



13 January 2010

**Summerstrand North Campus  
Department of Applied Design  
School of Music, Art & Design  
Faculty of Arts**

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## **Materials Requirements and Costs 2010 Graphic Design and Photography**

Dear Student

Classes for 2010 will commence on Monday 1 February at 08:10. BTech students will be notified regarding workshops and classes. Second and third year GD students will attend theory lectures and workshops from 08:10-16:30 every day during the first week.

In addition to the usual academic fees payable for enrolment in Graphic Design and Photography courses in 2010 you are also required to make financial provision for the following essential items listed below. Most of the information herein refers to incoming 2nd year students. Items indicated with an asterisk\* must be paid directly to the Department, at registration, as they are either ordered for you in bulk, at special prices; or are required to aid your smooth integration into the course and facilities.

3rd and 4th year students please take note of section 1a, 1b and 1c as these fees are also payable by you.

**Payment procedure is explained in section 4.**

### **1. GENERAL**

#### **1a Photocopier and Printers**

Colour and B/W Xerox printers and Kodak dye sublimation A5 photographic printer are in the K62 computer lab. All art students can use these and print credits can be purchased at the cashier by using your student number. A new Photocopier machine will be installed downstairs and this will also use the credits on your student account via swiping your student card.

If you are a GD student and want to use the Photocopier upstairs, the following applies: If you are in possession of a Photocopier Key you are not required to purchase another, but will need to have it encoded for use in the Department. A4 paper is provided. The monies for these items are non-refundable upon leaving the Nelson Mandela Metropolitan University.

- Photocopier Key GD only R30 (If you already have a key it will need to be re-encoded)
- Encoding (100 copies) GD only R30

#### **1b Computer Laboratory**

This facility is fully equipped with the latest technologies. Students may not store data on the computer hard drives permanently. For this purpose you must use blank CD or DVD disks and USB2 Flash Drives. On average you will require 20 disks per year or equivalent. A good supplier of consumables is Printer Cartridge at 041 373 3136  
[www.printercartridge.co.za](http://www.printercartridge.co.za)

- 50 Blank CD-R Spindle R100
- **Colour laser prints R400\* (GD 2 students only, GD 3 students pay on ad hoc basis)** This fee will be credited to your name and entitles you to 50 x A3 copies. You will be required to pay in advance for further copies. On average you will require a budget of R1500 per year.
- **Min 1 Gig USB2 Flash Drive** (2 Gig – 4 Gig are strongly recommended if your budget allows).

You will be required to purchase a USB2 Flash Drive (**MINIMUM 1 Gigabyte**) in order to store digital files while you are working on design projects. Once you have completed a project you are expected to back it up onto CD/DVD for archival purposes.

### 1c Insurance (ALL STUDENTS)

The insurance excess for accidentally damaged or stolen Nelson Mandela Metropolitan University equipment is R10 000. This excess is payable by you the student. To prevent such a crisis, the Department has arranged a special insurance premium that protects you from paying this extreme amount and limits your liability to R250 per item. The once-off premium covers you for one year from registration until your last examination in November. Students who do not have this insurance will not be allowed access to, or use of, certain pieces of Nelson Mandela Metropolitan University equipment within the Art School including, but not limited to, computers, digital cameras, and video cameras. The equipment will be insured up to a limit of R50 000 per item. The cover extends to equipment on and off the premises, but it must be attended to at all times. Equipment in vehicles will only be covered if it is locked in the boot. If the vehicle is unattended it MUST be secured behind locked gates or in a garage. No unattended items will be covered. Should items be left unattended they must be locked away. The insurers will only pay out if there are **visible signs of forced entry**.

- **Compulsory Insurance Premium R200 \***

## 2. HANDBOOKS (All prices from Loot, unless otherwise indicated, and are subject to change):

### 2a Handbooks for Graphic Design

There are no single suppliers of the listed texts although Van Schaik, the campus bookshop has agreed to stock copies of Meggs' History of Graphic Design. The best thing to do is to shop around (especially on the Internet for 2nd hand copies; try [www.loot.co.za](http://www.loot.co.za), [www.kalahari.net](http://www.kalahari.net), [www.fetchbook.info](http://www.fetchbook.info) or [www.amazon.com](http://www.amazon.com)) for deals, as prices fluctuate quite dramatically. The prices indicated below should merely serve as a guide for what you can expect to pay for a new copy. [Loot](http://www.loot.co.za) also consistently gives lower pricing. <http://tutor.nmmu.ac.za/art/textbook/index.html> can be checked for current live prices for all the photography and GD books listed below.

