



# **COURSE HANDBOOK 2024**



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# AN OVERVIEW

At ZIDA, we are committed to nurturing aspiring interior designers and equipping them with the knowledge and skills needed for success in the dynamic world of interior design. Our academy offers a diverse range of courses designed to cater to various interests and career aspirations within the field of interior design.

## COURSES OFFERED:

- **Interior Design Fundamentals:** This course offers the foundational principles of interior design and learn the essential elements of creating captivating interior spaces.
- **Advanced Interior Design Certificate Program:** This intensive program explores the advanced concepts in interior design, including sustainable design, project management, and professional practice, facilitated by industry experts.
- **SketchUp and Vray Course:** Master the art of 3D modeling and rendering using industry-standard software such as SketchUp and Vray, and bring your design concepts to life with stunning visualizations.
- **AutoCAD Course:** Develop proficiency in AutoCAD, the industry-standard software for architectural and interior design drafting, and enhance your technical skills for precision and accuracy in design documentation.
- **Online Course:** Embark on a flexible learning journey with our online courses, designed to accommodate busy schedules while providing comprehensive insights into various aspects of interior design.
- **Interior Decoration and Styling:** Unleash your creativity and refine your aesthetic sensibilities as you explore the art of interior decoration and styling, gaining hands-on experience in creating visually appealing interior spaces.

# COURSE DATES

Course	Dates - 2024
Interior Design Fundamentals	
1st Batch	January 10
2nd Batch	February 5
3rd Batch	March 8
4th Batch	April 3
5th Batch	May 6
6th Batch	June 3
Advanced Interior Design Program	
1st Batch	March 15
2nd Batch	July 19
Visual Presentation and Renderings	
Sketchup and Vray	February 15
Sketchup and Vray	May 7
AutoCAD Course	March 14
AutoCAD Course	June 11
Online Course	
1st Batch	March 4
2nd Batch	July 3
3rd Batch	November 6
Interior Decoration and Styling	
Begins	April 16
Ends	May 24



A smiling woman with dark skin and braided hair is wearing a black headset with a microphone. She is wearing a bright yellow long-sleeved shirt and blue jeans. She is sitting at a wooden desk, and a smartphone is visible on the desk in front of her. A large, semi-transparent yellow circle is overlaid on the left side of the image, containing the contact information.

# CONTACTS

Academic Director  
Precious Moses  
[precious@zida.com.ng](mailto:precious@zida.com.ng)

Administrator  
Perpetual Ife Mliambee  
[admin@zida.com.ng](mailto:admin@zida.com.ng)

Head of Academics  
Joy Sani  
[headacademics@zida.com.ng](mailto:headacademics@zida.com.ng)

Head of Student Affairs  
Aderonke Ann Adetosoye  
[studentaffairs@zida.com.ng](mailto:studentaffairs@zida.com.ng)

# Meet Our Facilitators

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## Precious Moses

As the Managing Director at ZIDA, Precious Moses is a visionary leader merging educational expertise with a profound passion for transformative interior design. With a rich background as an accomplished interior designer, Precious brings real-world insights to academic guidance. Her commitment to excellence extends beyond the classroom, fostering a dynamic and inspiring learning environment. As an interior designer, she infuses creativity into spaces, achieving a harmonious blend of functionality and aesthetics. Precious is not just an academic leader; she's a design luminary, contributing to the ethos of both ZIDA and the broader world of interior design with her unparalleled expertise and dedication to elevating spaces.



## Michelle Lynne Pant

A distinguished figure in interior design, brings a wealth of experience from founding ML Interiors Group. Renowned for a meticulous 16-step design process, she ensures project efficiency and client satisfaction. With a successful transition from Corporate America to the design realm, Michelle's business acumen reflects in well-managed projects and budgets. Active in philanthropy, she supports initiatives like Dwell with Dignity's "Thrift Studio" fundraiser. As Vice President of the Interior Design Society DFW Chapter, Michelle exemplifies industry engagement. Michelle also extends her expertise through coaching programs like the Interior Design Business Bakery, emphasizing her commitment to mentorship and industry growth.



