

EMPLOYABILITY COURSE WITH MICROSOFT OFFICE PRACTICE



**EAST
SUSSEX
COLLEGE**

19/01/2025 - 30/01/2025 | MONDAY, TUESDAY & WEDNESDAY |
9:30AM - 3:00PM

**EAST SUSSEX COLLEGE - MARINE WORKSHOPS
NEWHAVEN BN9 0ER**

**2 WEEK
DIGITAL
EMPLOYABILITY
COURSE**

**Complete employability
workbooks and activities while
practicing basic usage of :**



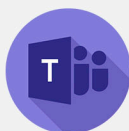
OUTLOOK/TIME MANAGEMENT



WORD



EXCEL



TEAMS



POWERPOINT

- ✓ Introducing participants to Microsoft Office.
- ✓ Gain a Level 1 Employability Award and gain useful Digital Skills
- ✓ Suitable for those aged 19+ and in receipt of Universal Credit or a low wage

Speak to your work coach or email us to book a place: futureskills@escg.ac.uk