

**Common Course Outline**  
**INTD 242**  
**Business Practices for Interior Design**  
4 Contact Hours  
**The Community College of Baltimore County**

**Description**

Business Practices for Interior Design

Examines how to analyze and solve advanced design problems; explores the problems that designers meet when they deal with clients, the study of interior design as a business, office management, the client-contractor relationship, the marketplace, sources, cost, and availability of products purchased by the designer.

Prerequisite: INTD 241.

**Overall Course Objectives**

Upon completion of this course the student will have:

1. Solved a series of advanced interior design space planning problems.
2. Developed and prepare a partial set of contract documents, specifications and probable costs analysis using the Means Guide for Interior Construction and other resources.
3. Produced various business documents for and manage a fictitious interior design firm.
4. Created a project notebook that includes project drawings, program documents, contracts, meeting minutes, specifications, finish and furniture samples, etc.

**Major Topics**

1. Planning and establishing an Interior Design practice: Business formations, legal filings, personnel management.
2. Business aspects: accounting, pricing, determining fees, preparation of design contracts, marketing, and promotional tools.
3. Managing projects: specifications, purchase orders, delivery and installation

**Course Requirements**

The following components will be used in determining the final grade:

1. A notebook that contains student written examples of the documents required and used in any design firm.
2. One minor project, complete with space planning, specifications, and probable costs.
3. One major project, complete with space planning, all drawings, program documents, specifications, correspondence, and presentation board.

**Other Course Information**

May not be offered in all semesters; see registration schedule. College level reading and extensive writing composition required.

