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# CHARLESTON SCHOOL OF INTERIOR DESIGN CATALOG

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## **Charleston School of Interior Design Catalog**

Charleston School of Interior Design  
P.O. Box 42392  
Charleston, SC 29423  
843-793-8333

### **Charleston School of Interior Design**

The Charleston School of Interior Design is an educational program designed to prepare students, interested in the design business, with the essential tools and practices necessary to be successful in this career field.

### **Owners and Officers**

Owners & Governing Board: Karie Calhoun & Cynthia Grosso  
School Administrators: Karie Calhoun & Cynthia Grosso

Instructors and Summary of Qualifications:

#### **Karie Calhoun, NCIDQ Certificate #20046**

#### **Anderson University [August 1991 – 1995]**

BA Interior Design  
Graduated May 1995

#### **NCIDQ (National Council Interior Design Qualification) Exam [October 2003]**

NCIDQ Certificate Number 20046

#### **Cynthia Grosso**

#### **University of South Carolina [August 1978-1982]**

BS Business of Administration  
Graduated December 1982

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260, [www.che.sc.gov](http://www.che.sc.gov). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

### **Statement of Purpose**

The mission of the Interior Design Certificate Program is designed to partner with each student through course study, practical application and personal coaching to build the knowledge, confidence and marketable skills for the interior design professional.

## **Facilities**

Charleston School of Interior Design will meet at 162 Wentworth Street, downtown Charleston. Our space is equipped with a classroom for instruction, with a male and female lavatory. There is parking available in front of the building. This is an ADA accessible facility. The maximum class size is 16 and the student/teacher ratio is 8 to 1. Classes are taught via lecture, Power Point, and student hands on projects.



## **School Calendar, Class Schedules, and Program Starting Dates**

The design program is designed to start students in August of a calendar year and have the required courses completed by July of the following calendar year. A completed official enrollment agreement must be submitted to the Charleston School of Interior Design prior to the start of the course.

## **Calendar**

**Holidays:** The following holidays will be observed and classes will not be held. New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Holidays are not counted as part of the contracted time schedule.

**Add/Drop Dates:** Students may register up to twelve hours before a course starts. A student has seventy-two hours to drop a course from the time of enrollment for a full refund.

Total hours for each course vary based on the curriculum. Business hours are Monday – Friday 9:00 AM until 4:00 PM

Classes are scheduled in the evenings to accommodate working professionals and full day-time students.

## **Admission & Entrance Requirements**

Students interested in design courses must be currently enrolled in high school as at least a junior or have graduated with a High School Diploma or General Education Development (GED) Diploma.

**Application Procedures:** Students wishing to enroll in a course at Charleston School of Interior Design must submit an official enrollment agreement either electronically or through the mail. A written response accepting the student into the program will be sent electronically within forty-eight hours of receipt of his/her enrollment agreement.

## **Certificate of Completion**

Each student completing a course will receive a course certificate from Charleston School of Interior Design. Once all nine courses in the program are completed an overall certificate will be issued from Charleston School of Interior Design.

Completing the program at Charleston School of Interior Design does not guarantee employment. Our courses will not transfer to any other institution. Charleston School of Interior Design does not offer job placement assistance.

Pursuant under Title 8 US Code Section 1621 Citizenship, Authorized Alien, Immigrant status is now a prerequisite for a professional license by any agency or state or local government.

Criminal activity may affect obtaining employment.

Joining a professional organization or the interior design business will be the responsibility of the student. Charleston School of Interior Design does not provide job placement assistance.

## **Tuition**

168 hours completes the design program. Tuition is paid on a per course basis for a total tuition of \$2,655.00 (See tuition paragraph below.) See course catalog for individual course tuition. If classes are taken in a consecutive basis program could be completed in 52 weeks (which includes holidays and breaks). However, completion may take longer depending on student's availability.

Credit for previous education will be granted on a per case basis. Charleston School of Interior Design will review each case and send approval in writing.

Textbooks will be the responsibility of the student to purchase prior to the second class meeting of each course.