## Chigozie Paul Ndekile

Chigozie Paul Ndekile is a Triple P (3P) Certified with the Project Management Institute (PMI) Portfolio (PfMP), Program (PgMP) and Project (PMP) Management Professional. He is the Lead Consultant in 3P Consulting Limited, a practicing professional and a passionate facilitator. He is also a PRINCE2 Practitioner(P2P), Certified Business Analysis Professional (CBAP), Chartered Accountant(ACA), Chartered Banker(ACIB) with over 12 years of professional experience in Project Management, Banking Operations, Auditing, Business Analysis. A practicing practitioner and a facilitator. Skilled in mentoring, training and contributing to the professional development of staff members.

UNLEASHING CREATIVE POTENTIAL...



# Meet Our Facilitators

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## **Dr. Sanmi Olowosile**

Dr. Sanmi is a visionary leader and sustainability advocate with expertise in construction and environmental management. As our esteemed facilitator, he holds certifications such as LEED for Cities and Communities Pro and a Doctorate in Sustainable Growth. Chairing the Sustainable Green Environment Initiative, Dr. Sanmi passionately fights climate change and mentors aspiring professionals. With a rich background, including international conferences and research on Sustainable Construction, his commitment extends to music, showcasing his talent for the trumpet and keyboard. As part of our handbook, Dr. Sanmi's story reflects a harmonious blend of expertise and musical activism, inspiring positive change.



## **Nancy Okosun Esq.**

A distinguished legal practitioner seamlessly integrated into the world of interior design and professional practices. As our esteemed facilitator, Nancy brings legal acumen and expertise tailored to the intricate landscape of interior design. With a wealth of experience in legal matters relevant to the design industry, she ensures our students navigate legal complexities seamlessly. Beyond her legal prowess, Nancy's commitment to the intersection of law and design contributes to a comprehensive understanding of the regulatory landscape, fostering a holistic approach to interior design professionalism. As a seasoned legal practitioner, she uniquely comprehends the regulatory landscape shaping the design profession.



## **Tosin Oluwatoba**

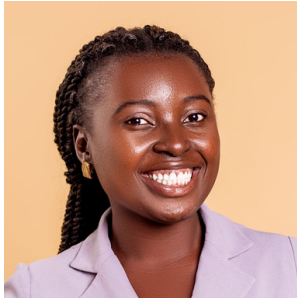
Meet Tosin, the dynamic Managing Director of Touchstone Design Solutions and your expert facilitator. With over 15 years of mastery in project management, Tosin transforms visions into reality using 3D magic with Palette CAD and Google Sketchup. His passion lies in creating innovative designs, ensuring quality, and supervising installations. His strategic planning and organizational prowess shine through every project, ensuring a seamless journey from inception to completion. With a keen eye for detail, He has developed cutting-edge software, using Microsoft Excel to create precise cut lists. As a seasoned professional, Tosin brings a unique blend of creativity and technical expertise.

UNLEASHING CREATIVE POTENTIAL...



# Meet Our Facilitators

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## Joy Elejo Sani

Joy Elejo, an extraordinary facilitator and Head of Student Affairs at ZIDA, is an invaluable asset. She's not just a teacher but also a mentor, leaving an indelible impact on students. Joy's teaching style is engaging and easy to grasp, making complex topics accessible. Her passion for fostering student success is evident in the glowing reviews she receives. Joy effortlessly juggles her roles as facilitator and student affairs leader, creating a supportive environment. Students appreciate her dedication, making her an integral part of the ZIDA community. Joy, with her dynamic approach, is instrumental in ensuring an optimal and fulfilling learning experience for all. Join us in recognizing and celebrating Joy's significant contributions at ZIDA.



## Aderonke Ann Adetosoye

Aderonke, a cherished facilitator at ZIDA, has dedicated her life to the art of teaching, demonstrating unwavering patience and inclusivity. As a seasoned architect, she possesses a profound understanding of interior design, a knowledge she generously imparts to her students. Her passion for education radiates in every lesson, creating a nurturing environment for students to thrive. Aderonke's commitment to empowering others through knowledge showcases her invaluable role at ZIDA. Students consistently laud her teaching approach, recognizing the unique blend of architectural insight and pedagogical skill she brings to every session. She is a key contributor to ZIDA's vibrant and supportive learning community.



