

YOUR INVITATION TO A  
30-DAY *FREE* TRIAL AT  
A *SPECIAL DISCOUNT PRICE*...

# SPACE PLANNING For the **NEW** NCIDQ EXAM

- Develop your space planning skills *and* prepare for the space planning part of the NCIDQ exam;
- Gain the support of your own expert instructor *without* leaving your office or home;
- Includes a series of unique, “rules of thumb” to help you carry out any space planning activity quickly and accurately.

In your own office or home, let our expert instructor help you gain practical space planning experience and prepare for the **NEW NCIDQ exam**

**ASID**

American Society of Interior Designers

# DEVELOP YOUR PROFESSIONAL SPACE PLANNING SKILLS

# PREPARE FOR THE NCIDQ EXAM

# LEARN SPECIAL SPACE PLANNING RULES-OF- THUMB

## DEVELOP YOUR SPACE PLANNING SKILLS— WITH EXPERT INSTRUCTOR SUPPORT

Effective space planning requires a solid grasp of a number of processes, ranging from basic program analysis to barrier-free design. In the past, opportunities to develop your space planning skills in preparation for the NEW NCIDQ exam were limited to attendance at one or more live training sessions.

### But not anymore.

To help you develop your space planning skills and prepare for the space planning portion of the NEW NCIDQ exam, we've updated our unique learning-at-home experience for you. We call it,

### “Space Planning for the NEW NCIDQ Exam.”

The program is conducted entirely via distance learning. It offers you the freedom to experience space planning in your own office or home at your own convenient pace with the support of your own expert instructor.

Here are just a few of the vital techniques and concepts you'll explore in this unique, practical learning activity:

- How to interpret the NCIDQ exam questions properly,
- how to quickly establish a planning solution within the NCIDQ allotted time frame,
- how to prepare and use the *criteria matrix* to rapidly analyze program requirements,
- how to complete an *adjacency matrix*,
- how to accurately estimate square footage needs for varying types of spaces,
- how to prepare and use a relationship diagram to immediately assess the feasibility of your preliminary design,
- how to prepare and use bubble diagrams to select the most workable among alternate design approaches,
- how to use *block planning* to compare various design approaches, and much more.

## LEARN HOW TO HANDLE SMALL AND “DIMENSIONALLY- DEMANDING” SPACES

“Space Planning” includes a unit, complete with specific examples, which shows you how to handle small equip-



ment-intensive and furniture-intensive spaces. Not only will you find these skills useful, but also you'll find that they provide an excellent beginning for the more complex needs of general space planning.

## HOW THE COURSE WORKS

When you enroll, you'll receive your “Space Planning” loose-leaf binder and course materials, along with your 13 oversized problem-set drawings in reproducible form. Each of your nine course units includes the following:

- Specific, to-the-point discussions of an area of space planning,
- Examples which show you how to apply the principles you've learned, and
- One or more Skill Development Exercises, realistic space planning and design situations in which you'll practice your newly learned skills.

You'll send your completed space planning exercises to your *personal expert instructor*. They will be reviewed and returned to you with appropriate comments and recommendations.

## WHO SHOULD TAKE THIS COURSE?

If you're currently practicing interior design or if you plan to do so in the future, *and* if you expect to take the NEW NCIDQ exam, this course is for you. It will help you develop the specific space planning skills you need.

## WHAT QUALIFICATIONS DO YOU NEED?

For the exam, and therefore for this course, you'll need two sets of skills: First, you'll need some basic drafting capability, that is, experience with drafting tools and a knowledge of how to prepare plans and elevations. Second, you'll need some competence in planning conventional small room furniture arrangements.

## AND EVEN MORE BENEFITS FROM THIS UNIQUE COURSE. . .

### FROM ROUGH FLOOR PLAN TO REFINED SOLUTION

Units six and seven of the course help you to develop a rough floor plan which meets the problem criteria as well as a refined solution at the level of detail required by the NCIDQ practicum.

### LEARN ALL ABOUT THE NCIDQ PRACTICUM

Unit eight tells you all about the NCIDQ practicum and what you can do to prepare for it. The unit provides both general and highly specific recommendations for everything from assuring your comfort level to allocations of your time. It also provides you with some key guidance as to how your space planning efforts will be judged.

### SPACE PLANNING RULES-OF-THUMB

The course includes a listing of basic rules-of-thumb, such as approximate space requirements for various facilities (from powder room to school cafeteria) which every space planner should know.

### HOW LONG (OR SHORT) IT TAKES

To achieve effective space planning results and prepare for the NEW NCIDQ exam, it is critical that you practice completing various space planning designs as defined by the Skill Development Exercises in this course. The time to complete the course is very much a function of this activity. Based on your past experience you can take anywhere from 25 to 50 spare time hours to complete the course.

### ENROLLMENT INFORMATION

Detailed information on enrolling in "Space Planning for the NEW NCIDQ Exam" is located on the back page of this brochure.

ENROLL IN  
"SPACE PLANNING"  
TODAY!

## COURSE CONTENT

### UNIT 1: Introduction

- The course and how it works.

