

**INDE 68 Course Outline as of Fall 1999****CATALOG INFORMATION**

Dept and Nbr: INDE 68 Title: BUS MNGT FOR INT DESIGN

Full Title: Business Management for Interior Design

Last Reviewed: 2/2/1999

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	3.00	17.5	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 08 - May Be Taken for a Total of 6 Units

Also Listed As:

Formerly:

**Catalog Description:**

This course covers the business aspects of interior design: ethical practices, methods of compensation, estimating client budgets, billing and sales using a Design Manager Software geared to the interior design industry.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course covers the business aspects of interior design: ethical practices, methods of compensation, estimating clients budgets, billing and sales using a Design Manager Software geared to the Interior Design Industry. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;  
Repeatability: May Be Taken for a Total of 6 Units

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>			Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1999	Inactive:	Summer 2012
<b>UC Transfer:</b>		Effective:		Inactive:	

**CID:**

**Certificate/Major Applicable:**  
Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The student will be able to:

Write estimates and prepare orders for purchase of interior design furnishings, finish materials, products, decorative accessories, and their installation using Design Manager Software.

Demonstrate the use of worksheets, using Excel Function Wizard, create templates and write Specification sheets for residential FF&E (Furniture, Furnishings and Equipment)

Utilize the computer as a tool to generate Client Records, Orders and Correspondence (Microsoft Office)

Research and utilize catalogues, tear sheets, prices lists from manufactures and distributors of interior merchandise, and use the Internet as resource to communicate with vendors having their catalogs and prices on web pages.

Prepare inventory control documents including deposits, billing and invoicing using the Design Manager software.

Prepare confirmation, purchase agreements templates and other documents for client approval

Demonstrate sales techniques for client presentation, utilizing several computer software programs such as Microsoft Office, Powerpoint, Design Manager and Excel for graphical presentations.

Identify and interpret various methods of compensation for projects and Interior Design contracts using the latest State-of-the-Art technology.

### **Topics and Scope:**

Computer Software for Interior Design Business Practices  
Installation of software  
Forms  
Overview

Button Bar  
 Function Selection Buttons  
 s Options/Company  
 Client Information  
 Project Specifications  
 Component Supplier Window  
 Proposals  
 Purchase Orders  
 Printing Purchase Orders  
 P.O. Deposit Checks  
 Purchase Order Inquiry Screen  
 Client Invoices, Invoice Prices, Printing Invoices, Crediting or Reversing  
 an Invoice  
 Cash Receipts, Clients Deposits, Payments of Invoices, Miscellaneous  
 Check Writing, Suppliers, Vendors, Printing Checks, Bank Reconciliation,  
 Void Checks.  
 Status Screens: Client/Project Status; Purchase Order Status; Vendor  
 Suppliers Status.  
 Utilities  
 Reports

### Assignment:

### QUIZZES, TESTS, COMPUTER LAB PROJECTS

#### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Lab reports

Writing  
10 - 20%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Lab reports, Quizzes, Exams

Problem solving  
20 - 30%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams, COMPUTER LAB PROJECTS

Skill Demonstrations  
20 - 40%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, PROJECTS

Exams  
10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE AND PARTICIPATION

Other Category  
5 - 15%

**Representative Textbooks and Materials:**

(Representative List)

Piotrowski, Christine: PROFESSIONAL PRACTICE FOR INTERIOR DESIGNERS;

2nd Edition: Van Nostrand Reinhold, 1994

Veitch, Donald, Jackman, Dianne, Dixon, Mary: PROFESSIONAL PRACTICE;

Peguis Publishers Ltd. 1990

Design Manager Software for Windows: Version 4.0 Franklin-Potter

Associates, Inc. 1997