## Alfred Bonsra

Alfred Bonsra, a seasoned Architect, brings a wealth of expertise to ZIDA with a strong background in architecture and planning. Proficient in AutoCAD, Revit, Adobe Photoshop, and 3D Visualization, he graduated from Ahmadu Bello University, Zaria. Alfred's specialization in interior design is showcased through his mastery in crafting exquisite furniture pieces, ranging from doors and beds to wardrobes and kitchens. His proficiency extends to organizing and supervising projects, ensuring strict adherence to design specifications and timely completion. Join Alfred in his sessions at ZIDA to gain invaluable insights into interior design and benefit from the guidance of a seasoned professional in the field.

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# Meet Our Facilitators

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## Nathan Odinaka Okechukwu

With over 30 years of expertise, Nathan Odinaka Okechukwu is an esteemed facilitator specializing in window treatment and soft furnishings. A seasoned professional in the industry, he imparts a wealth of knowledge to students, offering a comprehensive understanding of the intricacies of window treatment. Nathan's extensive experience translates into practical insights, enabling students to grasp the nuances of designing and executing soft furnishing projects. His commitment to mentorship fosters a rich learning environment, ensuring students acquire not only theoretical knowledge but also valuable real-world skills in the dynamic field of window treatment and soft furnishings.



## Babawale Ojo

Babawale Ojo is an adept facilitator renowned for his expertise in visual presentation and rendering at ZIDA, bringing a wealth of expertise to aspiring designers. With a background in architectural visualization, he imparts practical knowledge in 3D modeling and rendering. Babawale's guidance extends beyond technical skills, fostering a creative and intuitive approach to design. His commitment to student success is evident through hands-on training, ensuring proficiency in SketchUp's versatile tools and Lumion's dynamic rendering capabilities. As a passionate advocate for elevating design experiences, Babawale cultivates an engaging learning environment, empowering students to articulate their visions with precision and flair.



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# TERMS & CONDITIONS

## PAYMENT OF FEES

Please use the following banking details for direct deposits or EFT transfers

Account name: Zephyr Interior Design and Decoration Ltd

Bank: United Bank of Africa

Account number: 1024946044

Reference: [Your Name]

E-mail: admin@zida.com.ng



- Credit card/debit card payments are accepted.
- Scan The QR code to make direct and quick payment.
- A registration fee is payable on enrolment. Please note that NO enrolment will be processed without payment. This fee will be deducted from the total course fee. Please attach proof of payment with your enrolment form.

# PAYMENT OF FEES - CONTINUED

- **Non-Refundable Registration Fee:** Once paid, the registration fee cannot be refunded unless the enrollment process is unsuccessful.
- **Full Payment for International Students:** International students are required to pay the entire course fee before the course starts.
- **Automatic Suspension for Unpaid Fees:** If a learner's fees are more than 30 days overdue, they will be automatically suspended. The suspension will be lifted only when all outstanding fees, along with interest, are paid in full.
- **No Certificate for Outstanding Fees:** Students with unpaid tuition fees will not receive a certificate until all fees are settled.



## ADMINISTRATION FEES

Catch up/Revision classes (cost per learner per class)	5,000 NGN
Replacement of lost/stolen/damaged certificate	150,000 NGN
Postage: Registered mail	20,000 NGN
Postage: National Courier	30,000 NGN
Postage: International Courier to African Countries (DHL)	85,000 NGN
Refund of application fee	15,000 NGN
Default on Debit order Payment	10,000 NGN
Foreign learner levy	65,000 NGN
Resubmission of Interior Décor Portfolio	45,000 NGN
Re-assessment for 6 week short course	120,000 NGN
Re-print of invalidated certificate	120,000 NGN

## ATTENDANCE

- Should a student be unable to attend a class, he/she may book and pay upfront for a catch-up class with the relevant facilitator at an additional fee of 5000NGN per lecture per student payable to the facilitator after the 3rd time of missing free catch-up class
- Students are requested to inform the school by email (studentaffairs@zida.com.ng) if he/she is unable to attend a class.
- Students must maintain a minimum attendance of 70% to successfully pass the course. This policy ensures active participation, engagement, and a thorough understanding of the content. Attendance is a crucial aspect of commitment to academic excellence.

## CLASS CONDUCT

- Mobile phones should be turned off or set to silent mode during in-person classes.
- Punctuality is mandatory for all classes.
- During virtual classes, students must display their live video feed.

