

PARAGON

PARAGON Professional
Study Institute

ADULT
Programs

2024
Course Catalog

PARAGON PROFESSIONAL STUDIES INSTITUTE
and
EXPOSURE AND PARTICIPATION
Programs

PPSI

55 East Monroe

Chicago, Illinois 60603

312.401.8913

E-mail WWhoover@ParagonAGICorp.org

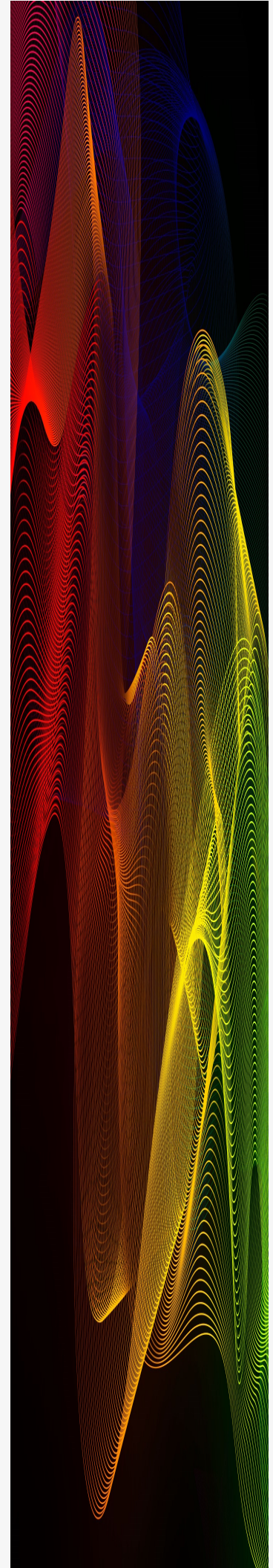


Table of Contents

Non-Discrimination Statement	5
Standard of Conduct	7
Mission and Purpose	8
Introduction	9
Our Facility	10
Admissions	11
Tuition and Fees	12
Academic Standard	14
Student Services	17
Television Production/Multimedia Comm.	20
3D Printing Technology	23
Media and STEM Education	25
MEDIA Production	27
Faculty	29
Computerize Sewing	30
Drone Technology	32
Robotic Technology	35
Program Narratives	36
Certification	38
E & P STEM Schedule	39
Exposure and Participation Rec. Schedule Adventure and Activity Programs	40
School Holidays	41

* * *

PARAGON PROFESSIONAL STUDY INSTITUTE does not support or engage in any discrimination on the basis of color, race, creed, religion, national origin, disability, age, sexual orientation, marital status, citizenship, veteran status or membership, or lawful participation in activities of any organization in administration to the participation in its educational programs, activities, services or in its employment practices.

STANDARD OF CONDUCT



This catalog is a statement regarding the requirements and regulations for the E & P STEM students training at PPSI. Every effort has been made to provide you with accurate information..

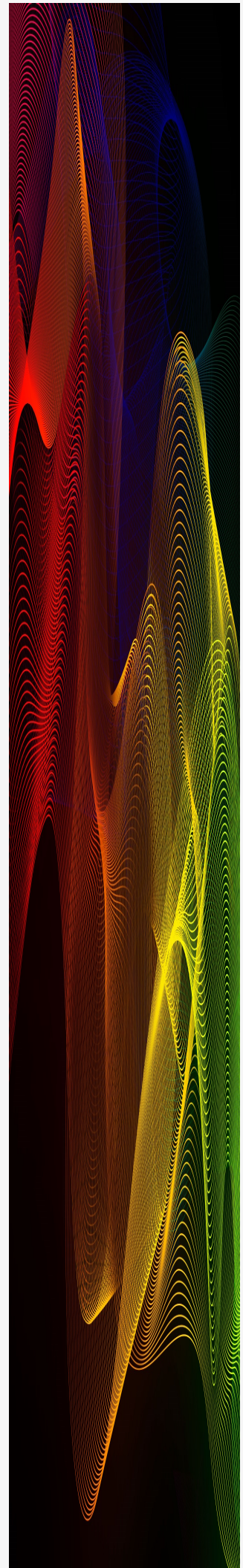
This catalog is not a contract between the student and PARAGON PROFESSIONAL STUDY INSTITUTE (PPSI). PPSI reserves the right to revise content of this catalog and alter policies, programs, requirements, rule, regulations, procedures, calendars, and schedule of tuition, and fees; to limit and restrict enrollment; to cancel or change course; change time or location or staffing of classes; or make any necessary changes.

STANDARD OF CONDUCT



As a students you are expected to adhere to the following Standards of Conduct. Failure to comply with the standards is grounds for dismissal.

1. Regular attendance and punctuality is required.
2. Any absence or tardiness must be reported immediately . Excessive tardiness or absence may lead to dismissal
3. Disruption and obstruction of teaching, research, administration, public meetings, programs, or other school activities is subject to dismissal.
4. Smoking, alcoholic beverages and drugs are not permitted at PARAGON PROFESSIONAL STUDY INSTITUTE or the building in which PARAGON PROFESSIONAL STUDY INSTITUTE is housed
5. Physical or verbal abuse of any person on PARAGON PROFESSIONAL STUDY INSTITUTE premises will not be tolerated and violators will be subject to dismissal
6. Responsible use of PARAGON PROFESSIONAL STUDY INSTITUTE facilities and equipment are expected.



OUR MISSION

PARAGON PROFESSIONAL STUDY INSTITUTE is dedicated to providing technical learning programs and career opportunities. An innovative approach leads to strengthening our student's character and instilling core values and self-awareness. Emphasis is placed on future work place skills attainment and a more secure lifestyle through positive performance.

PHILOSOPHY

Timelessness is Enlightenment to the World Who you Are. The pursuit of knowledge, building cultural relationships and developing an inquisitive, analytical mind widens the pathways of growth for self and society.

OUR STATEMENT OF PURPOSE

- To successfully promote quality technical education and deliver our students to the workforce as skilled entry level associates.
- To conduct a general technical program that provides a higher level of knowledge in business communication, support services and multi-media productions.
- To provide an in-depth study program covering global business and communication presentation markets that prepares students for entry-level employment or career advancement.
- To provide public relations and customer service enhancement programs to encourage positive lifestyles and community commitment.
- To establish after-school and after-graduation support systems to provide opportunities and mentorship for continued professional and personal growth.
- Provide job readiness and employment assistance in technological industrial opportunities and careers.

