

MODULES

Schedu led Weeks	Module Title	Days	Hours	Learning Units	Home Assignment
Week 1	Introduction to Interior Design	Day 1	Hour 1	Overview of the interior design profession.	
			Hour 2	Historical context and evolution of interior design	
			Hour 3	Historical context and evolution of interior design	
			Hour 4	Importance of interior spaces in daily life	
	Design Principles	Day 2	Hour 1	Exploration of basic design principles: balance, harmony, rhythm, contrast	
			Hour 2	Exploration of basic design principles: balance, harmony, rhythm, contrast	∙ Task 1
			Hour 3	Understanding proportion and scale in design	Details may
			Hour 4	Interactive exercises to apply design principles	<u>be seen at</u> <u>Annexure-I</u>
	Introduction to Color Theory	Day 3	Hour 1	Basics of color theory and its impact on interior spaces	
			Hour 2	Color psychology and its role in design	
			Hour 3	Color psychology and its role in design	
			Hour 4	Hands-on color mixing activities	
	Space Planning Fundamentals	Day 4	Hour 1	Importance of space planning in interior design	
			Hour 2	Basic space planning techniques and guidelines	

			Hour 3	Basic space planning techniques and guidelines	
			Hour 4	Practical exercises in space allocation	
	Weekly Assignment	Day 5	Hour 1	Create a mood board incorporating design principles, color theory, and space planning concepts.	
			Hour 2	Create a mood board incorporating design principles, color theory, and space planning concepts.	
			Hour 3	Create a mood board incorporating design principles, color theory, and space planning concepts.	
			Hour 4	Create a mood board incorporating design principles, color theory, and space planning concepts.	
Week 2	Elements of Design	Day 1	Hour 1	Overview of popular interior design styles	
			Hour 2	Exploration of historical and contemporary design influences	
			Hour 3	Exploration of historical and contemporary design influences	•Task 2 <u>Details may</u>
			Hour 4	Identifying key elements of different styles	<u>be seen at</u> <u>Annexure-I</u>
	Furniture and Decor Elements	Day 2	Hour 1	Understanding furniture styles and their applications	
			Hour 2	Understanding furniture styles and their applications	

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		Hour 3	Decorative elements and their role in design	
		Hour 4	Hands-on session selecting furniture and decor items	
Material Selection	Day 3	Hour 1	Introduction to various materials used in interior design	
		Hour 2	Considerations for material durability, functionality, and aesthetics	
		Hour 3	Considerations for material durability, functionality, and aesthetics	
		Hour 4	Material boards and sample presentations	
Lighting Design Basics	Day 4	Hour 1	Importance of lighting in interior spaces	
		Hour 2	Importance of lighting in interior spaces	
		Hour 3	Different types of lighting fixtures and their applications	
		Hour 4	Practical exercises in creating a basic lighting plan	
Weekly Assignment	Day 5	Hour 1	Draft a simple floor plan for a given residential space, considering furniture placement and lighting.	
		Hour 2	Draft a simple floor plan for a given residential space, considering furniture placement and lighting.	
		Hour 3	Draft a simple floor plan for a given residential space, considering furniture placement and lighting.	

			Hour 4	Draft a simple floor plan for a given residential space, considering furniture placement and lighting.	
Week 3	Design Process and Tools	Day 1	Hour 1	Design Concept Development	
			Hour 2	Steps in the design process	
			Hour 3	Conceptualizing and developing a design theme	
			Hour 4	Sketching and ideation techniques	
	Basic Drawing Techniques	Day 2	Hour 1	Introduction to drawing tools and their uses	
			Hour 2	Freehand sketching exercises	
			Hour 3	Freehand sketching exercises	∙Task 3
			Hour 4	Application of drawing techniques to interior spaces	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
	Computer-Aided Design (CAD) Basics	Day 3	Hour 1	Overview of CAD software in interior design	
			Hour 2	Basic functions and tools in software like AutoCAD	
			Hour 3	Hands-on practice in creating digital drawings	
			Hour 4	Hands-on practice in creating digital drawings	
	Virtual Studio Visit	Day 4	Hour 1	Explore an online design studio or project virtually	
			Hour 2	Explore an online design studio or project virtually	

			Hour 3	Q&A session with a practicing interior designer	
			Hour 4	Q&A session with a practicing interior designer	
	Weekly Assignment	Day 5	Hour 1	Develop a simple concept board for a residential interior design project and create a basic digital drawing using CAD.	
			Hour 2	Develop a simple concept board for a residential interior design project and create a basic digital drawing using CAD.	
			Hour 3	Develop a simple concept board for a residential interior design project and create a basic digital drawing using CAD.	
			Hour 4	Develop a simple concept board for a residential interior design project and create a basic digital drawing using CAD.	
Week 4	Presentation Skills and Critique	Day 1	Hour 1	Effective Communication in Design	
			Hour 2	Importance of clear and concise design communication	∙Task 4
			Hour 3	Developing presentation skills for client meetings	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
			Hour 4	Tips for creating visually appealing presentations	
	Critique and Feedback	Day 2	Hour 1	Understanding the role of critique in design	

