



**WEST LOS ANGELES COLLEGE
COURSE SYLLABUS**

Division: Arts & Performance | **Course name:** Film Production 200
Section Number: 10968 | **Semester:** Winter 2025 | **Units:** 3 | **Hours:** 4

Instructor Name: Jennifer Penton

Instructor E-mail: pentonjk@wlaac.edu

Class Days & Hours: Asynchronous

Office Location: Zoom ID 932 729 6385 | ATA 212

Office Phone Number: 310-853-2043

Website & Phone: www.wlaac.edu | 310-287-4200

Address: 9000 Overland Ave., Culver City, CA 90230

Class Location: Online

Office Hours: Fridays 9:00 am – 12:30 pm via Zoom and any time by Appointment

Pre-requisites, Co-requisites, Advisory: None

Canvas Link: <https://ilearn.laccd.edu/courses/301261>

Welcome:

Welcome to Film Production 200 where we will explore Adobe Photoshop for Film Crafts and beyond! I am excited to teach you!

Course Description:

Students will develop an understanding of the core principles of digital art and design, with an emphasis on techniques necessary for film production, virtual production, animation, gaming, and the visual effects industry. The course covers the fundamentals of digital art using Photoshop: Color theory, composition, software tools, image formats, image creation and manipulation, and the fundamentals of compositing. In addition, students will get an overview of workflows and job pathways the quickly evolving world of film production, animation, gaming, and the visual effects.

Required Texts & Material:

Access to the Internet and access to Adobe Photoshop 2025, available at West Los Angeles College HLRC Library for your convenience.

IMPORTANT: Online Course Information, Canvas, and Welcome Center support:

As an asynchronous, online course, this course has no required in-person or online meetings or activities. We will have one optional Zoom Meeting on Friday, January 10, 2024, at 12:30 pm via Zoom link: <https://laccd.zoom.us/j/9327296385?omn=82623985732>

This course uses the Canvas Learning Management System. For Canvas support, please contact the [WLAC Help Desk](#). For the [WLAC Welcome Center](#) and to reset passwords, please call (310)287-7251 or go to this [WLAC Welcome Center link](#).

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Understand different types of digital art in the visual effects, animation and graphics industries.
2. Explore the importance of Photoshop in relation to Virtual Production, gaming, animation, VFX, and applications relevant to these fields.
3. Describe difference between modeler, compositor, animator, editor in visual effects industry.

4. Comprehend technical vocabulary necessary for digital art creation, including a discussion of raster and vector images, pixels, and aliasing.
5. Examine the core principles of color theory and image composition.
6. Explore software used in digital image creation.
7. Understand the Photoshop concepts of layers, groups, the toolbar, filters, paths and masks.
8. Explore the features and techniques used in image creation: photo manipulation, creating custom brushes, layer modes and blending, channels, selection, layer styles.
9. Identify methods and best practices for asset management including project file and folder structures, saving custom brushes, filters, and paths, and file naming conventions.
10. Explore types of output image files, alpha channels, paths, print and web, and compression.
11. Identify the difference between raster and vector images and their uses. Using example images, dissect and describe various elements of creation.
12. Demonstrate an understanding of digital art terms and their definitions.
13. Explore software environments of Photoshop and describe navigation associated with a series of objectives. Demonstrate knowledge of basic navigation within the software environment.
14. Create a composite image using tools such as selections, layers, effects, and transform.
15. Colorize a b/w line drawing, utilizing blend modes, brushes, layers, highlights and shadows.
16. Create a product displacement image, using paths, text tools, fill, layers, and other tools.
17. Create a movie poster. Use text to create a billing block and add logos, photos and relevant imagery to market a motion picture utilizing layers, photos, art, paths, fills, and gradients, and select and mask to remove backgrounds from images with hair or fur.
18. Create a contact sheet using Photoshop built-in techniques.
19. Create a scenic design using the pen tool, seamless textures, pattern definitions, smart objects, and layer masks.
20. Use AI functions in Photoshop.
21. Explore the software environments of Photoshop and describe navigation associated with a series of objectives. Demonstrate knowledge of basic navigation within Photoshop.
22. Demonstrate understanding of methods and best practices for asset management including project file and folder structures, saving custom brushes, filters, and paths, according to logical naming conventions.

