

## Millard Fillmore College

### Millard Fillmore College

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### Overview

*\*Not a baccalaureate program*

**Certificates of Completion.** Several short programs leading to a Certificate of Completion are available through Millard Fillmore College. These programs may be used as free electives by students pursuing undergraduate degrees in other disciplines, or may be taken independently by persons seeking to meet specific job requirements or career advancement. Certificates of Completion are currently offered in the following areas:

Computing and network management (tracks I, II, and III)  
Contract management  
Entrepreneurship  
Health and human services  
Health-care administration  
Human resources administration  
International trade  
Paralegal studies  
Public relations/Advertising

### Degree Options

**Computing and Network Management.** These programs offer practical, business-oriented computer education. Course offerings draw upon the University at Buffalo's state of the art computer facilities, including IBM and UNIX mainframes and PC microcomputer labs. Network management expertise can be gained through compilation of courses in telecommunications, voice, data and local area networking, and project analysis and design. Students may choose from three short programs.

*Track I - Microcomputer Business Applications.* This program focuses on the use and design of microcomputer based systems for today's automated office.

#### **REQUIREMENTS**

[MFC 118](#), [MFC 218](#), [MFC 318](#)

*Track II - Systems Analysis and Design.* Systems analysts work with end users and technicians to build and maintain effective systems that support the needs of modern organizations.

#### **REQUIREMENTS**

[MFC 310](#); four courses from [MFC 301](#), [MFC 303](#), [MFC 307](#), [MFC 312](#), [MFC 318](#)

*Track III - Network Management.* This program prepares individuals to make more informed network management decisions. It examines the history and future of communications, hardware and software used in voice data systems, network services, regulatory policy issues, social and organizational impacts, and new applications and services.

#### **REQUIREMENTS**

[MFC 301](#), [MFC 303](#), [MFC 305](#), [MFC 307](#), [MFC 310](#)

**Entrepreneurship: Establishing and Managing a Successful Small Business.** The success of a small business is usually dependent upon the vision and energies of one individual. Because most small businesses have very limited resources, their owners must be versatile enough to perform all necessary business functions themselves, or else be adept in the use of consultants, such as accountants and lawyers. Above all, owners must have a well-considered plan, and be disciplined about directing all of their energies and resources toward what will advance this plan.

Millard Fillmore College offers a program in entrepreneurship for persons interested in starting a small business or a new enterprise within an existing organization. This certificate of completion program emphasizes activities necessary to achieve success and ways of performing these activities with limited resources. It also examines personal characteristics of successful entrepreneurs and, thus, seeks to help students decide if

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they should become involved in establishing their own small business.

### REQUIREMENTS

[MFC 330](#), [MFC 331](#), [MFC 335](#), [MFC 338](#)

**Health and Human Services.** The certificate program in health and human services introduces the professional field of health and human services, explores relevant issues, and strengthens the skills needed for effective delivery of services. Courses in this program are useful to persons currently employed by human services organizations or to persons who seek employment opportunities in this field, such as child welfare, social services, or community health.

### REQUIREMENTS

[COM 223](#); [MFC 101](#) or [MFC 118](#); [MFC 250](#) or [SSC 103](#); [SSC 390](#), [SSC 428](#)

**Health Care Administration.** The program is intended for clinicians who find themselves responsible for administrative matters for which they have limited prior training, as well as for middle managers in health care administration who wish to develop further management skills. Conducted with awareness of the critical issues facing health care administrators today, it teaches practical techniques and problem solving skills for managing day-to-day responsibilities. Its primary concern is to develop hands on skills to improve job performance. The program curriculum continues to evolve. All courses are offered at least once during any two year period.

### REQUIREMENTS

[MFC 250](#), [MFC 450](#), [MFC 451](#), [MFC 452](#), plus an additional 6 credit hours selected from [MFC 354- MFC 361](#)

**International Trade.** The Niagara frontier, a binational region, is well situated as a locus for international trade. Many regional companies are widely engaged in world markets. The evening program in international trade is a brief version of more extensive programs offered by the university's Department of Geography at both the undergraduate and the graduate levels. The for-credit courses offered in the certificate of completion program may be useful to practitioners, persons working in the related fields of marketing and international purchasing, and to students in such programs as management and foreign languages.

