

# DESIGN

*programme*



## INFORMATION BOOKLET



in association with  
**iñscape**  
education group

## contents

Welcome to the Inscape Education Group. We are pleased that you have chosen to study an Inscape Design College programme with us. This information pack is filled with very important information that will assist you in successfully completing your studies.

### Please find the following in your information pack:

#### Induction week & important dates

- Welcome
- Registration on the website
- Calendar

#### Academic information

- Syllabus
- Course Outline
- Timetable
- Textbook List
- Laptop/Notebooks
- Materials and Equipment
- Study Guides
- Assignment Submission
- Lecturers

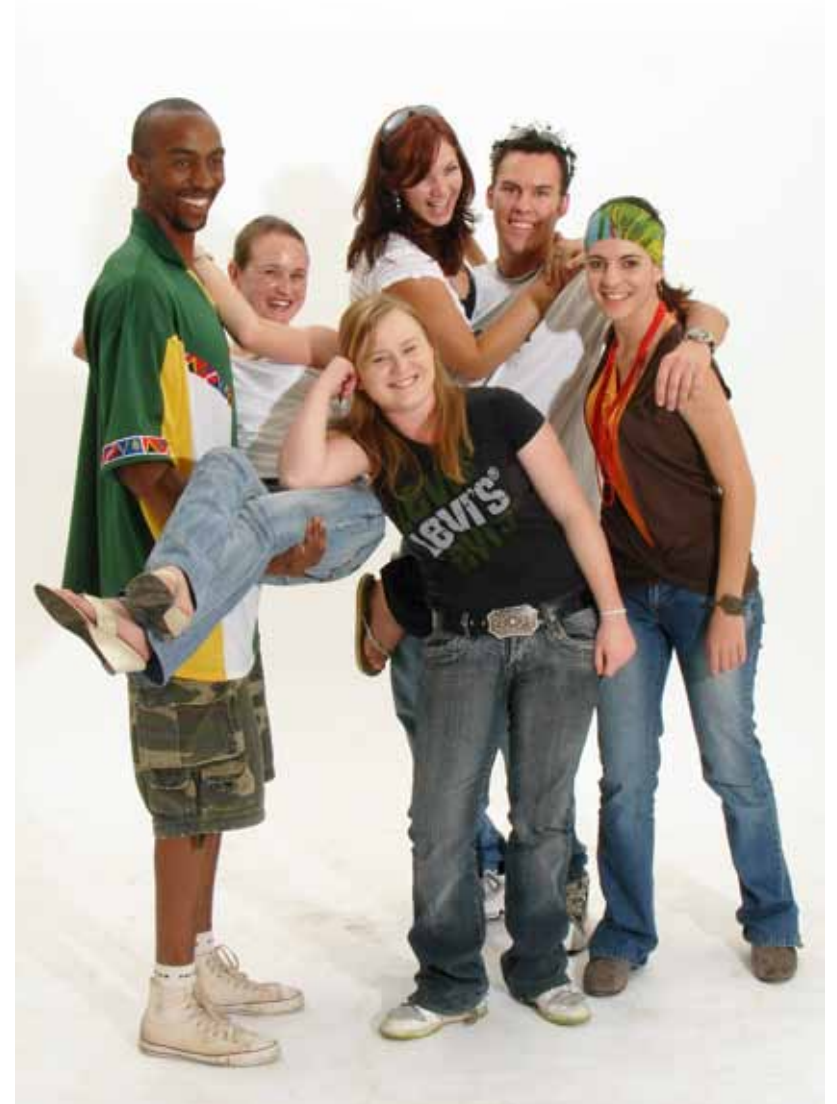
#### General information

- Excursions
- Housekeeping
- Parking
- College Marketing
- Photocopy Facilities
- Library Facilities
- Student Conduct
- Communication with Inscape Design College

#### Programme specific information:

- Design Foundation
- Interior Design
- Graphic Design
- Fashion Design

The information found in this document can also be found at [www.inscape.co.za](http://www.inscape.co.za) and is in addition to the College Rules, available on the Inscape Website.



## WELCOME TO INSCAPE DESIGN COLLEGE

### ■ Induction week & important dates ■

#### Dear student

Welcome to Inscape Design College (IDC) 2012. If you are joining us for the first time, I hope this is going to be as exciting a journey for you as it is for all other members of the Inscape crew.

To our old students, we are glad to have you back with us and wish you all the luck for the year – you know how much work it entails...

The first week of college is an exciting time. We will spend this time settling in and getting to know the new faces on campus. Please make sure you read the contents of this document to ensure you are familiar with arrangements for the week.

After the week is over, lectures will officially commence on the 30th January 2012. At this point you will follow the timetable, available on [www.inscape.co.za](http://www.inscape.co.za) under Fun and Downloads. The timetable is available on the website one week before every term commences.

#### 25th January 2012 – Registration Day

Design Foundation students (DF00):	09h00 – 11h00
Interior Design Students (ID01):	11h00 – 13h00
Graphic Design Students (GD01):	13h00 – 15h00
Fashion Design Students (FD01):	15h00 – 17h00

#### Enrolment Documentation:

You must submit the following original documents to ensure that your enrolment can be successfully processed:

- Contract of Enrolment
- Proof of payment of enrolment fee
- Debit order/credit card instruction form and all additional documentation as per the form (if applicable)
- Copy of Identity Document
- Copy of Matric Certificate
- 2x ID photo's
- Student Information Form

Each student must confirm on the day with the personnel available that all of the documentation has been received by receiving a signed form from the personnel. Please retain this receipt as proof of submission thereof. Please provide this information on 25th January 2012 if you have not yet done so.

If you have failed to submit any of the above mentioned documentation your enrolment will be suspended until such time that it has been received. This will result in you not receiving relevant courseware.



# WELCOME TO INSCAPE DESIGN COLLEGE

## I am an Inscape student

As a student at IDC, it is your responsibility to make sure that you are informed. We provide you with all the relevant documentation that you require to make your studies as simple as possible. To access the documentation you will need to register on the Inscape website.

## Registration on website

All students must register on [www.inscape.co.za](http://www.inscape.co.za). Complete the process by logging onto the contacts page. Enter your name and additional information required, email address and contact details and a password. Your registration will be approved by our IT department validating you as a student, provided you have completed all the details required accurately. There is information on the website that only registered students will have access to that you may need. Your username will be your allocated Inscape student number and passwords will be allocated on Registration Day.

