



Office of Professional & Continuing Education
301 OD Smith Hall | Auburn, AL 36849

<http://www.auburn.edu/mycaa>

Contact: Shavon Williams | 334-844-5100

Last revised April 16, 2015

Auburn University is an equal opportunity educational institution/employer.
No refunds can be issued after the start date published in your Financial Award document.

Education & Training Plan

Student Name: _____

Start & End Dates: ___/___/___ to ___/___/___

Interior Decorating & Design Entrepreneur Certificate Program

Mentor Supported

MyCAA Information

Course Code: AU- IDDE2

Program Duration: 9 Months

Course Contact Hours: 450

Student Tuition: \$3,950

This training program combines a two course training track:

- **Interior Decorating & Design**
- **Start Your Own Business**

Interior design and decorating touches the lives of all of us in a very direct way we all live in interiors, and most of us work, study, shop, and travel inside buildings, vehicles, and other enclosures. At one time or another, almost everyone has been an interior designer or decorator on a limited scale, when choosing a painting color or a rug, when buying furniture, or when arranging furniture in a new living place. For these reasons, interior design and decorating is -- or should be -- of interest to everyone.

The Job Outlook

Employment of interior designers is expected to grow by 19 percent from 2010 to 2020, about as fast as the average for all occupations. Designers will be needed to respond to consumer expectations that the interiors of homes and offices meet certain conditions, such as being environmentally friendly or more easily accessible.



Certification:

Upon successful completion of our Interior Decorating & Design course, students will be prepared for an entry-level position in the field and to sit for the NCCB national certification exam to become a **Certified Interior Decorating Specialist (CIDS)**.

Interior Decorating and Design 225 Hours

Overview

Interior decorating touches the lives of all of us in a very direct way. We all live in interiors, and most of us work, study, shop, and travel inside buildings, vehicles, and other enclosures. At one time or another, almost everyone has been an interior designer or decorator on a limited scale when choosing a painting color or a rug, when buying furniture, or when arranging furniture in a new living place. Our course incorporates non-Western design and dynamic color illustrations that flesh out technical concepts. Also included are current trends in sustainability and green design, building codes, universal design and building information models, amplifying the already invaluable interior design tricks of the trade. Our Interior Decorating course will help you understand the basic principles of interior design and decorating to both improve your life and set you in a new direction for your career!

After completing this course, you should be able to:

- Define the historical and theoretical bases of design
- Identify the space planning of residential and commercial interiors
- Recognize the planning of exterior and interior environments
- Identify the various interior materials, architectural systems, finishes and components a designer must consider
- Comprehend project management and the aspects of professional practice

Outline

Interior Decorating and Design Module 1 The Historical and Theoretical Bases of Design

- Current Issues in Design
- Historical Overview
- The Origins of Design
- The Meaning and Essence of Design
- The Evolution of Modern Design
- New Technology and Innovative Design
- The Basic Theories of Design Composition
- The Principles of Design
- Color and Light
- Communicating Color Decisions



Interior Decorating and Design Module 2 Planning Residential and Commercial Spaces

- Design as a Process
- Choosing the Best Option
- Programming Interior Spaces
- Specifying Needs
- Space Planning of Residential Interiors
- Planning Guidelines
- Space Planning of Commercial Interiors
- Hospitality Design
- Healthcare Design

Interior Decorating and Design Module 3 The Exterior and Interior Environments

- Environmental Concerns, Codes, and Regulations
- Land Use and Development
- The Total Environment: Influences on Interiors
- Form Determinants for Buildings
- Interior Environmental Control and Support Systems
- Energy Conservation and Climate Control
- The Human Comfort Zone
- Lighting for Interiors
- The Measurement of Light
- Types of Lighting

Interior Decorating and Design Module 4 Interior Materials, Architectural Systems, Finishes, and Components

- Materials—Characteristics and Applications
- Environmental Concerns
- Sustainability
- Wood, Masonry, Glass and Cement
- Architectural Systems and Interior Finishes
- Sustainable Architecture and Engineering
- Building Shell and Structural Systems
- Interior Components
- Aesthetic Factors
- Cost Factors

Interior Decorating and Design Module 5 Furniture, Furnishings, and Equipment

- Programming for Furniture
- Space Planning and Furniture



- Furniture for Special Groups
- Life-Cycle Assessments and Cost
- Furniture Materials and Construction
- Furnishings
- Accessories
- Artwork, Plants, Signage and Graphics
- Healthcare and Hospitality Equipment
- Retail and Institutional Equipment

Interior Decorating and Design Module 6 Aspects of Professional Practice

- Drawing as Design Communication
- Three-Dimensional Drawings
- Photography and Videos
- Presentation Models
- Oral and Written Communication
- The Professional Practice of Interior Design
- Residential and Nonresidential Practice
- Types of Services Offered
- Operational Goals and Objectives
- Bookkeeping and Accounting

Materials Included:

- *Designing Interiors* by Rosemary and W. Otie Kilmer

System Requirements:

Internet Access

- Broadband or high-speed internet access is required. Broadband includes DSL, cable, and wireless connections.
- Dial-Up internet connections will result in a diminished online experience. Moodle pages may load slowly and viewing large audio and video files may not be possible.