### REQUIREMENTS

[ECO 182](#), [GEO 103](#) (formerly [GEO 112](#)), [GEO 330](#), [GEO 334](#), [MGM 301](#)

**Paralegal Studies.** The certificate in paralegal studies helps prepare students for one of the fastest-growing careers in the country. This program provides students with a unique opportunity to earn a certificate in paralegal studies with the option of receiving college credit. Designed with a practical orientation, and with assignments that are applicable in real-life work situations, the program challenges students to apply knowledge as it pertains to different fact situations. The MFC certificate in paralegal studies is an intensive program designed for working adults who are looking to upgrade their skills or make career changes.

### REQUIREMENTS

The certificate in paralegal studies consists of one course, [MFC 332](#) Paralegal Principles and Procedures.

Students may enhance the program by taking electives. These electives are for students pursuing a career as a paralegal and for pre-law students. Electives include: [MFC 334](#), [MFC 336](#), and [MFC 365](#).

Suggested courses that complement the certificate include: [JLS 130](#), [JLS 131](#), [JLS 132](#), [JLS 133](#), and [JLS 201](#).

*Note: Electives and suggested courses listed above must be taken for college credit.*

**Public Relations/Advertising.** This program is designed to develop entry-level competencies in public relations and advertising for the private or public sector. It is intended to train generalists, rather than specialists, by providing practical knowledge, applications, and evaluative ability in a wide range of areas.

### REQUIREMENTS

[COM 441](#), [COM 443](#), [MFC 274](#);

One course from Group 1: [COM 447](#), [COM 453](#), [COM 455](#)

Two courses from Group 2 (or the two remaining courses from Group 1): [COM 231](#), [COM 398](#), [COM 449](#), [COM 490](#)

### MFC 101: Introduction to Computers and Information Systems

**Credits:** 3

**Type:** LEC

This course will take you beyond the surface of computer basics and help you to understand the foundation behind the technology. Topics will include: the importance of the interdependence between

hardware and software; networking - including the set up of a home or small office network; mobile devices and wireless connectivity; problem solving strategies that apply to computer program development as well as problems in the business world; and current computer related careers. Additionally applications like Word, Excel, PowerPoint, and Access and basic Web design will be used to solve practical problems and create documents that relate to real world situations.

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### **MFC 118: Microcomputer Applications 1**

**Credits:** 3  
**Type:** LEC

Introduces the fundamentals of computers, emphasizing their day-to-day use and applications in the business presentation and environment. Class time covers concepts but is basically hands-on exercises using Microsoft Office 2010 (Word, Access, Excel and Power Point). Computer-based projects in a Windows environment form a significant portion of the student's grade.

### **MFC 132: Java Script**

**Credits:** 1  
**Type:** LEC

Introduces this English-based, script, platform-neutral, object-oriented, and secure programming language. Also introduces the Java applet, and includes the standard Java class libraries and stand-alone applications. Previous programming knowledge is highly recommended.

### **MFC 141: Dietary Supplements**

**Credits:** 1  
**Type:** LEC

Reviews the history of dietary supplements. Topics covered include the various forms, doses, claimed uses, and possible adverse effects of the most popular dietary supplements. Critiques possible underlying mechanisms. Identifies populations that may be benefited or harmed. Teaches students to judge health claims and assess risks with the most popular dietary supplements. Evaluates students by an on-line multiple choice test for each supplement and a short review of a supplement not covered, or by more details on one present.

### **MFC 146: Introduction to C++**

**Credits:** 3  
**Type:** LEC

Introduces practical, real-world applications of C++ programming and the theory of object-oriented design for Windows. Covers templates, multiple inheritance, C++ streams, exception handling and other C++ programming topics. Previous programming knowledge is highly recommended.