## GENERAL

- Students are required to adhere to Zephyr Interior Design Academy's Rules and Regulations, maintaining the highest standards of conduct consistently.
- Course dates may be subject to change based on enrollment figures or public holidays.
- After the release of results, portfolios and/or work must be collected promptly. ZIDA will only retain portfolios and student work for six months post-results release. Following this period, ZIDA relinquishes responsibility for portfolio retention.
- English serves as the primary language for teaching, learning, and assessment at ZIDA. All communication, facilitation, assessment, and moderation processes occur in English. It is the student's responsibility to ensure effective communication in the prescribed language of instruction.

# INTERIOR DESIGN FUNDAMENTALS

**Entrance requirements:** No minimum requirement

**Venue:** Lecture room

**Times:** Mondays, Wednesdays and Fridays

**Duration:** 8 weeks

**Schedule:** 3 days a week (Mondays, Wednesdays, and Fridays)

**Total class hours:** 72 hours hours

**Fee:** 200,000

## COURSE DESCRIPTION

- The Interior Design Fundamentals program provides an introduction to the basic principles and theories of Interior Design and Decoration. Students will gain a solid foundation in various aspects of interior design, including space planning, lighting, color theory, materials and finishes, furniture selection, and more. The curriculum is designed to enhance students' creative thinking and develop their technical skills

## STUDY MATERIAL

Students will be supplied with a study materials for this course

## ASSESSMENT

Completion of a competency exercise



# ADVANCED INTERIOR DESIGN CERTIFICATE PROGRAMME



This Certificate Program is specifically designed for individuals who are looking to enhance their skills and knowledge in all areas of interior design. It is suitable for those who have already completed an interior design program and wish to expand their expertise, as well as for practicing interior designers who are seeking to further develop their careers.

Venue: Hybrid  
Times: Weekends  
Duration: 16 weeks  
Fee: 350,000





## COURSE DESCRIPTION

- This programme is a transformative 16-week journey with ZIDA's Advanced Interior Design Certificate Program, a hybrid course led by industry experts. This in-depth program covers advanced topics, including sustainable design, project management, and professional practice. The flexible format combines virtual sessions and engaging activities, allowing participants to explore the practical nuances of creating functional and aesthetically pleasing spaces.
- The course encompasses diverse aspects of project management, from planning and budgeting to team collaboration and sustainability integration. Professional practice is explored, focusing on ethical and legal considerations, client management, marketing, and business structures. The sustainability module delves into principles, environmental impact assessment, and future trends. The business and marketing segment equips participants with skills in financial management, branding, digital marketing, and industry networking. This well-rounded program prepares aspiring interior designers for success in a dynamic and evolving industry.

## ENTRANCE REQUIREMENT

- Formal knowledge in interior design or a related field, or relevant professional experience.
- Submission of a comprehensive portfolio showcasing past work and design projects.
- Shortlisted candidates undergo an interview to discuss passion for interior design and career aspirations.
- Non-native English speakers must demonstrate English proficiency through standardized tests.
- Letters of recommendation are required to assess applicants' suitability for the program.
- Applicants must demonstrate proficiency in a Building Information Modeling (BIM) software, showcasing their ability to effectively use these tools.
- Admission criteria aim to ensure strong educational or professional background, creative aptitude, and a genuine commitment to advancing interior design skills through ZIDA's program.

## ASSESSMENT

- Practical Projects: Participants will engage in hands-on interior design projects to demonstrate their application of project management, sustainability, and professional skills.
- Written Assignments: Assessments may include written assignments covering theoretical concepts, ethical considerations, and legal aspects relevant to interior design.
- Examinations: Depending on the course structure, examinations may be employed to evaluate participants' understanding of key concepts and principles.
- Holistic Evaluation: The assessment aims to provide a comprehensive evaluation of participants' competence, covering both practical and theoretical aspects of interior design.
- Weightage and Criteria: Specific details regarding the weightage assigned to each assessment component and the criteria for evaluation will be outlined in the course materials or communicated by instructors.

