

Interior Decorating

PROGRAM OBJECTIVES

The Interior Decorating program is designed to provide students with comprehensive training for a career in the field of interior decorating and planning for both residential and commercial environments. Through this program, students will learn to analyze client needs and effectively create decorating plans for both the home and office using AutoCAD LT. In addition to studies in the applied areas of interior decorating, students will learn the fundamentals of the business of interior decorating, leading to opportunities for self-employment in this exciting field. This training will also provide graduates with the skills to start their own interior decorating business.

PROGRAM HIGHLIGHTS

This program is recognized by DDA Canada (Decorators & Designers Association of Canada) and the Nova Scotia Interior Decorators' Association (NSIDA). Students receive membership in NSIDA on enrollment.

CAREER OPPORTUNITIES

Successful graduates may obtain employment as Interior Decorator Consultants in the Retail/Commercial and Residential fields.

PREREQUISITES

If a student does not have Grade 12 or equivalent, they must be 19 years of age or older and demonstrate academic potential via the successful completion of a literacy/numeracy admission test. The student must achieve a score of 15 on the Wonderlic Test.

GRADUATION REQUIREMENTS

A student must complete all requirements of the Student Success Strategies, Career Planning and Preparation modules, the Field Placement requirements, as well as meeting the attendance requirements as outlined by the Department of Labour and Advanced Education throughout the duration of his/her program.

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PROGRAM OVERVIEW

Course	Hours
Student Success Strategies	20
Digital Literacy for Professionals	40
Software Lab: Word Fundamentals	20
Software Lab: Excel Fundamentals	20
Theory I- Understanding Interior Decorating, Design Fundamentals & Color	80
Theory II- Building Systems and Space Planning	80
Theory III- Materials, Furnishings and Fabrics	80
Elements & Principles of Decorating: Practical I	80
Elements & Principles of Decorating: Practical II	80
Elements & Principles of Decorating: Practical III	120
History of Interior Decorating and Furniture	100
Allied Skills & Fundamentals	40
Introduction to Perspective Drawing and Drafting	40
AutoCAD for Interior Decorators 1	40
AutoCAD for Interior Decorators 2	80
Marketing for Interior Decorators	40
Entrepreneurial Studies	40
Career Planning and Preparation Level I	20
Career Planning and Preparation Level II	20
Field Placement**	8 Weeks
TOTAL WEEKS (without breaks)	60
TOTAL WEEKS (maximum* scheduled breaks)	66

*Number of break weeks depends on student start date

**Work terms/internships are scheduled for a minimum of 20 hours per week, but the total number of hours worked and the timing of hours scheduled are at the discretion of the employer/host to a maximum of 40 hours per week.

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COURSE DESCRIPTIONS

Student Success Strategies

Instructor Led

In this orientation module, emphasis is placed on thinking about achieving success from Day One. This module stresses the importance of developing non-technical skills to enhance personal, academic, and career success. This includes understanding learning styles and honing practical study skills, such as memory, reading, note-and test-taking techniques. Personal exercises will focus on teamwork, decision making and problem solving skills, setting SMART goals and maintaining a positive attitude; techniques for managing change, stress and conflict will also be explored. Students will be evaluated through a variety of assignments, projects, presentations, quizzes and exams in addition to their participation throughout the course.

Digital Literacy for Professionals

Instructor Facilitated

This course has four units that introduces you to the fundamental concepts and principles of learning and working in a digital environment. The first unit introduces you to using devices and handling information with topics on operating systems (Windows, MAC, and Linux), computer organization (folder management and naming conventions), cloud storage (including Microsoft OneDrive), types of web browsers including Google Chrome, Mozilla Firefox, and Apple Safari), and fundamental troubleshooting. In the second unit, you will become familiar with creating and editing information through learning about file formats (pdf, mp4, docx), productivity (including iWork and Microsoft Office Suite) and creativity (Adobe, Canva, iMovie) platforms, and basic introduction to Microsoft Word, Excel, and PowerPoint. The third unit on communicating and collaborating will introduce you to web conferencing applications (Slack, Zoom, Microsoft Teams), mail applications (including Microsoft Outlook and Gmail,), project management tools (Trello, Asana), and time management tools (including Todoist, Outlook Calendar, and iCal), and building rapport virtually. In the final unit, you will gain an understanding on netiquette, cybersecurity, and digital wellness. After completing this course, you will have enhanced digital literacy skills as a professional in the working and learning environment. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Software Lab – Word Fundamentals

Instructor Facilitated

This course consists on online training and assessment in Microsoft Word, and builds on the skills first introduced in Computer Fundamentals. Focus is on basic Word Processing skills, with emphasis on formatting text and paragraphs, inserting and modifying tables, inserting and modifying pictures, header and footer content, and page set-up features. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

Software Lab – Excel Fundamentals

Instructor Facilitated

This course consists on online training and assessment in Microsoft Excel. Focus is on spreadsheet basics, with emphasis on creating, formatting and printing worksheets, creating formulas, sorting and filtering data, creating and modifying charts, and using basic mathematical and logical functions. Students will be evaluated through a variety of assignments, projects, quizzes and exams in addition to their participation throughout the course.

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Theory 1: Understanding Interior Decorating, Design Fundamentals, and Colour

This module introduces to the profession of Interior Design and the science that drives design thinking. The Concept and Design Process are introduced and the Scope of Services are explored, Allied Trades people are discussed. Health, Safety, and Welfare of interior spaces is discussed. The students explore the science of Spatial Behaviour (Anthropometrics, Proxemics, and Ergonomics), Universal Design, and Historic Preservation. It also introduces the Elements and Principles of Design, and begins their training in Colour Theory.