### **MFC 149: Visual Basic**

**Credits:** 3  
**Type:** LEC

An event-driven programming course taught through the Visual Basic (6.0) environment. Students gain not only an understanding of programming but also how to use it in the context of a graphical user interface, such as Windows 95 or 98. Since Windows programs often share information, this programming language becomes very useful when creating macros and adding programming enhancements.

### **MFC 193: Essentials of Academic Writing**

**Credits:** 3  
**Type:** LEC

This course is designed for students who wish to improve their college level writing skills. Participants will learn the writing process (pre-writing, drafting, revising, and editing); organizing (introduction with thesis statement, body, and conclusion); developing ideas into paragraphs and supporting details; transitioning from paragraph to paragraph; articulating a message clearly; and applying the correct use of grammar, sentence structure, mechanics, word choice, and punctuation.

### **MFC 199: Career Decision Making**

**Credits:** 1  
**Type:** LEC

Assists the adult student in clarifying education and career plans for decision making. Students learn how to assess personal interests, abilities, values, and goals; research and evaluate various career options; and organize a job search.

### **MFC 209: Special Topics in Micro Applications**

**Credits:** 1  
**Type:** LEC

Content varies each semester.

### **MFC 210: Special Topics in Micro Applications**

**Credits:** 1-3  
**Type:** LEC

Content varies each semester.

### **MFC 211: Special Topics in Micro Applications**

**Credits:** 1-3  
**Type:** LEC

Content varies each semester.

### **MFC 212: Special Topics in Micro Applications**

**Credits:** 1  
**Type:** LEC

Content varies each semester.

### **MFC 213: Special Topics in Micro Applications**

**Credits:** 1-3  
**Type:** LEC

Content varies each semester.

### **MFC 214: Introduction to Perl**

**Credits:** 3

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**Type:** LEC

Introduction to Perl and first principals in programming and the syntax of the Perl programming language. Includes working with files, directories, and databases, using the CPAN modules, writing web applications in Perl and using Perl as an object oriented programming language.

### **MFC 215: Programming for the Web I**

**Credits:** 3  
**Type:** LEC

Students apply HTML and JavaScript to create web sites employing the principles of usability engineering and information architecture. Topics include creation of web page features, FTP, accessibility, usability, information design, and the graphic design of web pages. The course also includes introductions to cascading style sheets (CAS), dynamic HTML, and JavaScript. The Windows software used includes Text-pad, WSFTP, MS IE, and Netscape. Students do not need to purchase software because all software is included on the textbook's CD-ROM.

### **MFC 217: Introduction to Linux**

**Credits:** 3  
**Type:** LEC

Linux basics including Installation and Configuration. Uses Linux to employ the following Linux Services: FTP, NFS, SLIP/PPP, Samba, Apache Web Server and Print Services. Basics of System Administration including: Security, User Management, and System Management including files and directories.

### **MFC 218: Microcomputer Business Applications II**

**Credits:** 3  
**Type:** LEC

This course takes a comprehensive look at how Excel 2010 is used in business. Real world office projects are completed as a part of the syllabus. Problem-solving, formula writing, graph development, macros, consolidating information from multiple spreadsheets, and using products of Excel in Word documents and presentations are all part of the hands-on work in this course.

### **MFC 221: Purchasing: Procurement Aspects**

**Credits:** 3  
**Type:** LEC

Surveys the organization and practice of purchasing management in organizational settings, emphasizing procurement functions and responsibilities. Topics include capital equipment, inventory control, traffic, receiving, storekeeping, and surplus material. Utilizes a case-study approach to determine the right quality, price, time, quantity, and source.

### **MFC 222: Purchasing: Managerial Aspects**

**Credits:** 3  
**Type:** LEC

Surveys the applications and uses of purchasing as a function of

management. Utilizes a case-study approach to such topics as planning and organization, appraisal and control, negotiation, legal aspects, value analysis, make or buy, automation, and government purchasing.

### **MFC 223: Transportation Management and Law**

**Credits:** 3  
**Type:** LEC

An overview of transportation management in today's deregulated environment. Topics include the Motor Carrier's Act and the Stagger's Act of 1980, which altered motor and rail carriage in the United States; the effects of antitrust laws; hazardous materials regulations; and other regulations as they apply to transportation today.

### **MFC 224: Materials Management**

**Credits:** 3  
**Type:** LEC

Introduces the objectives, techniques, and organization of materials management. Topics include the economics of material plans; periodic control systems; order point; techniques of inventory control; and methods of improving coordination, communication, and control for increased productivity and decreased material cost. Knowledge of basic statistics helpful but not required.

### **MFC 250: Introduction to Health Care in the United States**

**Credits:** 3  
**Type:** LEC

Introduces the structure and process of health care in the United States, as well as critical policy issues the system confronts. Topics include the historical development of the health-care system; types of facilities, services, agencies, and personnel that constitute the system; levels of health-service intervention and special problems of high-risk populations, and responses to each by the health-care system; quality-control activities; and critical health-policy dilemmas that health-care administrators face.

### **MFC 273: Business Letters**

**Credits:** 2  
**Type:** LEC

Elements of style that contribute to clear, effective professional business writing; common grammatical errors and how to avoid them; types of business documents and style appropriate to each.

### **MFC 274: Applied Marketing Techniques**

**Credits:** 3  
**Type:** LEC

Allows students to apply a broad mix of marketing actions and techniques to real world situations. Includes in-depth review of how to establish a marketing plan, the marketing methods available to achieve corporate goals, and the creative process employed to communicate to the targeted market. LEC

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### **MFC 301: Introduction to Telecommunications**

**Credits:** 3  
**Type:** LEC

Surveys the discipline of telecommunications in today's deregulated environment for current or prospective managers of telephone and data communications systems. Topics include fundamental voice and data concepts, network design, customer premise equipment and central office equipment, modes of transmission, marketing and regulations issues, management of systems, and future directions. No prior technical background required.

### **MFC 303: Intermediate Data Communications and Networks**

**Credits:** 3  
**Type:** LEC

Analyzes the methodologies and components used in communicating voice and data information by means of digital signals. Topics include fundamental concepts; characters and codes; communication lines, fiber optics, and satellite communications; terminals, modems, and interfaces; protocols; local area and packet networks; and network design, devices, and management.

### **MFC 305: Digital Internetworking**

**Credits:** 3  
**Type:** LEC

Analyzes the emerging technologies used in today's networks, emphasizing theory, design, and practical applications. Topics include Digital Technology, T1, Frame Relay, ISDN, and ATM, and applying them to multiprotocol networks. In-depth study of the equipment that comprises a network, including high-speed multiplexers, routers, FRADS, and switches.

### **MFC 307: Intermediate Local Area Networking**

**Credits:** 3  
**Type:** LEC

Focuses on the products, problems, and trends involved in designing, implementing, and maintaining PC-based local area networks (LANs) for distributed application processing. Students learn concepts and techniques that enable them to become qualified participants in LAN projects.

### **MFC 308: Telecommunications Management**

**Credits:** 3  
**Type:** LEC

Exposes students to various elements of telecommunications management, ranging from "selling" the project internally to vendor selection, RFP composition, project implementation, and management of the system after installation. Encourages development of basic analytical skills, including problem diagnosis, financial analysis, and overall project development. Strong writing skills are helpful.

### **MFC 310: Project Analysis and Design**

**Credits:** 3  
**Type:** LEC

Introduces business systems analysis. Topics include project initiation, preliminary and detailed investigation and analysis, design of systems I/O, file design, systems processing, and controls. The laboratory segment focuses on the use of these tools and techniques to develop the system life cycle and prepare feasibility reports, walk-through exercises, system approval, and follow-up, and the use of CASE tools to supplement the required test material.

### **MFC 312: Database Management Systems**

**Credits:** 3  
**Type:** LEC

Examines fundamental database concepts and architecture, with an emphasis on commercially available systems. Topics include critical evaluation of important implementation issues, approaches, and alternatives in a relational database environment. Projects are completed using the university mainframe computers; however, multiple platform experimentation is assigned to provide background in available software, such as ORACLE. Database languages include SQL, QMF, and subsequent Query languages implemented on specific systems.

### **MFC 318: Microcomputer Applications III**

**Credits:** 3  
**Type:** LEC

The SQL Language is the de facto standard language for relational databases, and Oracle's database server is the leading relational database on the market today. The course is to introduce Oracle SQL language in a unique and highly effective format. This course will guide you through the basic skills until you reach a mastery of the language. This course not only covers the syntax of SQL, but also shows how it can be used to create and maintain a database and retrieve information from it. It also provides an introduction to relational databases. In addition to explaining concepts, the course uses a variety of assignments to reinforce the material in each chapter.

### **MFC 330: Entrepreneurship and the Small Business**

**Credits:** 3  
**Type:** LEC

Examines main characteristics of effective small-business operations. Skills and characteristics of the entrepreneur, forms of ownership, location, financing, organization, supervision, and marketing.

### **MFC 331: Financial Controls for Small Business**

**Credits:** 3  
**Type:** LEC

Examines basic accounting practices and tax issues, emphasizing applications for small businesses. Purpose, design, and use of various financial documents; costs and inventory controls; creation and use of financial statements; tax liability and consequences; forms of revenue, costs, depreciation, and investments; daily operations; and tax planning.

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### **MFC 332: Paralegal Principles and Procedures**

**Credits:** 4  
**Type:** LEC

For employed paralegals or other legal workers or students interested in becoming paralegals. Students learn skills necessary to increase billable hours and productivity. Covers legal analytical research and writing, using legal terminology, professional legal writing of interoffice memos, civil pleadings, and discovery motions. Other topics covered are Evidence Preservation, Interviewing and Investigation, Introduction to Torts, Contracts, Criminal Law, Rules of Civil and Appellate Procedure, and Rules of Ethics for Paralegals.

### **MFC 334: Legal Research & Writing**

**Credits:** 2  
**Type:** LEC

Students learn to independently conduct thorough law library research and draft memorandums of law on a variety of legal issues. Focuses on proficient legal analytical research and writing. Students draft several memorandums of law, each one more complex, which they should be able to use as professional writing samples.

### **MFC 335: The Small Business Plan and Sources of Capital**

**Credits:** 3  
**Type:** LEC

Components of a business plan for launching or expanding small businesses. Students communicate a detailed description of the entrepreneurial idea, develop methodologies used in strategic planning, locate and evaluate various types of capital sources for financing a small business (e.g., bank financing, investors, agency financing, and customer/employee financing), and construct a formal business plan.

### **MFC 336: Bankruptcy Law**

**Credits:** 2  
**Type:** LEC

Basics of bankruptcy law as an introductory bankruptcy manual for legal assistants. Ranges from detailed procedural aspects of common bankruptcy litigation practice to the policy and history behind bankruptcy law. Describes the differences of each chapter of bankruptcy code, the impact of the substantive rights and duties of the parties within each chapter, and appropriate procedures and deadlines to protect such rights. Also covers basic litigation issues such as stay relief, avoidance actions, dismissals, nondischargeables and confirmation matters. Students draft the basic court documents (Chapter 7, 11, 13 and petitions) as well as basic bankruptcy litigation complaints.

### **MFC 337: Promoting the Small Business**

**Credits:** 3  
**Type:** LEC

Small businesses usually require promotional strategies different from those used in promoting larger ventures. Examines the market characteristics of various types of small businesses, and strategies

that may be effective in promoting customer acceptance of their products and services.

### **MFC 338: Marketing Strategies**

**Credits:** 3  
**Type:** LEC

Students learn the fundamentals of developing an effective marketing plan, profiling a target market, analyzing competition, differentiating and positioning a product/service, understanding the market's decision-making process, developing effective distribution and communication strategies, and understanding buyer behavior and how to improve sales performance.

### **MFC 339: Introduction to Oracle**

**Credits:** 1-3  
**Type:** LEC

Utilizing the Oracle Database 10G Express Edition, students will learn the fundamentals of Relational Database Systems Management. This includes installation and configuration, command line management of the database including table, query, user creation and management. The course will then focus on using database development tools to begin developing database driven applications to ease data entry, management, and reporting. Course is intended for students with little to no prior database experience. A technical discipline is required to understand the more fundamental technology concepts. No programming experience is required.