# ADVANCED INTERIOR DESIGN CERTIFICATE PROGRAM SCHEDULE

## 16-Week Course Timetable Overview

Week	Friday (Synchronous Virtual Sessions)	Saturday (Synchronous Virtual Sessions)	Sunday (Synchronous Virtual Sessions)	Asynchronous Activities
1-4	Sustainable Interior Design	Sustainable Interior Design		Research and readings on sustainable practices, Group projects, project documentation, Environmental impact assessments, case studies, Sustainable materials evaluation, case studies
5-8	Project Management	Project Management	Project Management	Case studies, project simulations, Team collaboration exercises, procurement simulations, Budgeting exercises, time management simulations, Final project presentations, evaluations
9-12	Professional Practice	Professional Practice		Business planning exercises, legal considerations, Client communication role-plays, legal case studies, Marketing strategies, client management scenarios, Client communication role-plays, legal case studies
13-16	Business and Marketing	Business and Marketing		Financial management exercises, branding activities, Financial management exercises, branding activities, Sales techniques practice, networking opportunities



# INTERIOR DECORATION AND STYLING

Entrance requirements: No minimum requirement

Venue: Lecture room

Times: Wednesdays and Fridays 9:00hr – 13:00hr

Fee: 150,000

## COURSE DESCRIPTION

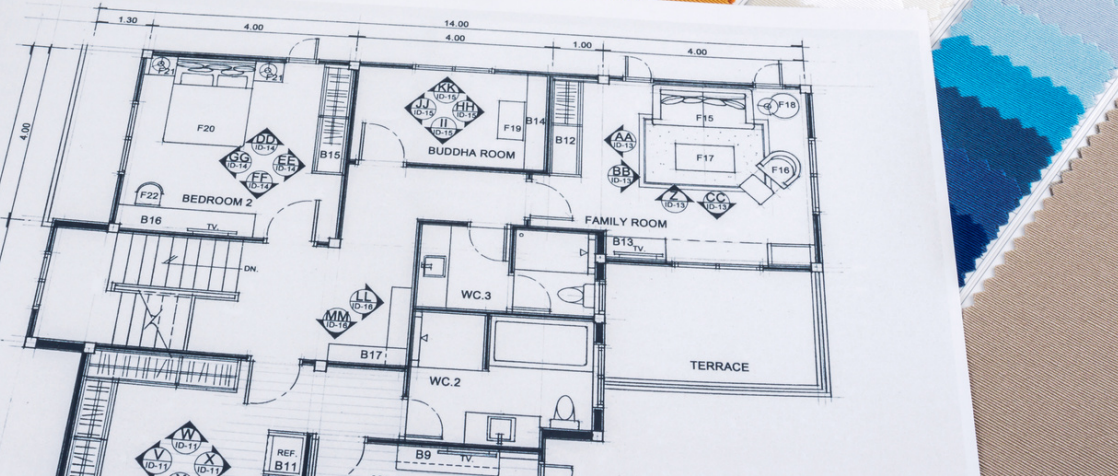
- This short course includes the decorative and functional planning of domestic environment. It covers both practical and aesthetic aspects of decorating and projects are orientated towards a portfolio of a professional standard.

## STUDY MATERIAL

- Students enrolled for the decorating short course need to purchase equipment. The equipment list will be discussed on the 1st session so that students can see what is required.
- Please note that all payments for equipment must be made to ZIDA. Please label all your equipment.

## ASSESSMENT

- Students are required to complete a Portfolio of Evidence that will include two Interior Decor briefs. The portfolio may be used to apply for enrolment into the Advanced Interior Design Certificate Programme offered by ZIDA. The Certificate of Competency is contingent on the successful evaluation of a Portfolio of Evidence.
- NOTE: Your Portfolio of Evidence is to be collected once your results have been released. ZIDA will only hold portfolios for 6 months after results have been released. After this time ZIDA will no longer accept responsibility to hold the portfolio.



# 2D AUTOCAD

Facilitator: Uba Baba Alhassan

Entrance requirements: Basic computer literacy

Days and Times: Saturday 10:00hr – 13:00hr

Fee: 60,000 NGN

## COURSE DESCRIPTION

- The purpose of this course is to equip the student with the essential knowledge and skills required to produce accurate 2-dimensional construction and presentation drawings using the AutoCAD software programme.

## STUDY MATERIAL

- Students will be supplied with a reference manual

## ASSESSMENT

- Completion of a competency exercise



# SKETCH UP PRO

Facilitator: Wale Ojo

Entrance requirements: Basic computer literacy

Days and Times: Tuesday & Thursday: From 10:00hr

Fee: 100,000 NGN

## COURSE DESCRIPTION

- The purpose of this course is to provide the student with the skills and knowledge required to use the SketchUp package to quickly and efficiently generate 2D geometry and 3D models for interior design proposals.