Access to WIFI will also be activated at registration day by personnel. You will then have access to the following documents, please read them and store them in a safe place for reference purposes:

1. Information Pack\*
2. Inscape Education Group (IEG) calendar\*
3. Department calendar\*
4. Syllabus document\*
5. Course outline\*
6. Timetable\*
7. Textbooks list\*
8. Laptops/Notebooks specification\*
9. Materials and Equipment list\*
10. Study guides
11. Assignment Submission Form\*
12. Inscape Referencing document\*

*\*available at [www.inscape.co.za](http://www.inscape.co.za)*

## Calendar

The calendar has been published on google calendar and is available as a link on [www.inscape.co.za](http://www.inscape.co.za). Download the Inscape Education Group (IEG) calendar for general details like holidays.

## The Inscape terms for 2012 are as follows:

2012 Registration and induction (old students):  
23rd January 2012 – 27th January 2012

2012 Registration and induction (new students):  
25th January 2012 – 27th January 2012

### Semester 01

**Term 01:** 30th January 2012 – 30th March 2012

**Term 02:** 17th April 2012 – 22nd June 2012

### Semester 02

**Term 03:** 16th July 2012 – 14th September 2012

**Term 04:** 25th September 2012 – 6th December 2012

2013 Registration and induction (old students):  
28th January 2013 – 1st February 2013

2013 Registration and induction (new students):  
30th January 2013 – 1st February 2013

**Please note you must make yourself available up to and including the last day of every term.  
No exceptions.**

In addition to the IEG calendar, you can download the calendar specific to your qualification. For example, if you are a Fashion Design student, then download the Fashion Design calendar. This will give you information regarding department specific functions and events.

# WELCOME TO INSCAPE DESIGN COLLEGE

## Academic Information

### Syllabus

The syllabus document explains the contents, outcomes, weighting, teaching and learning strategies and assessment criteria of each subject in your qualification. This document is available at [www.inscape.co.za](http://www.inscape.co.za). Once you have read the document you will have a better understanding of the exit level outcome that you are working towards. This will enable you to chart your growth and development when you receive feedback from your lecturers.

### Course Outline

The course outline details what you will be doing on a weekly basis in each subject. This document also lists the assignments, their codes, their weighting and their deadlines on a weekly basis. (Very important!) You will need to check what subject you have on what day on the timetable, to ensure that you submit the correct assignment on the correct day.

At Inscape we use the weeks of the year as a reference. This is noted on the outline. So, when a lecturer says a project is due in week 5, they mean 30th January 2011 – 3rd February 2011 at your scheduled lecture time, unless otherwise specified.

### Timetable

The timetable gives you an indication of what time your lectures are scheduled for as well as the lecturer and studio allocation. The timetable changes every term. You must log on to the website one week before every term to make sure you know when your lectures are scheduled for.

A session is 1hr 45mins long. In addition to this you will be expected to complete homework in your own time.

#### Sessions are scheduled as follows:

Session 01:	07h00 – 08h45
Session 02:	09h00 – 10h45
Session 03:	11h00 – 12h45
Lunch:	12h45 – 13h30
Session 04:	13h30 – 15h15
Session 05:	15h30 – 17h15
Session 06:	17h30 – 19h15
Session 07:	19h30 – 21h15

You are expected to be punctual and to remain in lectures for the duration of the session. The timetable is subject to change. Please make sure you check the timetable on the website one week before term commences to confirm your scheduled lectures.







## WELCOME TO INSCAPE DESIGN COLLEGE

It is the student's responsibility to 'backup' any assignments completed electronically.

Academic results will be issued directly to the students by way of collection at the reception on campus and posted at the end of term 02, 03 and 04. Students whose fees are in arrears will NOT receive academic reports.

Performance Appraisal comments will be issued during term 02 and term 03. They will be discussed directly with the student by way of a personal interview and they will be posted one week after the interview. The performance appraisal process is a means to communicate to students their strengths and their shortcomings. By highlighting these areas during term 02 and term 03 allows the student the opportunity to improve their conduct and application to their studies as well as affords them the opportunity to raise any concerns to the Campus Academic Administrator.

**Please note, all assignments left in college drawers, shelves and cupboards will be destroyed or discarded at the end of every term. Please ensure you collect your work timeously.**

### Inscape Referencing Document

Plagiarism is illegal. It is highly frowned upon in industry, amongst creative people. A high degree of ethics is expected of all Inscape Design College students, therefore, Every student must hand in a plagiarism declaration form on enrolment. Failure to do so results in the students not being allowed to enrol.

Inscape has produced a referencing document to assist students when referencing sources. This document is available at [www.inscape.co.za](http://www.inscape.co.za) and is provided to all students at the commencement of the academic year. In addition, Inscape conducts a plagiarism workshop during the year to assist students in understanding the parameters and consequences of the action. Please refer to the Inscape Design College Policy and Procedures to read more about plagiarism and the consequences thereof.

### Lecturers

Inscape Design College strives to find the best lecturers available. We are very proud of our dedicated staff. Please treat the lecturers with respect, as you would like to be treated. As you are enrolled at a tertiary level, it is expected of you to conduct yourself as such. Please respect lecturers' personal time. Lecturers are available for students during their lecture hours. Most lecturers are industry based designers as well as lecturers, and when not at Inscape Design College need to focus elsewhere.

Admin staff are not permitted to give students the contact numbers of lecturers. If you need to discuss anything with a staff member outside of lecture time, please follow the correct procedure. This is very important to ensure that your concern is dealt with efficiently and effectively. The Campus Academic Administrator will most likely field your queries as a student. You can contact them via email or make an appointment to meet directly with them. This can be done through the secretaries in each town.



## WELCOME TO INSCAPE DESIGN COLLEGE

### General information

#### Excursions

Guest lectures, outings and external presentations will be held from time to time. You will be advised of the dates and times in advance. Excursions are used as a learning tool and are thus compulsory. In the event of a student being absent without prior notice, a fee of R50 will be charged, and given to the supplier to cover any costs incurred. Many suppliers provide refreshments. (If students do not attend – the suppliers have wasted their money.) Furthermore, a penalty in VALUE marks will be applied. An indemnity form has been completed and signed at enrolment. The indemnity form will be kept on record in the admin department. Should any of your particulars change during the year, please inform the college immediately.

Suggestions of excursions from students are welcome.

