



# IDI Instructional Technology UPDATE



Presented by the Regional Training Center

## Dates & Locations:

February 22-23, 2017  
San Diego, CA

September 14-15, 2017  
West Sacramento, CA

## Topics Will Include:

- Using PowerPoint as an interactive skills assessment
- Using PowerPoint as an organizational tool
- Integrating Excel documents into PowerPoint
- Integrating Word documents into PowerPoint
- Using Bookmarks and Hyperlinks in Word and PPT
- Creating Outlines in Word
- Creating Tables and Forms in Word

## Certified Hours:

16 hours

8:00 am - 5:00 pm

POST Plan IV

**Description:** This is an update course that builds on the skills learned in the initial Level 2 Instructional Technology course. The focus will be on utilizing Microsoft PowerPoint and Word to assist the instructor in course preparation and implementation. Students will learn through hands-on experience in a highly inter-active learning environment.

It is required for students who intend to enter the Level 4 of the IDI (MICC), and therefore students already scheduled to attend MICC will be given registration priority. Additionally, this course meets the training requirement for the P.O.S.T. Academy Instructor Certification triennial re-certification training requirement for law enforcement instructors.

**Requirements:** Completion of Level II Instructional Technology or its equivalent. Must have a working knowledge of keys, tabs, files, and programs on your computer.

Laptop computers with wireless access are **REQUIRED**. Computers must have the following software:

- 2007 or Newer
- Microsoft word
- Microsoft Excel
- Microsoft PowerPoint

You must also bring an outline for a course that you teach

**POST Plan IV** is used for this course. For POST reimbursable agencies, there is no tuition for the course, and there is reimbursement for travel and per diem expenses either via TRR or Letter of Agreement (LOA).

**Questions:** For questions please call Catherine Oberholtzer at (858) 550-0040 or email [cober@sdrtc.com](mailto:cober@sdrtc.com)

**To Enroll:** Telephone the San Diego Regional Training Center 858.550.0040 – or online at <https://registration.sdrtc.com/detail.php?id=114>

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