## STUDY MATERIAL

- Students will be supplied with a reference manual

## ASSESSMENT

- Completion of a competency exercise

# LUMION RENDERING

Facilitator: Wale Ojo

Entrance requirements: Proficient in 2D AutoCAD and Sketchup

Days and Times: Tuesday and Thursday Evenings: From 10:00hr

Fee: 150,000 NGN

## COURSE DESCRIPTION

- The purpose of this course is to provide the student with the skills and knowledge required to master Lumion for stunning 3D renders in a 6-week program. Learn lighting, animation, landscaping, and seamless integration into design workflows. Ideal for architects and designers. Explore advanced rendering techniques applicable to virtual reality, enhancing immersive experiences for architectural visualization. Prerequisites include basic 3D modeling skills.

## STUDY MATERIAL

- Students will be supplied with a reference manual

## ASSESSMENT

- Completion of a competency exercise



# RULES & REGULATIONS

## 1. CERTIFICATION

- A students will be awarded with a certification of competence only if s/he has demonstrated that s/he is competent at all exit level outcomes of the relevant courses.
- A student has to score a minimum average of 50% to pass a course and receive a certificate.

## 2. PAYMENT OF FEES

- No certificate will be awarded to any student with outstanding tuition fees.
- 2% interest will be charged per month on late payments.
- Students who terminate their studies for whatsoever reason will be liable for the full payment of the course they are registered for.
- A students with outstanding fees:
  - Cannot re-register for the same short course
  - Cannot register for another short course
  - Cannot attend or submit the assessments

## 3. CHEATING AND PLAGIARISM

- All work submitted for assessment must be authentic. Facilitators have the authority to penalise all parties involved in cheating or committing plagiarism. These acts could result in disciplinary measures with suspension as a result.

## 4 BEHAVIOURAL GUIDELINES

- All reasonable instructions given by a facilitator or management staff of ZIDA must be carried out.
- Students must act in an orderly and lawful manner, taking into account and respecting the rights of other learners, the Institution facilities and clients.
- Attacks, whether verbal or physical and discriminatory languages are not condoned and severe Disciplinary measures will be taken.
- School's equipment and personal possessions of fellow students and staff must be handled with the necessary care and respect.
- No property may be removed from the premises without the proper authorisation of the facilitator responsible.
- Safety is of utmost importance and therefore, no students may bring alcohol or drugs onto the premises or enter the Institution premises while under the influence of alcohol or any illegal drug. Disciplinary and/ or counselling measures will be considered depending on the circumstances.
- Students may not bring any non-prescription substances onto the premises. The unauthorised possession of drugs or alcohol is viewed in a very serious light. Disciplinary and/or counselling measures will be considered depending on the circumstances.
- In order to protect staff and fellow students , ZIDA reserves the right to search students individual workstations, handbags and packages. Such searches will take place within the bounds of human dignity and respect.

## 5. EXHIBITION AND OWNERSHIP OF WORK

- ZIDA reserves the right to retain copies of student work.
- ZIDA reserves the right to use student work for promotions, exhibitions and marketing or in any way to benefit the Institution.

## 6. PREMISES AND EQUIPMENT

- ZIDA does not have a parking facility and therefore students must make use of public parking. ZIDA will not be liable for any damage or loss.
- Students may not use any staff computers under any circumstances.

## 7. EXCLUSION OF LIABILITY

1. Neither Zephyr Interior Design Academy Ltd, Precious Moses, the Landlord, The Suddie Trust nor any of its agents, trustees, employees or facilitators shall be liable for personal injury to or the death of any person or the loss of or damage to any property of whatever nature in the premises, or buildings or in the property, howsoever arising or caused and whether by reason of the default or negligence of Zephyr Interior Design Academy Ltd, Precious Moses, the Landlord, The Suddie Trust or any of the said persons or otherwise.

## 8. GENERAL

- Cell phones MUST be switched off during lecture and studio times.
- Please refer to the ZIDA [Policies and Procedures](#) – these, together with the [Rules and Regulations](#), are available on the website.
- These rules and regulations may change from time to time.
- The onus is on the student to familiarize himself / herself with the content of these documents.



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