Supplies & equipment are purchased by each individual on an as-need basis. Computer usage for the program will be student owned and supplied. Charleston School of Interior Design is not responsible for the personal device usage. Misuse of information systems is prohibited.

**Program Tuition:** \$2,655.00 per student. Payment plan: \$295.00 due 72 hours prior to each of the nine course start dates.

## **Courses Offered**

### **Interior Design I**

#### **24 contact hours; CSID101**

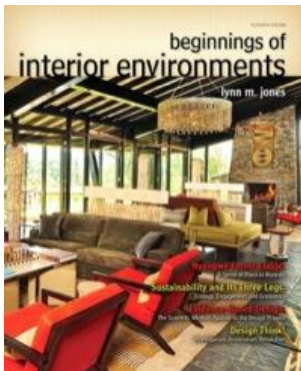
This is an introductory class to Interior Design. Basic rules for color, furniture arranging, accessorizing and lighting are discovered through practical instruction and interaction. Also discover what to look for when selecting quality flooring, wood furniture, upholstery and fabrics.

Required Textbook:

Beginnings of Interior Environments by Lynn M Jones

**Required Textbook Amazon approximate price \$123.00.**

- Publisher: Pearson
- Print ISBN: 9780132786003, 0132786001
- eText ISBN: 9780133074871, 0133074870
- Edition: 11th
- Copyright year: 2014



#### **Course Objectives:**

- Understanding the differences in finish materials such as tile, wood flooring, carpet, stones etc.
- Overview of the construction in wood furniture and upholstery
- Fundamentals of lighting and how it effects interior spaces
- Basic knowledge of scaled floor plans and space planning
- Learn rules for accessorizing a room
- Fundamentals of principles and elements of design

#### **Course Tuition**

\$295.00

#### **Pre-requisites**

None

**Attendance Requirements**

Do not miss more than two (2) classes (Refer to Incomplete Grades/Attendance Requirements).

**Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

**Interior Design II****24 contact hours; CSID102**

Learn the foundational tenets of good design. At the end of this course you will be able to look at a room and know what is missing or what is wrong that needs to be changed. The course includes design theory, principles and elements of design, color schemes, psychology of color and designing a room.

Prerequisite: Interior Design I.

Required Textbook: Textbook from Interior Design I CSID101

**Materials not included. Approximate cost of materials \$20.00**

**Course Objectives:**

- Learn the elements and principles of design & Textiles.
- Learn to read the color wheel, identify color schemes and understand color theory.
- Learn the how to design a complete room that include space planning, and interior finish selections.
- If you are looking to go into the design business this class will provide you will the fundamentals for practicing.
- Overview the History of Period Style and Furniture.

**Course Tuition**

\$295.00

**Pre-requisites**

Interior Design I CSID101

**Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

**Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.



## Materials Presentation

### **24 contact hours; CSIDMT101**

Develop a clear understanding of how materials should be displayed using the appropriate proportions, titles, keys and legends. Learn techniques and build a materials board for professional design presentations. Understand how to organize specification notebooks.

Prerequisite: Interior Design I CSID101.

Required Textbook: None

**Materials not included. Materials approximate cost \$50.00**

### **Course Objectives:**

- Develop skills to put together a professional design presentation.
- Learn to properly display and organize materials and products used in a design.
- Understanding the specification process and organizational skills of a notebook
- Practical techniques for professional client presentations

### **Course Tuition**

\$295.00

### **Pre-requisites**

None

### **Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

### **Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

## Window Treatments

### **12 contact hours; CSIDWT101**

Learn basic window types and how to measure and price window treatments. Use different types of hardware and trim options to create unique window treatments. Visit two local businesses to get real-world examples of the latest in window treatments and have an opportunity to speak with local experts.

