NOVA 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

This course is intended to provide students with an understanding of the business aspects of interior design. Students will be introduced to the different types of professions open to those studying interior design, proper procedures for conducting residential and commercial design business activities, relationships to other related industries, such as the engineering and construction fields, and the various structures of firms. Student will also develop a current resume with a focus on obtaining a job in the interior design field.

Course Prerequisites/Corequisites

Prerequisite: IDS 100

Course Objectives

Upon completion of this course, the student will be able to:
   a) Discuss the interior design profession including the definition of interior design as established by the NCIDQ, ethical considerations pertinent to the profession and licensing requirements for local jurisdictions.
   b) Identify professional design organizations and professions and services that are allied with the interior design profession.
   c) Define the different types of business structures, methods and management techniques.
   d) Explain the design process from initial client contact through project completion.
   e) Create a series of documents related to a design project including proposals, contracts and product specifications.
   f) Develop a resume and self-branding documents.

Major Topics to be Included

   a) Understanding the business of interior design
   b) Professional design organizations
   c) NCIDQ
   d) Licensing
   e) Opportunities for design professionals
   f) Developing a resume and branding
   g) Business structures
   h) Fee structures
   i) Project proposals and contracts
   j) Types of purchase orders, placing orders, shipping, change order forms
   k) Invoicing and billing
   l) Current business software
   m) Organizing documents