Hardware

- Windows hardware configurations and processors are acceptable
- Mac computers **MUST** have Microsoft Window Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website)
- 1 GB RAM minimum recommended
- Operating Systems
 - Windows XP, Vista or 7 and Mac OS X 10 or higher with Windows
- Web Browsers
 - Google Chrome is highly recommended
 - Internet Explorer is not recommended as it may not display certain menus and links
- Cookies **MUST** be enabled
- Pop-ups **MUST** be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded onto your computer.)
- Adobe PDF Reader



- Media Plug-ins (These may be required depending on your course media.)
- Adobe Flash Player (Required for many of our career courses and ALL of our IT courses.)
- Adobe Acrobat Reader, Apple Quicktime, Windows Media Player, &/or Real Player
- PowerPoint Viewer (Use this if you don't have PowerPoint)

****Outlines are subject to change, as courses and materials are updated.****

Start Your Own Business

225 Hours

Overview

Have you ever eaten a Mrs. Fields cookie? Used an Apple computer? Listened to a hip-hop CD? Entrepreneurs brought these products to your world. People that start their own businesses and work for themselves are called entrepreneurs. For an entrepreneur the sky is the limit as far as earnings and potential success. An entrepreneur is someone who has recognized an opportunity to start a business that other people may not have noticed. Entrepreneurs can shape and create an opportunity where others see little or nothing -- or see it too early or too late. Our *Start Your Own Business* class will help you create the business you want. Throughout this course you will be working on your business plan and creating a quick comprehensive overview of the elements you want in your new business.

After completing this course, you should be able to:

- Define entrepreneurship
- Recall the steps for developing a business plan
- Identify methods for forming a financing strategy
- Recognize the fundamentals of commercial law
- Distinguish between potential strategies for growing your business

Outline

Start Your Own Business Module 1 Entrepreneurial Pathways

- Defining Entrepreneurship
- What Entrepreneurs Do
- Finding & Evaluating Opportunity
- Examining Profits
- Creating Business from Opportunity
- Creating a Feasibility Analysis
- Developing a Business Model
- Defining Your Business
- Analyzing Your Competitive Advantage
- Viability Testing
- Valuing a Business

Start Your Own Business Module 2 Integrated Marketing

- Exploring Your Market
- Marketing vs. Selling



- Market Research
- Market Segments
- Positioning Your Product or Service
- Developing Your Marketing Plan
- Marketing Mix
- Pricing Your Products
- Breakeven Analysis
- Smart Selling
- Effective Customer Service
- Principles of Selling
- Successful Sales Calls
- Customer Relationship Management

Start Your Own Business Module 3 Cost Analysis

- Understanding & Managing Costs
- Identify Required Investment
- Analyze Fixed Operating Costs
- Calculate Gross Profit
- Financial Record Keeping
- Financial Statements
- Income Statements
- Examining a Balance Sheet
- Financial Ratio Analysis
- Calculating Return on Investment
- Same-Size Analysis
- Quick, Current & Debt Ratios

Start Your Own Business Module 4 Financing Strategy

- Cash Flow Management
- Cash vs. Profits
- Cash Flow Statement
- Cash Budget
- Taxes
- Filing Tax Returns
- Financing Preferences
- Types of Business Financing
- Debt vs. Equity Financing
- Identifying Sources of Capital
- Stocks & Bonds as Investments

Start Your Own Business Module 5 Operating For Success

- Addressing Legal Issues
- Managing Risk
- Business Legal Structures
- Contracts
- Commercial Law



- Intellectual Property
- Protecting Tangible Assets
- Operations in a Business
- Production-Distribution Chain
- Supply Chain Management
- Managing Suppliers
- Managing Inventory
- Facilities Location & Design

Start Your Own Business Module 6 Growing Your Business

- Management
- 10 Basic Tasks Handled by Managers
- Leadership Styles
- Organizational Cultures
- Organizational Structure
- Human Resources Management
- Ethical Leadership
- Incorporating Social Responsibility
- Ethical Practices
- Growing Your Business
- Franchising
- Licensing
- Cashing in Your Brand
- Methods for Valuing a Business

Materials Included:

- *Entrepreneurship: Starting and Operating a Small Business* by Steve Mariotti & Caroline Glackin

System Requirements:

Internet Connection

- Broadband or High-Speed - DSL, Cable, and Wireless Connections

*Dial-Up internet connections will result in a diminished online experience. Classroom pages may load slowly and viewing large audio and video files may not be possible.

Hardware Requirements

- Processor - 2GHz Processor or Higher
- Memory - 1 GB RAM Minimum Recommended

*While our courses are accessible through multiple mobile learning platforms, some courses may include a CD or DVD with the Textbook, so you may need access to a computer with CD-ROM or DVD Drive.

PC Software Requirements

- Operating Systems - Windows Vista, Windows 7, Windows 8 or 8.1



- Microsoft Office 2007, 2010 or 2013 or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers - Google Chrome is highly recommended
 - Cookies MUST be enabled
 - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- QuickTime, Windows Media Player &/or Real Player

MAC Software Requirements

- Operating Systems - Mac OS x 10 or higher with Windows
- Mac office programs or a Word Processing application to save and open Microsoft Office formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)
- Internet Browsers- Google Chrome is highly recommended
 - Cookies MUST be enabled
 - Pop-ups MUST be allowed (Pop-up Blocker disabled)
- Kindle Reader App is needed for many of our courses (No special equipment needed. This can be downloaded for FREE onto your computer.)
- PowerPoint Viewer (if you do not have PowerPoint)
- Adobe PDF Reader
- Apple QuickTime Media Player
- If your course has a CD-ROM or DVD included, you **may** need to have Microsoft Windows Operating Systems over Bootcamp (Bootcamp is a free download from Apple's website) or Windows setup with Parallels.

****Outlines are subject to change, as courses and materials are updated.****