It is important to note that you will not be permitted to attend any of the theory classes without the compulsory handbooks as indicated below. You are required to purchase handbooks for History and Theory of Graphic Design and Professional Practice lectures.

#### COMPULSORY

2ND YEARS & 3RD YEARS

**Meggs' History of Graphic Design (Philip B. Meggs & Alston W. Purvis) 4th ed. 2006, R810**

2ND YEARS

**Photoshop CS4: Essential Skills (Mark Galer & Philip Andrews) Focal Press R313**

3RD YEARS

**Eric Parker's Road Map to Business Success (Eric Parker) 2<sup>nd</sup> Ed, Frontrunner Publishing R205**

4TH YEARS

**Graphic Design as Communication (Malcolm Barnard) R285**

#### RECOMMENDED

2ND YEARS & 3RD YEARS

Adobe Photoshop CS4 for Photographers (Martin Evening) Focal Press R407

Graphic Design as Communication (Malcolm Barnard) R285

Graphic Design: A Concise History (Richard Hollis) R138

The Business of Graphic Design (Ed Gold) (Limited availability as 2nd hand) R480

#### GD BOOK LINKS

<http://tutor.nmmu.ac.za/art/textbook/graphic/graphic.html>

### 2b Handbooks for Photography

You are required to purchase handbooks for Applied Photography, Visual Communication, Theory of Photography and Professional Practice lectures.

#### COMPULSORY

2ND YEARS

**Langford's Basic Photography (Michael Langford, Anna Fox, Richard Sawdon Smith)**  
8<sup>th</sup> ed, Focal Press R326

**Photoshop CS4: Essential Skills (Mark Galer & Philip Andrews) Focal Press R313**

**The Photograph: *Visual and Cultural History* (Graham Clarke) Oxford History of Art Series R181**

**Eric Parker's Road Map to Business Success (Eric Parker) 2<sup>nd</sup> Ed, Frontrunner Publishing R205**

3RD & 4TH YEARS

**Adobe Photoshop CS4 for Photographers (Martin Evening) Focal Press R407**

**Eric Parker's Road Map to Business Success (Eric Parker) 2<sup>nd</sup> Ed, Frontrunner Publishing R205**

**Langford's Advanced Photography (Michael Langford & Efthimia Bilissi) 7<sup>th</sup> edition, Focal Press R579**

4TH YEARS

**Photography: A Critical Introduction (Liz Wells) Routledge 2004 R299**

#### RECOMMENDED (all are available in our library)

Seeing is Believing: An Introduction to Visual Communication (Berger) R609

Visual Communication: Images with Messages (Paul Martin Lester) 2<sup>nd</sup> ed. R600

The Photography Reader (Liz Wells) Routledge R369

Camera Lucida (Roland Barthes) R104

On Photography (Susan Sontag) R113

Some bookshops will give a discount to photography students, but it usually costs less to order online. You can check <http://tutor.nmmu.ac.za/art/textbook/index.html> for current prices online and links to the above books.

### 3. CAMERAS AND EQUIPMENT

All students must have their own cameras for any course or course combination in Graphic Design or Photography for 2010.

As all our colour photographic post-production printing systems are digital, students are required to be equipped with digital cameras conforming to the minimum basic requirements set out below. Before making any major purchases of cameras, flash units etc., please confirm your decision with the relevant lecturer.

Photographic suppliers that we deal with include Foto First at Summerstrand Village (next to Friends), Katz Digital World in Newton Park, Kodak at 6<sup>th</sup> Avenue and at Walker Drive, as well as Teletek. Mike Orms in Cape Town also gives good prices and mail service ([www.orms.co.za](http://www.orms.co.za)) and you can also order online from [www.sacamera.co.za/](http://www.sacamera.co.za/).

The following photography lecturer will be available for advice during term time or holiday time: Graham Thompson at 041 5043434 (w) or 083 7499982.

#### 3a PHOTOGRAPHIC EQUIPMENT for Photography Majors:

Camera **must** conform to the following basic minimum requirements:

- Digital single lens reflex
- Resolution: at least 8 megapixels.
- Manual exposure override
- RAW function
- Lens with zoom range from wide angle to medium telephoto (probably about 18 – 55/85mm)
- Camera Memory card at least 2 Gig x2 (SanDisk is recommended)
- Universal flash connector OR hot shoe
- Remote control facility

- Spare rechargeable battery.

The most reasonably priced cameras that we can recommend, conforming to these requirements are the Canon 1000D and the Nikon D3000, both available with 18 – 55mm lenses for around R5500. Or if you can afford something a bit more upmarket you may go for the Canon 500D at about R8000, or the Canon 50D or Nikon D90 at about R17000.

