

BUSINESS & TECHNOLOGY

COMPUTER COURSES

Computer Literacy-\$95 ITSC 1012

This introductory fiber optics technician course, which is offered in In this beginner course, student will receive hands-on instruction and practice in computer terminology, computer hardware and software, Microsoft Windows, Internet, and e-mail. Students will get hands-on instruction and practice. Topics will include computer terminology, computer hardware and software, Windows operating system, file management, World Wide Web, discussions on how computers are used in today's world and an overview of Microsoft Office productivity suite (word processing, spreadsheets, and presentation software). All course materials included. Provided textbook: *Computer Literacy*. Facilitated by Marcus Pridgeon. 8 contact hours



GONZALES

Registration & Payment Deadline: Jan. 20, 2026 at Noon
Feb. 3-24 • CRN: 42051 • Term: CE Second Quarter 2025-2026
Tues. • 6-8 p.m.
[VC Gonzales Center](#)
424 E. Sarah DeWitt Drive
Gonzales, TX 78629

Microsoft Excel Level 1-\$95 ITSW 1022

This course includes hands-on instruction and practice with Excel, the spreadsheet program from Microsoft Office. Students will understand basic concepts of spreadsheet (Excel) functions, create formulas, charts, graphs, and generate reports. All course materials included. Provided textbook: *Excel 2021/365 Level 1*. Facilitated by Mark Martinez. 8 contact hours

VICTORIA

Registration & Payment Deadline: Feb. 2, 2026 at Noon
Feb. 17-26 • CRN: 42052 • Term: CE Second Quarter 2025-2026
Tues. & Thurs. • 6-8 p.m.
[VC Emerging Technology Complex](#)
Conference and Education Center, Room 305
7403 Lone Tree Road • Victoria, Texas 77905

Microsoft Excel Level 2-\$95 ITSW 1022

Prerequisite: Successful completion of Microsoft Excel Level 1.

This course builds on the basic concepts learned in our Level 1 course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. All course materials included. Provided textbook: *Excel 2021/365 Level 2*. Facilitated by Mark Martinez. 8 contact hours

VICTORIA

Registration & Payment Deadline: Nov. 3, 2025 at Noon
Nov. 18-20 • CRN: 41041 • Term: CE First Quarter 2025-2026
Tues. & Thurs. • 1-5 p.m.
[VC Emerging Technology Complex](#)
Conference and Education Center, Room 305
7403 Lone Tree Road • Victoria, Texas 77905

Registration & Payment Deadline: March 30, 2026 at Noon

April 14-23 • CRN: 43018 • Term: CE Third Quarter 2025-2026

Tues. & Thurs. • 6-8 p.m.

[VC Emerging Technology Complex](#)

Conference and Education Center, Room 305

7403 Lone Tree Road • Victoria, Texas 77905