Required Textbook:

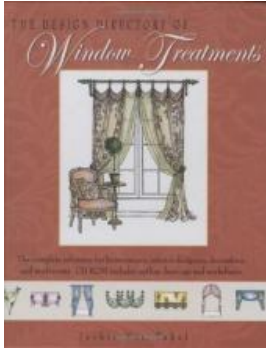
The Design Directory of Window Treatments, Written and Illustrated By: Jackie Von Tobel,

Year: 2007 Format: Hardcover 584 pages

ISBN 13: 9781423602163 (978-1-4236-0216-3)

ISBN: 1423602161 (1-4236-0216-1)

**Textbook approximately \$120.00 and no materials required.**



### **Course Objectives:**

- Utilize design principles as a guide to assist you in making the right choices for drapery for your future clients.
- Learn basic textile properties and in order to create successful drapery designs.
- Learn window treatment terminology
- Exercise sketching and rendering for creating custom drapery illustrations for your clients.
- Gain firsthand experience from window treatment professionals and learn best practices when coordinating with a drapery workroom.
- Learn formulas to calculate all materials and supplies needed for drapery designs.

### **Course Tuition**

\$295.00

### **Pre-requisites**

None

### **Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

### **Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

## **Intro to Hand Drafting**

### **Drafting I**

#### **24 contact hours; CSIDDR201**

Learn to hand draft a room with a furniture plan, electrical plan and an elevation. Topics include reading blueprints, using an architect's scale, and drafting floor plans with windows and doors and developing schedules for the floor plans.

Required Textbook: None

**Materials not included, approximate cost \$100.00**  
**Material list provided**

**Course Objectives:**

- Understand the fundamentals of reading blueprints.
- Drafting scaled floor plans and elevations.
- Learn to properly draw an electrical plan.
- Field measure a space and learn to hand draw on paper.
- Space planning furniture to fit properly in an interior space.

**Course Tuition**

\$295.00

**Pre-requisites**

None

**Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

**Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

**Introductory SketchUp for the Designer**

**12 contact hours; CSIDDR202**

This class teaches students basic SketchUp skills while learning to draft residential-type floor plans and elevations using the software. Learn how to draw walls, windows and doors in plan view with elevations and furniture plans. Students will understand basic commands based on hand drafting skills developed in Drafting I.

Required Textbook: None

Software link provided for student version of SketchUp

Student must supply laptop

**Course Objectives:**

- Students will apply skills taught on paper and learn SketchUp software to draft digitally.
- Develop a room plan with a furniture layout to scale.
- Design and draw perspectives based on student's plan view of a room.

**Course Tuition**

\$295.00

**Pre-requisites**

None

**Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

**Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

**Interior Design III****24 contact hours; CSID301**

Learn to design an entire house. Topics include reading blueprints, working with particular furniture styles, mixing patterns and selecting complementary paint colors. Students will also learn how to prepare for interviews in the design industry. This is the certificate's capstone course, so all other required courses should be completed before taking this course.

Required Textbook: Textbook from Interior Design I CSID101

Beginnings of Interior Environments by Lynn M Jones

**Required Textbook Amazon approximate price \$123.00.**

- Publisher: Pearson
- Print ISBN: 9780132786003, 0132786001
- eText ISBN: 9780133074871, 0133074870
- Edition: 11th
- Copyright year: 2014

**Materials not included.** Materials approximate cost \$100.00

**Course Objectives:**

- Students will apply what they have learned with the elements and principles of design to develop and decorate an entire residential home.
- Develop a plan for all finishes and furnishings for an entire house.
- Design a material board for finishes, drawings, and exterior elevations.
- Learn to create a design based on an assigned design style.

**Course Tuition**

\$295.00

**Pre-requisites**

Interior Design I CSID101, Interior Design II CSID102, Materials Presentation CSIDMT101, Intro to Hand Drafting CSIDDR201, Window Treatments CSIDWT101, SketchUp CSIDDR202

**Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

**Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

<b>The Business of Design</b>
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**12 contact hours; CSIDBUS101**

This course is designed to help the students move into a professional practice by offering the tools necessary for starting a business. Learn the practices of running a firm with all the forms, licenses and business support fundamentals to start a design business.