#### Housekeeping

- All studios are to be kept clean and tidy.
- Please provide your own bull clips for presenting your assignments.
- Secretaries are not permitted to do administrative work for student's assignments. This includes printing.
- Inscape staff may not provide stationery to students.
- Please adhere to the parking rules at each IDC campus.

- Please ensure that all fees are kept up to date. Failure to do so, for whatever reason may result in suspension from the programme and you will not receive academic reports, performance appraisals or further courseware.
- Please ensure that Inscape Design College receive your original contract of enrolment.

#### Parking

- PTA: No student may park at the front entrance to the College. This space is reserved for staff and visitors. Designated parking areas will be allocated to students.
- JHB: Students may not park on the driveway or on the street outside the college.
- CTN: Parking is available on the street around the CTN campus at students own risk.
- DBN: Parking is available on the college premises in Durban as well as on 8th ave, Montpelier and Florida roads. Students to park at their own risk.

#### College Marketing

The college arranges "Open Days" during the year. Students will be required to present their work for the duration of these days. They are also expected to be present at the "Open Days" to assist with prospective students.



## WELCOME TO INSCAPE DESIGN COLLEGE

### Photocopy Facilities

To make use of the photocopying facilities at Inscape, deposit R100 into the Inscape Design College bank account, marked with photocopy and your name as a reference. Submit the proof of payment at the reception at your campus. You will be allocated a username and password. You can top up the amount when you are running low.

### Library Facilities

Inscape has a library at each campus with selected books relevant to the programme offerings. Library assistants have been appointed. The library will be open at times that the library assistants are able to attend to the library. A library timetable will be made available to students on the door or at the library.

Library books may NOT be removed from the campus. You may, however, borrow a book in the studio by submitting your student card to the library assistant in return for the book. You will receive your student card back on return of the library book. Failure to do so, will result in you becoming liable for the cost of replacing the borrowed book/s

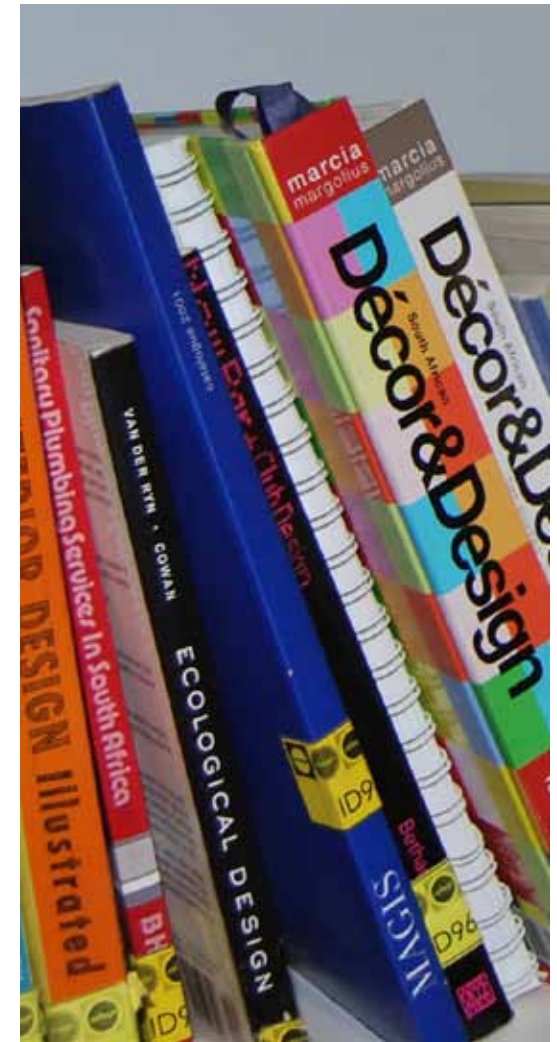
### Student Conduct

**Inscape Design College Students are expected to be:**

- Expressive
- Opinionated
- Aspiring creative thinkers
- Diligent hard workers
- Competitive
- Self disciplined
- Logical in their thinking
- Healthily arrogant and humble
- Self-confident
- Good communicators
- Visually aware
- Forward thinking
- Insomniacs
- Immune to all illness
- Hungry and passionate for yummy design solutions
- Pressure driven problem solvers

You may sometimes encounter subjects that you do not always feel comfortable with. Keep in mind that it is healthy to enter into intelligent debate, covering subjects that are sometimes controversial, not within your belief systems or morally sensitive. Embrace the discussion, be assertive in your argument and remember aggressive behaviour is not tolerated.

Keep in mind that there may be visitors at the college at any given time, and they should always be made to feel welcome and comfortable in our environment.



## WELCOME TO INSCAPE DESIGN COLLEGE

Student work will be exposed to lecturer, moderator and peer critique. This tool is used in aiding the student's development. Always see critique in the positive light that it is meant. Critique should never be considered a personal attack on the student. Please refer to the student code of conduct available at campus and on our website for further details.

### Communication with Inscape Design College

We welcome direct communication from our students. We do, however insist on students following the correct procedure. Please consult you lecturer or Campus Academic Administrator directly on academic issues.

Should you require further assistance in this regard, you can communicate with us by using the following methods:

PTA Academics: ptaacademic@inscape.co.za

JHB Academics: jhbacademic@inscape.co.za

CTN Academics: ctnacademic@inscape.co.za

DBN Academics: dbnprincipal@inscape.co.za

PTA Secretary: pta@inscape.co.za

JHB Secretary: jhb@inscape.co.za

CTN Secretary: ctn@inscape.co.za

DBN Secretary: dbnprincipal@inscape.co.za

PTA principal: academic@inscape.co.za

JHB principal: principal@inscape.co.za

CTN principal: ctnprincipal@inscape.co.za

DBN principal: dbnprincipal@inscape.co.za

Accounts queries: accounts@inscape.co.za

Marketing queries: marketing@inscape.co.za

**Note: The aforementioned is in addition to the College Rules, available on the Inscape Website. [www.inscape.co.za](http://www.inscape.co.za). Please familiarise yourself with all policies and procedures on the website.**

I trust you will enjoy the year ahead and work exceptionally hard to be the best Designer you can be.

Yours in Education



Helen Bührs

Academic Manager  
academic@inscape.co.za



## DESIGN FOUNDATION

### Welcome to Design Foundation



Dear Design Foundation student

It is with great pleasure that I welcome you to Inscape Design College and specifically to the Design Foundation department. Prepare yourself to have loads of fun and to work really hard...