INTRODUCTION TO PARAGON PROFESSIONAL STUDY INSTITUTE

PARAGON PROFESSIONAL STUDY INSTITUTE (PPSI) is a private technical training, learning center and business presentation institution, located just south of Chicago's Downtown and providing technology in person and limited online certification training. Using applied sciences as a learning technique, cultural relations and introduction to technology. PPSI's training program consists of an various certification programs. Students of PPSI and high school graduates and other adults interested in a career change or gaining experience in digital technology. PPSI has found the tech industry to be exciting and rewarding. An array of STEM disciplines and technological advances have been made. Since early 2001 technology has been accessible to individuals who display the skill and talent to take on the opportunities and challenges private and commercial technology offers.

Paragon-AGI is funded by its training programs, communication outlets, donations and sponsorship. Paragon AGI offers an innovative reach, to specialized businesses, and cross-sector training opportunities toward leadership and placement. PPSI engage its Employer/Partners and individuals to build stronger entrepreneurs and communities. Together, we fight for the health, education, and stability and career opportunities in every community.

PPSI offers a customized vocational programs for students interested in STEM and Media Production. These programs prepare student to meet the demanding needs in the market place and related businesses as entry-level personnel.

PPSI programs were designed to introduce PPSI students to theoretical and practical knowledge of future world technology in a multi-communicational world. We developed E & P programs because PPSI understand the economic value in delivering a comprehensive curriculums that builds self-esteem and future positive attitudes in our youth.

Our certified STEM courses provides the impact your career needs on your journey to economic security.

PPSI TRAINING LOCATION

Location

PPSI approved training facilities are located in community churches, organizations, schools and agencies' throughout Chicago, with easy connections. Our open classroom atmosphere allows student access to a wide array of equipment, for great hands-on experience.

Staff

From the admissions process to graduation, it is our goal to insure each PPSI Student experiences personal attention in their pursuit of technical adeptness in STEM related programs. Our staff is committed to helping student apply their learned skill to the workplace.

Our Administrative staff is available five days a week, 9:00am—4:00pm to assist with any questions. Our instructors are available by appointment only, outside of class time. An Paragon initiative to train and hire parents to teach students will promote family atmosphere, educate and engage parents to participate with young students and provide contract services.

Facility Equipment and Technology

PPSI is a full service entry-level, STEM, training provider. Our courses in STEM give our students working knowledge of commercially flown Drone Piloting, 3D Printing, Computer Sewing, Robotics, AR technology, and more. for hands on learning.

To accomplish this, PPSI has in an inventory of state of the art digital technology for engaged learning.

Students are allowed to use the equipment when classes are not in secession. Instructor and staff will be available to aid students on projects. Many students will be asked to attend on location events for more practical learning techniques. This provides students a real world working experience with other technicians and potential employers.

ADMISSIONS Requirements

PPSI has open admissions throughout the year. PPSI has the right to accept and reject any applicant based on test scores or personal interviews. PPSI admissions staff makes every effort to accept applicants who possess the ability and motivation to complete the training programs successfully.

To be admitted to the PPSI Audiovisual Service and Multimedia program, the following conditions must prevail:

- Student must be at least 8–17 years of age
- Student must be a grade or high school student
- Student must have basic interest in STEM technology
- Student must be able to attain working knowledge of STEM and Information Technology being presented with.
- Student must be able to lift at least 10 lbs. and transport equipment throughout the facility.

Applicants sponsored by any agency will be required to provide documentation indicating they meet eligibility requirements.

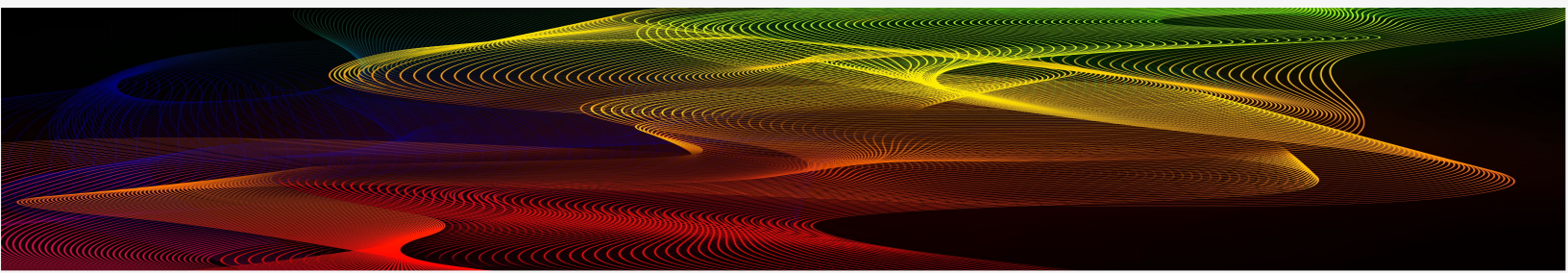
Applicants who do not have a GED or high school diploma but show ability to benefit by passing admissions test and exercises may pursue further studies in PPSI STEM program.

Tuition and Fees

All tuition and fees are paid prior to class start. Payment may be an approved PPSI tuition granting source. Cashiers check, money order, Credit Card.

Registration Fee

The registration term that a Student registers; and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.



Tuition and Fees

Exposure and Participation Programs \$

E & P Programs \$

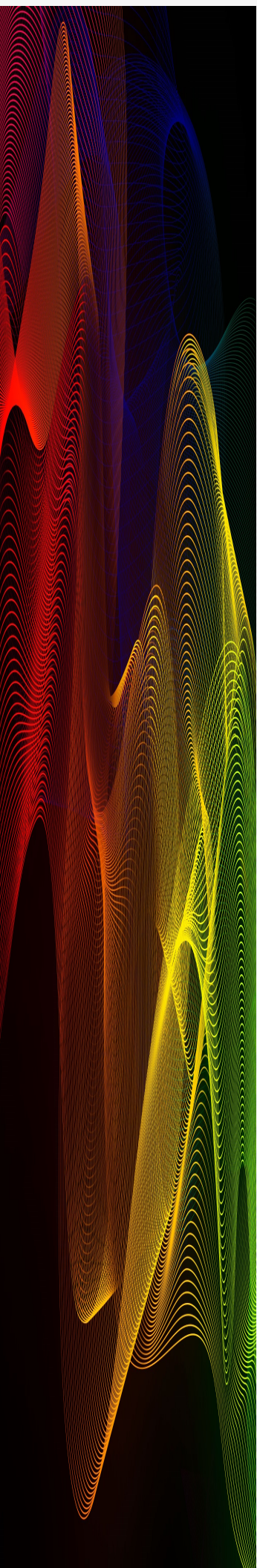
Work Initiative Program, 12 week Course

Adults \$

Youth \$

Initiative Supportive Services

Training Material Fee	\$	Tech tools, class material
Product Production Fees	\$	Television production supplies
Books and Supplies	\$	STEM, Equipment, and Tools , manuals, per student
Lab Fees	\$ 25.00	Sanitize Material
Technology Fees	\$ 50.00	Various business production presentation equipment and tech tools
Activity Fees	\$125.00	Field trips and location shoots
Rentals	\$175.00	Technology equipment rentals
Identification card	\$ 5.00	
Graduation Fee	\$ 15.00	



