

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: IND 2500

COURSE TITLE: Professional Principles and Practices of Interior Design

PREREQUISITE(S): IND 2460 and IND 2318

COREQUISITE(S): None

CREDIT HOURS: 2

CONTACT HOURS/WEEK: 2

CONTACT HOUR BREAKDOWN:

 Lecture/Discussion: 2

 Laboratory:

 Other _____:

FACULTY WORKLOAD POINTS: 2

STANDARDIZED CLASS SIZE ALLOCATION: 30

CATALOG COURSE DESCRIPTION:

Duties and responsibilities relative to employment and business practices.

SUGGESTED TEXT(S): Piotrowski, Professional Practices for Interior Designers
Latest Edition

Optional Text(S) None

IMPLEMENTATION DATE: Fall Term, 2008 (20091)

REVIEW OR MODIFICATION DATE:

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Business Organization and Management	9
A. Procedures and Practices	
B. Planning Functions	
C. Preparing Design Contracts	
D. Compensation and Fees	
E. Complaints and Adjustments	
F. Legal and Business Terms	
G. Licensing Requirements	
H. Principles of Record Keeping	
I. Public Relations	
II. Project Management	5
A. Project Management Techniques	
B. Working with Trade Sources	
C. Contract Document and Specifications	
1. organization of the project manuals	
2. specification writing guidelines	
3. coordination with construction drawings	
4. furniture specifications	
III. Contract Documents	5
A. Organization	
B. Contents	
1. floor plans	
2. reflected ceiling plans	
3. elevations	
4. sections	
5. details	
6. schedules	
C. Coordination with Consultants Drawings	
D. Reference Systems	
E. Drawing Symbols	
F. Millwork Construction Drawing	

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
IV. Employment Planning	9
A. Importance of Planning for Job Application B. How to Locate Employment Possibilities (sources) C. Developing a Resume and Cover Letter D. Portfolio Designs 1. graphics 2. computer skills E. Interviewing F. Follow-up	
V. Professional and Future Trends	2
A. Licensing B. Professional Organizations and Seminars C. Code of Ethics	

PROGRAM TITLE: Interior Design Technology

COURSE TITLE: Professional Practice

CIP NUMBER: 0404.050100

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

11.0 DEMONSTRATE EMPLOYABILITY SKILLS AND IDENTIFY JOB AND CAREER OPPORTUNITIES-- The student will be able to:

11.03 Identify documents that may be required when applying for a job.

11.05 Demonstrate competence in job interview techniques.

11.10 Evaluate sources of employment information.

11.12 Identify job and career opportunities in the interior design business and industry.

12.0 IDENTIFY BUSINESS ORGANIZATION AND DEVELOPMENT PROCEDURES AND/OR SYSTEM FOR A PROFESSIONAL PRACTICE -- The student will be able to:

12.02 Analyze business practices and procedures necessary in an interior design business.

12.03 Recognize legal and business terms used in the practice of interior design.

12.09 Prepare contracts

12.15 Demonstrate an understanding of licensing requirements.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1		
COURSE PREFIX AND NUMBER: <u>IND 2500</u>		SEMESTER CREDIT HOURS: <u>2</u>
COURSE TITLE: <u>Professional Practice</u>		
Section 2		
TYPE OF COURSE: (Click on the box to check all that apply)		
<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____		
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		
Section 3 (If applicable)		
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:		
<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	
Section 4		
INTELLECTUAL COMPETENCIES:		
<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy
<input checked="" type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry	
<input type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively	
Section 5		
LEARNING OUTCOMES		METHOD OF ASSESSMENT
1	Students will be able to understand business organizations and management in the interior design field.	Graded exams
2	Students will be able to understand project management and prepare contract drawings and specifications.	Graded assignments and projects
3	Students will have started the process of preparing their portfolio, demonstrating their graphic and computer skills.	Graded portfolio pages
4	Students will understand the licensing and NCIDQ exam requirements and how they need to proceed in the future for their own career goals.	Discussions

Section 6

Name of Person Completing This Form: Sheri Litt

Date: 11/27/07