

L J UNIVERSITY
L J SCHOOL OF DESIGN
 Syllabus for Bachelors of Design
 Fourth Year I Semester 7

CODE	SUBJECT	CREDIT
10180701	Office Training	26
AIM		
CONTENT:-		
	<ul style="list-style-type: none"> The Office Training of sixteen week duration envisages varied experience in order to ensure exposure of a student to various tasks. The student will enroll in the institute by securing admission and paying fees for the fourth year B.ID on completion of third year B.ID. Student can prefer her/his Office Training [Apprenticeship] in any professional organization dealing in Architectural design, Interior design, Product design, Corporate in house design department, Modular furniture design etc. The student has to choose the office and get consent letter by the employer and the employer detail. The student will be issued a set of Log sheets. The student will fill the necessary information in Logbook the employer will initial / sign and authenticate the information filled by the student after every 4 weeks. The student will submit the Log sheet, copies of the drawings prepared, photographs of the work executed on site and the covering letter by the employer at the time of viva date declared by the university. At the end of the training period, student will have to procure a certificate of training and satisfactory performance from the concerned office in the prescribed format. Certificate of satisfactory completion of training same shall be submitted to the institute. 	
METHODOLOGY:-		
REFERENCE BOOK:-		