ACADEMIC STANDARD

Vocational Academic Program

PPSI vocational program consists of a 6—12-week, lecture and technical lab class schedules: Fall classes, beginning in September; Spring classes, beginning in February; and summer classes, beginning in July. Classes meet an average one - three days per week for Two - three hours per day, three days per week; totaling 108 hours.

Assessment and Placement

Testing is scheduled for all student training level. The placement exam consists of reading, math, writing and technical aptitude.

Class Attendance

Enrolled students are expected to attend all scheduled classes and participate in all lab exercises and on-location events for practical learning techniques. The student must notify Student Services by phone in the event of any absences.

Students at PPSI have accepted the responsibility and challenge of preparing for a career in the work force. Employers will place value on a student's work habits. Good attendance will determine a student's future dependability as a new employee.

The instructor will take attendance on each scheduled class day of attendance and this record will become part of the student's overall record. Penalties are further discussed in the Leave of Absence section. Students hours are calculated each week.

Satisfactory Academic Progress

PPSI's Satisfactory Academic Progress reports will measure the student at one-third and two-thirds intervals, then throughout the completion of the remainder of course time. Any student who does not attain a Satisfactory Academic progress risks probation and dismissal from the course. Class activities are assessed via computer.

The acceptable cumulative grade point averages that the student must maintain in order to finish the program within a maximum allowable time frame are as follows:

- at one-third completion 30%
- at two-thirds completion 60%
- at three-thirds completion 90%

Grade Designation

A— Excellent	B— Good
C— Average	D— Minimum Passing
F— Failure	I— Incomplete *

Repeating a Class

A student who averages a D or F, or who requires a refresher course, may repeat the course. Labs may be repeated at course rate.

A Student who has not completed the course, and who has not given a satisfactory explanation, may repeat the course, and will receive an incomplete grade designation. Students are able to take review course.

Effects of Course Withdrawal and Repetition

Students entering any PPSI STEM course funded by Grant program will forfeit their student voucher should they withdraw from that course.

Media course repetitions may affect a student's satisfactory completion. Students will be allowed to repeat classes to the extent the course repetition meets an equal time frame.

Graduation Requirements

Student must achieve an academic and laboratory average of C or better to graduate from PPSI with an PPSI Technology Certificate Student must have completed all study.

Students Records

Student records and transcripts are maintained by Paragon Professional Study Institute and are available for student pickup by contacting: The approved PPSI Training site; and Org. ED (TBD)

Leave of Absence Policy

Enrolled students may be granted a leave of absence under the following circumstances:.

- Request by Student has been made in writing to PPSI Administrative Department.
- Leave of absence does not exceed 1/4 of student's program term.
- Arrangements for makeup classes have been agreed upon by Student, Instructor and Student Services.

Students may request in writing for course repetition on course review dates and/or new class start dates by request in writing to PPSI's Student Services.

Extended Enrollment Policy

Students not making satisfactory academic progress but showing the desire and commitment to the program may be placed in an extended enrollment status. Financial aid eligibility has ceased and the student will be responsible financial to the school. The extended enrollment will be limited to one class term. Student's not meeting a satisfactory progress standard by the end of this period will be dismissed.

An evaluation will be conducted during this period to insure that the student is meeting the goals of attaining satisfactory progress by the end of the class.

Credit for Previous Education and Training

Credit for previous work experience may be granted. Such a grant of credit is at the discretion of Paragon Professional Study Institute. **This credited time will shorten the lengthen and cost of the program proportionately. Based on work and training accrued.**

* * *

STUDENT SERVICES

PPSI Administration

Admissions

Technology and Training Programs

Employer/Partner Relations

Information Technology Training

Student Information Services

Career Placement and Development

Tutoring Programs

Special development tutoring schedules for students who are maintaining D's and F's in a course are available after class hours.

Job Placement Assistance

PPSI courses are designed to prepare the student for the demanding schedules of various STEM and related fields as entry level personnel. PPSI Placement Services are comprised of Agencies and Employer Partnerships committed to assisting students with, internships , full-time and part-time positions.

The following strengths are vital for students to possess when seeking employment:

- Positive Attitude
- Interpersonal Skills and Interests
- Employment Research
- Interviewing Strategies
- Knowledge of Hiring Company
- Employment Survival Tactics

STUDENT GRIEVANCES

If any student feels he/she has been treated unfairly by a member of the staff, the following procedure should be followed:

The student should initiate discussion with the person causing the grievance for the purpose of resolving the issue.

If the grievance is not resolved, he/she should appeal in writing to that person's immediate supervisor.

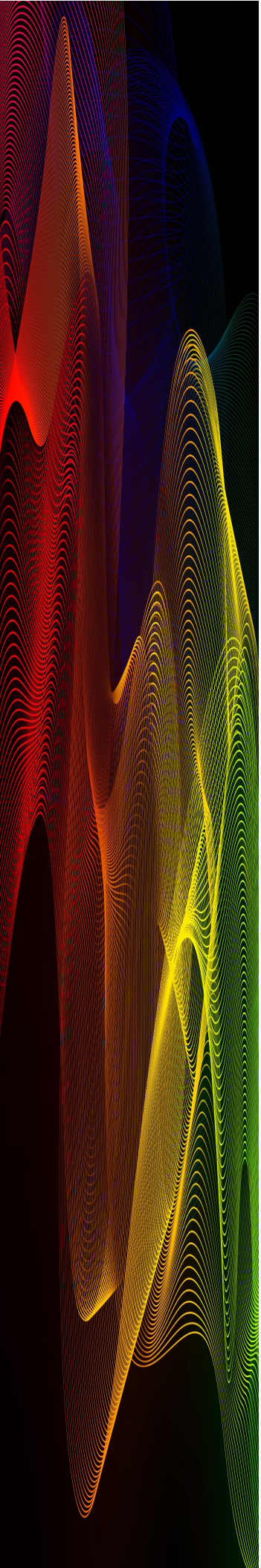
If the student still feels aggrieved, he/she must appeal in writing to Student Services coordinator for the purpose of hearing the grievance.