Theory 2: Building Systems & Space Planning

This module builds on the knowledge the students obtained in Theory 1. The students explore Building Systems, Construction Components and Process. Lighting Electrical and Communications systems are introduced. The students begin their study of Space Planning, first learning how furnishings function within individual rooms and then how those rooms interact with each other in the built environment.

Theory 3: Materials, Furnishings, and Fabrics

This module expands and builds on the knowledge obtained in prior theory modules. The students learn about the Materials, Furnishings, and Fabrics available to them. Textiles, Flooring, Wall Coverings, Window Treatments, Accessories, and Art are fully explored.

Practical 1: Elements & Principles of Decorating

Instructor Led

This module complements the decorating theory and history subjects and provides students with practical application of theory and skills developed. Students are also exposed to local decorating supply stores and their products, and to people working in the decorating industry.

Practical 2: Elements & Principles of Decorating

Instructor Led

This module is designed to give the student hands-on practice and training for designing interior rooms of homes. It allows the student to take into account every aspect necessary to determine what is required to make changes to a room and also to know what questions are needed to ask the client regarding changes made to the room. This module also introduces the student to various field trips to local buildings to see hands-on what products are offered to the Interior Decorating profession and to see how buildings have changed over the years.

Practical 3: Elements & Principles of Decorating

Instructor Led

This module is designed to give the student extensive knowledge on how to prepare design boards for different aspects of a home or business, i.e. Living room, dining room, etc. The students will visit various local vendors to get an insight on how a room should look. Preparing a portfolio will also be utilized to give students experience with local employers and get a view of what people are looking for in decorating or renovating their home or business.

History of Interior Decorating and Furniture

Instructor Led

This module provides the students with an historical overview of the development of interior design and furniture and how it impacts the development of current trends in the decorating field. Students learn the evolution of space planning, interior architecture, decorative detail and furniture design. The following periods are covered: Egypt 3200-341 BC, Greece 500-30 BC; Rome 504 BC-AD 476; Middle Ages 1150-1550; Italian, French, and English Renaissance 1460-1660; Italian, French and English Baroque 1600-1701; French Rococo 1700-1760. Students will be evaluated through a variety of assignments, projects, presentations, quizzes and exams in addition to their participation throughout the course.

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Allied Skills & Fundamentals

Instructor Led

This module offers a series of introductory lessons with tips on and introductions to various allied subjects related to Interior Decorating and Design: Floral Design, Event Planning, Visual Display, Photography and Photo composition, Microsoft Publisher and Microsoft Teams.

Introduction to Perspective Drawing and Drafting

Instructor Led

Students will develop basic skills in perspective drawing and understand the application of the skill to the field of interior decorating. This module provides a general introduction to materials and tools, proportion, spatial depth and shading techniques, using perspective on interior drawings, line, shape, value, and texture, as well as interior decorating specific techniques of drawing furniture styles and drawing a floor plan to scale.

AutoCAD for Interior Decorators 1

Instructor Led

This module introduces Computer Aided Drafting (CAD) using AutoCAD. There is a presentation of basic CAD operations through lecture and demonstration, followed by training with extensive hands-on, in-class drawing exercise sessions in a computer lab and the application of CAD operations in the creation of two-dimensional drawings.

AutoCAD for Interior Decorators 2

Instructor Led

Picking up where AutoCAD for Interior Decorators 1 finishes, this module provides a presentation of intermediate level CAD operations through lecture and demonstration, followed by training with extensive hands-on, in-class drawing exercise sessions in a computer lab and the application of CAD operations in the creation of two-dimensional drawings.

Marketing for Interior Decorators

Instructor Led

Students will gain a better understanding of the marketing function and marketing plans as related to small business within the interior decorating/design field. Students will have a better understanding of the various tools at their disposal to help successfully promote their business. Students will be evaluated through a variety of assignments, and projects in addition to their participation throughout the course.

Entrepreneurial Studies

Instructor Led

This module will introduce learners to the skills and information needed by Interior Decorators, including an introduction to entrepreneurship, different forms of business, preparing a professional business plan, and the different career progressions available to them as well as Ethics and Forecasting for the profession.

Career Planning and Preparation Level I

Instructor Led

This module introduces tools for planning and preparing for a successful job search, so that students can maintain a career-focused approach throughout their education program. Students will learn about the "Hidden" Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts, and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, begin preparation of a professional resume and references, and organize proof documents for their career portfolio. Class discussions on various self-management topics introduced in Student Success Strategies will round out this module, which is a pre-requisite for Career Planning and Preparation - Level II.

An introduction to Occupational Health and Safety will also be discussed, specifically the definition of occupational health and safety; an individual's safety rights; responsibilities under Nova Scotia law; hazard identification and control; WHMIS, First Aid and fire safety requirements. Students will be evaluated

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Career Planning and Preparation Level II

Instructor Led

This module continues to build on the concepts and skills introduced in Career Planning and Preparation - Level I. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology. Students will create a personal list of "Top Employers" and target current industry opportunities, while finalizing their professional resume, portfolio and career correspondence. Students will learn to identify the different types and forms of interviews, practice responding to typical questions, and practice follow-up, evaluation and negotiation techniques they can use to ensure success. Self-management topics from Career Planning and Preparation - Level I will be reviewed, with a focus towards on-the-job success in both learner placements and post-graduate employment. Students will be evaluated through a variety of assignments, projects, and quizzes in addition to their participation throughout the course.

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