### **MFC 340: Business Issues for Women and Minorities**

**Credits:** 1  
**Type:** SEM

Mini-course that offers women and minorities comprehensive business start-up information. Includes information for new owners, funding sources, special opportunities and guest speakers on pertinent topics.

### **MFC 341: Interviewing Techniques for Personnel Administrators**

**Credits:** 1  
**Type:** LEC

Types of interviewing (structured and unstructured, stress, single, group, etc.) and their uses in hiring, evaluation, termination, and other day-to-day areas of personnel administration; and legal and ethical restrictions on questioning. Exercises emphasize practical skills.

### **MFC 342: Performance Appraisal**

**Credits:** 1  
**Type:** LEC

Nature, rationale, and methods of implementing various types of systems used in evaluating and recording an employee's performance; systems examined range from numerical rating scales to management by objective based systems, and performance versus developmental appraisals; exercises in developing and

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testing various systems.

### **MFC 343: Grievance Administration**

**Credits:** 1  
**Type:** LEC

Employee grievance and grievance procedure within the framework of personnel policy, grievance investigation, how to argue a case and write a response, steps within a grievance, union and nonunion procedures, case studies and exercises in writing and answering grievances.

### **MFC 344: Personnel Records Systems**

**Credits:** 1  
**Type:** LEC

Assists personnel staff in determining which types of records should be maintained in developing appropriate records-maintenance systems; medical records; references and reference checking; legal requirements and restrictions, including right of access; and computer-based records systems.

### **MFC 345: Compensation Administration**

**Credits:** 1  
**Type:** LEC

Overview of wage and salary administration for persons seeking a general knowledge of the field; job analysis, pricing, salary, and benefit structure; emphasizes writing job descriptions and on locating sources of salary information.

### **MFC 346: Diversity in the Workplace**

**Credits:** 1  
**Type:** LEC

Explores the changing demographics of the work force and strategies by which the potentials of diversity can be realized toward individual and organizational goals. Examines the process of change, change styles, and methods of encouraging change; conflict and conflict resolution; and cultural bias and methods of managing the organizational assets that exist in individual and group differences.

### **MFC 347: OSHA-on-the-Job Safety Programs**

**Credits:** 1  
**Type:** LEC

Concepts, issues, and approaches to occupational safety; federal and state regulations; legal and ethical responsibilities of industry; inspections; organization of safety committees; and safety awareness and training programs.

### **MFC 348: Benefits Administration**

**Credits:** 1  
**Type:** LEC

Overview and approaches to the design and administration of

employee benefits programs, including statutory benefits (unemployment, workers' compensation, disability, and social security), life and health insurance, pay for time not worked, retirement plans. Assessment of costs and impact for the employer and employee; communicating benefits information to employees.

### **MFC 354: Regulation in the Health-Care Environment**

**Credits:** 3  
**Type:** LEC

The New York State health-care industry is one of the most regulated employers in the United States. Regulations permeate and control the entire system: hospitals; long-term care facilities; home health agencies; physicians, nurses, and care givers; insurance companies; ambulatory care facilities; and others. How a provider or facility functions and what services can be provided are determined by regulation or through the regulatory processes presented from the perspective of both the Department of Health and the specific providers.

### **MFC 355: Health-Care Data and Its Uses**

**Credits:** 1  
**Type:** LEC

Focuses on the varieties of information and data maintained by the health-care industry, and on how data analysis may be used to provide new insights and measurements from such perspectives as quality, need, usage, benefits, and cost.

### **MFC 356: Third-Party Reimbursement**

**Credits:** 1  
**Type:** LEC

Policies and practices of third-party payers, their influence and impact on health-care economics, and the delivery of services within health-care facilities.

### **MFC 357: Medical Ethics and Substitute Decision Making**

**Credits:** 1  
**Type:** LEC

Examines the everyday ethical problems faced by medical staff and family members, particularly in terminal cases. Students become familiar with legal documents and issues, such as health-care proxies, do not resuscitate orders, living wills, guardianships, and powers of attorney, that are related to the incompetent or unconscious hospitalized patient.