The Design Foundation year is a practical year with a variety of projects included to challenge your creative ability and your skills. We will be painting, printing, carving, building, drawing, managing, campaigning, writing, researching, developing, processing, thinking and laughing. This is a year where friendships are merged and sealed for a lifetime.

Towards the end of the year you will be required to submit a portfolio to the campus academic administrator who will personally interview you and with you determine what discipline you are best suited for. Remember to keep all your projects in a safe place where they cannot get damaged, so that when it comes to portfolio submission time – your work is in good condition.

On successful completion of the Design Foundation year, you will be able to enrol into the first year of one of our design courses and move one step closer to your ultimate dream of becoming an awesome designer.

Keep the end goal in sight and make sure that you are having fun whilst you are learning. This makes success so much easier. Good luck for 2012

Kind regards

A handwritten signature in black ink that reads "H Bührs". The signature is stylized and cursive.

Helen Bührs  
Design Foundation programme coordinator



## DESIGN FOUNDATION

## Design Foundation materials and equipment

## MATERIALS AND EQUIPMENT - Term 01 - 04

**Please Note:**

All brand names mentioned are only a recommendation and not compulsory. The better brands are expensive but it will make the learning experience easier and will result in better quality projects. When making your purchases, please ask art shop assistants for good quality alternatives for students. It might be a good idea not to purchase all art materials too far in advance. Consult lecturers as recommendations and requirements for specific projects might be different for individual students. Consult the course outline for the sequence of projects.

Materials and Equipment can be purchased online at [www.artattack.co.za](http://www.artattack.co.za)  
Art Attack will include delivery to your local post office.  
You can also purchase materials and equipment at your local art supplier.

At least 5 X A2 Sheets of Cartridge per class

At least 5 X A2 of Newsprint or any other cheap drawing paper per class

Drawing Board Larger than A2 – with clip

Full set of Derwent / Faber Castell graphite drawing pencils (2H-8B)

Natural Charcoal – assorted sizes

China Marker (Black)

Full set of pastels – must have black

Derwent / Faber Castell Water Colour Pencils (Set of 24)

Black Ink

Bleach

Taklon brushes (3 Brushes No 1, 4, 6 or 8)

Mixing Palette 10 wells

2 Water containers( Per student)

Set of Windsor and Newton Gouche

Putty drawing eraser

NT Cutter with metal sleeve and blades

A2 Cutting Mat

12 medium bulldog clips (39mm)

60cm Steel Ruler

A3 Scraper Board

A3 Visual Diary

A2 and A3 plastic sleeves

## PRINTMAKING: Term 01 and 02

Screen 43 mesh

Clear Extender base

Pigments

Seika Opaque white paste

Squeegee 40 cm

Cleaning, coating and exposing of image

Apron

Spatula/ mixing spoon

Empty containers eg. margarine tubs

Fabric- eg calico

Safety pins

masonite

Wood carving tools

News print

## DESIGN FOUNDATION

NOTE: For students to get started on printing the following is needed:

- Screen
- Pigments
- Squeegee
- Clear extender base

Each student will however need a minimum of 1 screen and 1 squeegee. The pigments can be shared by students as only a small quantity is needed and 20 kg clear extender base can be shared by students.

The students will have to pay a fee in order to prep screens for final silk- screen printing project. The supplier Chemosol offers a 10% discount for students/ institutes

### PAINTING: Term 03 and 04

Oil paints: 5/6 colours

Hog hair and sable hair brushes: 3 fine, 3 medium, 3 large

Turpentine

Mutton Cloth

Liquins

### SPACIAL STUDIES: Term 01

5m roll corrugated cardboard

Cold Glue

NT cutter

### SPACIAL STUDIES: Term 02- 04

Budget R500 per term – materials to be advised

All the above should be kept in a toolbox and should be marked.

TAKE NOTE: Consumables such as paper, mounting board etc will be an on going cost of approximately R300-R500 per month.

### Subjects

Design Foundation	Semester	Sessions
Applied Creativity	1,2	1
Creative Mediums	1,2	1
Drawing Skills	1,2	1
Influences	1,2	1
Life Skills	1,2	1
Painting	1	1
Printing	2	1
Spacial Studies	1,2	2



## INTERIOR DESIGN

### Welcome to Interior Design



#### Dearest Future Interior Designers,

Welcome to Inscape! Thank you for choosing us, we hope that you are very happy while you are with us. I hope you have had a fantastic festive holiday, I hope you are well rested and bored with sleeping late and tired of watching the same movies on Movie Magic.

Regardless of this being your first, second or third year with us, we hope that you are happy and feel at home in our college. We pride ourselves in knowing who you are and what makes each one of you tick.

Part of what makes our Inscape family so special is the pride we take in turning you into a financially viable employee whom any design firm would be happy to hire. We enjoy a solid reputation in industry which you will one day be a part of. Your memories of your time with us will stay with you for years to come as will the friends you make who will eventually become invaluable industry contacts. We hope to instil in you maturity, a sense of humour, boundaries and a keen understanding of what's to come.

Please take a minute to remember what first made you think that Interior Design was the career for you, passion is fundamental when it comes to achieving your goals. Remember why you are here and keep an eye on the goal posts, you are going to be a super star!

I leave you with a quote from one of my favourite Dr Zeuss books, *Oh the places you'll go*;

Will you succeed? Yes you will indeed!  
(98 and 3/4 percent guaranteed.)

Kid you'll move mountains

So... Be your name Buxbaum or Bixby or Bray or Mordecai Ale Van Allen O'Shea,  
You're off to great places!

Today is your day! Your mountain is waiting.

So... Get on your way.

Kind regards

Gail Barry  
Interior Design programme coordinator





# INTERIOR DESIGN

## First Year Textbooks and Materials

### MATERIALS AND EQUIPMENT

#### Please Note:

All brand names mentioned are only a recommendation and not compulsory. The better brands are expensive but it will make the learning experience easier and will result in better quality projects. When making your purchases, please ask art shop assistants for good quality alternatives for students. It might be a good idea not to purchase all art materials too far in advance. Consult lecturers as recommendations and requirements for specific projects might be different for individual students. Consult the course outline for the sequence of projects.

Materials and Equipment can be purchased online at [www.artattack.co.za](http://www.artattack.co.za) Art Attack will include delivery to your local post office. You can also purchase materials and equipment at your local art supplier.