**No textbook or materials required**

**Course Objectives:**

- Business set up
- Working with Clients
- Professional Practice (Invoices, Proposals, Change Orders)
- Building your Portfolios
- How to write your bio
- Establishing your reputation

**Course Tuition**

\$295.00

**Pre-requisites**

None

**Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

**Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the

pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

## **Kitchen & Bath**

### **12 contact hours; CSIDKB101**

Develop a clear understanding of how kitchen and bath spaces should be designed to develop the maximum use of the space. Learn the different types of cabinetry, countertops, floorings and plumbing fixtures used in these spaces.

Required Textbook: None

**No textbook or no new materials required.**

### **Course Objectives:**

- Develop skills in design fundamentals for kitchen and bath spaces
- Understanding the planning guidelines and requirements
- Will learn how to measure spaces and learn cabinetry sizes in the industry
- Applying plumbing locations and specifications to drawings and plans

### **Course Tuition**

\$295.00

### **Pre-requisites**

Intro to Drafting CSIDDR201

### **Attendance Requirements**

Do not miss more than two (2) classes. (Refer to Incomplete Grades/Attendance Requirements).

### **Grading Information**

Student will complete this course successfully by attendance and class participation on all presentations and projects. Fair, Good, Excellent are the grading terms used for the pass/fail course. Upon successful completion (of an average above Fair) a certificate of completion will be issued, see Grading/Standards for Progress.

### **Financial Aid Assistance**

Charleston School of Interior Design does not currently offer any financial assistance. Students will need to meet all financial and academic requirements before a Certificate of Completion will be issued.

### **Grading System / Standards for Progress**

Grades and Assessment reports will be provided to the students midway through each course and will always be available through individual conferences with the instructor at any time. Project based classes will be graded on a Pass or Fail scale based on the program criteria met using the Fair, Good or Excellent grading scale. Fair – did not

complete work, Good – met minimum requirements but missing items and Excellent – having followed all directions and included all requirements in the completed project. All student records will be maintained for fifty (50) years.

Students completing each course successfully will receive an individual course certificate. Students who complete all decorating course hours offered will receive an overall Certificate of Completion. See section on Certificates.

### **Incomplete Grades & Make Up Work**

It is the student's responsibility to make up any missed assignments, quizzes or tests. A fail grade will be issued if missed assignments, quizzes or tests are not completed within two weeks. A student missing project presentation must contact the instructor within twenty-four hours of the presentation deadline to arrange for a make-up date. Failure to do so will result in an incomplete for the course subject and no certificate will be issued.

### **Attendance Requirements**

Charleston School of Interior Design asks that students do not miss more than two classes per course. If for some reason a student misses more than the allowable excused absences he or she will have his or her case reviewed by the school administrator with the likelihood of being dropped from the program.

### **Tardiness**

Charleston School of Interior Design wants each student to develop a good work ethic as part of the training. Students arriving late to class interrupt the instructor as well as other students. The school asks that you make every effort to be early or on time to class.

### **Cancellation & Refund Policy**

Students wishing to withdraw from the program must submit a written notification to the owner. Depending on the time frame in which a student withdraws will determine the refund of tuition. Withdraw Policy:

- An applicant may cancel this agreement without penalty by notifying the school within three business days after signing the enrollment agreement.
- After the third day but before class begins, the school will retain \$100.00.
- For students who enroll in the full Interior Design program, after classes begin, for the first sixty percent of the course Charleston School of Interior Design will retain \$100 plus the prorated tuition charge based on the last date attended.
- Two weeks into the course the tuition will be refunded all but 30% (minus the administration fee of \$100.00). After four weeks or more the tuition will not be refunded for the course enrolled.
- Charleston School of Interior Design will make refunds within forty days after the effective date of cancellation or the last day attended.

**School Cancellation:** This program requires a minimum of five (5) participants. Students will be notified in writing electronically if a start date is rescheduled or if the course is cancelled. If due to a lack of participants, the school administrators will cancel the course and issue a full refund within 40 days of the scheduled start date to all enrolled.

