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## **BUSINESS PRINCIPLES Course #217**

**INSTRUCTOR: CHRIS KITRELL, CID, MBA, ALLIED ASID, Member NKBA**

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### **TEXTBOOK REQUIRED – PURCHASE PRIOR TO START DATE OF CLASS**

“Professional Practice for Interior Designers”, **Sixth Edition**, Christine M. Piotrowski,  
John Wiley & Sons, Inc. 2016

**ISBN:** 978-1119554516

### **COURSE DESCRIPTION:**

This class is designed to provide the student with knowledge of many of the business aspects of the interior design profession. Topics included are: Professional Ethics, Licensing, Contracts, Estimating and Accounting Procedures (i.e. ordering, billing, design fee compensation and designer/client relationships).

### **COURSE OBJECTIVES:**

The student will understand the profession of interior design, writing a business plan to establish an interior design practice. The course will also cover managing the business finances, marketing and business development, project management and career options. The student will learn how to successfully complete interior design paperwork: Letters of Agreement, Proposals, Purchase orders, Invoices and Accounting procedures.

### **COURSE SUMMARY/STUDENT OUTCOME:**

Upon completion of the course, the student will have the business knowledge necessary to be able to begin freelance work, operate a successful business and deal with different client personalities.

**GRADING:** Based upon Quiz scores, completion of Letter of Agreement, Purchase Order Test, Sales Order Test Business Plan completion, submission of final Project Notebook & Attendance.

### **REQUIREMENTS OF CLASS:**

- **DEDUCTIONS: 10 POINTS FOR EACH CLASS MISSED & 5 POINTS FOR EACH LATE ASSIGNMENT**
- **ALL QUIZZES ARE GIVEN AT BEGINNING OF CLASS VIA CANVAS**
- **NO MAKE-UPS FOR ANY QUIZZES MISSED**
- **SCHOOL ATTENDANCE POLICY WILL BE FOLLOWED**
- **PROFESSOR HAS OPEN DOOR POLICY, SET APPOINTMENT FOR ANY ISSUES ENCOUNTERED.**