Water colour pencils – Set of 12 or 24 – Derwent or Faber-Castell

Water colour paint – Set of 6 or more, pans or tubes – Winsor & Newton, Pelikan or Reeves

Designers' gouache – Set of 5 primary colours – Cyan, Magenta, Lemon Yellow, Black and white – Winsor & Newton, Reeves or Dala

Acrylic paint – Winsor & Newton, Reeves, Dala - Starter pack for students or Black, White, Perylene or Primrose and or Scarlet Red, Vermilion, Cadmium Orange, Lemon Yellow, Pthalo Green blue shade, Winsor or Marine Blue, Magenta or Violet, Yellow Ochre and Burnt Sienna.

Copic Markers – At least 3 tones – a light medium and dark per colour and the colourless blender – Recommended colours: Warm greys or Toner greys, tan colours, stone colours, very soft blue and Brick white. Colours will depend on nature of project and subject matter.

Soft Pastels – Loose colours or in a set – Faber-Castell

China Markers – Black and white – other colours optional

Milky Pen - White

Paper – Fabriano or Canson – 260gsm or more – A3 or bigger

Mounting board – Triplex, Student board, foam board etc

Acetate - A3

Scissors

NT cutter and blades

A3/A2 cutting mat

Steel ruler – 30cm/60cm

Glue – Bostik tube and Pritt stick

Spray Mount (avoid cheaper products)

Double sided tape – clear 12 mm

Cellotape and Magic tape

Paint Brushes (ie Taklon) fine (0) Medium (0.2) Broad (0.6)

Mixing palette 10 wells

Pencil Sharpener

12x39mm bulldog clips

Charcoal

Graphite drawing pencils set (2H-9B)

Ink

Large Sheets of sketching paper

Putty Drawing Eraser

Masking Tape (12mm not from hardware)

# INTERIOR DESIGN

MATERIALS AND EQUIPMENT continued
Pentel Click Eraser
Pilot / UniPin Drawing Pens (0.1, 0.2, 0.5, 0.8)
Clutch Pencil 0.5
Triangular Scale Ruler (1:20, 1:25, 1:33, 1:50, 1:75, 1:100)
Adjustable set square (30cm - largest)
8m measuring tape
Tippex pen thinnest steel nib
4GB flash disk
Toolbox - marked
PC requirements
You will need to buy a laptop by the beginning of the academic year if you do not already have one. Please consult the website ( <a href="http://www.inscape.co.za">www.inscape.co.za</a> ) to make sure your machine satisfies the minimum requirements of the software. We provide you with software.
Monthly consumables - buy as required :
A2 layout paper (pad)
A2 tracing paper (pad)
A2 bond paper 80g (2/class)
A2 & A3 plastic sleeves

Textbooks required
All print textbooks are available at our preferred supplier: Juta Books - The e-mail addresses for the respective branches are as follows: Hatfield (PTA): <a href="mailto:ptabooks@juta.co.za">ptabooks@juta.co.za</a> Johannesburg: <a href="mailto:jhbooks@juta.co.za">jhbooks@juta.co.za</a> Claremont (CTN): <a href="mailto:claremontbooks@juta.co.za">claremontbooks@juta.co.za</a> Parow (CTN): <a href="mailto:pabooks@juta.co.za">pabooks@juta.co.za</a> PLEASE NOTE: Textbooks will be available from January 2012.
ALL INTERIOR DESIGN FIRST YEAR STUDENTS
Mitchell's Materials By Alan Everett, Revised by: C.M.H. Barritt, Edition: New ed of 5 Revised
Building Construction and Graphic Standard - By Andre Grobbelaar
SANS1 0400
SANS1 0143
Writing English with Style - by Dianne Shober
DIPLOMA STUDENTS ONLY
Understanding the visual by Tony Schirato and Jen Webb (only Diploma students)
Arts and Ideas by William Fleming (only Diploma students)
DEGREE STUDENTS ONLY
Practices of Looking: an introduction to visual culture by Marita Sturken and Lisa Cartwright (only B.Design (degree) students)

## INTERIOR DESIGN

### Second year textbooks, materials and equipment

#### EQUIPMENT

You will continue to use your equipment and have consumable expenses that you had in first year. Your printing costs will however increase this year as you start to complete more work digitally. It is not required that you purchase additional items at this stage. You will be informed throughout the year of materials required and in most instances the type of equipment will be dependent on your design and application thereof.

Digital SLR camera (only for semester 2) - Inscape Design College use Aquinity as a preferred supplier for students to purchase their digital cameras and accessories from. They include student discounts and free delivery to your campus. Please contact them directly to purchase your camera due for Second semester.

#### Textbooks required

All print textbooks are available at our preferred supplier: Juta Books

The e-mail addresses for the respective branches are as follows:

Hatfield (PTA): [ptabooks@juta.co.za](mailto:ptabooks@juta.co.za)

Johannesburg: [jhbooks@juta.co.za](mailto:jhbooks@juta.co.za)

Claremont (CTN): [claremontbooks@juta.co.za](mailto:claremontbooks@juta.co.za)

Parow (CTN): [pabooks@juta.co.za](mailto:pabooks@juta.co.za)

PLEASE NOTE: Textbooks will be available from January 2012.

#### ALL INTERIOR DESIGN SECOND YEAR STUDENTS

Fundamentals of Project Management: Tools and Techniques, Rory Burke 2010.

Mitchell's Materials

By Alan Everett, Revised by: C.M.H. Barritt, Edition: New ed of 5 Revised

Building Construction and Graphic Standard

By Andre Grobbelaar

SANS1 0400

SANS1 0143

#### DIPLOMA STUDENTS ONLY

Understanding the visual  
by Tony Schirato and Jen Webb (only Diploma students)

Arts and Ideas  
by William Fleming (only Diploma students)

#### DEGREE STUDENTS ONLY

Practices of Looking: an introduction to visual culture  
by Marita Sturken and Lisa Cartwright (only B.Design (degree) students)

The Design History Reader, by Grace Lees-Maffei & Rebecca Houze, B.Design (degree) students)

ELECTIVE: This book is required by students completing Research Methodology and/or Writing Skills Elective

Writing English with Style by Dianne Shoher

## INTERIOR DESIGN

### Third year textbooks, materials and equipment

#### EQUIPMENT

You will continue to use your equipment and have consumable expenses that you had in second year. Your printing costs will however increase this year as you start to complete more work digitally. It is not required that you purchase additional items at this stage. You will be informed throughout the year of materials required and in most instances the type of equipment will be dependent on your design and application thereof.

