

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Interior Design Technology</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>INDS 2325</u>
<b>COURSE TITLE</b>	<u>Professional Practices for Interior Designers</u>
<b>COURSE CREDIT HOURS</b>	<u>3            3        :    0</u> Credits    Lec     Lab

### I. Catalog Description

Studies business practices and procedures for interior designers, including professional ethics, project management, marketing, legal issues and charging a client. **(3:0)**.

### II. Course Objectives

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

- A. Identify the definition of a designer and ethics in business
- B. Produce a business plan, income statement, and cash flow statement to include:
  1. explain business formation
  2. identify revenue and expenses in income statement
  3. interpret and create a cash flow statement and analyze profitability
- C. Identify business organization and management in relation to design firms/departments to include:
  1. identify design department organizational chart, personnel, and project flowchart
  2. describe company flow chart
  3. utilize and identify trade terminology
  4. maintain product library and updates
  5. complete time sheets and understand time management
  6. explain RFQ, transmittals, correspondence, punch list, and project binders and files
  7. discuss meeting deadlines, follow-up, task completion, change orders, and troubleshooting
  8. recognize the departmental interaction and relevance and maintain a neat and productive environment
  9. establish, maintain, and follow up on communication with supervisor, coworkers, project team-vendors, lead designer, contractors, subcontractors, etc.
  10. utilize proper grammar in all forms of communication
  11. assist in electronic communication with all project parties
- D. Explain the project phases - programming, schematic design, design development, and contract documents.
  1. programming-interview client, define scope of work, and field verifications
  2. schematic design-preliminary layout, budgets, and adjacency matrix
  3. design development – finalize drawings, color boards, renderings, specifications, and budgets
  4. contract documents – produce working drawings and lighting, electrical, and finish plans; prepare bid specifications; and prepare permitting documents
- E. Write a design contract.
- F. Produce a project timeline and explain the concept of project management.
  1. produce a Gantt chart using a design contract as a base
  2. identify timeframe for tasks in project
  3. review construction timeline
  4. refine timeline
- G. Demonstrate marketing and business development skills.
  1. develop and present a marketing plan

2. research target markets to include demographics, industry type, and product usage
  3. recognize and interpret company brand
  4. utilize the four “P’s” of marketing
  5. use SWOT analysis
  6. assist in correspondence, research, marketing materials, and trade shows
  7. market/sell design or a product as appropriate, communicate features and benefits of product to client.
- H. Visit firms or job sites in the industry to view the different areas of residential and commercial design.
- I. Plan and conduct presentations in front of instructor and peers
- J. Demonstrate professionalism as in following instructions, preparation, timeliness, responsibility, good conduct, and portray company image positively
- K. Identify and utilize tools, software, and equipment learned in all the interior design classes to include:
1. Computers, printers, plotters, scanners, copiers, projectors, matboard cutter, labeler, glue gun, and pressmount
  2. Microsoft Word, Excel, PowerPoint, Publisher; Autocad; and Adobe Photoshop
  3. Architectural scale, triangles, manual drafting, mechanical pencils, furniture templates, and measuring tape
  4. Presentation materials-matboards, foamboard, adhesives, exacto knives, metal rulers, markers, vellum, and prisma color
- L. Describe the function and maintenance of a fabric and product library
- M. Prepare a final resume and set goals.
- N. Pursue professional development

### III. THECB Learning Outcomes (WECM)

1. Determine scope of services, fees, compensation, and billing procedures.
2. Prepare business forms and contract documents.
3. Describe methods of establishing and maintaining client, vendor, and contractor relationships.
4. Identify legal, ethical, and tax issues.
5. Discuss sales and marketing strategies.

### IV. Evaluation

- A. Assignments
1. Students have a total of (8) demonstration/performance/objective examinations administered during the semester.
  2. Class and fieldtrip participation, daily assignments and daily attendance will be required. A summary report of each guest speaker and site visit will be submitted as a final project by each student-40% of the course grade.
- B. Grading Scale
- |           |   |   |
|-----------|---|---|
| 90 – 100  | = | A |
| 80 - 89   | = | B |
| 70 - 79   | = | C |
| 69- below | = | F |

### V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

### VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.