		Hour 2	Participating in constructive design critiques	
		Hour 3	Participating in constructive design critiques	
		Hour 4	Giving and receiving feedback effectively	
Portfolio Basics	Day 3	Hour 1	Introduction to creating a design portfolio	
		Hour 2	Selecting and organizing work for portfolio presentation	
		Hour 3	Selecting and organizing work for portfolio presentation	
		Hour 4	Tips for an impressive design portfolio	
Guest Speaker - Industry Professional	Day 4	Hour 1	Inviting a guest speaker from the industry to share insights	
		Hour 2	Inviting a guest speaker from the industry to share insights	
		Hour 3	Inviting a guest speaker from the industry to share insights	
		Hour 4	Q&A session with the guest speaker	
Weekly Assignment	Day 5	Hour 1	Compile and present a mood board and concept board based on the feedback received. Begin organizing materials for the portfolio.	
		Hour 2	Compile and present a mood board and concept board based on the feedback received. Begin organizing materials for the portfolio.	

			Hour 4	Compile and present a mood board and concept board based on the feedback received. Begin organizing materials for the portfolio. Compile and present a mood board and concept board based on the feedback received. Begin organizing materials for the portfolio.	
Week 5	Floor Plans and Elevations	Day 1	Hour 1	Introduction to floor plans and their components	
			Hour 2	Introduction to floor plans and their components	
			Hour 3	Introduction to floor plans and their components	
			Hour 4	Introduction to floor plans and their components	
		Day 2	Hour 1	Drafting techniques for floor plans	
			Hour 2	Drafting techniques for floor plans	•Task 5 <u>Details may</u>
			Hour 3	Drafting techniques for floor plans	be seen at Annexure-I
			Hour 4	Drafting techniques for floor plans	
		Day 3	Hour 1	Creating floor plans for residential spaces	
			Hour 2	Creating floor plans for residential spaces	
			Hour 3	Creating floor plans for residential spaces	
			Hour 4	Creating floor plans for residential spaces	

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		Day 4	Hour 1	Elevations and their importance in design	
			Hour 2	Elevations and their importance in design	
			Hour 3	Elevations and their importance in design	
			Hour 4	Elevations and their importance in design	
	Weekly Assignment	Day 5	Hour 1	Draft a floor plan for a given residential space.	
			Hour 2	Draft a floor plan for a given residential space.	
			Hour 3	Draft a floor plan for a given residential space.	
			Hour 4	Draft a floor plan for a given residential space.	
Week 6	Technical Drawing Techniques	Day 1	Hour 1	Advanced drafting tools and techniques	
	•		Hour 2	Advanced drafting tools and techniques	
			Hour 3	Advanced drafting tools and techniques	
			Hour 4	Advanced drafting tools and techniques	• Task 6
		Day 2	Hour 1	Orthographic projection in technical drawing	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
			Hour 2	Orthographic projection in technical drawing	
			Hour 3	Orthographic projection in technical drawing	
			Hour 4	Orthographic projection in technical drawing	

		Day 2	Цани 4	I the sale of the	
		Day 3	Hour 1	Hands-on practice in technical drawing	
			Hour 2	Hands-on practice in technical drawing	
			Hour 3	Hands-on practice in technical drawing	
			Hour 4	Hands-on practice in technical drawing	
		Day 4	Hour 1	Introduction to 3D drawing	
			Hour 2	Introduction to 3D drawing	
			Hour 3	Introduction to 3D drawing	
			Hour 4	Introduction to 3D drawing	
	Weekly Assignment	Day 5	Hour 1	Create a set of technical drawings for a room design	
			Hour 2	Create a set of technical drawings for a room design	
			Hour 3	Create a set of technical drawings for a room design	
			Hour 4	Create a set of technical drawings for a room design	
Week 7	Spatial Visualization	Day 1	Hour 1	Enhancing spatial visualization skills	
			Hour 2	Enhancing spatial visualization skills	•Task 7 <u>Details may</u>
			Hour 3	Enhancing spatial visualization skills	be seen at Annexure-I
			Hour 4	Enhancing spatial visualization skills	

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	Day 2	Hour 1	Creating 3D sketches from 2D plans	
		Hour 2	Creating 3D sketches from 2D plans	
		Hour 3	Creating 3D sketches from 2D plans	
		Hour 4	Creating 3D sketches from 2D plans	
	Day 3	Hour 1	Understanding perspective in design	
		Hour 2	Understanding perspective in design	
		Hour 3	Understanding perspective in design	
		Hour 4	Understanding perspective in design	
	Day 4	Hour 1	Virtual tour of well-designed spaces	
		Hour 2	Virtual tour of well-designed spaces	
		Hour 3	Virtual tour of well-designed spaces	
		Hour 4	Virtual tour of well-designed spaces	
Weekly Assignment	Day 5	Hour 1	Develop a 3D representation of a room design.	
		Hour 2	Develop a 3D representation of a room design.	
		Hour 3	Develop a 3D representation of a room design.	
		Hour 4	Develop a 3D representation of a room design.	

