

**Computer Repair**  
Course Length: 350 hrs  
Offered: MCI-W, PTX

Provides on-site training in all facets of the trade and will give student an opportunity to be tested for an A+ Certification.

**Drafting**  
Course Length: 600 hrs  
offered: ECI-W

This course prepares the student for an entry level job position in the Engineering profession. Subject are as are: basis geometric drawing, lettering, sketching, and orthographic projection. Computer aided design (CAD) is also offered.

**Graphic Arts**  
Course Length: 600 hrs  
offered: ECI-W, MCI-J, OSTC, MCTC  
\*\* OSTC- Print Ed Certified

Provides training in all areas of the graphic arts industry, such as design, typesetting, photography printing and electronic prepress on industry standard software such as QuarkXpress, Photo-shop, Frontpage (web page design) and Illustrator. Involves hands-on experience on available equipment and techniques.

\* National Center for Construction Education and Research Certification

\*\* Print Ed-National Certification through the printing industry

Qualifications: Entrance to all vocational programs is through the case management department of the institution. In some cases, a verified GED or highest school diploma is desired, but an entrance exam may be required. Your case manager at the institution can inform you of more detailed requirements.

## INSTITUTIONS

ECI-E Eastern Correctional Institution  
East

ECI-W Eastern Correctional Institution  
West

MCI Maryland Correctional Institution,  
Hagerstown

MCI-J Maryland Correctional Institution,  
Jessup

MCI-W Maryland Correctional Institution,  
Women

MCTC Maryland Correctional Training  
Center

OSTC Occupational Skills Training Center  
Males and Females Eligible Pre-  
release Eligibility Required

RCI Roxbury Correctional Institution

PTX Patuxent Institution

For more information contact:

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## Correctional Occupational Program Offerings

*Skills Training Produces  
Future Opportunity*

Developed through a partnership with the Maryland  
Department of Labor, Licensing and Regulation

**Auto Body Repair**  
Course Length: 600 hrs  
Offered: MCTC

Students learn the basics of auto body repair and spray painting enabling the student to seek entry level employment as an auto repair or spray paint assistant. ASE Certification offered.

**Automotive Power Services**  
Course Length: 600 hrs  
offered: ECI-W, MCTC, OSTC, RCI, MCI-J

Through classroom instruction and on-the-job training students are prepared for the Automotive Service Excellence (ASE) certification.

**Business Data**  
Course Length: 600 hrs  
offered: ECI-W, MCI-W, OSTC, RCI

Provides entry level training in software programs for word processing, database management and electronic spreadsheets. Basic/Intermediate typing, filing using electronic calculators and computer literacy are offered.

### Commercial Roofing

Course Length: 700 hrs

Offered: OSTC

This is a hands-on course in industrial roofing. The program teaches job safety and the different types of roofing, such as built up roofing or hot tar. EPDM or rubber roof, shingle and slate. It also provides other details associated with roofing such as: drains, crickets, pipe protrusions and vents. All students completing this course, with the recommendation of the instructor are eligible for a job interview.

### Electrical Wiring

Course Length: 600 hrs

Offered: MCTC

\* NCCER Certified Programs

Designed to provide students with theory and hands-on training in all phases of residential electrical wiring.

### Heating, Ventilation, Air Conditioning

Course Length: 600 hrs

Offered: MCTC, OSTC

\* NCCER Certified Programs

This course teaches basic Heating and Air Conditioning (HVAC) systems. Subjects covered include theory and application of cooling, heating and filtering air. Allows the student entry level ability into the workforce.

### Masonry

Course Length: 600 hrs

Offered: MCTC, RCI, ECI-E

\* NCCER Certified Programs

Teaches theory, history, materials, use of tools of the trade, blueprint reading, review mathematics, construction details, and safety. Students construct various projects using brick and block.

### Plumbing

Course Length: 600 hrs

Offered: MCTC

\* NCCER Certified Programs

Provides student with skills and knowledge necessary for an entry level position in the plumbing field. Covers theory, blueprint reading, safety, hand tool use, reference work, and drainage systems. Hands-on application of tools and power equipment to install and maintain all types of plumbing fixtures and water supply units.

### Residential Construction

Course Length: 600 hrs

Offered: MCTC, ECI-E

\* NCCER Certified Programs

This course covers theory and application of all building materials involved in the framing construction trade.

### Sheet Metal Fabrication

Course Length: 600 hrs

Offered: MCI-H

Teaches basic skills in most areas of sheet metal work, leading to entry level positions in the following job fields: aluminum siding, gutters and down spouts, roofing and heat-ducts, or precision sheet metal work in major industries.

### Vocational Trades Internship

Course Length: 600 hrs

Offered: MCTC, MCI-W

This course provides introductory level material in four areas of vocational skills: carpentry, electricity, masonry and plumbing. It consists of classroom theory using audio/visual programs with workbooks, reading, math and measuring skills. Students completing this internship program will be qualified to enter similar vocational shops.

### Building Maintenance

Course Length: 600 hrs

Offered: OSTC, RCI

Theory and on-the-job training as a Building Maintenance Helper. Repair areas covered are: carpentry, drywall, electrical, masonry, plumbing, roofing and window glazing.

### Furniture Upholstery

Course Length: 600 hrs

Offered: MCI-H

Teaches basics of furniture upholstery and re-upholstery; leading to entry level skills in all areas of the upholstery trade.

### Warehousing/Distribution

Course Length: 700 hrs

Offered: OSTC

This program focuses on the performances of various warehouse functions such as production distribution and product logists. The program teaches receiving, inventory, order processing and shipping. Upon completion of the program the student will have attained entry level computer skills and forklift certification.

### Copper Cabling/Fiber Optics

Course Length: 220 hrs

Offered: PTX - MTC

Provides instruction on installing, terminating and testing copper and fiber cabling used in the communication industry. Program includes both theory and hands-on instruction.

*Skills Training Produces Future Opportunities*