#### Textbooks required

All print textbooks are available at our preferred supplier: Juta Books

The e-mail addresses for the respective branches are as follows:

Hatfield (PTA): [ptabooks@juta.co.za](mailto:ptabooks@juta.co.za)

Johannesburg: [jhbooks@juta.co.za](mailto:jhbooks@juta.co.za)

Claremont (CTN): [claremontbooks@juta.co.za](mailto:claremontbooks@juta.co.za)

Parow (CTN): [pabooks@juta.co.za](mailto:pabooks@juta.co.za)

PLEASE NOTE: Textbooks will be available from January 2012.

#### ALL INTERIOR DESIGN THIRD YEAR STUDENTS

Mastering AutoDesk Revit Architecture 2012 (can be downloaded as kindle e-book)

Mastering 3DsMax Design 2012 (can be downloaded as kindle e-book)

SANS1 0400

SANS1 0143



## GRAPHIC DESIGN

### Welcome to Graphic Design



Dear Graphic Design student

To all our new first years, welcome to the Graphic Design Department. You've now successfully taken the first step to becoming a communications expert, an information specialist, a graphic designer. What a journey this is going to be!

Every day new challenges will develop your skills and expand your knowledge. You will become masters at multi-tasking and time management, constantly expecting the unexpected. From now on you will be pushed to think more, do more and achieve more than you ever thought possible. And as you progress you will prosper and reap the endless rewards

To all the old faces...Welcome back! Hope you're all well rested and ready for another year filled with lots of nerve wrecking moments and intense lack of sleep. This year you will need to work harder and show more dedication than ever before.

Second years, you've made it! We are so proud of you. Be ready for a creative roller coaster, an information overload and some intense design time. This year "creative thinking" will become your middle name.

Third years, your time to shine is here. This is your year to show us what you have to offer the design industry. You have all come out on top! This is the last stretch of your road trip to becoming the design specialist you have set your heart on. We will be here to support you every step of the way. But be warned, this is no joy ride... Some tough times ahead, but soon you will be smelling the sweet aroma of success.

To all of you, enjoy this year to the full! We are excited and proud to share it with you.

Kind regards

**Janet De Jager**

Graphic Design programme coordinator





# GRAPHIC DESIGN

## First year textbooks and materials

Materials and Equipment	
<b>Please Note:</b>	
All brand names mentioned are only a recommendation and not compulsory. The better brands are expensive but it will make the learning experience easier and will result in better quality projects. When making your purchases, please ask art shop assistants for good quality alternatives for students. It might be a good idea not to purchase all art materials too far in advance. Consult lecturers as recommendations and requirements for specific projects might be different for individual students. Consult the course outline for the sequence of projects.	
Materials and Equipment can be purchased online at <a href="http://www.artattack.co.za">www.artattack.co.za</a> Art Attack will include delivery to your local post office. You can also purchase materials and equipment at your local art supplier.	
Water colour pencils – Set of 12 or 24 – Derwent or Faber-Castell	Scissors
Water colour paint – Set of 6 or more, pans or tubes – Winsor & Newton, Pelikan or Reeves	NT cutter and blades
Designers' gouache – Set of 5 primary colours – Cyan, Magenta, Lemon Yellow, Black and white – Winsor & Newton, Reeves or Dala	A3/A2 cutting mat
Acrylic paint – Winsor & Newton, Reeves, Dala - Starter pack for students or Black, White, Perylene or Primrose and or Scarlet Red, Vermilion, Cadmium Orange, Lemon Yellow, Pthalo Green blue shade, Winsor or Marine Blue, Magenta or Violet, Yellow Ochre and Burnt Sienna.	Steel ruler – 30cm/60cm
Copic Markers – At least 3 tones – a light medium and dark per colour and the colourless blender – Recommended colours: Warm greys or Toner greys, tan colours, stone colours, very soft blue and Brick white. Colours will depend on nature of project and subject matter.	Glue – Bostik tube and Pritt stick
Soft Pastels – Loose colours or in a set – Faber-Castell	Spray Mount (avoid cheaper products)
China Markers – Black and white – other colours optional	Double sided tape – clear 12 mm
Milky Pen - White	Cellotape and Magic tape
	Paint Brushes (ie Taklon) fine (0) Medium (0.2) Broad (0.6)
	Mixing palette 10 wells
	Pencil Sharpener
	12x39mm bulldog clips
	Charcoal
	Graphite drawing pencils set (2H-9B)
	Ink
	Large Sheets of sketching paper
	Putty Drawing Eraser
	Masking Tape (12mm not from hardware)
	Pilot / UniPin Drawing Pens (0.1, 0.2, 0.5, 0.8)
	Clutch Pencil 0.5
	Compass with extension arm with bow pen attachment
	Circle Cutter

*continued on next page*

# GRAPHIC DESIGN

Materials and Equipment continued
Artist Fixative (good quality hairspray can replace this item)
Toolbox - marked
4GB flash disk
Wacom Intuos4 Medium 6x9 Professional Pen Tablet (only from semester 2)
Monthly consumables - buy as required :
A2 layout paper (pad)
A2 tracing paper (pad)
A2 & A3 plastic sleeves
A2 &A3 acetate
Paper – Fabriano or Canson – 260gsm or more – A3 or bigger
A2 Fabriano Board 130 GSM
A3 Project board 180-240 GSM
Triplex
Mounting board
PC requirements
You will need to buy a laptop by the beginning of term one if you do not already have one. Please consult the website ( <a href="http://www.inscape.co.za">www.inscape.co.za</a> ) to make sure your machine satisfies the minimum requirements of the software. We provide you with software.



