

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

1. Student has Grade 12 or equivalent or meets criteria for Mature Student Status.
2. Mature students must be 19 years of age, pass a qualifying test, and provide a Letter of Intent OR resume that supports their skills and aptitudes to be successful in the program.
3. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 12.

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.

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

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Interior Decorating

COURSE DESCRIPTIONS

Student Success Strategies

In this orientation module, you will focus on achieving success from day one. You will develop non-technical skills to enhance your personal, academic, and career success. You will explore learning styles, including visual, auditory, and kinesthetic learning. You will also enhance your 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. You will also explore techniques for managing change, stress, and conflict.

Digital Literacy for Professionals

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.

Software Lab – Word Fundamentals

This software lab module consists of online training and assessment in Microsoft Word and builds on the skills introduced in Digital Literacy. Students learn a comprehensive set of skills, with coverage including formatting text for layout and appearance, formatting document sections, using styles, working with header/footer content, inserting and formatting tables, graphics, and pictures.

Software Lab – Excel Fundamentals

This software lab module consists of online training and assessment in Microsoft Excel. Students learn a comprehensive set of skills, with coverage including creating, formatting and printing worksheets, creating simple and advanced formulas, using mathematical, logical, statistical and financial functions, creating and modifying charts and using data tools.

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.

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Interior Decorating

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

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

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

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

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.

Allied Skills & Fundamentals

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.

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Interior Decorating

Introduction to Perspective Drawing and Drafting

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

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

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

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.

Entrepreneurial Studies

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

This module will introduce you to and provide practice in using the tools required for a successful job search. The concepts covered in this module will help you maintain a career-focused approach throughout your studies so that you are better prepared to conduct a job search after graduating. Specifically, you will learn how to identify your soft and hard skills and how to articulate your abilities in a clear and concise Elevator Pitch that will appeal to employers and resonate with industry contacts. You will learn about the job search resources available to you including using career websites, creating Linked In profiles, accessing the “hidden” job market, and networking. You will examine sample resumes and cover letters and begin the process of creating your own professional resumes and cover letters that align with current conventions for content, organization, and formatting. You will also learn about the role of references, thank you letters, workplace philosophies, and strategies for success including maintaining a professional image and using proper etiquette when communicating with potential employers and industry contacts.

An introduction to Occupational Health and Safety is also provided with specific focus on employees’ rights and responsibilities, workplace health and safety policy and programs, hazard identification and control, and safety training options such as WHIMIS and First Aid.

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Career Planning and Preparation Level II

This module builds on concepts and skills introduced in the Career Planning and Preparation Level 1 prerequisite module. In this subsequent module, you will update and refine your resume and Linked In Profile. You will continue writing cover letters and learn the value of customizing cover letters to specific job postings. You will have the opportunity to apply this knowledge as you conduct a job search and write a cover letter tailored to an ideal job post. Through research, you will create a list of top employers and target current industry opportunities. You will learn about current methods for applying to job postings using technology. You will also gain an understanding of the job interview process, typical interview questions and possible responses, and expectations of both the interviewer and interviewee. In addition, you will engage in practical application of the interview process through role-plays. Topics such as negotiating salary, self-management, and on-the-job success for placements and post-graduate employment will be also covered.

Field Placement

On successful completion of the classroom hours of this program, students will be placed on field placement at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment.