



**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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