PAIER COLLEGE OF ART, INC. Hamden, CT

STUDENT COURSE OUTLINE

COURSE TITLE: Business Management

COURSE NO: AS251

SEMESTER HRS: 3

CLK HRS PER WK: 3

SEMESTER: Fall 2015

INSTRUCTOR: Lisa Lousie Arnold

COURSE DESCRIPTION:

An introduction to skills necessary for managing a business office including finding jobs and clients, collection and management of information and services, management of projects, presentations, large and small contracts, etc., as well as general business practices in a corporate or private firm office.

COURSE OBJECTIVE:

Finding jobs and clients. Collection and management of information and sources. Management of a project, presentations, etc. As well as general business practices will be introduced in he highly structured course. Access to computers for demonstrations and guest speakers.

Upon completion of this course, students will be able to: Have knowledge of the profession of Interior Design, professional expectations and basic business skills.

TOPICAL OUTLINE:

- 1. What is an interior designer?
- 2. How do you present yourself as a professional?.
- 3. Professional options within the field of Interior Design
- 4. Pursuing the option(s) of your choice
- 5. Establishing a practice
- 6. Contracts and legal issues
- 7. PR and marketing
- 8. Project management
- 9. Becoming an active member in the Interior Design community

TEXT (reguired)

Piotrowski, ChristineM. Professional Practice For Interior Designers. 5th Edition, New York: J Wiley, 2014. (\$70.00)

Additional Handouts/Readings provided in class

ADDITIONAL COURSE MATERIALS

1 1/2' 3 Ring Binder

Misc. Supplies for semester \$50-75

GRADING

Academic Expectations

Attendance

20%

Timely Completion of Assignments 20%

Participation 20%

Motivation 20%

6

Quizzes

10%

Self Directed Activities

10%

BIBLIOGRAPHY

Class Handouts TBD