

INDE 64.1 Course Outline as of Fall 2007**CATALOG INFORMATION**

Dept and Nbr: INDE 64.1 Title: PROF PRACT INTER DESIGN

Full Title: Professional Practices for Interior Design

Last Reviewed: 8/14/2023

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

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

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

Also Listed As:

Formerly: INDE 112

Catalog Description:

This course is designed to provide students with knowledge of the business aspects of the interior design profession. Topics include ethics, contracts, licensing, ordering, client-designer relationships, costs, billing and fee schedules. Students will also gain experience measuring, estimating, and budgeting for a design project.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: This course is designed to provide students with knowledge of the business aspects of the interior design profession. Topics include ethics, contracts, licensing, ordering, client-designer relationships, costs, billing and fee schedules. Students will also gain experience measuring, estimating, and budgeting for a design project. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

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:	Transferable	Effective: Fall 2007	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of this course, the student will be able to:

1. Describe how an interior designer must work with a client in a relationship that involves ethics and professional conduct from initial stages of project to its completion.
2. Describe the steps and legal requirements necessary to establish a design business.
3. Discuss the issues and procedures involved in conducting a successful interior design business.
4. Utilize processes to effectively manage the business's finances.
5. Measure, estimate and calculate costs and prepare a budget for a design project prior to entering a contractual relationship with a client.
6. Prepare a project estimate and a design contract.
7. Develop a visual presentation including a perspective drawing to inform the client of what the design will look like.

Topics and Scope:

- I. Introduction to the Profession of Interior Design
 - A. The profession
 - B. Ethics
 - C. Professional conduct
- II. How to Establish an Interior Design Practice
 - A. Planning a new interior design practice
 1. Advantages and disadvantages of business ownership
 2. Starting a new design practice
 - B. Professional and legal advice and counsel

- C. Business formations
- D. Legal filings
- E. Place of business
 - 1. home-based business
 - 2. office outside home
 - 3. working for others
- F. City & state permits, licenses, board of equalization & sales permit
- G. Writing a business plan
- H. Establishing an interior design library
- III. The Business of Interior Design
 - A. Business organization and management
 - B. Planning, budgeting, and measuring performance
 - C. Legal issues related to employment
 - D. Legal responsibilities
 - E. Warranties and product liability
- IV. Managing the Business's Finances
 - A. Financial accounting
 - B. Financial management and records
 - C. Determining, structuring, and collecting design fees
 - 1. retainer
 - 2. hourly
 - 3. commission
 - D. Preparing design contracts
 - E. Product pricing considerations
 - F. Sale of goods and the uniform commercial code
- V. Project Management
 - A. Project management techniques
 - B. Working with trade sources and vendors
 - C. Contract documents and specifications
- VI. Interior designer/client relationships
 - A. Building client relationships
 - B. Listening to a client's perceived wants
 - C. Determining the actual needs of the client
 - D. Creating a masterplan prior to commencing work
 - E. Preparing and providing estimates and estimate sheets
 - F. Visual presentations
 - G. Perspective drawing
 - H. Contractual relationship with a client
- VII. Marketing interior design services
 - A. Promoting an interior design practice
 - B. Developing an advertising plan
 - C. Advanced promotional skills
 - D. Writing a professional resume and cover letter

Assignment:

Representative assignments:

1. Reading: 15- 30 pages per week.

Problem solving:

2. Prepare format for a design contract.

3. Develop format for a masterplan.

4. Create format for an estimate sheet.
 5. Develop a vendor contact list.
- Skill demonstration:
6. Prepare perspective drawings and presentations (1-3).
 7. Final project: design project.
- Writing:
8. Business plan, advertising plan, and financial records plan.
 9. Resume and cover letter.
- Other:
10. Notebook and glossary file.
- Exams:
11. Midterm and final exam.

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.

See listed writing assignments

Writing
25 - 30%

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

See listed problem solving assignments

Problem solving
20 - 25%

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

Perspective drawings and presentations; final proj

Skill Demonstrations
20 - 25%

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

Multiple choice, Matching items, Completion

Exams
10 - 15%

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

Attendance and participation; notebook

Other Category
5 - 10%

Representative Textbooks and Materials:

Professional Practices for Interior Designers, 3rd Edition by Cristine M. Piotrowski. John Wiley & Sons, 2002.

Interior Design Business Handbook: A Complete Guide to Profitability, Mary V. Knackstedt, John Wiley & Sons, Inc., 2006.