ID A245: PORTFOLIO DEVELOPMENT

Item	Value
Curriculum Committee Approval Date	04/08/2020
Top Code	130200 - Interior Design and Merchandising
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S)

Course Description

A comprehensive portfolio of Interior Design coursework developed in digital and print media. Course will include digital presentation skills and portfolio development. This course should be taken in the final semester of Level 2. PREREQUISITE: ID A210 and ID A215, or concurrent enrollment. ADVISORY: ID A130. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Create and present a visual portfolio of student work that is consistent in layout and theme.
2. Write a career specific resume with cover letter and follow-up letters directed to companies with current job openings.

Course Objectives

- 1. Write a resume that summarizes educational work experience.
- 2. Evaluate different types of resumes and professional correspondence.
- 3. Write appropriate letters to assist resume.
- 4. Present industry specific examples of ethical situations in the work place.
- 5. Develop skills required for professional interviews.
- 6. Complete a visual portfolio of student work using industry standard software and methods suitable for print or digital presentation.
- 7. Present student portfolio to ID A240 students and other ID students at OCC.
- 8. Dress appropriately for a portfolio presentation.

Lecture Content

Resume writing1. Evaluate types of resumes2. Evaluate work and educational experience3. Prepare resume appropriate career goal Professional Correspondence1. Evaluate various types of cover letters and follow up letters2. Prepare cover and follow up letter to submit with resume Ethics1. Personal2. Professional3. Industry-specific Employment skills1. Appropriate dress2. Safety Skills3. Professional responsibility/ accountability4. Time management5. Communication/human relations Review of styles1. Create a professional layout and theme to represent personal style2. Design a logo business card to accompany portfolio

Content1. Select a minimum of 10 projects to include in a portfolio.2. Select projects to showcase relevant skills, abilities and strengths relative to the Interior Design industry.   Digital technologies1. Overview of software/tools utilized to create digital portfolio.2. Design portfolio utilizing electronic media.   Presentation1. Overview of presentation Techniques2. Presentation of completed portfolio to classmates and invited Industry guests.

Lab Content

See Course Content.

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

Lecture, demonstration, laboratory, critique (instructor/student), multimedia, research, and student presentation. All of the methods can occur face to face or online.

Reading Assignments

Assigned reading from texts/handouts. (8 hours)

Writing Assignments

Write a résumé and cover letter. (6 hours)

Out-of-class Assignments

Design a logo and business card. (4 hours) Complete and present a portfolio of student work. (54 hours)

Demonstration of Critical Thinking

Instructor evaluation of student projects, class presentations, research, student participation.

Required Writing, Problem Solving, Skills Demonstration

Update résumé and cover letter. Design a logo and business card. Complete and present a portfolio of student work.

Eligible Disciplines

Interior design: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Software Resources

1. Adobe CC. Adobe, current ed. Adobe software used: Photoshop, Illustrator InDesign

Other Resources

1. Online resources with current professional presentation techniques.