

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	6	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 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 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:**

<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 2007	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, students 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 business finance.
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 product sales presentation.
8. Develop a visual presentation including a perspective drawing.

### **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 and state permits, licenses, board of equalization and sales permit
- G. Business plan
- H. How to set up 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
    1. Sales techniques
    2. Role playing for sales or product.
- V. Project Management
  - A. Project management techniques
  - B. Working with trade sources and vendors
  - C. Contract documents and specifications
- VI. Interior Designer and 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:**

1. Reading: 15- 30 pages per week

Problem solving:

2. Design contract
3. Masterplan
4. Estimate sheet
5. Vendor contact list

Skill demonstration:

6. Perspective drawings and presentations (1-3)

7. Final project: design project

Writing:

8. 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.

Financial records plan, resume and cover letter

Writing  
15 - 25%

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

Design contract, master plan, estimate sheet, vendor contact list

Problem solving  
20 - 30%

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

Perspective drawings and presentations; final project

Skill Demonstrations  
20 - 25%

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

Exams to include multiple choice, matching items, completion

Exams  
20 - 25%

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

Attendance and participation; notebook and glossary

Other Category  
5 - 10%

### Representative Textbooks and Materials:

Professional Practices for Interior Designers, 4th Edition by Cristine M. Piotrowski. John Wiley & Sons, 2008.

Interior Design Business Handbook: A Complete Guide to Profitability, Mary V. Knackstedt,