The written grievance must be submitted within 10 days after the date on which the incident in question occurred.

Complaints

Complaints against PPSI may be registered with the Illinois State Board of Education by sending a letter to either of the following addresses:

Paragon AGI
55 East Monroe
Suite 3800
Chicago, Illinois 60603



TELEVISION PRODUCTION/MULTIMEDIA COMM. I

Know Your Job & Hospitality

Introduction to STEM production and multi-media business presentation. Emphasis on technical skills, signal mediums and Information technologies with career opportunities in business presentation and television production electronic support services and Data base networking. The student must read PPSIMEDIA manual and demonstrate their knowledge of the industry, job description and career discipline they are seeking. **8 lecture and lab hours. Week1**

Business Presentation Communication

Learning the opportunities in Audiovisual Services, Multi-media Communication and Television Production positions. Emphasis will be on Service Industry, Freelance and Internship opportunities and Multimedia related placements (for entry level personnel) to the lodging, hospitality and business markets. The student will be required to demonstrate Knowledge and interest in positions of employment through class exercises. Reading of PPSIMEDIA manual, verbal and written assignment will be appropriate to discipline. One lecture hour and one lab hour. Written assignments and oral testing covering Know Your Job and Business Presentation Communication. **Week 1.**

Terms and Definitions

Understanding technical terms will help the student speak the language of audio visual interaction with colleges and clients. Reading the PPSIMEDIA manual and written assignments and class participation will demonstrate student's ability to effectively communicate. **Three class lecture hours and participation. Week 1**

Customer Relationship Building

Developing and embracing the principals of the hospitality industry and communication skills. The objective is to link financial success as the method to exemplify customer services. In addition, emphasis on teamwork and team building as a common goal to customer satisfaction is covered. Appearance and proper attire is important. Reading and written assignments are appropriate to discipline. Student must demonstrate daily customer relations. **Three class lecture hours and three lab hours. Week 1**

Business Development and Sales

A study in sales and marketing relative to audiovisual services and multi-media production stressed. Principles of developing packaging and presentation skills for marketing to new clients. Identifying new clients and establishing revenue maximization for existing clients. Sales calls and written correspondence are required. Reading PPSIMEDIA manual. **Writing assignment and class participation are required and three lecture hours. Week 2.**

TELEVISION PRODUCTION/MULTIMEDIA COMM. I

Writing a Quote

Learn the steps to writing a quote. Listening to the clients meeting objectives, pre-event planning, and revenue maximization and budgeting. The objective is to demonstrate the students' knowledge of STEM equipment and its components. Understanding service cost and financial principles associated with purchasing and rental of equipment. Students will read PPSI MEDIA manual and engage in written assignments: **3 lecture and class participation hours. Week 2.**

Basic Math

Intended for students who lack basic computational skills and understanding of basic mathematical with emphasizes the power of voltage and current, formulas for calculating the flow of electricity, adjusting financial operations: Reading and writing assignments. **Three lecture and class participation hours and three lab hours. Week 2.**

Basic Audiovisual Equipment

Instructions on the basic banquet room setup and location of audiovisual equipment. Emphasis on audio, video and lighting systems and components. Reading the PPSIMEDIA Audiovisual manual will provide theoretical aspect of systems. Students should demonstrate knowledge of equipment and basic setup of audiovisual throughout the production room. **Nine lecture hours and twenty-four lab hours. Week 3.**

Basic Audiovisual Setup and Strike

Learn the steps necessary to setup basic projection equipment, lighting arrays, audio techniques and video applications. Students should demonstrate theoretical and practical knowledge of audiovisual equipment and setup and striking procedures. Reading of PPSIMEDIA manual and referencing will govern this class. **Nine class lecture hours and nine setup and strike lab hours. Week 4.**

Basic Maintenance Service

Learn minor preventive and equipment maintenance. Student should have working knowledge in maintaining equipment and implementing preventive maintenance programs. **Three lecture hours and six lab hours. Week 5.**

Audiovisual Technician and Career Advancements

Learn the disciplines associated with an Audiovisual Technician. Scope of the position covers operations, financing, sales and marketing, human resources computer skills, duties and responsibilities. The objective is to understand the many roles of the Audiovisual Technician and how to gain job readiness for the industry. Reading of PPSIMEDIA manual and written assignment as appropriate to discipline: **Twelve class lecture hours and twelve lab hours. Week 5 and 6.**

Basic Maintenance Service

Learn minor preventive and equipment maintaining, and cleaning. Student should have working knowledge in maintain equipment and implementing preventive maintenance. **3 lecture hours and 6 lab hours. Week 5.**

Audiovisual Technician and Career Advancements

Learn the disciplines associated with audiovisual technician. Scope of the position covers operations, financing, sales and marketing, human resources computer skills, duties and responsibilities. The objective is to understand the many roles of the audiovisual technician and how to gain job readiness for the industry. Read PPSIMEDIA manual and written assignment as appropriate to discipline: **12 class lecture hours and 12 lab hours. Week 5 and 6.**

Vendor Relations

Learning how to develop good working relationships with vendors supplying operational support to your company. Shopping for competitive pricing and services and establishing shipping and receiving sy STEM to deliver and pick up equipment. The objective will allow the student to demonstrate leadership, public relations and sound financial judgment. Reading the Advanced PPSI Audiovisual manual. **6 lecture hours. Week 7.**

Advanced Projection, Audio, Video and Lighting Techniques

Learn practical applications and techniques using various enhanced presentation components and setup configurations for video. Students will be able to demonstrate multiple advanced setup and component procedures for lighting, audio, projection and video. Read the Advanced PPSI Audiovisual manual and engage in written assignments as appropriate to discipline. **21 class lecture hours and 21 lab hours. Week 7 through 9.**

Television Production

Introduction to studio television production and operating video cameras and other visual medium component systems. Students will operate audio systems, character generator, graphics and lighting boards. Learn set design and staging, for television productions. The student will be required to demonstrate expertise through class exercises and laboratory projects. Reading of manual and written assignments as appropriate to discipline. **8 class lecture hours and 32 lab hours .** Start television production classes.

