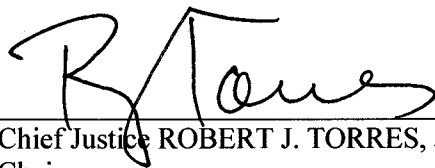


**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF LAPSED FUNDS
FOR MICROSOFT WORD AND
POWERPOINT TRAINING FOR PDSC'S PERSONNEL**

RESOLUTION NO. PDSC 03-15

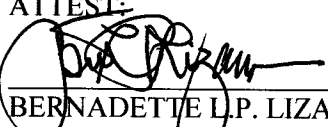
- WHEREAS,** §11113.1 of 12 GCA authorizes the Public Defender Service Corporation (PDSC) to retain unexpended appropriations beginning with Fiscal Year 2000, and to carry these funds over into succeeding fiscal years; and
- WHEREAS,** the PDSC Board of Trustees adopted Resolution No. 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and
- WHEREAS,** the PDSC recognizes the need to stay current with the changes in computer software such as Microsoft Word and PowerPoint; and
- WHEREAS,** training opportunities with Guam Computer Training & Solutions is available and the PDSC finds it most beneficial to take advantage of these sessions; and
- WHEREAS,** this training will assist the PDSC staff in keeping current with the changes in Microsoft Word and PowerPoint, which will enhance productivity; and
- WHEREAS,** a price quote of \$4,000 for 20 employees for Microsoft Word and \$4,000 for 20 employees for Microsoft PowerPoint has been obtained by the Public Defender Service Corporation MIS Administrator, which amounts to a total of \$8,000 for forty (40) employees; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its duly-noticed meeting of October 28, 2014, hereby approves the Corporation's request for the expenditure of \$8,000.00 of lapsed funds for the training of forty (40) employees for Microsoft Word and PowerPoint.

DULY AND REGULARLY ADOPTED this 28th day of October, 2014.



Chief Justice ROBERT J. TORRES, JR.
Chairman

ATTEST-



BERNADETTE L.P. LIZAMA
Secretary (Acting)

Agenda Item #VII-C

**Request to Use PDSC
Lapsed Funds for
Microsoft Word &
PowerPoint Training
For PDSC Personnel**

(Resolution No. 03-15)



Please take a moment to read the following **Important Information** regarding your upcoming training event.

Terms and Conditions

Cancellation Policy:

___ Application class cancellation requires five (5) business day advance notice prior to the scheduled training date, upon which no cancellation penalty is incurred. If cancellation occurs less than five (5) business days prior to the scheduled training date, client will be charged 100% of the class fee but still be eligible for our six (6) month retake policy to attend the class which the original enrollment was for.

___ Technical class cancellation requires ten (10) business day advance notice prior to the scheduled training date, upon which no cancellation penalty is incurred. If cancellation occurs less than ten (10) business days prior to the scheduled training date, client will be charged 100% of the class fee but still be eligible for our six (6) month retake policy to attend the class which the original enrollment was for.

___ High End Technical / Specialty / Dedicated (CISSP, Cisco, VMware, ETC.) class cancellation requires a ten (10) business day advance notice prior to the scheduled training date, upon which no cancellation penalty is incurred. If cancellation occurs less than ten (10) business days prior to the scheduled training date, client will be responsible for 100% of the class fee but still be eligible for our six (6) month retake policies.

General:

___ To enroll, reschedule, or cancel a registration, please notify your Training Consultant.

___ Enrollment in the class cannot be completed until payment has been received unless otherwise agreed upon.

___ Students can expect to be called by the Registrar to confirm their attendance 48 hours prior to the scheduled class dates.

___ Students should arrive at least fifteen (15) minutes prior to class start time. Students will NOT be admitted to class if they arrive more than thirty (30) minutes after a class begins. If you expect to be late, please CALL - 671.647.4287.

___ Retake Privilege: You may repeat a course* up to 6 months on a seat available basis; with your original courseware and provided that you have completed the original course in its entirety. *Please talk to your Training Consultant about specialized class retakes such as Boot Camps and other high end classes. When retaking certain high end classes, there may be charges to cover the cost of labs and resources that must be paid to attend the course even as a standby. The full payment must be satisfied before any additional training is provided by GuamCTS. Courseware is revised from time to time, due to the advancement of technology. GuamCTS has little to no knowledge when these revisions occur.

___ Due to Microsoft's digital courseware initiative, all Microsoft Official Curriculum will be issued to our students on a thumb drive the first day of class. If a student would like to have it printed and placed in a binder, there will be a \$50 charge for that service.

___ GuamCTS reserves the right to cancel class at any time. If this happens, GuamCTS will refund the course fee in full. GuamCTS liability is limited to the course fee only. GuamCTS cannot be held liable for other related expenses, i.e., airfare, airline penalties, lodging, etc

___ GuamCTS offers many certification courses. The certifying organizations may add or delete courses and credits at any time. GuamCTS is not responsible for changes made to the certification requirements.

Payment Terms:

___ Payment is due upon acceptance of this agreement unless otherwise agreed upon. GuamCTS does not issue refunds. Classes of equal value may be exchanged pursuant to the cancellation policy.



Word 2013 Basic

Duration: 8 Hours

Topic-Level Outline

Unit 1: Getting started

- Topic A:** The Word window
- Topic B:** New documents
- Topic C:** Document navigation

Unit 2: Editing text

- Topic A:** Working with text
- Topic B:** The Undo and Redo commands
- Topic C:** Cut, copy, and paste
- Topic D:** Find and replace

Unit 3: Formatting text

- Topic A:** Character formatting
- Topic B:** Tab settings
- Topic C:** Paragraph formatting
- Topic D:** Paragraph spacing and indents

Unit 4: Tables

- Topic A:** Creating tables
- Topic B:** Working with table content
- Topic C:** Changing the table structure
- Topic D:** Table design options
- Topic E:** Table data

Unit 5: Page layout

- Topic A:** Headers and footers
- Topic B:** Page setup

Unit 6: Graphics

- Topic A:** Adding graphics and clip art
- Topic B:** Working with graphics

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Email: acastro@GuamCTS.com



Unit 7: Styles and outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 8: Proofing, printing, and exporting

Topic A: Spelling and grammar

Topic B: AutoCorrect

Topic C: Printing and exporting documents