

KERN ASSOCIATION OF EDUCATIONAL  
OFFICE PROFESSIONALS (KAEOP)

# CANVA ESSENTIALS *Certification*

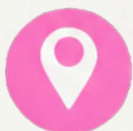
FIRST DATE

5 NOV  
2026

TIME

6-7 PM

(FOLLOWING THE 5 PM  
KAEOP BOARD MEETING)



STANDARD SCHOOL DISTRICT  
1200 NORTH CHESTER AVE.  
BAKERSFIELD, CA 93308



# 2026-2027 KAEOP Canva Certification

| Date & Course Level                                                                                            | Core Curriculum                                                                 | Educational Office Focus                                                                                     |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Month 1 - November 5</b><br><br><b>Canva Essentials</b><br><br>Beginner<br>60 Mins<br>10 Lessons            | Navigating Canva, basic design tools, creating and sharing finished designs.    | School office announcements, event flyers, meeting agendas, reusable office templates.                       |
| <b>Month 2 - January 7</b><br><br><b>Graphic Design Essentials</b><br><br>Beginner<br>60 Mins<br>10 Lessons    | Fundamentals of design, typography, color theory, design elements, mood boards. | Readable parent newsletters, clear administrative notices, consistent school branding.                       |
| <b>Month 3 - February 4</b><br><br><b>Meet Canva's Visual Suite</b><br><br>All Levels<br>60 Mins<br>12 Lessons | Full Visual Suite: Docs, Decks (presentations), Whiteboards, Websites.          | Staff brainstorming whiteboards, slide decks for board/parent meetings, simple web forms.                    |
| <b>Month 4 - April 1</b><br><br><b>Work Smarter with AI</b><br><br>Beginner<br>60 Mins<br>9 Lessons            | Canva AI tools, automated content generation, video, asset security.            | Automating routine office graphics, drafting newsletter copy, short video announcements, media organization. |

Email questions to Stacy Nava, KAEOP VP of programs, at:  
**[snava@standardschools.net](mailto:snava@standardschools.net)**.



Who's ready for  
**dinner**  
taken care of  
— & —  
a great cause?



We are partnering with Tahoe Joe's to raise money for **KAEOP's High School Senior Scholarship fund**, and we need your support! (and your appetite) 😊

## THE DETAILS:



Ticket Price:  
**\$25 each**



Pick-up Date:  
**Wednesday,  
November 18th**



Time:  
**11:00 AM  
to Close**



Options:  
**Dine-in OR  
Takeout!**



## YOUR MEAL OPTIONS (Choose One)



 **6oz Joe's  
Steak**



 **Wood-Grilled  
Chicken**



 **Sierra Mountain  
Ribs (4-bone rack)**

**Good Food ♥ Great Company ♥ Brighter Futures**

SUPPORT KAEOP'S HIGH SCHOOL SENIOR SCHOLARSHIP FUND

# See's CANDIES®

# Thank You for Supporting Us

**Winter 2026**

<https://www.yumraising.com/store/spring-2026-kaeop-spring-fundraiser-266d/CryEhr32378>

Fundraiser Benefiting KAEOP