Technical Director

Learn how to operate and direct the technical media board. The technical booth of a television studio is the heart of production operation. Students will demonstrate knowledge and expertise in directing audio, lighting, cameras and talent in a live production studio and on location at business presentation meetings. Read manual and written assignment as appropriate to discipline. **8 lecture hours and 16 lab hours. Weeks 9 through 12**

PPSI 3D Printing Technology and Certification; *“E & P Program”*

3D Printing

Age Range Recommended 8 – 13+

3D printing is an additive process whereby layers of material are built up to create a 3D part. This is the opposite of subtractive manufacturing processes, where a final design is cut from a larger block of material. As a result, 3D printing is created

Beginners' curriculum

PPSI has a beginner's lesson program that contains everything needed to develop a student's skill, interest and knowledge in 3D Printing. There are eight lessons and multiple resources available to educate students on the basics of 3D Printing. PPSI lessons are aimed at children from age 8 – 13 but can be taught to older student learners depending on ability. This PPSI program is suitable for students using a filament 3D printer.

Procedures and techniques for directing, operations, cameras, audio, switchers, lighting classes are twice a week for total of 4 hours per week, with a 15 minutes of break time for each class day Classes are six (6) weeks.

An Introduction to 3D Printing

Layer by layer production allows for much greater flexibility and creativity in the design process. Designers have to design for manufacture, but PPSI 3D program creates a part that is lighter and stronger by means of unique designs. Parts can be completely re-designed so that they are stronger in the areas that they need to be and lighter overall. **Week1: 1 - hr. of lecture 1h. lab Week: 1, 2 hrs.**

3D Printing Protection

Secure disposable PPE accessories in order to safeguard your students and allow for, productivity and smooth operations. **Week1: 1 - hr. of lecture 1hr. lab. Week: 1, 4 hrs.**

Setting up the Machine

The part can be printed through various 3D printing technologies and depending on the final application of the part, the appropriate technology & material is chosen and machine is set up. FDM printers use filaments like PLA, ABS, PC, PET-G, etc. while SLA & DLP printers use resins with usage-based properties (tough, flexible, dental etc.) & SLS uses powdered material (mostly Nylon). **Week 2: 1 - hr. of lecture 1 hr. lab. Week: 2, 6 hrs.**

The 3D Printing Process

Learn what 3D Printing encompasses and its different technologies like the Fused Deposition Modeling, Stereolithography (SLA), Digital Light Processing, Selective Laser Sintering, etc. but the basic principle of manufacturing parts through a layer-by-layer process remains the same. **Week: 2, 30 min. of lecture and 1.5 hr. lab. Week: 2, 8 hrs.**

Create A Model To 3D Print

Learn how you can build a 3D model in a CAD platform and export this as an STL file that a slicer can recognize. There are several options for CAD software and are beginner-friendly. Learn the design rules the model encounters and how they present no problems during 3D printing. Making 3D models may seem intimidating, but you can build by starting out with simple shapes while gradually building up your skill level. Learn the tips that will help you on your journey. **Week: 3, 2 hr. lab. Week: 3, 10 hrs.**

Developing Modelling Skills

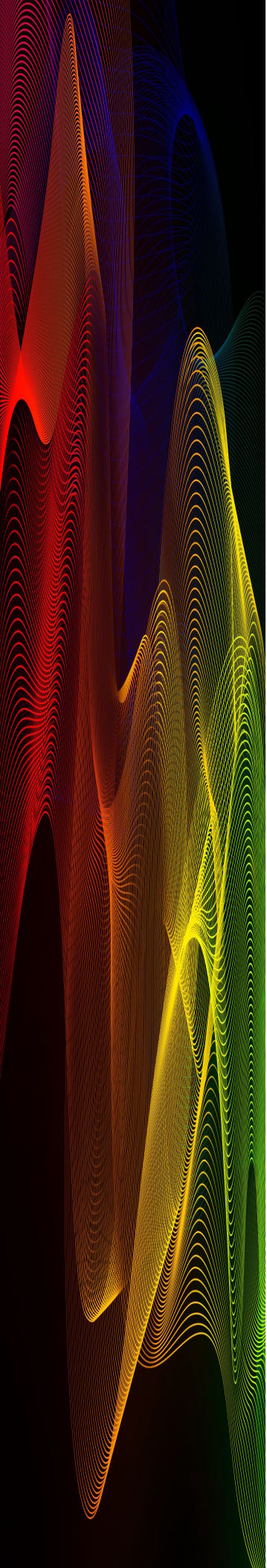
Virtual 3D Modeling is increasing in its popularity. Viewing models on a screen or print is still, effectively, two-dimensional. A physical model will be held in your hand, and examined in a way that a CAD model can't. It can also be used as a quick and intuitive 3D sketch to get some ideas going. You will learn what's necessary in order to have an understanding of the relationship between spaces in your design. To make the most use of this tool, you will learn tips on how to improve your modeling: **Week 3: 1 - hr. of lecture, and 1 hr. lab. Week: 3, 12 hrs.**

Basic Materials and Slicing

In this lesson your classes will be taught about the main materials that are used in 3D Printing and the advantages and disadvantages of these materials. Students will also learn about 'Bio-plastics' and why they are used in certain types of 3D Printing materials. The lesson content also includes facts on melting points of different types of materials and sustainability issues with Bio Plastics. **Week 4: 1 - hr. of lecture and 1hr. lab. Week: 4, 14 hrs.**

Post Processing

Learn and understand the final step in the 3D printing process. Once the printer stops, the print has to be removed from the bed. This process varies as per the type of technology used. Learn the process. **Week 4: 2hrs lecture and lab Week 4, 16 hrs.**



Product Completion

Product development refers to the complete process of taking a product to market. It also covers renewing an existing product and introducing an old product to a new market. This includes identifying market needs. Learn marketing your product, developing the product roadmap, launching the product, and collecting feedback.