Course Student Learning Outcomes (CSLOs), per Administrative Policy 4221:

At the end of the course, a successful student will be able to:

1. Describe difference between modeler, compositor, animator, & editor in visual effects industry.
2. Comprehend technical vocabulary necessary for digital art creation, including a discussion of raster and vector images, pixels, and aliasing.
3. Apply basic math and graphic principals as used in motion picture, television and stage production.
4. Apply technological principals in the use of camera, grip, lighting and sound equipment.
5. Effectively communicate both verbally and in writing with a variety of crewmembers using entertainment industry terminology, records and forms.
6. Learn the proper use of tools, equipment, procedures and safety apparel in and around the set.
7. Maintain proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the workplace.
8. Understand all aspects of the production of a film, television show or stage performance from script-to-screen: pre-production to postproduction.
9. Use proper set etiquette; always be punctual; maintain a positive attitude.

Office Hours: I am available in person, and by zoom, email, or phone. I am also available in my zoom room for you to just drop by on Fridays from 9:00 am to 12:30 pm at Zoom ID 932 729 6385. If you would like to schedule a zoom meeting with me during my office hours or any other time, please email me through the Canvas Inbox. Please note:

- It is always better to email me through the Canvas Inbox ahead of time to explain to me how I can help you, so I can be better prepared to help you when we meet.
- To avoid waiting in the Zoom waiting room during office hours, you can email me through the Canvas Inbox ahead of time to make an actual appointment with me scheduled during my office hours or any other time.

Instructor Response Time: I will respond to all canvas emails or discussion questions within two business days.

Assessment Policy: All students will be able to see their grades in a timely manner. For example, quiz grades will show in the canvas grade book instantly, while discussion and essay grades will appear within five business days of submission. If you have any inquiries regarding your grade, please contact me by email and I will respond within two business days.

Expectations: It is your responsibility to communicate with the instructor regarding your understanding of the course materials. You are also responsible for keeping up with the assignments and participating in class discussions, as participation is an important aspect of your grade. Should illness or personal problems affect your course work, please contact me as soon as possible through the Canvas Inbox or at pentonjk@wla.edu.

Coursework: As you work through the Modules, you will explore Photoshop in an exciting way. Please ensure that you complete all assignments / projects, and quizzes so that you may advance through the modules. Ensure that you do not miss deadlines, so that you will gain as much of an understanding of Photoshop as possible, and so that you will excel in the course.

Course Requirements and Grading Criteria

Work Plan: The course work plan consists of the following elements:

1. Reading and /or viewing my tutorials.
2. Class discussions.
3. Projects.
4. Quizzes / Exams.

Attendance and Exclusion: Because class discussions and group work are an integral part of this course, asynchronous attendance is mandatory. Students are expected to login, to read all pages, to watch video tutorials, and to complete all assignments, discussions, and quizzes. If you do not meet these requirements, the instructor may exclude you, therefore dropping you from the course. However, **it is your responsibility to ensure that you withdraw from the course to avoid receiving a D or F, rather than assuming that you will be dropped.**

Withdrawing from a Class: The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. Withdrawal from a class shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is

scheduled to meet whichever is less. No notation ("W" or other) shall be made on the record of a student who withdraws before the census date of the course. Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances. Please see page 313 of the [2024 – 2025 WLAC College Catalog](#) for more information.

PLEASE NOTE: Since this is the Winter Session, the above may be different. To find the correct date in your student portal, please select Manage Classes then Browse Course Catalog. Find the course, click on it and then go to the Enrollment Information tab to view important dates.

Evaluation: Grading in this course is based on a cumulative number of 1000 points earned from quizzes, projects, the midterm, and the final exam. Grades are assigned on a percentage basis. Up to 3 Extra Credit assignments may be used to boost your points if you are falling behind.