Week 8	Project - Design Presentation	Day 1	Hour 1	Guidelines for the midterm project	
	resentation		110 0		
			Hour 2	Guidelines for the midterm project	
			Hour 3	Guidelines for the midterm project	
			Hour 4	Guidelines for the midterm project	
		Day 2	Hour 1	Work on project design and development	
			Hour 2	Work on project design and development	
			Hour 3	Work on project design and development	
			Hour 4	Work on project design and development	
		Day 3	Hour 1	In-class project work	• Task 8
			Hour 2	In-class project work	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
			Hour 3	In-class project work	
			Hour 4	In-class project work	
		Day 4	Hour 1	project presentations	
			Hour 2	project presentations	
			Hour 3	project presentations	
			Hour 4	project presentations	

		Day 5	Hour 1	Feedback and reflection on midterm projects.	
			Hour 2	Feedback and reflection on midterm projects.	
			Hour 3	Feedback and reflection on midterm projects.	
			Hour 4	Feedback and reflection on midterm projects.	
Week 9	Furniture Design and Selection	Day 1	Hour 1	Overview of furniture styles throughout history	
	Furniture Styles and Periods		Hour 2	Overview of furniture styles throughout history	
			Hour 3	Overview of furniture styles throughout history	
			Hour 4	Overview of furniture styles throughout history	
		Day 2	Hour 1	Identifying key elements of different furniture periods	
			Hour 2	Identifying key elements of different furniture periods	•Task 9 <u>Details may</u>
			Hour 3	Identifying key elements of different furniture periods	be seen at Annexure-I
			Hour 4	Identifying key elements of different furniture periods	
		Day 3	Hour 1	Hands-on session selecting furniture styles	
			Hour 2	Hands-on session selecting furniture styles	
			Hour 3	Hands-on session selecting furniture styles	
			Hour 4	Hands-on session selecting furniture styles	

		Day 4	Hour 1	Incorporating historical styles in modern design	
			Hour 2	Incorporating historical styles in modern design	
			Hour 3	Incorporating historical styles in modern design	
			Hour 4	Incorporating historical styles in modern design	
	Weekly Assignment	Day 5	Hour 1	Design a custom piece of furniture inspired by a specific period.	
			Hour 2	Design a custom piece of furniture inspired by a specific period.	
			Hour 3	Design a custom piece of furniture inspired by a specific period.	
			Hour 4	Design a custom piece of furniture inspired by a specific period.	
Week 10	Materials and Finishes for Furniture	Day 1	Hour 1	Types of materials used in furniture design	∙Task 10
	ramtare		Hour 2	Types of materials used in furniture design	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
			Hour 3	Types of materials used in furniture design	
			Hour 4	Types of materials used in furniture design	
		Day 2	Hour 1	Understanding finishes and coatings	
			Hour 2	Understanding finishes and coatings	

			Hour 3	Understanding finishes and coatings	
			Hour 4	Understanding finishes and coatings	
		Day 3	Hour 1	Sustainable materials in furniture design	
			Hour 2	Sustainable materials in furniture design	
			Hour 3	Sustainable materials in furniture design	
			Hour 4	Sustainable materials in furniture design	
		Day 4	Hour 1	Material boards and sample presentations	
			Hour 2	Material boards and sample presentations	
			Hour 3	Material boards and sample presentations	
			Hour 4	Material boards and sample presentations	
	Weekly Assignment	Day 5	Hour 1	Create a material board for the designed furniture piece.	
			Hour 2	Create a material board for the designed furniture piece.	
			Hour 3	Create a material board for the designed furniture piece.	
			Hour 4	Create a material board for the designed furniture piece.	
Week 11	Ergonomics in Furniture Design	Day 1	Hour 1	Importance of ergonomic design	• Task 11 <u>Details may</u>
			Hour 2	Importance of ergonomic design	<u>be seen at</u> <u>Annexure-I</u>

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			Hour 3	Importance of ergonomic design	
			Hour 4	Importance of ergonomic design	
		Day 2	Hour 1	Designing for comfort and functionality	
			Hour 2	Designing for comfort and functionality	
			Hour 3	Designing for comfort and functionality	
			Hour 4	Designing for comfort and functionality	
		Day 3	Hour 1	Practical application of ergonomic principles	
			Hour 2	Practical application of ergonomic principles	
			Hour 3	Practical application of ergonomic principles	
			Hour 4	Practical application of ergonomic principles	
		Day 4	Hour 1	Hands-on exercises in ergonomic furniture design	
			Hour 2	Hands-on exercises in ergonomic furniture design	
			Hour 3	Hands-on exercises in ergonomic furniture design	
			Hour 4	Hands-on exercises in ergonomic furniture design	
	Weekly Assignment	Day 5	Hour 1	Refine the custom furniture design based on ergonomic	
			Hour 2	Refine the custom furniture design based on ergonomic	

