



S Y L L A B U S

Paper Crafting and Cardmaking

Duration: 5 Days (Total: 20 Hours)

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1.0 Course Overview

This fun and hands-on course introduces participants to the art of **paper crafting and cardmaking**, exploring traditional and modern techniques to create beautiful, custom greeting cards, paper decorations, and handmade gift items.

2.0 Learning Outcomes

By the end of this course, participants will be able to:

- Use a variety of paper crafting tools and techniques
- Design and construct themed greeting cards from scratch
- Incorporate layering, textures, and 3D embellishments
- Personalize cards for different occasions and recipients
- Present and package handmade cards beautifully for gifting or selling

3.0 Training Methodology

- Demonstrations of Techniques
- Step-by-Step Card Builds
- Style & Theme Challenges
- Peer Feedback & Design Swaps
- Access to Templates, Sketches, and Pattern Files

4.0 Introduction to Paper Crafting & Tools (3 Hours)

Objectives:

- Learn the basics of paper types, tools, and safe crafting practices

Topics Covered:

- Types of Paper: Cardstock, Patterned Paper, Vellum, Kraft
- Tools: Paper Trimmer, Scissors, Scoring Board, Adhesives
- Craft Blades, Punches, and Guillotine Safety
- Basic Cuts, Folds, and Layering Techniques

Activities:

- Hands-on: Practice scoring and layering with sample pieces
- Task: Create a simple folded blank card base
- Group Exercise: Tool identification and usage tips

5.0 Cardmaking Techniques & Layout Design (3 Hours)

Objectives:

- Understand card structures and visual composition

Topics Covered:

- Card Sizes, Layouts, and Folding Styles
- Focal Point Creation, Balance, and White Space
- Using Sentiment Stamps, Stickers, and Calligraphy
- Creating Custom Backgrounds (Ink Blending, Washi Tape, Stencils)

Activities:

- Task: Design and construct a thank-you card
- Practice: Use a card sketch to build a layout
- Peer Review: Layout critique and swap

6.0 Embellishments, Die-Cuts & 3D Elements (4 Hours)

Objectives:

- Add dimension, texture, and flair to projects

Topics Covered:

- Paper Flowers, Foam Tape, and Pop-Up Tabs
- Die-Cutting (Manual or Electronic) and Embossing
- Ribbons, Buttons, Sequins, and Layered Shapes
- Ink Techniques: Stamping, Splattering, Distressing

Activities:

- Make: A 3D pop-up birthday card
- Drill: Practice layering with dimensional adhesive
- Challenge: Create a textured tag or embellishment cluster

7.0 Thematic Cardmaking (Occasions & Seasonal Projects) (3 Hours)

Objectives:

- Personalize cards for events, holidays, and gifting

Topics Covered:

- Occasion-Based Cards: Birthdays, Weddings, Sympathy, Holidays
- Thematic Elements: Color Schemes, Icons, Quotes
- Cultural and Seasonal Inspiration
- Interactive Cards (Slider, Shaker, Gatefold, Waterfall)

Activities:

- Task: Create a card for a chosen occasion
- Group Brainstorm: Seasonal ideas mood board
- Optional: Build a mini themed card set (3 cards)

8.0 Envelope Crafting, Gifting & Presentation (3 Hours)**Objectives:**

- Finish your card projects with beautiful packaging and flair

Topics Covered:

- Handmade Envelopes (With and Without Templates)
- Envelope Liners, Wax Seals, and Labels
- Packaging Ideas: Card Boxes, Ribbons, Belly Bands
- Creative Gifting Ideas: Tags, Mini Albums, Gift Cards

Activities:

- Practice: Make a matching envelope for a card

- Lab: Build a small gift card box with decorative trim
- Bonus: DIY envelope punch board demo

9.0 Creative Portfolio & Small Business Tips (2 Hours)

Objectives:

- Prepare to showcase your work and consider monetization

Topics Covered:

- Photographing Handmade Cards
- Sharing Online: Instagram, Etsy, Pinterest
- Pricing Basics, Handmade vs Mass-Produced
- Packaging, Branding, and Custom Orders

Activities:

- Task: Assemble and photograph your best 3 projects
- Worksheet: Plan a basic craft stall or online listing
- Group Share: What makes your cardmaking style unique?

10.0 Conclusion and Wrap-Up (1 Hour)

Key Takeaways:

- Celebrate creativity and reflect on new skills

Final Activities:

- Showcase: Mini gallery or craft table setup
- Certificate Distribution
- Feedback and Journaling: “My signature cardmaking style is...”