In addition to the camera, the following essential items must be purchased:

- Sturdy medium-sized tripod (Manfrotto is recommended)
- Hot shoe to PC connector (for triggering studio flashes)
- USB2 Flash Drive, at least 1Gig
- Mains extension lead
- Multiplug adapter with 3 and 2 pin sockets

As the course progresses, Photography Majors will also need to equip themselves with:

- Flash/ambient light meter (e.g. Sekonic)
- Flash sync extension cable
- Portable electronic flash
- OR 6xAA batteries, rechargeable NIMH 2800 mAh and charging unit
- Light painting Leisure Quip dual power torch with facility to run from car battery
- Silver / gold closeable reflector. Available from Dept. at lower cost R300
- Photographic portfolio case. Available from Dept. R550
- Remote camera control. Available from Dept. R200
- USB powered portable hard drive is highly recommended

**Materials cost estimate for the year, Photography Major: ±R6000**  
Photographic printing, mounting card, DVD discs, Photostats etc.

### 3b PHOTOGRAPHIC EQUIPMENT for Graphic Design Majors

Students will need to possess their own digital camera to complete the course. Although entry level digital SLR's such as Canon 1000D or Nikon D3000 with interchangeable lenses is strongly recommended, certain fixed lens compact digital cameras will be acceptable providing they meet the criteria listed below.

Fixed lens digital cameras **must** be equipped with the following minimum facilities:

- At least 8 Megapixels of resolution
- Manual exposure override
- Lens with minimum of 4x optical zoom range and with macro (close –up).
- Should be able to shoot in RAW file format

You can get a suitable camera for under R3000; we would recommend the Canon SX120 IS or the A1100. Also available at a reasonable price is the Fuji S2000. Most of the Nikons in this price range unfortunately only have the “idiot modes” for exposure control, with no manual override, so they are not suitable. A couple of the Kodak cameras in this range have manual override, and one model has the facility for triggering external flash as well. There may be cameras from other brands that are suitable, but we have no experience of them, and don't know how efficient the after sales service would be.

**Materials cost estimate for the year, GD Photography: ±R800 – R1200**

### 3c GRAPHIC DESIGN EQUIPMENT for Graphic Design Major students

#### Graphic Markers

These drawing markers are a pre-requisite for the Rendering, Drawing and Technique aspects of the course. You will be supplied with a set of 20 Copic markers as well as an A2 marker pad upon receipt of payment. You will not be admitted to drawing classes on Monday, 8 February without proof of payment for the following items:

<b>Marker Set &amp; 2 bottles of refill ink</b>	<b>R1200*</b>
<b>Marker Pad</b>	<b>R 220*</b>
<b>Refill Ink</b>	<b>R 10 per unit</b>

You will need at least 5-10 refill units within the first week of class

The following equipment is needed for practical classes, please make sure that you obtain these items before classes start:

- Cutting knife (NT or L cutter) with spare blades. This type of knife comes in 2 sizes – the larger size is required
- Art knife/stencil knife (looks like a Bic pen with a blade instead of a ballpoint)
- A set of French Curves. Available from general stationers and architectural suppliers
- A circle template -the largest circle should be about 4cm in diameter
- A set square - minimum length 20cm
- A steel ruler - minimum length 60cm, 100cm is preferable.
- 0.3 clutch pencil
- Glue stick e.g. Pritt
- Double sided tape. NOT the thick sponge type
- 3M Magic Tape (low tack)
- Spray Mount Adhesive – 3M is strongly recommended (VERY IMPORTANT!)
- Pins
- Black Album paper for mounting purposes (available from the Departmental Photography Store when needed)

**At last tally this total was approximately R550**

#### 4 PAYMENT PROCEDURE

Total amount required for items indicated **in bold with an asterisk\*** in the above text. The amounts as they may apply to you, listed below, are payable before you register and are separate from your registration fees. See the following page for account details. Cheques to be made payable to Nelson Mandela Metropolitan University.

