

INDE 114 Course Outline as of Spring 2013**CATALOG INFORMATION**

Dept and Nbr: INDE 114 Title: INDE COMP BUSINESS MGT

Full Title: Computerized Business Management for Interior Design

Last Reviewed: 5/7/2012

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	6	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: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

This course covers the business aspects of interior design, ethical practices and working relationships with clients, vendors and staff. Also includes methods of compensation, creating client files of sourcing products, creating proposals, estimating clients' budget, billing and invoicing using the Design Manager Software Program.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of CS 101A OR CS 105A

Limits on Enrollment:**Schedule of Classes Information:**

Description: This course covers the business aspects of interior design, ethical practices and working relationships with clients, vendors and staff. Also includes methods of compensation, creating client files of sourcing products, creating proposals, estimating clients' budget, billing and invoicing using the Design Manager Software Program. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Course Completion of CS 101A OR CS 105A

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Identify the process used to establish credit and/or credit worthiness for a business.
2. Identify and develop a mission statement for a business by completing a self-evaluation and setting goals.
3. Review various types of business structures, methods of compensation, and contracts.
4. Record various business transactions related to clients, vendors, shippers, and employees using the Design Manager Software Program.
5. Develop and record sales proposals, sales orders, purchase orders, work orders, invoices and consulting hours using the Design Manager Software Program.
6. Create reports sorted by date, client, vendor, or employee using the Design Manager Software Program.
7. Identify product warranties, vendor liabilities, and mechanics liens using the Design Manager Software Program.
8. Identify methods and practices for post ordering considerations used in the Interior Design industry.
9. Demonstrate the ability to market services for an interior design business.
10. Compile a terminology list related to the design profession and finances.

Topics and Scope:

- I. Understanding Credit and Establishing Credit Worthiness
 - A. FICO (Fair Isaac Corporation) scores and importance - Improve FICO scores, federal and state agency support phishing, fraud, freezing credit, ID theft
 - B. Personal ID theft
 1. Review forms needed for reporting
 2. Agencies reporting grading
 3. Timelines for filing

4. Consumer costs involved
- II. Developing a Mission Statement
 - A. Importance
 - B. Self evaluation
 - C. Focus areas to develop mission statement
- III. Setting Goals for Business
 - A. Review business structure
 1. Sole proprietorship
 2. Partnership
 3. Corporation
 - B. Methods of compensation
 1. Design fees
 2. Product pricing
 3. Discounting
 4. Trade association review
 5. Professional Trade Association and value of participation
 - C. Interpersonal communication skills
 1. Listening
 2. Communicating
 3. Professionalism
 4. Team building
- IV. Basic Maneuvering in Design Manager Software
 - A. Windows/tabs/fields/defaults
 - B. Company and project data/advanced options for printing and formatting documents
 - C. Databases: clients, vendors, shipping, tax codes
 - D. Input components building items
 - E. Create and manipulate documents (as proposals, purchase orders, status reports, invoices)
 - F. Shippers and vendors
 1. Input terms
 2. Pricing
 3. Payables
 4. Contacts
 5. Status management
 - G. Purchases and receiving
 1. Purchase orders
 2. Receiving
 3. Packing slips
 4. RGA's (Return Goods Authorization)
 5. Back orders
 - H. Invoicing client/vendor (receivables)
 1. Design Manager Software Program automatically creates invoice from data input
 2. Client pays invoice (receivable)
 - I. Payable vendors
 1. Design Manager Software Program automatically creates documentation when items are received
 2. Design Manager Software Program automatically prints checks
- V. Contracts and Business Form:
 - A. Mastering client budgets
 - B. Transmittal form
 - C. Designer/client contract
 - D. Contract with independent contractors

- E. Contract with fabrication
- F. Equipment rental
- G. Storage contract
- H. Scope of services schedule
- VI. Vendor Terms and Conditions
 - A. Warranties
 - B. Pricing
 - C. Liabilities
- VII. Mechanics Liens
 - A. Definition
 - B. Importance of filing
 - C. Timeline for filing
 - D. Eligibility for filing
 - 1. Electricians, plumbers, design groups, contractors, roofers, tile setters
 - 2. Heating/air companies, window/door suppliers, sheet rock vendors and installers,
- etc.
- VIII. Post Ordering Considerations - Follow up calls to clients, vendors
- IX. Marketing Your Services
 - A. Asking for referrals
 - B. Sending notes of appreciation
 - 1. Trade (plumbers, carpenters, etc.)
 - 2. Clients
 - 3. Vendors

Assignment:

1. Class worksheets and lab projects using the various screens in Design Manager Software Program. (approximately 20-25)
2. Lab reports including financial summary reports (approximately 4)
3. Weekly written and verbal summary reports (6-8) covering business articles, credit and finance
employee/client relationships, analyzing skills, prospecting, qualifying
4. Reference notebook including a terminology list related to the interior design profession and finance
5. Quizzes (3-6)
6. Midterm (1) and final exam
7. Read approximately 8-15 pages per week from Design Manager Manual and other sources

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.

Weekly written summary reports, interior design profession and finance terminology list

Writing
10 - 20%

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

Class worksheets and lab reports

Problem solving
20 - 25%

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

Lab reports and financial summary reports

Skill Demonstrations
20 - 30%

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

Quizzes, midterm, final exam: short answer, multiple choice, true/false

Exams
10 - 30%

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

Attendance and Participation, reference notebook

Other Category
10 - 15%

Representative Textbooks and Materials:

Design Manager Software and Manual for Windows, Franklin Potter, DM 2011.

Reader for Design Manager Software

Instructor prepared materials