

**Course Syllabus: CREATIVE GREETING CARDS**  
**SENR 7020 101CL**  
**1-3 / W / LLGP Rm # 103**

**Instructor Information**

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**Course Description**

Discover new ways to make your own greeting cards using alcohol inks, vinyl, watercolor paint, and white pen on dark paper. You will get to cut out shapes using a die-cutting machine, design pop-up, pull tab, and spinner cards, and use stamps and create your own stamping platform. Lots of fun and creative ideas to be shared!

**Required Supplies**

Scissor  
Ruler  
Tape  
Exacto knife  
Glue  
Cardstock paper  
Cutting mat. Self-healing  
Colored pencils  
Gel pens in colors  
Black markers (sharpie)  
2 sharpies same color and 91% rubbing alcohol  
Toilet paper 1 roll  
Sm spray bottle  
Sm bottle with lid  
Old makeup brushes  
Old toothbrush  
Anything that can be used to make a card

**End-of-Course Outcomes**

Upon successful completion of this course, students will: be able to create unique greeting cards designs.

**Course Outline**

**Week 1:** Intro to card making  
**Week 2:** Make your own stamping platform  
**Week 3:** Learn how to use a die cutting machine  
**Week 4:** Create a slider Card  
**Week 5:** Make a pop-up card  
**Week 6:** Make a spinner card  
**Week 7:** Make a tri-fold card  
**Week 8:** Make a spin Card  
**Week 9:** Make Braided cards  
**Week 10:** Make an embossed card  
**Week 11:** Make embellishments using the die cutters  
**Week 12:** Complete all projects and discuss what we have learned

**COVID Statement**

All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: [www.com.edu/selfscreen](http://www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a self-screening prior to each

campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.

### **Grading Scale**

Students enrolled in non-funded non-credit classes will receive a final grade of "CR" (Completed Successfully) or "N" (no, did not complete).

### **Withdrawal Policy**

You may withdraw from this course at any time by speaking with the Front Desk Personnel who will file the necessary paperwork. Once the semester is underway, we do not issue refunds. If you have a special circumstance, please speak with the Program Manager.

### **Americans with Disabilities**

Any student with a documented disability needing academic accommodations is requested to contact the Office of Services for Students with Disabilities at 409-933-8520, which is in the Student Success Center. <http://www.com.edu/student-services/counseling.php>.

### **Classroom Conduct Policy**

College of the Mainland requires that students be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook at <http://www.com.edu/student-services/student-handbook.php>. Students should always act in a professional manner and will be held accountable according to college policy. Violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in class dismissal.

### **Emergency Notification System**

College of the Mainland uses a rapid notification system called COM Alert to send text, voice and/or email messages for unscheduled school closings and other emergencies. Student and employee contact information provided during registration is automatically loaded into the system and updated every night. Because of this, students are encouraged to provide a cellphone number as their primary contact phone number. Students may update their default contact information through the Lifelong Learning office. In addition to the automated process, anyone including non-student family and community members may create a COM Alert account by visiting <https://comalert.bbcportal.com>. This type of account is managed independently from the automatic uploads and allows for multiple contact phone numbers to be provided.

### **Concerns/Questions Statement**

If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information provided at the top of this form. If, after discussing your concern with the instructor, you continue to have questions, please contact Lisa Renfroe at 409-933-8432.

### **Drug-Free / Smoke-Free Campus Policy**

College of the Mainland prohibits the possession or use of illegal drugs or alcohol by students on campus or while representing the college at off campus student events. Violations of this policy will result in dismissal from the program. College of the Mainland campuses are smoke-free campuses.