##### 2nd Year GD Students

Compulsory Insurance	R 200
Marker Set	R1200
Marker Pad	R 220
Colour copies	<u>R 400</u>
<b>TOTAL</b>	<b>R2020</b>

##### 2nd Year Photography Students

Compulsory Insurance	<u>R200</u>
<b>TOTAL</b>	<b>R200</b>

Compulsory Insurance	R200
Colour copies	<u>R400 (Optional)</u>
<b>TOTAL</b>	<b>R200 / R600</b>

##### 3rd Year Photography Students

Compulsory Insurance	<u>R200</u>
<b>TOTAL</b>	<b>R200</b>

##### 4th Year Students

Compulsory Insurance	<u>R200</u>
<b>TOTAL</b>	<b>R200</b>

##### 3rd Year Graphic Design Students

###### NB:

1. The above **payment must be made separately to the registration and course fees and must be paid into ACCOUNT NUMBER X633-4275** at the cashier counter (Summerstrand North Campus, main entrance) **BEFORE REGISTRATION.**
2. The receipt for this payment must be **shown** to the Applied Design Departmental Staff **AT REGISTRATION.**
3. The receipt must be **kept** and handed over to Ms. Roxane Van Wyk (K65) for archiving on the first day of class.
4. The Student Information form (Addendum A) must please be filled in and handed to Roxane Van Wyk (K65).

The Applied Design Department looks forward to seeing you in 2010.

**Mike Swanepoel**

Acting Head of Department: Applied Design & Programme  
Leader: Graphic Design  
(041) 504 3256  
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**Maureen Elkington**

Secretary: Applied Design  
(041) 504 3247  
[maureen.elkington@nmmu.ac.za](mailto:maureen.elkington@nmmu.ac.za)

**Bruce Cadle**

Programme Leader: B Tech and Postgraduate studies  
(041) 504 3254  
[bruce@nmmu.ac.za](mailto:bruce@nmmu.ac.za)

**Inge Economou**

Lecturer: Visual Communication  
(041) 504 3065  
[inge@nmmu.ac.za](mailto:inge@nmmu.ac.za)

**Margot Muir**

Lecturer: Applied Design  
(041) 504 3849  
[margot.muir@nmmu.ac.za](mailto:margot.muir@nmmu.ac.za)

**Roxane Van Wyk**

Lab Technician: Applied Design  
(041) 504 3379  
[roxane.vanwyk@nmmu.ac.za](mailto:roxane.vanwyk@nmmu.ac.za)

**Jannet Nxati**

Faculty Officer: Music, Art & Design (for admission  
queries) (041) 504 3252  
[jannet.nxati@nmmu.ac.za](mailto:jannet.nxati@nmmu.ac.za)

**Hermolene Stenekamp**

Secretary: Music, Art & Design  
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[hermolene.stenekamp@nmmu.ac.za](mailto:hermolene.stenekamp@nmmu.ac.za)

**Glenn Meyer**

Programme Leader: Photography  
(041) 504 3141  
[glenn.meyer@nmmu.ac.za](mailto:glenn.meyer@nmmu.ac.za)

**Graham Thompson**

Lecturer: Photography  
(041) 504 3434  
[graham.thompson@nmmu.ac.za](mailto:graham.thompson@nmmu.ac.za)

**Nina Joubert**

Associate Lecturer: Visual Communication  
(041) 504 3983  
[nina.joubert@nmmu.ac.za](mailto:nina.joubert@nmmu.ac.za)

Please visit our website for further information:

[www.nmmu.ac.za/applieddesign](http://www.nmmu.ac.za/applieddesign)

**Addendum A: Please fill out this form and return to Ms. Roxane Van Wyk (K65).**

## STUDENT CONTACT INFORMATION 2010

Should any of this information change during the year please contact the secretary, Ms Elkington, to update your details. This is especially important regarding email and mobile phones as we frequently communicate with students using those two modalities.

Student number:	
2nd year student <input type="checkbox"/>	3rd year student <input type="checkbox"/> BTech student <input type="checkbox"/> Graphic Design <input type="checkbox"/> Photography <input type="checkbox"/>
First Names:	
Surname:	
Friends call me:	
Cellular phone:	
Personal E-mail:	
*NMMU email:	

\*Please note that we will use both your NMMU and personal email address for all official communication and that it is your responsibility to check your inbox regularly.

### Student contact details:

i.e. where can we contact you while you are studying at the NMMU during term periods?

Street Address:	
Postal Address:	
Home phone:	

### Home contact details:

i.e. if you are from out of town, where can we contact you during vacation periods?

Postal Address:	
Home Phone:	

### Account information:

Contact details of the person who pays for your studies:

Mr/Mrs:	
First Names:	
Surname:	
Postal Address:	
Street Address:	
Home phone:	
Cellular phone:	
E-mail:	

Would you like to receive emails regarding job offers once you have graduated? Yes  No

E-mail for this purpose:

Can we give out your personal contact information to individuals, companies or recruitment agents who are looking to place graduates in positions? Yes  No

Date:	
Signature:	