

Request for a Course Substitution of an Associate Degree (AA/AS) or Certificate Requirement

Student Information

Last Name		First Name, M.I.	
W#	Date	12/20/21	
Current Address	City	State	ZIP
	Danville	CA	94526
Phone	Email Address		

Program Information

Program/Major	AS-Interior Design / Certificate of Achievement-Interior Design		
Program Type	<input type="radio"/> Associate of Arts (AA) Degree <input checked="" type="radio"/> Associate of Science (AS) Degree		
	<input checked="" type="radio"/> Certificate of Achievement <input type="radio"/> Certificate of Accomplishment		

I wish to substitute the following course:

Course Prefix	INDT	Course Number	47	Course Title	Professional Practices
Units	3	Semester/Year	Spring 2022		

I wish to use the following course:

Name of Institution	Canada College				
Course Prefix	INTD	Course Number	250	Course Title	Professional Practices for Indt. Design
Units	3	Semester/Year	Spring 2022		

Rationale

- Required course no longer offered Required course has not been offered in the last two terms and will not be offered in the next term
- Completed a similar course at another institution

Other/Comments:

IDNT/47 has not been offered since last Fall 2020.

Program Faculty Coordinator

Signature	Date
<input type="radio"/> Approved <input type="radio"/> Denied	Rationale:

Program Division Dean

Signature	Date
<input type="radio"/> Approved <input type="radio"/> Denied	Rationale:

Las Positas College Academic Senate President

Signature	Date
<input type="radio"/> Approved <input type="radio"/> Denied	

Craig Kutil

From: Jill Hornbeck <jillhornbeck@gmail.com>
Sent: Monday, December 20, 2021 4:47 PM
To: Craig Kutil
Subject: Re: Course Equivalency

Hi,
Yes! I have taught there and know the material and it is equivalent. My only question is can she graduate if this is her last class and it is not at our school?

On Mon, Dec 20, 2021, 4:44 PM Craig Kutil <CKutil@laspositascollege.edu> wrote:

Hi Jill,

I have another Interior Design course from Cañada College that I am wondering if it is equivalent to our INTD 47 course:

INTD 250 PROFESSIONAL PRACTICES FOR INTERIOR DESIGNERS

This course focuses on professionalism in interior design business ethics and working relationships with related professionals. Business practices and management tools are explored with input from professional designers involved with a variety of different types of practices. Liability, codes, and laws are examined and factored into student projects with both residential and non-residential professional practices.

I attached the course outline of record. Please let me know when you get a chance.

Thanks!

Craig Kutil

Articulation Officer

Professor, Mathematics

Instructor, Martial Arts
Vice President, Academic Senate
Faculty at Large, Faculty Association
Advisor (ASCCC), ICAS – IGETC Standards Subcommittee

Member (ASCCC), C-ID AO Subgroup

Las Positas College

(925) 424-1346

<http://laspositacollege.edu/faculty/ckutil>

<http://www.laspositacollege.edu/lpcarticulation/>

Cañada College
Official Course Outline

1. **COURSE ID:** INTD 250 **TITLE:** Professional Practices for Interior Designers
Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours
Method of Grading: Grade Option (Letter Grade or Pass/No Pass)
Prerequisite: INTD 115

Recommended Preparation:

Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

2. **COURSE DESIGNATION:**

Degree Credit

Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**

Catalog Description:

This course focuses on professionalism in interior design business ethics and working relationships with related professionals. Business practices and management tools are explored with input from professional designers involved with a variety of different types of practices. Liability, codes, and laws are examined and factored into student projects with both residential and non-residential professional practices.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Identify and apply an appropriate organizational structure, including contract documents, to create and manage an interior design business.
2. Prepare a business plan that reflects a specific design practice.
3. Identify and explain the ethics and professional conduct that affects interior designers in the business environment, including legal responsibilities and relationships with trade sources.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Analyze and implement the forms to manage interior design projects in assigned activities.
2. Identify the liability and ethical standards involved with professional practice.
3. Evaluate business management and relationships in the design industry.
4. Compare and contrast the latest marketing and business development strategies such as social media.
5. Evaluate and apply the working forms, contracts, basic elements of accounting, and time management involved with the operation of a design business to assigned projects.