		Hour 3	Refine the custom furniture design based on ergonomic	
		Hour 4	Refine the custom furniture design based on ergonomic	
	Day 1	Hour 1	Advanced lighting design concepts	∙Task 12
		Hour 2	Advanced lighting design concepts	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
		Hour 3	Advanced lighting design concepts	
		Hour 4	Advanced lighting design concepts	
	Day 2	Hour 1	Integrating lighting with furniture design	
		Hour 2	Integrating lighting with furniture design	
		Hour 3	Integrating lighting with furniture design	
		Hour 4	Integrating lighting with furniture design	
	Day 3	Hour 1	Practical exercises in creating a lighting plan	
		Hour 2	Practical exercises in creating a lighting plan	
		Hour 3	Practical exercises in creating a lighting plan	
		Hour 4	Practical exercises in creating a lighting plan	
	Day 4	Hour 1	Guest lecture from a lighting design expert	
		Hour 2	Guest lecture from a lighting design expert	

			Hour 3	Guest lecture from a lighting design expert	
			Hour 4	Practical workshop using lighting design software for creating detailed lighting plans.	
	Weekly Assignment	Day 5	Hour 1	Design a lighting plan for a specific room.	
			Hour 2	Design a lighting plan for a specific room.	
			Hour 3	Design a lighting plan for a specific room.	
			Hour 4	Design a lighting plan for a specific room.	
Week 13	Advanced Color Applications	Day 1	Hour 1	Psychological effects of color in design	
			Hour 2	Psychological effects of color in design	
			Hour 3	Psychological effects of color in design	
			Hour 4	Psychological effects of color in design	• Task 13
		Day 2	Hour 1	Advanced color mixing techniques	<u>Details may</u> <u>be seen at</u>
			Hour 2	Advanced color mixing techniques	Annexure-I
			Hour 3	Advanced color mixing techniques	
			Hour 4	Advanced color mixing techniques	
		Day 3	Hour 1	Creating mood boards with advanced color schemes	

			Hour 2	Creating mood boards with advanced color schemes	
			Hour 3	Creating mood boards with advanced color schemes	
			Hour 4	Creating mood boards with advanced color schemes	
		Day 4	Hour 1	Case studies in color-rich interiors	
			Hour 2	Case studies in color-rich interiors	
			Hour 3	Case studies in color-rich interiors	
			Hour 4	Case studies in color-rich interiors	
	Weekly Assignment	Day 5	Hour 1	Apply advanced color schemes to a residential interior design.	
			Hour 2	Apply advanced color schemes to a residential interior design.	
			Hour 3	Apply advanced color schemes to a residential interior design.	
			Hour 4	Apply advanced color schemes to a residential interior design.	
Week 14	Introduction to 3D Modeling	Day 1	Hour 1	Overview of 3D modeling software (SketchUp)	• Task 14
			Hour 2	Overview of 3D modeling software (SketchUp)	<u>Details may</u> <u>be seen at</u>
			Hour 3	Overview of 3D modeling software (SketchUp)	<u>De Seen at</u> <u>Annexure-l</u>

		Hour 4	Overview of 3D modeling software (SketchUp)	
	Day 2	Hour 1	Basic functions and tools in SketchUp	
		Hour 2	Basic functions and tools in SketchUp	
		Hour 3	Basic functions and tools in SketchUp	
		Hour 4	Basic functions and tools in SketchUp	
	Day 3	Hour 1	Hands-on practice in creating 3D models	
		Hour 2	Hands-on practice in creating 3D models	
		Hour 3	Hands-on practice in creating 3D models	
		Hour 4	Hands-on practice in creating 3D models	
	Day 4	Hour 1	Importing 2D plans into 3D models	
		Hour 2	Importing 2D plans into 3D models	
		Hour 3	Importing 2D plans into 3D models	
		Hour 4	Importing 2D plans into 3D models	
Weekly Assignment	Day 5	Hour 1	Develop a 3D model of a residential space.	
		Hour 2	Develop a 3D model of a residential space.	
		Hour 3	Develop a 3D model of a residential space.	

