INTERIOR DESIGN PROFESSIONAL
Course Syllabus

Course Number: IDT-0242
OHLAP Credit: No
OCAS Code: None
Course Length: 30 Hours
Career Cluster: Arts, A/V Technology & Communications
Career Pathway: Visual Arts
Career Major(s): Interior Design Technician

Pre-requisite(s):
This course teaches professionalism as it relates to the workplace in personal image, interpersonal skills, and team building. Job interview skills and customer service training will be explored. Student will develop a career plan as it relates to the Interior Design Industry.

Textbooks:
Architecture: Residential Drafting and Design by Clois E. Kicklighter and Joan C. Kicklighter (2004)
Instructor-created materials
Residential Housing and Interiors by Clois E. Kicklighter and Joan C. Kicklighter (2005)

Course Objectives:
A. Professional Image.
1. Present a professional image.
2. Use appropriate oral and written communications.
3. Develop listening skills.
4. Practice punctuality and dependability in class.
5. Observe class workplace rules (employment policies).
6. Demonstrate an ability to work with others individually and as a team.
7. Exhibit productive work habits and attitudes.
8. Integrate the characteristics of a positive mental attitude.
9. Practice good grooming and hygiene.
10. Manage resources effectively.
11. Set goals for personal development.

B. Working with People.
1. Define human relations.
2. Discuss the concept of horizontal and vertical working relationships.
3. List reasons why human relations training is important.
4. Describe the benefits of practicing effective human relation skills.
5. List ways to improve one's human relations ability.
6. Describe traits of a good attitude.
7. Practice interpersonal skills needed for successful human relations.
8. Practice listening skills.

C. Team Work.
1. Discuss the principles of teamwork.
2. List the four basic principles of teamwork.
3. List two factors that make teamwork successful.
4. Discuss how competition can be productive teamwork.
5. Discuss why production improves when people work in teams.
6. Practice teamwork on a common goal.

D. Employability Skills
1. Exhibit promptness to school, work and appointments.
2. List characteristics of a dependable worker.
3. Discuss employers’ expectations.
5. Complete a job application.
6. Discuss the purpose of a resume.
7. Complete a resume.
8. Discuss job interviewing.
9. List possible interviewing questions.
10. Practice a job interview.
11. Prepare a portfolio (collection) of the learner’s original artwork.

E. Customer Service
1. Explain customer service.
2. Define the golden rule of customer service.
3. Discuss the customer role.
4. Point out customer expectations.
5. Identify different types of customers.
6. Tell how customer service benefits the customer.

F. Career Planning
1. Compare locations of jobs with personal criteria for living.
2. Prepare a career plan for further education.
3. Discuss the role of family considerations in choice of career and location.
4. Differentiate benefits and problems of being an employee vs. an entrepreneur.

1 ODCTE objectives
2 Priority Academic Student Skills (PASS) – High School Visual Art
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: Students are graded on theory and shop practice and performance.
Each course must be passed with seventy (70%) percent or better.
Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
Description of Classroom, Laboratories, and Equipment:

Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit:

The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility:

The student must maintain a grade point average of 2.0 or better.