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design administrators serve a dual role while acting as office managers they must also become a liaison between the designers and client as well as the consultants on projects this professional practice book is written for both large and small design firms with chapters devoted to all aspects of design administration from project management and marketing to human resources and accounting

architects must be proficient in a variety of business practices to contribute to manage or launch a successful firm they are responsible for the same kind of legal financial marketing management and administrative activities as any other professional within these broad categories however there are many details including professional standards and documents that are unique to the profession of architecture

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