900 – 1000+ points:	90% – 100%	= A
800 – 899 points:	80% – 89%	= B
700 – 799 points:	70% – 79%	= C
600 – 699 points:	60% – 69%	= D
< 600 points:	< 60%	= F

Grading Will Cover:

1. 2 Photoshop Quizzes: *Worth 50 points each, starting at a designated time and ending at a designated time. All students must take quiz within this time.*
2. 1 Midterm on Photoshop terms, keyboard shortcuts, and workflow: *Worth 100 points. The exam will start at a designated time and end at a designated time. All students must take the exam within this time.*
3. 1 Final Examination on Photoshop terms, keyboard shortcuts, and workflow: *Worth 100 points. The exam will start at a designated time and end at a designated time. All students must take the exam within this time.*
4. 5 projects: *Worth 100 points each.*
5. Class participation / additional assignments: *Worth a total of 200 points.*
6. Periodic Extra Credit assignments: *Worth additional points.*

Please Note the following:

1. This class is not eligible to be taken as a Pass/No Pass Class. Please see page 315 of the [2024 – 2025 WLAC College Catalog](#) for more information.
2. Quizzes and Exams are open-note and not proctored.
3. FLM PRD 200 recorded video tutorials and Zoom sessions are closed captioned.

Important College Dates for Winter, 2025:

Session Period	January 6, 2025 – February 9, 2025
Application Accepted Beginning	Currently
Finals	Last Day of Class
Campus Closed	January 1 and January 20, 2025
Last Day to Drop Classes with a Refund/No Fee	Find Date in your Student Portal
Last Day to Drop Classes without a W or with a W	In your Student Portal, select Manage Classes then Browse Course Catalog. Find the course, click on it and then go to the Enrollment Information tab to view important dates.
Graduation Petition Accepted	Throughout the year - However to be in the Spring graduation program, file by TBA

Class Policies:***Cell Phones, iPods, etc.***

Turn them off and put them away during optional Zoom meetings. Talking and texting on cell phones not only distracts you, but it is offensive to other students and the instructor.

Contacting me: E-mail is the best and quickest way to contact me, through the Canvas Inbox or at pentonjk@wlaac.edu. **If you have a problem, do not let it snowball. Contact me immediately.** Students are expected to ask questions and obtain help from instructors via email and/or during office hours.

Student Conduct: **[LACCD Board Policy 5500 & AP 4221 – Standards of Student Conduct](#)**

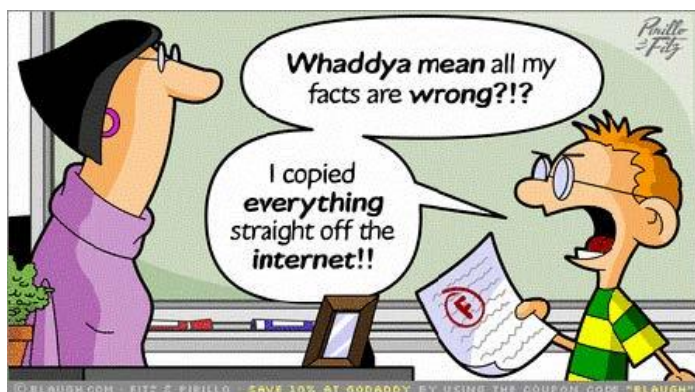
Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- Unsafe conduct in connection with a Program (e.g. Motion Picture, Dental Hygiene, etc.)
- Failure to follow safety directions of District and/or College staff.
- Willful disregard of safety rules as adopted by the District and or College.
- Negligent behavior which creates an unsafe environment.

Violations of academic integrity include, but are not limited to, the following: Cheating on an exam, plagiarism, working together on an assignment, paper, or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Also, if you have not already done so, please now familiarize yourself with Online Etiquette (Netiquette).

