## INDE 114 Course Outline as of Fall 2017

# 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: |
| **CSU Transfer:** | | Effective: | Inactive: | |
| **UC Transfer:** | | Effective: | Inactive: | |

**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 Corpotion ) 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 contracts

  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<br>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