



Program Description:

The Transition Program is a two-year, noncredit vocational certificate program. It is designed for students with significant learning disabilities who would find traditional college-level academics too challenging, even with extensive support services.

Transition helps students achieve their potential through specialized coursework and hands-on experience in work settings. Students work as interns two days per week in competitive employment situations in office and business support environments. Three days a week, students participate in specially designed classes, which include basic and applied office practice, computer training, interpersonal skills, consumer education and a choice of elective courses to develop or expand personal interests. In addition, students learn job survival skills and job search techniques, such as resume writing and interviewing skills. Small class size ensures that students receive individualized attention and a program tailored to meet their unique needs. The Transition Program is administered through MCC's Office of Disability Support Services.

Career and Transfer Outlook:

Graduates receive a Certificate of Completion in Office and Business Support Skills. Program graduates typically obtain employment within the following areas: office support (data entry, file clerk, receptionist, general office); business support (distribution, mailroom, shipping/receiving, facilities support); or retail support (stock clerk, cashier, maintenance). Graduates can also avail themselves of job support groups during the academic year to assist in their job search and individual job-seeking assistance and referral.

Helpful Hints:

Transition is selective and accepts up to 20 students each year. Entrance is for fall semester only, and students must participate in all four semesters (two years). Students receive nontransferable completion units, not credits. Admission deadlines fluctuate. Applicants are encouraged to apply by March 1. Prospective applicants and their families must attend a Transition Program information session, held throughout the year, before applying.

TRANSITION PROGRAM •

Certificate of Completion in Office and Business Support Skills

BEDFORD CAMPUS - DAY, STARTS FALL SEMESTER ONLY.

✓	COURSE #	COURSE TITLE	Second Year, Fall Semester	
First Year, Fall Semester			_____	TRA 062 Foundations III
_____	TRA 050	Foundations I	_____	TRA 063 Applied Consumer Economics
_____	TRA 051	Basic Consumer Economics	_____	TRA 064 Business Support Skills II
_____	TRA 052	Basic Office Practice	_____	TRA 065 Social Development I
_____	TRA 053	Personal Development	_____	TRA 066 Internship Seminar III
_____	TRA 054	Internship Seminar I	_____	TRA 067 Internship III
_____	TRA 055	Internship I	_____	TRA _____ Elective
_____	TRA _____	Elective	Second Year, Spring Semester	
First Year, Spring Semester			_____	TRA 068 Foundations IV
_____	TRA 056	Foundations II	_____	TRA 069 Using Community Resources
_____	TRA 057	Introduction to Basic Business Math	_____	TRA 070 Business Support Skills III
_____	TRA 058	Applied Office Practice	_____	TRA 071 Social Development II
_____	TRA 059	Communication Skills	_____	TRA 072 Internship Seminar IV
_____	TRA 060	Internship Seminar II	_____	TRA 073 Internship IV
_____	TRA 061	Internship II	_____	TRA _____ Elective
_____	TRA _____	Elective		