New product development (NPD) is a core part of product design. The process doesn't end until the product life cycle is over. You can continue to collect user feedback and iterate on new versions by enhancing or adding new features. **Week 5: 2 - hr. of testing and lab. Week: 5, 18 hrs.**

Final

Learn to be an entrepreneur. Learn to market, build a customer base or soc network platform and sell your product. **Week: 5, 2 - hr. of testing and lab. Week: 6, 20 hrs.**

There are few accreditations for 3D printing. However, PPSI will award “Certificate of Completion”. Academic credentials are valuable to your future career. Skills gain as a youth are experiences propelling you forward in 3D and STEM industries. However, there are several degree programs which are a perfect fit as a background for careers in 3D printing offered by State Board certified vocational schools. **Week: 6, 2 - hr. of testing and lab. Week: 6, 22 hrs.**

Course completion

Theater screens, Flat screens, smart devices, or computer screens, audio, lighting and visual technology gives us many more options to get programming that fit your production interest, when we want it. Writers, producers, directors, camera operators, lighting technicians, and others are modern storytellers with a knack for putting that technology to work, taking projects from concept to captured images. Video editors and digital video effects designers are among the specialists who then add their talents and imaginations to help bring the story to life.

Procedures and techniques for directing, operations, cameras, audio, switchers, lighting classes are twice a week for total of 4 hours per week, with a 15 minutes of break time for each class day Classes are six (6) weeks. Complete course: 6 week. 24 hours.

Studio Production Overview

The Studio program of MPP in video productions will introduce you to a demanding world filled with creativity, advanced media technology, computer graphic editing identification, instrument exploration and creative movement. We will pair artistic motivation with expressive content, storytelling, and qualitative preparation producing an enjoyable audio and visual experience. **Week1: 1 - hr. of lecture 1hr. lab. Week: 1, 2 hrs.**

Production lighting

The essential and necessary purpose of clean video is adequate lighting. Lighting can be used to create a specific mood or feeling, or to simply light your subject and set. Learning how to properly light is an essential part in making professional looking videos. Learning different techniques can help add a personal flair to your next movie. Here you will learn the fundamentals of lighting and its properties and proper use. **30 mins, of lecture: 1.5 hrs. lab. Week 1, 4 hrs.**

Camera

MPP employs camera and editing techniques and teaches students the skills they need to enhance the quality of their video storytelling and convey meaning and energy to each and every shot. This class will also teach functions in camera techniques editing the aesthetics of editing, basic animation and switching. Additionally, students will learn how to become backpack journalists and incorporate their projects into a multi-media presentation. **1: hr., lecture and 1 lab. Week: 2, 6 hrs.**

Audio

Studio production audio and sound is thoroughly taught to encompass the rapidly expanding range of possibilities offered by today's digital equipment. MPP covers: studio production; video sound; hard drive mixers and multichannel recorders; Acoustics, microphones and loudspeakers, to editing, mixing and sound effects. **2: hrs. lecture, and lab. Week: 2, 8 hr.**

Basic Audiovisual Setup Strike and Maintenance Service

Learn the steps necessary to setup basic projection equipment, lighting arrays, audio techniques and video applications. Students should demonstrate theoretical and practical knowledge of audiovisual equipment and setup and striking procedures. Learn minor preventive and equipment maintaining, and cleaning. Student should have working knowledge in maintain equipment and implementing preventive maintenance. 3 lecture hours and 6 lab hours. Reading PPSI MEDIA manual and references will govern this class **4 hrs. lecture and lab. Week: 3, 12 hr.**

Technical Director

Learn how to direct technical applications associated with a production studio. The technical booth of a television studio is the heart of production operation. Students will demonstrate knowledge and expertise in directing audio, lighting, cameras and talent in a live production studio and on location at business presentation meetings. Read manual and written assignment as appropriate to discipline. . **2: hrs. lecture and lab. Week: 4, 14 hrs.**

Human Relations Development Program

Vendor Relations

Learning better working relations with vendors supplying operational support to your company. Shopping for competitive pricing and services and establishing shipping and receiving system to deliver and pick up equipment. The objective will allow the student to demonstrate leadership, public relations and sound financial judgment. **1: hr. of lecture 1hr lab. Week: 5, 18 hrs.**

Business Development

A study in sales and marketing relative to audiovisual services and multi-media production. Principles of developing packaging and presentation skills for marketing to new clients. Identifying new clients and establishing revenue maximization for existing clients. Sales calls and writing are required. Reading PPSI MEDIA manual. **3.5 hours of lecture 30 mins lab. Week: 5, 20 hrs.**

Customer Relations and Career Readiness

Developing and embracing the principals of the hospitality industry and communication skills. The objective is to link financial success as the method to exemplify customer services. In addition, emphasis on teamwork and team building as a common goal to customer satisfaction is covered. Appearance and proper attire is important. Reading and written assignments are appropriate to discipline. Student must demonstrate daily customer relations. **4: hrs. lecture and lab. Week: 6, 24 hrs.**

Faculty

President

Education Director

Dir. Recruitment and Admission

Dir. Student Services

Dir. Financial Services

Dir. Field Excursion

Dir. E & P Tech Programs

Instructor Program/Supervisors

Program Instructors

Science Technology Energy Math

Introduction

Kids Sewing is a comprehensive and a specialized way of teaching sewing classes. Each skill level (curriculum) builds on the prior skill level. It offers teachers multiple opportunities for ongoing classes, camps, workshops, parties, girl scouts, youth groups and more! STEM & STEAM have much to do with sewing.

Computer Sewing

You're learn to program your machine from the small display on the side. The software in your digital sewing controls various machine components, including the needle bar, the feed dog, and the tension discs.

Computer Connectivity

Learn to connect your computer sewing machines to Mac and HP computers hard drives. Some machines allow you to have even more options on Windows computers. However, even in its function as a hard drive, you'll be able to achieve everything you need to start your sewing program. **4: hrs. lecture and lab.**

Week: 1, 4 hrs.

Multiple skill levels of learning

Setting up your machine to embroidery and create stitch patterns for your garments. Learn to identify the machine quality for the work you're looking to do.

