

**Interior Design Business Practices  
IND2500**

**Dr. Ann Roccon ASID, IIDA, CKD, Instructor** aroccon@irsc.edu  
**Shaun Wightman: Department Chair (772)462-7705**

**3 Credit Hours**

**Introduction:**

This course is an interior design business course.

**Description:**

This course teaches specialized information on establishing and maintaining a successful interior design business. From the very first contact or introduction with the client to the follow up survey after the client has moved into the space. This class will go over all the procedures and written forms needed to run a business, using the DECA Bazaar Interior Design Showcase as the class project

**Pre-Requisites:**

INDC1010

**Program Learning Outcome:** Communicate with Clarity and Precision

**Accessed Degree Program Learning Outcome:** Numerical grade (0-100) will be recorded based on their business plan.

**Learning Outcomes and Objectives:**

1. Specify the appropriate use and function of furnishings and materials
2. Specify design materials and resources
3. Demonstrate employability skills and identify job and career opportunities
4. Identify business organization and development procedures and/or systems for a professional practice
5. Incorporate evaluation, space planning, layout, workflow, and design into a project
6. Calculate the costs involved in a budget estimate of an interior project
7. Prepare the basic agreement between designer and client, identifying services and responsibilities
8. Demonstrate a basic knowledge of computer skills

**Outline of Course Work:**

Do the necessary textbook reading and corresponding homework before coming to class. Take notes during each lecture and presentation. Present and explain course projects in both team and individual presentations. Use the instructor's comments and suggestions to improve your work.

**Text:**

Winchip, S. M. (2013). *Professional practice for interior designers in the global marketplace*. New York, NY: Fairchild Publications.

~Required~

## IND2500 – Business

### Grading Division

- 20 points maximum – Completion of HP Certificates
- 20 points maximum – Interior Design Business Simulation
- 20 points maximum – Interior Design Club DECA Case Study
- 10 points maximum – Quizzes
- 20 points maximum -- Exams
- 10 points maximum – Attendance and Punctuality

### Grading Scale

- 90 - 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- Below 60 = F

### Course Requirements:

- Design and produce a business notebook with a business plan.

### Policy on Late Work or Make-Up Exams

Work handed in over one week late will have 10 points automatically removed from their grade. Visual Presentation will be handed in on the dates indicated and Oral Presentation will be given on the dates assigned. Only in extreme circumstances will late presentation be considered for grading and are subject to approval by the instructor.

### Withdrawal and Attendance Policy

It is the student's responsibility to withdraw from the class by **October 31, 2016** with a grade of "W".

Excessive absences (more than 3 for a class that meets thrice a week or more than 2 for a class that meets twice a week) will result in administrative withdrawal or a grade of "F". Each minute a student arrives late or leaves early will cost him/her a point. 30 minutes or more away from class will be considered an absence.

### Classroom Policy

- It is the student's responsibility to turn off cell phones during class.
- If in an emergency call is needed the student is to step out of the class to take or make the call.
- No iPods or mp3s during class unless approved by the instructor.
- The lecture or discussion will start 5 minutes after the period has started.
- No talking (private conversations) during lectures. □ No business transactions during class time.

### Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term.

IND2500 – Business

**Syllabus Disclaimer**

This syllabus is subject to change at the discretion of the instructor. Changes will be distributed when appropriate as an addendum to the syllabus. The course goals, objectives, and student competencies do not change.