Textbooks required
Textbooks are available at our preferred supplier: Juta Books The e-mail addresses for the respective branches are as follows: Hatfield (PTA): <a href="mailto:ptabooks@juta.co.za">ptabooks@juta.co.za</a> Johannesburg: <a href="mailto:jhbooks@juta.co.za">jhbooks@juta.co.za</a> Claremont (CTN): <a href="mailto:claremontbooks@juta.co.za">claremontbooks@juta.co.za</a> Parow (CTN): <a href="mailto:pabooks@juta.co.za">pabooks@juta.co.za</a> PLEASE NOTE: Textbooks will be available from January 2012.
<b>ALL GRAPHIC DESIGN FIRST YEAR STUDENTS</b>
From Design Into Print: Preparing Graphics and Text for Professional Printing, by Sandee Cohen
The Visual Dictionary of Typography - by Ambrose & Harris
Writing English with Style by Dianne Shober
The following textbooks are available as kindle version books
Adobe Illustrator CS5 Classroom in a Book by Adobe Creative Team (Kindle version)
Adobe Photoshop CS5 Classroom in a Book by Adobe Creative Team (Kindle version)
Adobe InDesign CS5 Classroom in a Book by Adobe Creative Team (Kindle version)
<b>DIPLOMA STUDENTS ONLY</b>
Understanding the visual by Tony Schirato and Jen Webb (only Diploma students)
Arts and Ideas - by William Fleming (only Diploma students)
<b>DEGREE STUDENTS ONLY</b>
Practices of Looking: an introduction to visual culture by Marita Sturken and Lisa Cartwright (only B.Design (degree) students)

# GRAPHIC DESIGN

## Second and third year textbooks, materials and equipment

### Second Year

#### Equipment

You will continue to use your equipment and have consumable expenses that you had in first year. Your printing costs will however increase this year as you start to complete more work digitally. It is not required that you purchase additional items at this stage. You will be informed throughout the year of materials required and in most instances the type of equipment will be dependent on your design and the application thereof.

Digital SLR camera (only for semester 2) - Inscape Design College use Aquinity as a preferred supplier for students to purchase their digital cameras and accessories from. They include student discounts and free delivery to your campus. Please contact them directly to purchase your camera due for Second semester.

#### Textbooks required

You may have already purchased some of these books in the first year, continue to use them in second year. It is not required that you purchase new textbooks. Textbooks are available at our preferred supplier: Juta Books

The e-mail addresses for the respective branches are as follows:

Hatfield (PTA): [ptabooks@juta.co.za](mailto:ptabooks@juta.co.za)

Johannesburg: [jhbooks@juta.co.za](mailto:jhbooks@juta.co.za)

Claremont (CTN): [claremontbooks@juta.co.za](mailto:claremontbooks@juta.co.za)

Parow (CTN): [pabooks@juta.co.za](mailto:pabooks@juta.co.za)

PLEASE NOTE: Textbooks will be available from January 2012.

#### ALL GRAPHIC DESIGN SECOND YEAR STUDENTS

Principles of Marketing: Global Edition, Philip Kotler, Gary Armstrong

From Design Into Print: Preparing Graphics and Text for Professional Printing,  
by Sandee Cohen

The Visual Dictionary of Typography  
by Ambrose & Harris

The following textbooks are available as kindle version books

Adobe Dreamweaver CS5 Classroom in a Book  
by Adobe Creative Team (Kindle version)

Adobe Flash CS5 Classroom in a Book  
by Adobe Creative Team (Kindle version)

#### DIPLOMA STUDENTS ONLY

Understanding the visual  
by Tony Schirato and Jen Webb (only Diploma students)

Arts and Ideas  
by William Fleming (only Diploma students)

#### DEGREE STUDENTS ONLY

The Design History Reader, Grace Lees-Maffei & Rebecca Houze, ISBN: 9781847883896,  
[orders@macmillan.co.uk](mailto:orders@macmillan.co.uk)

Practices of Looking: an introduction to visual culture  
by Marita Sturken and Lisa Cartwright (only B.Design (degree) students)

ELECTIVE: This book is required by students completing Research Methodology and/or  
Writing Skills Elective

Writing English with Style by Dianne Shober

### Third Year

#### Equipment

You will continue to use your equipment and have consumable expenses that you had in second year. Your printing costs will however increase this year as you start to complete more work digitally. It is not required that you purchase additional items at this stage. You will be informed throughout the year of materials required and in most instances the type of equipment will be dependent on your design and application thereof.

## FASHION DESIGN

### Welcome to Fashion Design



#### Dear Fashion Design student

Congratulations on choosing to study fashion design with Inscape Design College. I hope that the fashion design course will be what you imagined about the world of fashion and so much more. Each fashion module (Applied technology and applied design) contains course notes and briefs. All projects must be submitted at the allocated time. Now that you are officially a fashion design student; you

must eat, dream and love fashion like never before. This means that when you visit retail stores you go there with the intention of seeing the latest fashion trends, how the garments have been constructed, fabric used and season colours. You must buy fashion magazines on a regular basis; do not stick to one genre of magazines but broaden the selection of magazines you own. Don't just admire the latest trends in the magazines but familiarize yourself with the writing styles and layout styles. In order to develop your unique fashion illustration technique; regularly draw poses that appeal to you in the magazines. Fashion can be seen at any time of the day and in different situations; therefore carry your visual diary wherever you go so that wherever an idea pops into your head you record it.

Applied technology is divided into four subjects; pattern technology, garment technology, textile technology and clothing manufacturing technology. In pattern technology you will learn how to make patterns of your garment designs which will then be constructed in garment technology. You will learn how to use the sewing and overlocking machine; you will transform your design ideas into wearable garments in garment technology.

It is important to know the kinds of fabrics you will be working with through the years of your study; textile technology will briefly introduce you to the origin and properties of different textiles. You will learn about the link between the fashion and textile industry and how the fashion industry contributes to global warming through the textile industry. It is important to know the processes that take place in clothing mass production; in clothing manufacturing and technology, you will learn the 'ins and outs' of a clothing factory.

In applied design, you will present your design ideas; develop a unique fashion illustration technique which will set you apart from your classmates. In every project you will be required to express your design ideas in written form. A technical drawing links applied design to applied technology. You will learn how to draw a technical drawing of your garment design in applied design. All applied technology and applied design projects will challenge your creativity and build your technical skills. It is up to you to communicate with your lecturers and do further research so that your design ideas and final garments will keep your classmates on their toes. May this be the beginning of a life changing experience, so let your light shine, fashionistas!