IMPORTANT: A NOTE ABOUT AI, ChatGPT, AND PLAGIARISM: Please no plagiarism, no AI plagiarism. This means *no using human generated content and claiming it as your own*. You may quote sources from other people, but you must [cite your sources](#). Also, please note that using an AI generator such as ChatGPT to write an essay for you or do your Photoshop homework is also plagiarism, because you are not doing the work to write your own essay or learn Photoshop. You are not learning, you are not gaining critical thinking skills and this is a form of fraud. If you commit any form of plagiarism, our plagiarism and AI generator detector will catch you and you will be reported to our Administration. As plagiarism is a serious student misconduct issue, you may be expelled from the LACCD Community Colleges if you commit any form of plagiarism. I am here to help you. Please contact me through the Canvas Inbox or at pentonjk@wla.edu for additional support. Please see the link to the [LACCD Board Policy 5500 – Standards of Student Conduct](#) for more information.



Recording Devices

As per Education Code Section 78907, the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities. Student requests to use a recording device should be made to the instructor in writing. Requests by students with disabilities will be approved on an individual basis, in collaboration with the instructor as appropriate, and must be discussed with a DSPS Counselor. Please see page 325 of the [2024 – 2025 WLAC College Catalog](#) for more information.

Diversity Statement

It is the policy of the LACCD to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, Ethnic Group Identification, ancestry, religion, creed, sex or gender (including sexual harassment), pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category and veteran status. All programs and activities of the LACCD shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the District who engage in any form of discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

If you feel that you have been subjected to discrimination and/or harassment, you may report the incident to the District office by [clicking on this LACCD Non-Discrimination Policy](#) link where you can find out about how to file a discrimination and/or harassment complaint at the

District website for the Office for Diversity, Equity & Inclusion.

Campus Resources:

Basic Needs

CE 105A | (310) 287-4487

The Basic Needs Program supports students by connecting them to on & off-campus resources and community referrals. Basic Needs encompasses those very necessities to survive: Food and Shelter. They work with you holistically, through a case management model to identify your needs, whether they are food, shelter, health and wellness or a stable income, then they link you to available resources to keep you going so that you can focus and continue school.

Student Physical and Mental Health

The Health Center will continue to address the medical and mental health concerns of students via Telehealth (telephone, email, and zoom) and scheduled in-person appointments.

For a medical or mental health appointments, please call [**\(323\) 268-9191**](tel:3232689191). Be sure to say you are a WLAC student.

For Virtual Mental Health services only use [**Timely Care**](#), a virtual health and well-being platform available 24/7 that is free for WLAC students. Students can go to [**timelycare.com/westlacollege**](https://timelycare.com/westlacollege) or directly download the TimelyCare app from the app store to register with their WLAC.edu email address. Students can then start visits from any web-enabled device – smartphone, tablet, laptop, or desktop – anywhere in the United States.

Office of Disabled Student Programs and Services (DSP&S) per Administrative Policy 4221

Student Services Building SSB 320 | (310) 287-4450

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to students with disabilities. The Disabled Students Programs and Services (DSP&S) department has been established to provide support services for all qualified students with disabilities pursuing an education at West Los Angeles College. DSP&S with approved testing accommodations will take exam according to establish procedure. Please follow the outlined test accommodation procedure as stated by DSP&S for every quiz and exam.

Library

Heldman Learning Resources Center (HLRC)

(310) 287-4408 Circulation, (310) 287-4269 Reference

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the library. Web access and meeting rooms are available in HLRC. The upper floors provide a beautiful view ideal for study.

Learning Center, Please see Website for Current Hours and more Information

Heldman Learning Resources Center (HLRC)

(310) 287-4404 or (310) 287-4546

The Learning Center can help you with:

- Answering general questions about the college & about noncredit classes and programs
- Resetting your Student Portal (SIS) password
- The GED Test
- Printing
- Computer and Study Room Reservations:
A limited number of Learning Center computers are available for student use. Computers are equipped with Microsoft Office, Adobe Photoshop, After Effects, and Premiere, AVID Media Composer, and some Computer Science software. Students may use the Learning Center computers to complete course assignments and join their Zoom classes. Additionally, a limited number of Study Room spaces are also available for student use. Students can use the study rooms to join their Zoom classes, work in a quiet space, or meet with their classmates for small study groups. Finally, the Learning Center also has study tables and small study areas available for student use.
- [Learning Center Tutoring](#)
West Los Angeles College students are provided free learning support resources and tutoring services through the Learning Center. The Learning Center offers tutoring assistance to all West students in a variety of different subjects, including, but not limited to, writing, math, science, Spanish, and computer science. Tutors are happy to assist students at any stage of their learning and/or assignment process, and tutors are trained provide student-centered tutoring. This means tutors provide a comfortable and encouraging environment for students to learn. Our tutors believe in students' abilities, building their confidence, respecting their experiences, and placing students in an active role in the learning process. Students are encouraged to visit the Learning Center early and often throughout the semester to help build a strong foundation for success in their courses. [Please see link for more information.](#)

