**Jubail University College**

**Department of Business Administration**

 **COURSE SYLLABUS - SEMESTER 332**

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| **Course Code & Number** |  **BUS 482** |
| **Course Title****Skill**  |  **Business Principles and Practices** |
| **Instructor/Lecturer**  |  Ms. Anwar Al-Shehri |
| **Office Location**  |  Room 423 |
| **Office Hours**  | **Day** | **Period** |
| Saturday  | 4,5,6 |
| Sunday | 2,3 |
| Monday  | 6,8 |
| Tuesday  | 4,5,6 |
| Wednesday  | 2,4,5 |
| **Instructor’s Office Phone** | 03-3459000 Extension: 3668 |
| **Instructor’s Email**  | SHEHRIAS@ucj.edu.sa |
| **Website** | <http://SHEHRIA.WEEBLY.COM> |
| **Section numbers** | **201**  |
| **Class hours** | **Day** | **Period** |
| Saturday |  |
| Sunday |  |
| Monday |  |
| Tuesday | 6, 7 and 8 |
| Wednesday  |  |
| **Prerequisites** | **None** |
| **Course Rationale** | This course deals with common situations associated with Interior design practice such as business and office practice, estimates and contract preparation, professional ethics, marketing, public relations and hiring skills. |
| **Course Objectives** | Upon successful completion of this course, students will be able to demonstrate knowledge of basic concepts in business and business practices in interior design profession. They will be able to apply this knowledge efficiently and independently to create business plans, promote their work and practice and conduct themselves as business people. |
| **Methods of Learning** | * Lectures
* Interdependent and private study
* Group Presentations
* Group Debates
* Company visits
* Research
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| **Required Textbook** | Christine M. Piotrowski, ASID, IID, **"Professional Practice for Interior Designers 3rd Edition.**   |
| **Supporting Materials** | * Module Syllabus
* Power Point Presentation
* Websites
* Journals and newspaper articles
* case studies
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| **Methods of assessment** | * Quizzes
* Assignment
* Midterm Exam
* Final Exam
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| **Grading Scheme** | **Quizzes** 20%  Quiz 1 - 10% Quiz 2 - 10%**Assignment**  20%  Assign 1 – 10 % Assign 2 – 10%**Midterm Exam** 20%**Final Exam** 40%**Total**  100% |

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| **Jubail University College Grading Scale** |
| **Total Points** | **Letter Grade** | **Percentage** | **Grade Point** |
|   | A+ | 95-100% | 4.0 |
|   | A | 90-94% | 3.75 |
|   | B+ | 85-89% | 3.5 |
|   | B | 80-84% | 3.0 |
|   | C+ | 75-79% | 2.5 |
|   | C | 70-74% | 2.0 |
|   | D+ | 65-69% | 1.5 |
|   | D | 60-64% | 1.0 |
|   | F | 0-59% | 0.0 |
|   | W | Withdrawal  | N/A |
|   | WP | Withdrawal while Pass  | N/A |
|   | WF | Withdrawal while Fail  | 0.0 |
|   | DN | Denial | 0.0 |
|   | I | Incomplete | N/A |
|   | P | Pass | N/A |

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| **Jubail University College Policies** |
| **Attendance**  | 1. Attending at punctual time: Present otherwise the student is absent.2. Late attendance 0 − < 5 minutes: is late3. Late ≥ 5 minutes: is absentNotes:1. Every 3 late are counted as 1 absent
2. Every $\frac{3}{15}$ × total semester contact hours + 1 is DN
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| **Grading** | 1. Quality point: is the result of multiplying the credit hours by the grading points.
2. Semester GPA: is the result of dividing total quality points achieved in all courses at that semester by total graded credit hours of all courses in that semester.
3. Cumulative GPA in a semester: is the sum of total quality points achieved in all courses up to that semester divided by the total credit hours graded for all courses up to that semester
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| **Plagiarism & Cheating** | 1. Cheating is a serious offence and will be punished by the JUC. 2. Talking, looking at your colleagues’ exam papers or any other suspicious act is considered cheating during exam.3. Student will fail the subject if caught cheating. |

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| **Course Outline** |
| **Week** | **Topics & Activities** | **Chapters** | **Notes** |
| 1 | * Interior Design as a profession
 | Chapter 1 | * What is interior design
* Why study professional practices
* Defining the profession
 |
| * Personal Goals
 | Chapter 5 | * What are goals?
* A personal mission statement
* Setting goals
 |
| 2 | * Planning a new Interior Design Practice
 | Chapter 7  |  |
| 3 | * Business Formations
 | Chapter 9 |  |
| 4-5 | * Preparing the Business Plan
 | Chapter 11 | **Quiz 1** |
| 6 | * Business Organization and Management
 | Chapter 12 |  |
| 7 | * Strategic Planning
 | Chapter 13 |  |
| 8 | **Midterm** |
| 9 | * Human Resource Management
 | Chapter 14 |  |
| 10 | * Legal Issues of Employment
 | Chapter 15 | **Assignment 1** |
| 11 | * Marketing Interior Design Services
 | Chapter 18 | Quiz 2 |
| 12 | * Promoting an interior design practice
 | Chapter 19 |
| 13 | * Project Compensation And Fees
 | Chapter 23 |  |
| 14 | * Warranties and Product Liability
 | Chapter 27 | **Assignment 2** |
| 15 | * Preparing Design Contracts” time permitting “
 | Chapter 24 |  |
| 16 | Revision |  |  |
| 17- 18 | **Final Examination** |