			Hour 4	Develop a 3D model of a residential space.	
Week 15	Advanced 3D Rendering Techniques	Day 1	Hour 1	Introduction to rendering software (V-Ray)	
			Hour 2	Introduction to rendering software (V-Ray)	
			Hour 3	Introduction to rendering software (V-Ray)	
			Hour 4	Introduction to rendering software (V-Ray)	
		Day 2	Hour 1	Setting up scenes and environments for rendering	
			Hour 2	Setting up scenes and environments for rendering	
			Hour 3	Setting up scenes and environments for rendering	∙ Task 15
			Hour 4	Setting up scenes and environments for rendering	<u>Details may</u> <u>be seen at</u>
		Day 3	Hour 1	Fine-tuning materials and textures	<u>Annexure-I</u>
			Hour 2	Fine-tuning materials and textures	
			Hour 3	Fine-tuning materials and textures	
			Hour 4	Fine-tuning materials and textures	
		Day 4	Hour 1	Realistic lighting and camera settings	
			Hour 2	Realistic lighting and camera settings	
			Hour 3	Realistic lighting and camera settings	

			Hour 4	Realistic lighting and camera settings	
	Weekly Assignment	Day 5	Hour 1	Enhance the 3D model with advanced rendering techniques	
			Hour 2	Enhance the 3D model with advanced rendering techniques	
			Hour 3	Enhance the 3D model with advanced rendering techniques	
			Hour 4	Enhance the 3D model with advanced rendering techniques	
Week 16	Final 3D Project Presentation	Day 1	Hour 1	Guidelines for the final 3D project	
			Hour 2	Guidelines for the final 3D project	
			Hour 3	Guidelines for the final 3D project	
			Hour 4	Guidelines for the final 3D project	∙Task 16
		Day 2	Hour 1	Work on project refinement	<u>Details may</u> <u>be seen at</u> <u>Annexure-l</u>
			Hour 2	Work on project refinement	<u>yumoxaro r</u>
			Hour 3	Work on project refinement	
			Hour 4	Work on project refinement	
		Day 3	Hour 1	In-class project work	

Hour 3 In-class project work Hour 4 In-class project work Hour 4 In-class project work Hour 2 Final 3D project presentations Hour 3 Final 3D project presentations Hour 4 Final 3D project presentations Hour 4 Final 3D project presentations Hour 4 Final 3D project presentations Hour 5 Feedback and reflection on 3D modeling and rendering projects. Hour 6 Feedback and reflection on 3D modeling and rendering projects. Hour 7 Feedback and reflection on 3D modeling and rendering projects. Hour 8 Feedback and reflection on 3D modeling and rendering projects. Hour 9 Feedback and reflection on 3D modeling and rendering projects. Hour 1 Feedback and reflection on 3D modeling and rendering projects. Hour 2 Understanding the importance of a design portfolio Hour 2 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design portfolio			Hour 2	In-class project work	
Hour 4 In-class project work Hour 4			11001 2	iii ciass project work	
Hour 4 In-class project work Day 4 Hour 1 Final 3D project presentations			Haum 2	1	
Day 4 Hour 1 Final 3D project presentations Hour 2 Final 3D project presentations Hour 3 Final 3D project presentations Hour 4 Final 3D project presentations Hour 4 Final 3D project presentations Hour 5 Feedback and reflection on 3D modeling and rendering projects. Hour 6 Feedback and reflection on 3D modeling and rendering projects. Hour 7 Feedback and reflection on 3D modeling and rendering projects. Hour 8 Feedback and reflection on 3D modeling and rendering projects. Hour 9 Feedback and reflection on 3D modeling and rendering projects. Hour 1 Feedback and reflection on 3D modeling and rendering projects. Hour 2 Feedback and reflection on 3D modeling and rendering projects. Hour 1 Understanding the importance of a design portfolio Fask 17 Details may be seen at Annexure-1 Hour 3 Understanding the importance of a design			Hour 3	In-class project work	
Day 4 Hour 1 Final 3D project presentations Hour 2 Final 3D project presentations Hour 3 Final 3D project presentations Hour 4 Final 3D project presentations Hour 4 Final 3D project presentations Hour 5 Feedback and reflection on 3D modeling and rendering projects. Hour 6 Feedback and reflection on 3D modeling and rendering projects. Hour 7 Feedback and reflection on 3D modeling and rendering projects. Hour 8 Feedback and reflection on 3D modeling and rendering projects. Hour 9 Feedback and reflection on 3D modeling and rendering projects. Hour 1 Feedback and reflection on 3D modeling and rendering projects. Hour 2 Feedback and reflection on 3D modeling and rendering projects. Hour 1 Understanding the importance of a design portfolio Hour 2 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design portfolio					
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Hour 2 Final 3D project presentations Hour 3 Final 3D project presentations Hour 4 Final 3D project presentations Hour 5 Feedback and reflection on 3D modeling and rendering projects. Hour 6 Feedback and reflection on 3D modeling and rendering projects. Hour 7 Feedback and reflection on 3D modeling and rendering projects. Hour 8 Feedback and reflection on 3D modeling and rendering projects. Hour 9 Feedback and reflection on 3D modeling and rendering projects. Hour 1 Understanding the importance of a design portfolio Hour 2 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design					
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Hour 4 Final 3D project presentations Hour 4 Final 3D project presentations			Hour 2	Final 3D project presentations	
Day 5			Hour 3	Final 3D project presentations	
Hour 2 Feedback and reflection on 3D modeling and rendering projects.			Hour 4	Final 3D project presentations	
Week 17 Introduction to Portfolio Building Day 1 Hour 2 Hour 2 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design portfolio Details may be seen at Annexure-I		Day 5	Hour 1	3D modeling and rendering	
Week 17 Introduction to Portfolio Building Day 1			Hour 2	3D modeling and rendering	
Week 17 Introduction to Portfolio Building Hour 1 Understanding the importance of a design portfolio Hour 2 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design			Hour 3	3D modeling and rendering	
importance of a design portfolio Hour 2 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design			Hour 4	3D modeling and rendering	
Hour 2 Understanding the importance of a design portfolio Hour 3 Understanding the importance of a design importance of a design	Portfolio	Day 1	Hour 1	importance of a design	• Task 17
Hour 3 Understanding the importance of a design			Hour 2	importance of a design	<u>Details may</u> <u>be seen at</u>
			Hour 3	importance of a design	