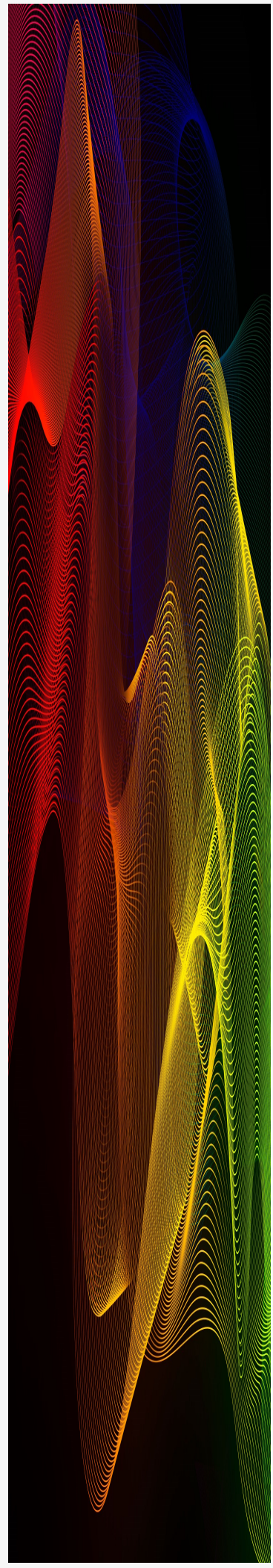
Beginner classes make simple things like gathered skirts, tote bags & pillow cases in woven fabrics. The *confident beginner* is able to make simple a shirt or dress and experience sewing with knits. Sewing neckbands & cuffs, attaching buttons and inserting elastic in a waistband; all challenging; but rewarding. The *intermediate class* attempted tricky sewing maneuvers like inserting puffed sleeves, zippers, pockets and interfacing. The advanced lesson uses the confident *beginner* and intermediate patterns, learning to rely on a solid sewing basis and gain experience resolve problems by oneself, or have a simple pattern that you can elaborate on. **16: hrs. lecture and lab. Week: 2 - 5, 20 hrs.**

Fun Clothing & Craft Projects

We have a compile list and patterns of 150 super easy sewing projects you can sew within 30 minutes, these projects are still super quick to make and you'll enjoy them. There's even a full-sized printed patterns ready for E & P students to use. **4: hrs. lecture and lab. Week: 6, 24 hrs.**

* * *

All E & P programs promote creativity, reading, reading comprehension, math, and problem-solving skills. The basic foundational elements for youth to gain critical thinking and effective communication.



Introduction

The drone is an unmanned aerial vehicle (UAV). This is an airplane deprived of a human pilot on board. It comprises a UAV having a ground-based controller. Also, it has included a system of communications between the two. The flight of UAVs may run under remote control by a its human operator. Some will operate separately by onboard computers as an autopilot, retuning the craft to its landing platform.

Drones allow children to explore the physics of drone flight and the creativity of aerial cinematography. They also serve as flying robotic computer coding ed-tech tools.

Build Your Drone

Learn about many kinds of drones you can build and operate. PPSI will teach how to build a simple quadcopter is the easiest to build and control for beginners. A simple drone is a great way to get started learning about how they work and practice piloting them before moving up to more expensive and complex platforms. **Week1: 4 - hr. of lecture and lab. Week: 1, 4 hrs.**

Basics of Flight

If you have ever played videogames with a twin-stick controller, the setup of a basic Radio Transmitter and will be instantly familiar.

Multicopter flying is fun and a emerging hobby and career option. Learn how to just pick up the radio controller and start to fly around with minimal training. It's important to know that quadcopters are pretty powerful machines with fast rotating propellers, you can easily break or damage what it crashes into. Learn how to minimize the piloting risk and following the rules, and avoid flying over or near people and property. **Week2 - 4: 12 - hr. of lecture and lab. Week: 2 - 4, 16 hrs.**

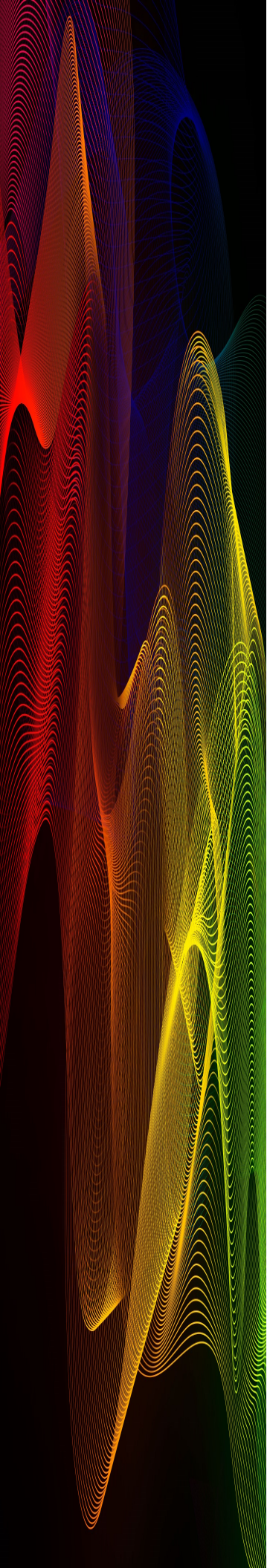
Beginning Flight Skills

As a beginner-PPSI Drone students focus is on features that make it really easy to fly a drone. It's the choices that get more difficult as you get more capable thanks. Why learning multiple speed modes and flight patterns is a most. Why not to fly in wind and to avoid obstacles if you live in a place with lots of structures and inclement weather: **Week 5: 4 - hr. of lecture and lab Week 5, 20 hrs.**

Learn to take to the skies:

Learn to control the "pitch" using the up/down toggle on the right-hand switch of your controls. How to roll controlling left/right toggle. The **Yaw**, by rotating the quads. Uplift to properly lift off the ground and downfall. Most of all learn common sense flying using the Drone obstacle course. **Week 6: 4 - hr. of lecture and lab Week 6, 24 hrs.**





“Your future is now”

Arduino Robotic

Youth 7-years, beginning learning. Age 11 or older, work independently

Build An Understanding; The Basic Science of Robotics

Dedicated future techs newbies who want to build their own Arduino Robot, let's get started. Lectures began with learning the fundamental parts of a robot, you'll learn about the essential tools you need, how to assemble the robotic parts, and how to program your robot and make it move. **4: hrs. lecture and lab. Week: 1, 4 hrs.**

The Right Tools to Assemble Your Robot

You build and test your robots from kits for beginners. PPSI robotics builders have a-based design, these units have built-in sensors, and expansive options for creativity. Robotic kits are the most fun to build for youth and PPSI simple programming is the easiest to learn. **2: hrs. lecture and lab. Week: 2, 6 hrs.**

Apply the Processes of Science Inquiry and Engineering Design

You will be learning the processes about the natural world and what's a scientific inquiry, When the technician starts the process of improving or creating new technologies it's called engineering design. Understand how the inquiry or design is a consistent-step method. Rather, each is a flexible process for answering new questions and solving new problems. **2: hrs. lecture and lab. Week: 2, 8 hrs.**