### **MFC 358: Intro to Medical Devices and Implants**

**Credits:** 3  
**Type:** LEC

This course is designed for students who have an interest in the healthcare field, in order to prepare for or accelerate a career in healthcare and/or the medical products industry (devices, drugs, diagnostics). You will learn the principles of materials science (chemistry, physics, mechanical engineering) as they relate to material interactions with cells, tissues, and organs (biology, physiology, biophysics).

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### **MFC 359: Integration of Leadership Skills and Total Quality Management**

**Credits:** 3  
**Type:** LEC

Examines contemporary issues facing management and administration in a changing and expanding health-care environment. How to integrate and apply learned leadership skills in a total quality management concept.

### **MFC 361: Managed Care-Impact on Health Delivery System**

**Credits:** 2  
**Type:** LEC

Introduces and defines managed care as it relates to each component of the health-care delivery system. Designed to be highly interactive; representatives of various agencies of the delivery system share their perspectives and experience. Intended for clinicians, managers, and supervisors in health-care organizations.

### **MFC 365: Basic Real Estate Law**

**Credits:** 2  
**Type:** LEC

The basics of real estate law emphasizing New York State real estate law and the practice and custom of real estate law in WNY. Students learn the key issues in representing the parties to a real estate transaction-the buyer, the seller, and the bank. Provides a practical approach to understanding real estate transactions. Students draft the basic real estate documents as well as basic real estate litigation complaints.

### **MFC 421: Advanced Purchasing Strategies**

**Credits:** 3  
**Type:** LEC

Focuses on advanced purchasing techniques. Topics include cost and price analysis, the role of the buyer, international purchasing, the Robinson-Patman Act and other regulations, manual procedures, and computerized systems.

### **MFC 422: Fundamentals of Contract Management**

**Credits:** 3  
**Type:** LEC

Introduces contract management, emphasizing contract formation and other aspects of the pre-award phase. Topics include contract development and contract award, primary contracting agencies and authorities, types of contracts, special contracting situations, bids, negotiation, and award controversies.

### **MFC 423: Preparation and Negotiation of Contracts for Government and the Private Sector**

**Credits:** 3  
**Type:** LEC

Examines the principles and processes of contract negotiation in government and the private sector from establishment of source selection plan, solicitation, proposal preparation, and evaluation, through contract award. Topics include the importance of objectives and thorough preparation, effective negotiation strategies and tactics, players and roles, conventions and ethics, contract adjustment, and other post-award actions. Utilizes case studies and exercises to develop planning and negotiation skills.

### **MFC 424: Law of Procurement for Government and the Private Sector**

**Credits:** 3  
**Type:** LEC

Analyzes not only the laws that regulate procurement in the public and private sector, such as the Uniform Commercial Code (UCC) and Federal Acquisition Regulations (FAR), but also those that regulate business relationships that arise from contractual agreements. Overview of the legal basis and policy implications of the government's authority to enter into contracts for the acquisition of goods and services. Topics include contract types, methods of contracting, remedies for unsuccessful offers, contract modifications, terminations, inspection, acceptance and warranty, claims, and remedies. Contrasts social goals of the federal procurement law with the utilization and substitution of the UCC.

### **MFC 425: Logistics and Distribution Management**

**Credits:** 3  
**Type:** LEC

Focuses on the transportation of supplies to the producer and from the producer to the consumer. Topics include warehousing, physical distribution, inventory control, transportation logistics, and newer types of inventory systems designed for more effective cost control.

### **MFC 426: Production Planning**

**Credits:** 3  
**Type:** LEC

Examines plant location and layout, machine and workforce capacities, and other factors involved in production design. Topics include approaches used in production planning and timing, and their integration with the managerial objectives of the firm; as well as concepts used by engineers to measure and improve productivity, including job analysis, project management, and quality control.