		Harm 4		
		Hour 4	Understanding the importance of a design portfolio	
	Day 2	Hour 1	Components of an effective design portfolio	
		Hour 2	Components of an effective design portfolio	
		Hour 3	Components of an effective design portfolio	
		Hour 4	Components of an effective design portfolio	
	Day 3	Hour 1	Selecting and organizing work for the portfolio	
		Hour 2	Selecting and organizing work for the portfolio	
		Hour 3	Selecting and organizing work for the portfolio	
		Hour 4	Selecting and organizing work for the portfolio	
	Day 4	Hour 1	Hands-on session on portfolio creation tools	
		Hour 2	Hands-on session on portfolio creation tools	
		Hour 3	Hands-on session on portfolio creation tools	
		Hour 4	Hands-on session on portfolio creation tools	
Weekly Assignment	Day 5	Hour 1	Compile initial portfolio materials.	
		Hour 2	Compile initial portfolio materials.	

			Hour 3	Compile initial portfolio materials.	
			Hour 4	Compile initial portfolio materials.	
Week 18	Client Presentation Skills	Day 1	Hour 1	Effective communication with clients	
			Hour 2	Effective communication with clients	
			Hour 3	Effective communication with clients	
			Hour 4	Effective communication with clients	
		Day 2	Hour 1	Presenting design concepts to clients	
			Hour 2	Presenting design concepts to clients	• Task 18
			Hour 3	Presenting design concepts to clients	<u>Details may</u> <u>be seen at</u> Annexure-I
			Hour 4	Presenting design concepts to clients	<u>rumoxaro r</u>
		Day 3	Hour 1	Handling client feedback and revisions	
			Hour 2	Handling client feedback and revisions	
			Hour 3	Handling client feedback and revisions	
			Hour 4	Handling client feedback and revisions	
		Day 4	Hour 1	Mock client presentation exercises	

			Hour 2	Mock client presentation exercises	
			Hour 3	Mock client presentation exercises	
			Hour 4	Mock client presentation exercises	
	Weekly Assignmen	Day 5	Hour 1	Create a presentation for a hypothetical client meeting.	
			Hour 2	Create a presentation for a hypothetical client meeting.	
			Hour 3	Create a presentation for a hypothetical client meeting.	
			Hour 4	Create a presentation for a hypothetical client meeting.	
Week 19	Professionalism in Design	Day 1	Hour 1	Understanding professional ethics in design	
			Hour 2	Understanding professional ethics in design	
			Hour 3	Understanding professional ethics in design	
			Hour 4	Understanding professional ethics in design	∙ Task 19
		Day 2	Hour 1	Building a personal brand as a designer	<u>Details may</u> <u>be seen at</u> Annexure-I
			Hour 2	Building a personal brand as a designer	<u>Allilexule-i</u>
			Hour 3	Building a personal brand as a designer	
			Hour 4	Building a personal brand as a designer	
		Day 3	Hour 1	Networking and collaboration in the industry	

			Hour 2	Networking and collaboration in the industry	
			Hour 3	Networking and collaboration in the industry	
			Hour 4	Networking and collaboration in the industry	
		Day 4	Hour 1	Guest lecture from a successful interior designer	
			Hour 2	Guest lecture from a successful interior designer	
			Hour 3	Guest lecture from a successful interior designer	
			Hour 4	Guest lecture from a successful interior designer	
	Weekly Assignment	Day 5	Hour 1	Reflect on personal design philosophy and goals.	
			Hour 2	Reflect on personal design philosophy and goals.	
			Hour 3	Reflect on personal design philosophy and goals.	
			Hour 4	Reflect on personal design philosophy and goals.	
Week 20	Final Portfolio Presentation	Day 1	Hour 1	Guidelines for the final portfolio presentation	
			Hour 2	Guidelines for the final portfolio presentation	∙Task 20
			Hour 3	Guidelines for the final portfolio presentation	Details may be seen at
			Hour 4	Guidelines for the final portfolio presentation	<u>Annexure-I</u>
		Day 2	Hour 1	Portfolio refinement and polishing	