### UNIT 2: Planning Methodology

- Need for methodology
- Interpreting the Exam problem
- Criteria Matrix
- Square footage requirements
- Prototypical plan sketches

### UNIT 3: Bubble Diagrams/ Block Planning

- How to use Bubble Diagrams
- How to use Block Planning to prepare preliminary designs

### UNIT 4: Small and Dimensionally Demanding Spaces

- Human factors
- Barrier-free design

### UNIT 5: Important Space Planning Factors

- Planning rules-of-thumb
- Building codes
- Lighting design
- Acoustics planning
- Plumbing
- Heating, ventilating, and air conditioning (HVAC)
- The building shell
- Flexibility/multi-use
- Furniture
- Spatial quality

### UNIT 6: Developing a Rough Floor Plan

- Very small suites (1200 s.f.)
- The next step (2400 s.f.)
- Multi-use suites (3600 s.f.)

### UNIT 7: Refining the Solution

- Revising the rough floor plan
- The final floor plan
- Drawing quality and techniques

### UNIT 8: Taking the NCIDQ Practicum

- The nature of the exam and its jurying process
- Time management
- Reading and interpreting the program
- Psychological preparation
- Finish materials selection
- Wall construction selection

### UNIT 9: Developing Skills Beyond the Level of the NCIDQ Exam

### UNIT 10: Bibliography

### APPENDIX: Building Shells and Design Programs

ALL  
IN  
YOUR  
OWN  
OFFICE  
OR  
HOME . . .

AT  
YOUR  
OWN  
PACE . . .

AND  
WITH YOUR  
PERSONAL  
EXPERT  
INSTRUCTOR  
TO  
HELP  
YOU

# Enrollment Information

A voluntary, instructor-supported self-study program, "Space Planning" does not make or imply guarantees of any kind, nor does it issue acknowledgements, credit or certificates of recognition or completion to its participants

## SPECIAL DISCOUNT PRICE—SAVE \$45

The list price for "Space Planning" is \$294. However, ASID is pleased to offer its member a \$45 discount. The special member reduced price for this unique course is only \$249 (non-member \$274) plus a small postage and handling charge.

This includes your loose-leaf bound course manual, review and detailed comments on all your Space Planning Exercises, and personal response to every question you send in. And remember, that's all it costs—no time away from work, no travel, no other costs of any kind.

## SEND FOR YOUR FREE TRIAL TODAY

Use the Enrollment Form or write to:  
ASID Professional Reference Programs  
244 Westchester Avenue, Suite 100  
White Plains, New York 10604

## TOLL FREE TELEPHONE ENROLLMENT

JUST CALL 1-800-932-0191  
Or use our fax number 1-914-428-0773

## OUR GUARANTEE TO YOU

A very simple one, really. Send us your order with your payment or credit card charge information. We'll send your course material by return mail. Review the course at your leisure for a full 30 days. If it's not exactly what you want, simply return the material to us, unused, and we'll immediately send you a full refund or credit to your charge card account.

## DEVELOP YOUR SPACE PLANNING SKILLS UNDER THE GUIDANCE OF TWO RECOGNIZED EXPERTS

**Dr. Mark Karlen**, an experienced space planner, is Chairman of the Department of Interior Design at Pratt Institute in New York. He has over twenty years of design and teaching experience and has helped prepare candidates for the NCIDQ exam via ASID's highly acclaimed STEP program.

**Myonggi Sul**, an associate professor at Pratt Institute and principal of Myonggi Sul Design, has practiced interior design in New York City for over twenty years, providing design services for corporations, architectural firms, and high end residences.

## CONTINUING EDUCATION FOR DESIGN PROFESSIONALS

This course was developed and is conducted for ASID by the MGI Management Institute, White Plains, New York.

For 33 years, MGI has been a leader in continuing education for the professions. The company continues to provide practical, up-to-the-minute, self-study experiences for thousands of professionals in an ever widening range of subjects.



## FREE TRIAL ENROLLMENT FORM

To: ASID Professional Reference Programs  
Suite 100, 244 Westchester Avenue, White Plains, NY 10604

**YES**, I want to enhance my space planning skills and prepare for the NCIDQ exam. Please enroll me in "Space Planning for the *NEW* NCIDQ Exam" and send all materials at once. My payment (or credit card charge) is enclosed as shown below. I understand this includes all course materials, processing of all my Skill Development Exercises and personal response to all questions I send in.

I understand further that if I'm not completely satisfied with the material, I may return it, unused, within 30 days for a full and immediate refund.

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Air Parcel Post Charges</b>	
Alaska, Hawaii, Puerto Rico, and Canada	\$15 U.S. additional
All other countries	\$55 U.S. additional

### PAYMENT INFORMATION

Course Price \$ \_\_\_\_\_

Air Parcel Post Charges where applicable (see below left) \$ \_\_\_\_\_

Postage & Handling \$9.95

Total Price \$ \_\_\_\_\_

Check enclosed (payable to ASID)

Purchase order enclosed\*

Charge the above amount to my credit card as shown below:

MasterCard  VISA  AMEX

Acct.No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

\*Purchase orders without prepayment will be billed at list price.