### **MFC 427: Contract Price Analysis**

**Credits:** 3  
**Type:** LEC

Overview of various approaches to cost/price analysis and their roles in government acquisitions. Topics include quantitative methods of analyzing and forecasting costs, pricing practices and theory used by private industry, analyzing direct and indirect costs, the use of weighted guidelines, fact-finding and negotiation techniques, the Truth in Negotiations Act, cost accounting standards, and special-pricing problems.

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### **MFC 428: Contract Administration: Post-Award**

**Credits:** 3  
**Type:** LEC

Focuses on issues that affect the administration of government contracts from the time of award through closeout. Topics include contract interpretation; risk allocation; changes, delays and adjustments; differing site conditions; inspection; acceptance; warranties; disputes; payment; and discharge decisions, with specific reference to mental health patients, children, and the elderly.

### **MFC 448: Regulatory Aspects of Medical Devices**

**Credits:** 3  
**Type:** LEC

Intended for students interested in a career in the life sciences products industry. Covers U.S. and international regulatory requirements for medical devices and drugs, as applied to bench research, animal testing, clinical testing, manufacturing, sterilization, and post-market surveillance. Presents key regulatory concepts and practical applications that are necessary to understand the historical context of medical product regulations and to have a working knowledge of the current requirements placed on product development, manufacturing, and use in the U.S. and other major markets in the world.

### **MFC 450: Strategic Planning and Budgeting for Health-Care Departments**

**Credits:** 3  
**Type:** LEC

Strategic planning and budgeting emphasizing the department within the health-care facility, as well as the relationship of the departmental plan and budget to that of the organization as a whole. Topics include stages in the development of a strategic plan; factors to be considered; how the plan may be presented, implemented, and revised; the relation of planning to budgeting; and the budget cycle and its components.

### **MFC 451: Human Resources Issues for Health-Care Managers**

**Credits:** 3  
**Type:** LEC

Introduces the management of human resources for clinicians and supervisors of health-care units. Key course components include leadership principles and styles, motivational theory, communication skills, counseling and corrective action, performance appraisal, management of change, and work groups and labor relations. Emphasizes the application of theory to practical day-to-day supervision in the workplace. Roundtable discussions by participants facilitate sharing of health-care management experiences.

### **MFC 452: Quality Management in Health Care**

**Credits:** 3  
**Type:** LEC

Introduces the basic components of a quality-management program within the health-care industry. Lecture, discussion, case studies,

and projects develop familiarity with the principles of quality management interventions applicable to settings ranging from individual departments to small health-related businesses. Emphasizes implementing team concepts to foster customer-oriented health-care systems.

### **MFC 481: Special Topics**

**Credits:** 1-6  
**Type:** LEC

*The content of this course is variable and therefore it is repeatable for credit. The [University Grade Repeat Policy](#) does not apply.*

Topic of interest.

### **MFC 482: Special Topics**

**Credits:** 1-6  
**Type:** LEC

*The content of this course is variable and therefore it is repeatable for credit. The [University Grade Repeat Policy](#) does not apply.*

Topic of interest.

### **MFC 483: Special Topics**

**Credits:** 1-6  
**Type:** LEC

*The content of this course is variable and therefore it is repeatable for credit. The [University Grade Repeat Policy](#) does not apply.*

Topic of interest.

### **MFC 484: Liability Issues in Public Education**

**Credits:** 3  
**Type:** LEC

Current legal issues in public education for students interested in becoming teachers, school counselors, or school administrators. Topics include student rights, teacher rights, union matters, litigation issues, and school safety. These topics must be understood in order to correctly evaluate school climate and maximize student achievement.

### **MFC 499: Independent Study**

**Credits:** 1-16  
**Type:** TUT

*The content of this course is variable and therefore it is repeatable for credit. The [University Grade Repeat Policy](#) does not apply.*

For adult students who wish to work independently under the direction of a faculty member on a special academic problem or project that cannot be undertaken through a regular departmental independent study course (e.g., [APY 499](#)). To enroll, the student must obtain approval of a university faculty member or an approved adjunct faculty member willing to oversee the project, and must submit a written outline of the proposed course of study for approval by MFC staff. For details, application forms, and deadlines, contact

## **Millard Fillmore College**

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