

EMPLOYABILITY COURSE WITH MICROSOFT OFFICE PRACTICE

HASTINGS CAMPUS

27/04/2026 - 01/05/2026

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



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