Build Skills in Science, Engineering and Technology

Learning create activities that youth can apply onsite setting at their shared desk with other youth and treating the space like a laboratory. Playing comprehension games while relating to science. PPSI provide hands on experience in its STEM programs. Students, dressed in their protective gear engage with confidence; listening, watching and participating. **4: hrs. lecture and lab. Week: 3, 12 hrs.**

Apply Your skills by Developing and Overcoming the challenges

Learn how robotic tech building can help students increase creativity with technical engineering discipline, students will build and strengthen cognitive development such as mathematics, engineering, communication skills, strategic thinking, and goal-oriented thinking. Completely build a simple, automated robotic machine and operate for final test. **4: hrs. lecture and lab. Week: 6,**

These are just some ways to help your kids be interested in learning Science. What's more important is that you incorporate Science into their daily life by not forcing them to learn the subject.

Program Narrative

PARAGON PROFESSIONAL STUDY INSTITUTE (PPSI) has recognized that technological advancements are re-shaping the world's career markets. PPSI is committed to providing support and services that will enhance the efficiency of our school's participants and internship programs.

PPSI has developed a customized vocational programs for students with interest in STEM Technology and Multi-Media Productions.

Emphases is placed upon introducing and reinforcing workplace skills and assistance with job placement to build careers in the communications industries, digital business presentation, sales, tech instillation, technical entry level positions and entrepreneurship .

PPSI's career placement assistance strategy has identified employment opportunities in multiple industries. Entry level positions where many graduates of PPSI will become interns and employees. Other graduates may seek out employment as technical directors and multimedia technicians in corporate, transportation STEM departments, and various other STEM related targets.

Our refresher courses and follow up programs allow students to return to PPSI related programs and participate in on-going classes to take advantage of grasping their skill set and build confidence in ones self and chose an industry STEM related to pursue the students interest.

* * *



CERTIFICATION

CHILDREN AND YOUNG ADULTS AGES 7–18

TELEVISION PRODUCTION/MULTIMEDIA COMM. I

Certificate of Achievement in Television Production and Multimedia Communications productions.

PPSI 3D PRINTING TECHNOLOGY

“E & P PROGRAM”

Certificate of Achievement, developing 3 Dimensional product with computer and 3D printer applications.

PPSI MEDIA PRODUCTION PROGRAM

“E & P PROGRAM”

The Certificate of Achievement signifies the awarded individuals is prepared for entry level multimedia.

PPSI COMPUTERIZE SEWING PROGRAM

“E & P PROGRAM”

Certificate of Excellence Computerize sewing programs prepare students to earn specific garment manipulation that meet industry standards and prepare the students to provide services.

PPSI ROBOTIC TECHNOLOGY PROGRAM

“E & P PROGRAM”

Robots are getting smart! Really smart. Students completing this program are awarded a Certificate of Achievement

PPSI DRONE TECHNOLOGY PROGRAM

“E & P PROGRAM”

A Certificate of Completion, The program captivate the interest of our students allowing them to learn to think critically and get a start early analyzing how technology and things are connected.

Certifications represent knowledge and competency and are not industry standard.

E & P STEM Program
Ages 7—18 yrs.

Classes are based on student registration

- **Multimedia Comm.** **Computerize Sewing**
- **Media Production** **3D Printing**
- **Robotic and AI** **Drone**

FALL TERM 2024

Ongoing Registration and orientation each Tuesday and Thursday

Columbus Day (Holiday)	October 10
Fall Term begins	October 11
Late Registration	October 13
Class II begins	November 1
Class Ends	November 17th
November Thanksgiving Day (Holiday)	November 22 - 23

SPRING TERM 2024

Spring Term begins	January 3
ML King Birthday (Holiday)	January 17
Late Registration	January 16 - 22
Class II begins	January 24
Class Ends	February 9th
Lincoln Birthday (Holiday)	February 21
Spring Break (Holiday)	March 25 – 30
Spring Term Continues	April 4th
Spring Term Ends	May 11th

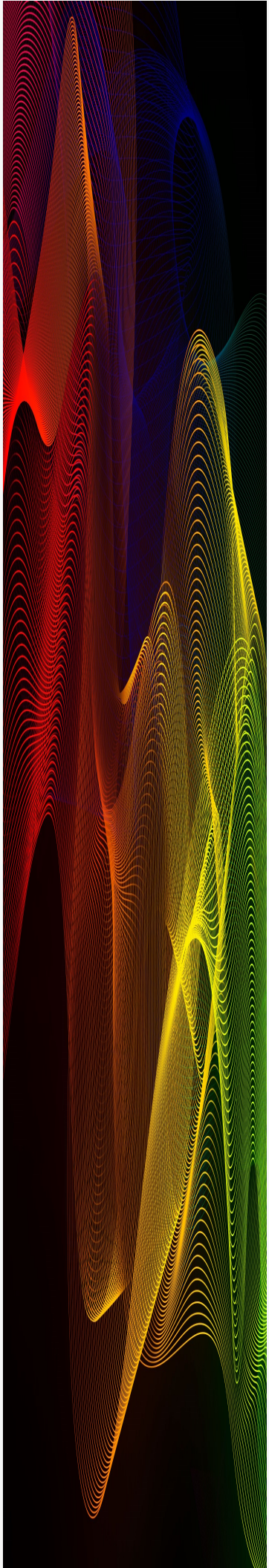
SUMMER TERM 2024

Summer Term begins	May 23rd
Late Registration	May 26
Independence Day (holiday)	July 4
Class II begins	July 11
Summer Term ends	August 16

2023—2024 SCHOOL HOLIDAYS

New Year's Eve	December 31st, 2023
New Year's Day	January 1st, 2024
Birthday of Martin Luther King, Jr.	January 15th, 2024
Lincoln Birthday	January 12th, 2024
Washington's Birthday	February 19th, 2024
Memorial Day	May 27th, 2024
Juneteenth Independence Day	June 19th, 2024
Independence Day	July 4th, 2024
Labor Day	September 2nd, 2024
Native American Day	September 27th 2024
Columbus	October 14th, 2024
Veterans Day	November 11th, 2024
Thanksgiving Day	November 28th, 2024
Christmas Day	December 25th, 2024

* * *



Produced by: ICAN VISION MEDIA, STEM, 2022