		Hour 2	Portfolio refinement and polishing	
		Hour 3	Portfolio refinement and polishing	
		Hour 4	Portfolio refinement and polishing	
	Day 3	Hour 1	In-class work on portfolio presentations	
		Hour 2	In-class work on portfolio presentations	
		Hour 3	In-class work on portfolio presentations	
		Hour 4	In-class work on portfolio presentations	
	Day 4	Hour 1	Final portfolio presentations	
		Hour 2	Final portfolio presentations	
		Hour 3	Final portfolio presentations	
		Hour 4	Final portfolio presentations	
	Day 5	Hour 1	Feedback and reflection on the portfolio development process.	
		Hour 2	Feedback and reflection on the portfolio development process.	
		Hour 3	Feedback and reflection on the portfolio development process.	
		Hour 4	Feedback and reflection on the portfolio development	

				process.	
Week 21	Final Design Project Briefing	Day 1	Hour 1	Introduction to the final design project	
			Hour 2	Introduction to the final design project	
			Hour 3	Introduction to the final design project	
			Hour 4	Introduction to the final design project	
		Day 2	Hour 1	Project requirements and expectations	
			Hour 2	Project requirements and expectations	
			Hour 3	Project requirements and expectations	∙Task 21
			Hour 4	Project requirements and expectations	Details may be seen at
		Day 3	Hour 1	Initial brainstorming and ideation	<u>Annexure-I</u>
			Hour 2	Initial brainstorming and ideation	
			Hour 3	Initial brainstorming and ideation	
			Hour 4	Initial brainstorming and ideation	
		Day 4	Hour 1	Consultation with instructors on project ideas	
			Hour 2	Consultation with instructors on project ideas	
			Hour 3	Consultation with instructors on project ideas	

			Hour 4	Consultation with instructors on project ideas	
	Weekly Assignment	Day 5	Hour 1	Submit a project proposal.	
			Hour 2	Submit a project proposal.	
			Hour 3	Submit a project proposal.	
			Hour 4	Submit a project proposal.	
Week 22	Project Development and Execution	Day 1	Hour 1	Work on the final design project	∙ Task 22
			Hour 2	Work on the final design project	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
			Hour 3	Work on the final design project	
			Hour 4	Work on the final design project	
		Day 2	Hour 1	In-class project development	
			Hour 2	In-class project development	
			Hour 3	In-class project development	
			Hour 4	In-class project development	
		Day 3	Hour 1	Hands-on support from instructors	
			Hour 2	Hands-on support from instructors	
			Hour 3	Hands-on support from instructors	

			Hour 4	Hands-on support from instructors	
		Day 4	Hour 1	Project refinement and detailing	
			Hour 2	Project refinement and detailing	
			Hour 3	Project refinement and detailing	
			Hour 4	Project refinement and detailing	
	Weekly Assignment	Day 5	Hour 1	Progress presentation of the final project.	
			Hour 2	Progress presentation of the final project.	
			Hour 3	Progress presentation of the final project.	
			Hour 4	Progress presentation of the final project.	
Week 23	Final Project Presentation Rehearsals	Day 1	Hour 1	Practice presentation skills	
			Hour 2	Practice presentation skills	
			Hour 3	Practice presentation skills	∙Task 23
			Hour 4	Practice presentation skills	Details may be seen at Annexure-I
		Day 2	Hour 1	Peer feedback on project presentations	
			Hour 2	Peer feedback on project presentations	
			Hour 3	Peer feedback on project presentations	

			Hour 4	Peer feedback on project presentations	
		Day 3	Hour 1	Refinement based on peer feedback	
			Hour 2	Refinement based on peer feedback	
			Hour 3	Refinement based on peer feedback	
			Hour 4	Refinement based on peer feedback	
		Day 4	Hour 1	Final rehearsals and preparations	
			Hour 2	Final rehearsals and preparations	
			Hour 3	Final rehearsals and preparations	
			Hour 4	Final rehearsals and preparations	
	Weekly Assignment	Day 5	Hour 1	Fine-tune project presentations.	
			Hour 2	Fine-tune project presentations.	
			Hour 3	Fine-tune project presentations.	
			Hour 4	Fine-tune project presentations.	
Week 24	Graduation Preparation and Industry	Day 1	Hour 1	Final touches on projects and portfolios	∙Task 24
	Networking		Hour 2	Final touches on projects and portfolios	<u>Details may</u> <u>be seen at</u> <u>Annexure-I</u>
			Hour 3	Final touches on projects and portfolios	

