

THRE RIVERS COMMUNITY COLLEGE  
**ARCHITECTURAL OFFICE PRACTICE**  
**ARC 2220**  
Syllabus - Fall 04'

Professor: Mark Comeau, AIA, (day 885-2387), email [MystArch@aol.com](mailto:MystArch@aol.com)

Grading: 4 Quizzes = 50%, Mid-term Exam = 25%, Final Exam = 25%

Objective: This course introduces the student to the methodologies and philosophies of architectural office practice. Subjects covered include Firm organization and management, client relations, marketing and attaining projects and project production and management. Emphasis is placed on the every-day tasks of managing the Firm and it's projects. Working knowledge is attained through actual job files set-up and execution of common AIA and other project management documents.

Week 1: Architectural Practice;  
8/26 *A historic outline*

Week 09: Project Delivery:  
10/21 *Historic Models for Delivery*

Week 2: The Firm:  
9/02 *Typologies & Case Studies*

Week 10: Project Delivery:  
10/28 *The Virtual Office & Computing*

Week 3: Project Management:  
9/09 *Methods & Case Studies*

Week 11: The Allied Professions:  
11/04 *CM's, Interiors, Landscape, Etc.*

Week 4: Financial Management:  
9/16 *Basic Concepts, Fees & Cash Flow*

Week 12: Social Responsibilities:  
11/11 *Community, Education, Leadership*

Week 5: Marketing:  
9/23 *Firm Reputation & Referrals*

Week 13: Becoming an Architect:  
11/18 *Education, Training, Examination*

Week 6: Law & Order:  
9/30 *Owner-Architect B141 Agreement*

Week 14: No Class  
11/25 *Thanksgiving*

Week 7: Law & Order:  
10/07 *Architect – Contractor Relationship*

Week 15: Expanded Services  
12/02 *Interiors, Management, Facilities*

Week 8: Design Liability:  
10/14 *Risk Management & Liability*

Week 16: Observation;  
12/09 *Visit Architect's Office, Final*

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COURSE REQUIREMENTS:

Notebook

Students will assemble a notebook, to be made up of handouts distributed at the beginning of each class. A 3" "Slant-ring" notebook with plastic sheet protectors is recommended – this will be a good resource for future reference.