6. **COURSE CONTENT:**

Lecture Content:

1. Analysis of General Business Forms:
 - A. Logos
 - B. Job-Control Logs
 - C. Time and Record Sheets
 - D. Client Information Sheets
 - E. Cost Sheets
 - F. Contract and Purchase Order Forms, and
 - G. Invoice and Statement Forms
2. Professional Practices Guidelines
 - A. Furniture Buying
 - B. Floors and Flooring Materials
 - C. Drapery and Upholstery
 - D. Custom Designs
3. Analysis of Professional Client Relationships
 - A. Initial Contact
 - B. Contractual Agreement, and
 - C. Concept Implementation
4. Various Methods of Operating
 - A. Fee Basis

- B. Establishing Credit with Showrooms
 - C. Salesmanship
 - D. Shipping Data
 - E. Freight Claims
 - F. Tracing
 - G. Internet Sourcing
 - H. Expediting Orders
5. Ethics for Professional Practice and Relationship to Design Industry.
 - A. Ethics Standards
 - B. Ethics in the Business Environment
 - C. Professional Conduct
 - D. Dicipinary Procedures
 6. Professional Liability for the Interior Design Professional:
 - A. Laws and Building Ordinances
 - B. Life Safety
 - C. Criminal versus Tort Law
 - D. Intentional Torts
 - E. Intellectual Property - Copyright
 7. Designer's Role and Responsibilities
 - A. The Legal Environment of Interior Design Practice
 - B. Types of Work Environment
 - C. Social Responsabilities
 - D. Global Design Work
 8. The Uniform Commercial Code and Warranties
 - A. Historic Overview of the UCC
 - B. UCC Definitions
 - C. The Buyer's Rights and Obligations
 - D. The Seller's Rights and Obligations
 - E. The Sales Contract
 - F. Electronic Agreements and Signatures
 9. Marketing Interior Design Services
 - A. Branding
 - B. Target Marketing
 - C. Establishing a Niche
 - D. The Four Ps of Marketing
 - E. Marketing Analysis
 - F. Marketing Plan
 10. Promoting the Interior Design Practice
 - A. Public Relations
 - B. Publicity
 - C. Press Releases
 - D. Photo Portfolio
 11. The Job Search: Preparation to Find a Job in Interior Design
 - A. Resume
 - B. Resume Format
 - C. Cover Letter
 - D. Digital Job Search Strategies
 - E. Job Interviews
 - F. Illegal Questions
 - G. Follow-Up

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Critique
- D. Discussion
- E. Field Trips
- F. Guest Speakers

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

- A. A minimum of one business and marketing plan per project; a minimum of one business plan per semester, two to three pages per business plan.
- B. A minimum of two specification and purchase orders using appropriate forms as required per design concept including products and finish materials, one to two forms per business plan, and at least two specification sheets based on the project scope.

Reading Assignments:

- A minimum of one chapter per week in required textbook, approximately 20-30 pages.

Other Outside Assignments:

- A minimum of two pages of field analysis report, 5 minutes presentation and critique.

To be Arranged Assignments:

- Not applicable.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Exams/Tests
- C. Field Trips
- D. Group Projects
- E. Homework
- F. Oral Presentation
- G. Projects
- H. Quizzes

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Kendall, Gordon T.. *Designing Your Business: Professional Practices for Interior Designers*, 2 edition ed. Fairchild Books, 2016
- B. Kuhteubl, K. . *Branding + Interior Design: Visibility and Business Strategy for Interior Designers*, First Edition ed. Schiffer Publishing Ltd., 2016

Other:

- A. NKBA, *Kitchen and Bath Business and Project Management*. 2nd Edition, 2015

Origination Date: August 2020

Curriculum Committee Approval Date: September 2020

Effective Term: Fall 2021

Course Originator: Elsa Torres

LPC - Articulation

From: LPC - Articulation
Sent: Monday, December 20, 2021 4:51 PM
To:
Subject: RE: Request for a course substitution

Hi ,

The coordinator has confirmed that the courses are equivalent, so no substitution is necessary.

Take care,

Craig Kutil

Articulation Officer
Professor, Mathematics
Instructor, Martial Arts
Vice President, Academic Senate
Faculty at Large, Faculty Association
Advisor (ASCCC), ICAS – IGETC Standards Subcommittee
Member (ASCCC), C-ID AO Subgroup
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From:
Sent: Monday, December 20, 2021 12:02 PM
To: LPC - Articulation <lpc-articulation@laspositascollege.edu>
Subject: Request for a course substitution

Hello,
Please see my request for a course substitution form and my transcript. Please let me know if there are any other steps I need to take.

Thank you,