

Microsoft Office Specialist Course

Syllabus

Fall/Winter 2026 · Urban League of Greater Pittsburgh Training Academy

Welcome

The Urban League of Greater Pittsburgh is happy to announce your acceptance into the Microsoft Office Specialist (MOS) certification course. The technology path you embark on will provide you with superior knowledge and a profitable career path.

The Microsoft Office Specialist (MOS) Certification Training course will teach you how to use the Microsoft Office suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. You will also prepare for the certification exams for Word, Excel, and PowerPoint. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

Course Details

- Course length: 16 weeks
- Meeting schedule: Once per week
- Class day and time: Tuesdays, 6:00 PM – 8:00 PM
- Start date: Tuesday, November 10, 2026
- Learning materials: All learning materials will be supplied
- Estimated career pathway: Entry-level IT support roles with an estimated annual pay range of \$40,000–\$50,000

Orientation

Date: Monday, November 2, 2026

Format: Zoom

Time: 6:00 PM

Weekly Schedule

Date	Topics
November 10, 2026	Assessment for Word Assessment for Power Point
November 17, 2026	Assessment for Excel
December 1, 2026	Excel
December 8, 2026	Excel
December 15, 2026	Excel
January 5, 2026	Excel
January 12, 2026	Word
January 19, 2026	Word
January 26, 2026	Word
February 2, 2027	Word
February 9, 2027	PowerPoint
February 16, 2027	PowerPoint
February 23, 2027	PowerPoint
March 2, 2027	PowerPoint
March 9, 2027	Course Overview and Review
March 16, 2027	Course Overview and Review