## **Consumer Complaints**

Any person having a complaint or grievance against Charleston School of Interior Design should make a reasonable effort to obtain satisfaction from Charleston School of Interior Design by submitting a written complaint to the School Administrators. Charleston School of Interior Design requires that a written statement including name, dates and any other pertinent information regarding the objection. Charleston School of Interior Design will respond in a timely manner in hopes that the complaint would be resolved amicably. However, in the event that a resolution cannot be reached, the person may file a written complaint with the SC Commission on Higher Education. The complaint should include all evidence bearing on the issues and documentation that a reasonable effort was made to first resolve the complaint directly with Charleston School of Interior Design.

Unresolved/Unsatisfactory Complaints should be sent to:

SC Commission on Higher Education  
Academic Affairs  
Attn: Student Complaint  
1122 Lady Street, Suite 300  
Columbia, S.C. 29201  
OR email: [submitcomplaint@che.sc.gov](mailto:submitcomplaint@che.sc.gov)

## **Class Expectations**

It is expected that when you are in class, you are mentally ready to participate. This means allowing yourself to forget about outside responsibilities and commitments so you may fully concentrate and be totally involved in the process of learning new information. **Please anticipate what you will be doing in the next class and prepare accordingly.** Students are expected to participate in discussions/lectures, critiques, and any other information pertinent to the class.

Class policies are intended to help you develop the professional attributes and behaviors which will make you a valuable employee. They are developed around the idea of respect for your peers and your future profession. Be prepared for class and ready to work when class begins with all assignments completed and necessary materials and equipment.



## **Professionalism**

A professional demeanor and appearance will be expected every day. You are learning professional skills for a competitive and ambitious profession - a professional attitude will be expected and required of you; towards your work, your instructor and your classmates.

Classes will be conducted to promote and encourage the professionalism you will need in order to be successful in your future careers. Establishing these habits during the educational process at Charleston School of Interior Design will help to ensure a smoother transition to your chosen work place. The policies include attendance; being on time for class, returning from breaks at the designated time, handing in required work on time, using language appropriate in a teaching/learning environment, and contacting the instructor in a timely manner should you have a problem adhering to the above policies.

## **Class Policies & Procedures**

- **Please turn your cell phone to vibrate or OFF**
- Behave in a professional manner at all times and respect the dignity and opinions of others
- Students are expected to take notes and participate in class discussions (especially during class critiques)
- Students are expected to clean up after themselves in the classroom

## **Charleston School of Interior Design CODE OF CONDUCT**

Charleston School of Interior Design expects students to act in an adult manner, to take responsibility for their actions and to treat all students and employees with respect, even if they do not agree with other people's opinions and actions.

Charleston School of Interior Design is committed to the achievement of student success in an environment defined by civility and dignity. The school asks the following of each student

- Accept responsibility for my actions, language and attitudes.
- Practice good manners and courteous behavior toward all that I encounter.
- Respect the rights and property of others.
- Demonstrate integrity in my academic pursuits.
- Honor the nobility of learning and scholarship.
- Recognize the value of diversity.
- Promote good citizenship and common decency

## **Conditions for Dismissal**

If the student does not adhere to the guidelines outlined in this handbook the school reserves the right to dismiss him or her. The school owner will notify the student in writing should it become necessary to dismiss the student. The letter will be dated with an explanation for the reason of dismissal. Prepaid tuition will be refunded according to the school's refund policy. Charleston School of Interior Design will reconsider a student to re-enter the program after a probation period of sixty days. Students wishing to re-enroll will need to submit a written request which will be reviewed by school administrators.

## **Program Expectations**

Students who complete this program will be able to:

- Demonstrate knowledge of the interior decorating process from conceptual development, presentation and execution of the project.
- Apply critical thinking skills necessary for problem solving through creative solutions for the interior spaces.
- Produce technical drawings with detailed specifications for design planning.
- Present professional material presentation boards for client projects.
- Apply resourceful knowledge in planning and designing a residential space.
- Hold the technical knowledge and skill for entry level employment opportunities within the field of interior design and related construction industry.