

**OHLONE COLLEGE**  
**Ohlone Community College District**  
**OFFICIAL COURSE OUTLINE**

**I. Description of Course:**

**1. Department/Course:** ART - 157

**2. Title:** Professional Practice for Interior Design

**3. Cross Reference:**  
Professional Practice for Interior Design ID - 157

**4. Units:** 3.00

**Lec Hrs:** 3.00

**Lab Hrs:** 0.00

**5. Repeatability:** No

**6. Grade Options:**

Letter Grade, May Petition Credit/No Credit (GC)

**7. Degree/ Applicability:**

Credit, Degree Applicable, Not Transferable (D)

**8. General Education:**

**9. CAN Numbers:**

**10. Field Trips:** May be Required

**11. Requisites:**

**12. Catalog Description:**

This class introduces basic business practices for Interior Designers. It includes an overview of career paths, business planning and organization, professional associations, marketing, sales, wholesale resource development, contractual obligations, and ethics. It is designed for people preparing to enter the field of Interior Design.

**13. Class Schedule Description:**

Basic business practices for Interior Designers.

**14. Counselor Information:**

This class introduces business practices for professional Interior Designers. It is designed for students entering the field. It is also useful for practicing designers who wish to start or expand their own business or who are preparing for the professional exams.

**II. Student Learning Outcomes**

The student will:

1. Identify legal and ethical requirements for the Interior Design profession.
2. Prepare and interpret legal documents.
3. Analyze and evaluate financial and budgeting principles.
4. Examine techniques of developing client bases and relationships with trade sources.
5. Discuss career paths and compare business formations.

**III. Course Outline:**

- A. Overview of the Interior Design profession.
- B. Establishing a practice.

1. Business formations.
2. Legal and ethical responsibilities.
- C. Business Management.
  1. Financial Accounting and Management.
  2. Pricing and Fees.
  3. Billing.
  4. Contracts.
  5. Sale of Goods.
- D. Marketing and Business Development.
  1. Services.
  2. Promoting the Practice.
  3. Selling Techniques and Presentations.
- E. Project Management.
  1. Scheduling.
  2. Budgets.
  3. Trade Sources.
  4. Contract Documents and Specifications.
  5. Processing Orders.
- F. Career Options.

#### **IV. Course Assignments:**

##### Reading Assignments

Text and handouts

##### Writing Assignments

Prepare business plan

Prepare contracts

Report on career direction

Prepare resume

Marketing proposal

##### Projects, Activities, and other Assignments

Calculate budgeting project

Demonstrate sales presentation

Prepare resource file

Research legal filings and responsibilities

#### **V. Methods of Evaluation:**

- A. Exams
- B. Oral presentations
- C. Discussions
- D. Research projects
- E. Reports.

#### **Methods of Instruction:**

Lecture

Discussion

Demonstration

Other

Field trips.

**VI. Textbooks:**

Required

1. Christine M. Piotrowski *Professional Practice for Interior Design* 3rd Edition, Van Nostrand Reinhold, 2001 ISBN: 0471384011

Optional

**VII. Supplies:**

1. Legal forms and presentation materials.