		Hour 4	Final touches on projects and portfolios	
	Day 2	Hour 1	Graduation ceremony details and preparations	
		Hour 2	Graduation ceremony details and preparations	
		Hour 3	Graduation ceremony details and preparations	
		Hour 4	Graduation ceremony details and preparations	
	Day 3	Hour 1	Attend an industry networking event	
		Hour 2	Attend an industry networking event	
		Hour 3	Attend an industry networking event	
		Hour 4	Attend an industry networking event	
	Day 4	Hour 1	Graduation rehearsal	
		Hour 2	Graduation rehearsal	
		Hour 3	Graduation rehearsal	
		Hour 4	Graduation rehearsal	
Weekly Assignment	Day 5	Hour 1	Submit final projects and portfolios for evaluation.	
		Hour 2	Submit final projects and portfolios for evaluation.	
		Hour 3	Submit final projects and portfolios for evaluation.	
			·	

	Hour 4	Submit final projects and portfolios for evaluation.	
		portionos for evaluation.	

Tasks for Certificate in Interior Designing

Task No.	Task	Description	Week
1.	Introduction to Interior Design	Create a mood board reflecting personal design preferences.	Week 1
2.	Design Principles	Apply basic design principles to a small-scale project.	Week 2
3.	Introduction to Color Theory	Execute a hands-on activity to explore color theory and its application in design.	Week 3
4.	Space Planning Fundamentals	Develop a basic floor plan for a given residential space.	Week 4
5.	Floor Plans and Elevations	Submit a drafted floor plan for a given residential space.	Week 5
6.	Technical Drawing Techniques	Create a set of technical drawings for a room design	Week 6
7.	Spatial Visualization	Develop a set of 3D technical drawings for a small interior space.	Week 7
8.	Project - Design Presentation	Present and discuss favorite architectural styles from technical drawings.	Week 8
9.	Furniture Styles and Periods	Design a custom piece of furniture inspired by a specific period.	Week 9
10.	Materials and Finishes for Furniture	Create a material board for the designed furniture piece.	Week10
11.	Ergonomics in Furniture Design	Develop a presentation on the influence of ergonomics in furniture design.	Week11
12.	Lighting Design Principles	Design a lighting plan for a specific room	Week12

13.	Advanced Color Applications	Implement advanced color schemes in a residential interior design.	Week13
14.	Introduction to 3D Modeling	Develop a 3D model of a residential space using SketchUp.	Week14
15.	Advanced 3D Rendering Techniques	Experiment with different rendering techniques for the 3D model.	Week15
16.	Final 3D Project Presentation	Collaborate in pairs to create a 3D model for a small retail space.	Week16
17.	Introduction to Portfolio Building	Compile initial portfolio materials.	Week17
18.	Client Presentation Skills	Create a presentation for a hypothetical client meeting.	Week18
19.	Professionalism in Design	Reflect on personal design philosophy and goals.	Week19
20.	Final Portfolio Presentation	Submit a polished final portfolio showcasing diverse design projects.	Week20
21.	Final Design Project Briefing	Submit a project proposal	Week21
22.	Project Development and Execution	Progress presentation of the final project.	Week22
23.	Final Project Presentation Rehearsals	Fine-tune project presentations	Week23
24.	Graduation Preparation and Industry Networking	Submit final projects and portfolios for evaluation.	Week24

Motivational Lectures Interior Designing

Week 1-4: Introduction to Interior Design

Lecture Title: "Embarking on a Creative Journey"

Content: Emphasize the limitless possibilities within interior design and the transformative impact it can have. Encourage students to embrace the excitement of exploring their creativity and developing a unique design identity.

Week 5-8: Drawing and Drafting Skills

Lecture Title: "The Art of Visualization"

Content: Highlight the power of visualization in design. Discuss the role of drawing and drafting skills in conveying ideas effectively. Inspire students to see beyond the lines and cultivate the ability to bring their visions to life.

Week 9-12: Furniture Design and Selection

Lecture Title: "Crafting Functional Art"

Content: Explore the fusion of functionality and artistry in furniture design. Discuss the impact of furniture on the overall aesthetic and functionality of interior spaces. Motivate students to approach furniture design as a form of functional art.

Week 13-16: Color Psychology and 3D Modeling

Lecture Title: "Colors and Dimensions: Beyond the Surface"

Content: Delve into the psychological and spatial aspects of design. Discuss the profound effects of color choices and the three-dimensional impact of 3D modeling. Encourage students to think beyond surface aesthetics and consider the holistic experience of a designed space.

Week 17-20: Portfolio Development and Presentation Skills

Lecture Title: "Your Portfolio, Your Story"

Content: Emphasize the importance of a well-crafted portfolio as a personal design narrative. Discuss how each project contributes to the evolving story of their design journey. Inspire students to curate a portfolio that reflects their growth, skills, and unique design perspective.

Week 21-24: Final Project and Graduation Preparation

Lecture Title: "From Vision to Reality: Your Final Project"

Content: Discuss the significance of the final project as a culmination of their learning journey. Explore the transition from conceptualization to realization and the sense of accomplishment it brings. Motivate students to pour their passion into creating a project they are proud to present.
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Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.