Best regards

Naila Mollel  
Fashion design coordinator



# FASHION DESIGN

## Fashion Design subjects

First year	Semester
Applied Technology	1,2
Applied Design	2
Computer Applications	1,2
Portfolio	2
Image Making	1,2
Deg - Visual Communication	1,2
Dip - Visual literacy	1,2
Deg - Design Influence	1,2
Dip - Design History	1,2
Deg - Design Thinking I	1
Dip - Design Process I	1
Deg - Conceptual Thinking	2
Dip - Conceptual Process	2
Leadership Programme	1b
Skills Application	1,2
Perceptual Studies	1
Research Methodology	1
Writing Skills	2

### Leadership Programme

Leadership Programme is a compulsory subject for all Design students. It is evaluated on attendance:

- Full attendance = 50%
- Full attendance with class contribution = 75%
- Full attendance with class contribution and Social Responsibility Programme contribution = 100%

### Leadership Programme will be scheduled as follows:

- First year: Term 01
- Second Year: Term 02
- Third year: Term 03

### Subject colour classification

**Red:** **Discipline specific subjects.** These lectures are discipline specific you will be in class with other interior design students

**Dark Blue:** **Qualification specific subjects.** You will be in class with all degree students of different disciplines

**Light Blue:** **Qualification specific subjects.** You will be in class with all diploma students of different disciplines

**Yellow:** **Non-specific Subject.** You will be in class with various disciplines and qualifications types.

**Clear:** **Elective subjects.** These subjects are only applicable to second year students. Each 2nd year student must complete 2 elective subjects during the academic year. One in semester 01 and one in semester 02. They are compulsory and you must pass them with an aggregate of 50%.



## FASHION DESIGN

### First year textbooks and materials

Materials and equipment	
<b>Please Note:</b>	
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Materials and Equipment can be purchased online at <a href="http://www.artattack.co.za">www.artattack.co.za</a> Art Attack will include delivery to your local post office. You can also purchase materials and equipment at your local art supplier.	
Sewing equipment	
Straight stitch sewing machine (Good makes are Bernina or Singer)	PLASTIC HEAD 80PCS - NS011
Overlocker (Good makes are Bernina or Singer)	Long & thin hand sewing needles
Iron (fusing and pressing)	ASSORTED HAND NEEDLES 30PCS – NS015
Ironing board	Machine needles (SCHMETZ UNIVERSAL 60/8 70/10, 80/10 variety sizes pack) -
Tailors dummy	SCHMETZ 60/8 5pc
Fabric scissors	4X Bobbins (suitable for the purchased sewing machine)
TAILOR SCISSORS 9" DW-8001	PLASTIC – SINGER/ELNA 10PCS CARD – 2518P
Small sharp fabric scissors	Un-picker
Straight tweezers	Thread nipper/ thread clipper
CRAFT SCISSORS 4 ½ " ES4405	DW-116R
Measuring tape	Tracing wheel
FIBREGLASS 2X300CM – 20300	WOODEN NEEDLE SHARP TEETH – NPT10(P)
Pins	Sewing gauge
	A sleeve board
	A tailor's ham (made by student)
	A seam roll (made by student)
	Tracing paper – 5 sheets blue, yellow, red, green, white
	Tailors chalk
	BOX 12 COLOUR MIX – BLUE,YELLOW,RED,WHITE
	4 meters Calico
	1X reel Mettler sewing thread(matching calico colour)
	4X reel over locking thread (matching calico colour)
	COATS 1000mts

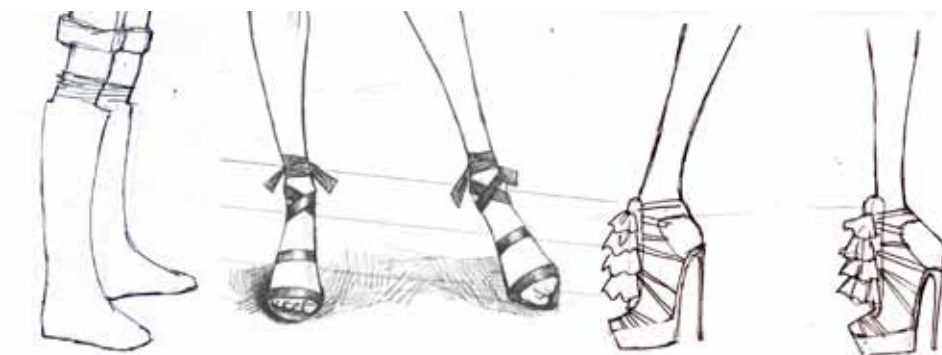
## FASHION DESIGN

A2 Cutting Mat (600x450)
30cm and 60 cm Steel Ruler
PATCHWORK RULER PLASTIC 5X30CM – M0530-YW
French Curves
29 cm set square ruler
Pritt Glue 20g
Masking tape
BOSTIK GLUE STICK – 25G PK OF 3 – 1-0643
Fine watercolour Paint Brushes
No. 2
Mixing Palette 10 wells
Set 24 Copic markers
Set 24 Faber Castell water colour pencils
24 Reeves oil pastels
12 Reeves water colours
Waterproof black Indian, nut brown, blue, sunshine yellow and crimson ink
20 sheets A3 200 GSM Drawing cartridge paper (each)
Pencil Sharpener
Paper Scissors
Eraser
Clutch pencil with HB lead
HB, 4B, 6B, 8B Pencils
Black Ink Fine Liner

NT Cutter with metal sleeve and blades
A2 Portfolio Bag (With rings)
20 Tracing pad A3
Fixatives
<b>Pattern Drafting materials</b>
Tailor's square metal ruler
French curve and hip metal rulers
QUILTING RULERS 30X30CM PLASTIC – M3030-YW
Lever arch file
Black permanent marker
5 meters Brown Carton paper bought per meter
<b>Consumables: You will be required to purchase the following on an on-going basis:</b>
For Patterns:
A4 Envelopes (each)
White/ brown pattern paper bought per meter
For drawing:
Mounting board (A2)
A3 Cartridge paper
Acetate (each)

## FASHION DESIGN

For sewing:
Thread
COATS (1000MTS)
Fabric, interfacing etc.
Zips & buttons etc.
ZIPS FROM
Machine needles
SCHMETZ per 5pc
All the above should be kept in a drawing toolbox and a sewing toolbox and should be marked
QUILT & SEWING TOOL BOX 32X9.5X12CM



Textbooks required
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ALL FASHION DESIGN FIRST YEAR STUDENTS
Fashion design: process, innovation and practice. 2003. By Kathryn Mckelvey and Janine Munslow
9 heads: a guide to fashion drawing. 3rd ed.2006. By Nancy Riegelman.
Introduction to clothing manufacture. 2nd ed. By Gerry Cooklin. Steven G. Hayes, John Joseph Mcloughlin.1991.
Pattern making for fashion design. (5th ed) 2009 By Helen Joseph Armstrong
Writing English with Style - by Dianne Shober
DIPLOMA STUDENTS ONLY
Understanding the visual by Tony Schirato and Jen Webb
Arts and Ideas - by William Fleming
DEGREE STUDENTS ONLY
Practices of Looking: an introduction to visual culture by Marita Sturken and Lisa Cartwright