[Campus Sheriff's Office and Safety](#)

C3 Building, Parking Lot 5 | (310) 287-4311 & (310) 287-4314

The Sheriff's Office website includes information about drill or emergency evacuations, Title IX resources (if you have been the victim of Sexual Harassment; Sexual Violence and/or Gender-Based Discrimination), and what do to in the event of a lock-down or active shooter situation.

Course Content and Schedule

Week 1: Photoshop Basics and Compositing

- Review syllabus regulations/schedule/requirements
- How to sign in and launch Photoshop
- How to turn in assignments
- Photoshop use for Film Production
- Document Presets
- Introduction to the Photoshop User Interface
- The Move tool
- Tools and the Options Bar
- Resolution and Image Size
- How to copy images from the internet and open them in Photoshop

- How to open photos from your phone in Photoshop
- Saving your work
- Undo and History
- Photoshop tools
- Introduction to layers
- Using the Layers Panel
- Selecting layers in the Layers Panel & Rearranging layers
- Opacity, Fill, and Transparency
- Transforming a layer or layers and hitting Return
- Scaling, rotating, flipping
- Transforming from center
- Marching ants
- Selecting part of a layer using the Marquee tool, Lasso tool, and Magic Wand tool
- **Project 1, Potato Head**

Week 2: Painting

- The Hand tool
- The Color Picker
- The Zoom tool
- The Pen tool
- Selection tools
- Making a selection of a layer from the layers panel using Command
- Moving a selection
- Applying a gradient to a layer
- Merging layers
- The Clone Stamp tool and the Healing Brush tool
- Blend Modes
- Paint Brush
- Paint Brush Settings
- The Smudge tool
- Blend Modes for Painting
- Command J and pasting a selection into a new layer
- The Quick Selection tool
- Selecting hair and fur
- Select and Mask
- Layer Blend Modes
- The Crop tool
- **Project 2, Painting a Black and White Drawing**

Week 3: Text, Color, Image Adjustments, Advanced Filters

- **Quiz 1**
- The Type Tool
- Point Type vs Paragraph Type
- The Character Panel

- The Paragraph Panel
- Font styles and sizes
- Layer styles for text layers
- Typing in a selection & typing along a path
- Warped Text
- 3D Text
- The Shape tool
- **Project 3, Product Displacement**

Week 4: Movie Poster

- **Midterm**
- The Liquify tool
- Billing blocks and Universal Accreditation Font
- Dodge and Burn
- Brightness/Contrast
- Levels, Curves, and Vibrance
- Hue/Saturation
- Color Lookup / LUTS
- Match Color and other image adjustments
- The Filter Gallery
- How to apply more than one filter in the Filter Gallery
- Other Filters
- **Project 4, Movie Poster**

Week 5: Contact Sheet and Scenic Design

- **Quiz 2**
- Actions
- Color Modes
- How to make a contact sheet
- Photoshop Paths
- Lab Color
- Photoshop Channels
- File Formats, psd vs pdf
- Jpeg vs png vs gif
- Settings for printing stills
- Paper stock
- Create Frame Animation
- How to use layers when creating an animated gif
- How to save an animated gif
- **Project 5, Scenic Design, Contact Sheet**

****Disclaimer:** Syllabus/schedule subject to change

Student Acknowledgment
(Please return this sheet to the instructor)

"I _____, have completely read this **Film Production 291B** syllabus and understand and agree to the course requirements."

Date: _____ Student Signature: _____

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, etc.

Special needs or circumstances:
