

# EMPLOYABILITY COURSE WITH MICROSOFT OFFICE PRACTICE

ESCG TRAINING HUB

20/04/2026 - 24/04/2026

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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