



EAST  
SUSSEX  
COLLEGE

# EMPLOYABILITY COURSE WITH MICROSOFT OFFICE PRACTICE

09/02/2026 - 13/02/2026

Monday - Friday

9.30am - 3.00pm

1 WEEK  
DIGITAL  
EMPLOYABILITY  
COURSE



Introducing  
participants to the  
Microsoft Office  
suite



Suitable for aged  
19+ and in receipt  
of benefits or  
earning a low wage



Gain Level 1  
Employability Skills  
& useful Digital  
Skills

**Complete employability skills workbooks and activities while building confidence using Microsoft Office applications, including:**



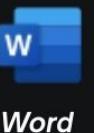
Excel



Outlook



Powerpoint



Word



Teams

**To book a place on the course, speak to your work coach or  
email us here:**

[futureskills@escg.ac.uk](mailto:futureskills@escg.ac.uk)



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