NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY

IDS 225 - BUSINESS PROCEDURES (3 CR.)

COURSE DESCRIPTION

Provides instruction in preparation of contracts, purchase orders, specifications, and other business forms used in the interior design field. Lecture 3 hours per week.

GENERAL COURSE PURPOSE

The purpose of this course is to familiarize the student with the various business forms used in the Interior Design profession, and the legal and procedural methods of using these forms.

ENTRY LEVEL COMPETENCIES

Prerequisite: IDS 100 - "Theory and Techniques of Interior Design"

COURSE OBJECTIVES

The objectives of this course are to teach the student to develop and execute the paperwork for a residential interior design job, and to understand the principals of writing specifications and preparing job books in commercial design.

MAJOR TOPICS TO BE INCLUDED

A. Profit and loss factors in the interior design field  
B. Interior design profession: ASID, NCIDQ licensing - Accounts and Accrediting Agencies  
C. Initial client contact forms and letters of agreement  
D. Design presentation procedures and budget estimate and control form  
E. Writing of proposal contracts, including terms and conditions  
F. Types of purchase orders, placing orders, shipping, checking purchase orders for labor, change order forms  
G. Job control forms and other in house bookkeeping methods  
H. Invoicing and billing  
I. Preparing a residential job control book  
J. Introduction to the commercial design field  
K. Initial client contact and letters of agreement  
L. Estimating time keeping and methods of compensation in the commercial field  
M. Programming and writing proposals  
N. Preparing the specification book