

CLASS 1 – January 11

Class overview - Syllabus, Assignments, Grading & Quizzes

Lecture: Chapters 1, 2 & 3

Interior Design as a Profession, Professional Advancement & Going Global

Reading Assignment: Chapters 1, 2 & 3

CLASS 2 – January 18 - Quiz 1: Chapters 1, 2 & 3

Lecture: Chapters 4 & 5

Where Designers Work, Personal Goal Setting, Professional Options

Reading Assignment: Chapters 4 & 5

Goal Setting Exercise – Assigned – **Due January 25**

CLASS 3 – January 25- Quiz 2: Chapters 4 & 5

Lecture: Chapters 19, 20, 22 & 23

Creating a New Interior Design Practice, Advice and Counsel, Business Formations, Business Legal Filings & Licenses

Reading Assignment: Chapters 19, 20, 22 & 23

Web Resource Summary – Assigned – **Due February 1**

CLASS 4 – February 1 - Quiz 3: Chapters 19, 20, 22 & 23

Lecture: Chapter 21 & 30

Preparing the Business Plan, Practice Organization and Management, Strategic Planning

Reading Assignment: Chapters 21

Marketing Research, Sources & On-line Templates

Business Plan

Cover page, Table of Contents, Sections 1.0 – 3.4 - Assigned – **Due February 15**

CLASS 5 – February 8 - **Quiz 4: Chapter 21**

Lecture: Chapter 29

Employee Management, Legal Issues of Employment

Reading Assignment: Chapter 29

Discussion on Business Plan - Continue work-in-progress

CLASS 6 – February 15 - **Quiz 5: Chapter 29**

Lecture: Chapter 24, 25 & 26

Marketing Fundamentals, Promotional & Online Methods

Reading Assignment: Chapter 24, 25 & 26

Due - Business Plan Cover thru 3.4

CLASS 7 – February 22 - **Quiz 6: Chapter 24, 25 & 26**

Lecture: Chapter 28

Money Management & Break-even Analysis (See Spreadsheet under Files)

Reading Assignment: Chapters 28

Lecture: Industry & Environmental Analysis, Market Research

Business Plan Sections 4.0 & 5.0 Assigned –**DRAFT Due March 7**

CLASS 8 – February 29 – Quiz 7: Chapter 28

Lecture: Chapters 9 & 10

Project Compensation and Fees, Preparing Design Contracts

Reading Assignment: Chapters 9 & 10

Letter of Agreement – Assigned (Take Home Test) – Due March 7

CLASS 9 – March 7 – Quiz 8: Chapters 9 & 10 (last quiz!!)

Lecture – Chapter 17 & 18

Contract Administration & Order Processing, Delivery & Project Closeout

Reading Assignment: Chapters 17 & 18

Sales Order Test & Purchase Order Take Home Tests - Assigned - Due March 21

CLASS 10 – March 14 – No Quiz!!

Lecture: Chapters 11, 12, & 13

Trade Resources, Product Pricing, the sale of Goods and the Uniform Commercial Code, Warranties and Product Liability

Reading Assignment: Chapters 11, 12, & 13

CLASS 11 – March 21 – No Quiz!!

Class Feedback on Sales Order & Purchase Order Take Home Tests

Lecture: Chapters 14 & 15

Relationship Building & Project Management Process

Reading Assignment: Chapters 14 & 15

Due - Sales and Purchase Order Take Home Tests

CLASS 12 – March 28 – No Quiz!!

Guest Speaker: Certification / NCIDQ / CID

Final Class - Project Notebook Due and A short presentation.

Professionally assembled and tabbed.

Include all submitted work graded, except quizzes.

All assignments should be submitted digitally and hard copy format

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