

Business Office Specialist (BOS)



Learn Google Docs, Sheets, & Slides while fulfilling your Digital Studies requirement. NEW to Provo High, Online BOS!

Online BOS - Two Options (Both Semesters)

- **Option 1:** Online BOS - 1st or 2nd Period
 - Work from home during 1st or 2nd period.
 - This means In-Person School starts for you at the beginning of 3rd or 4th period
- **Option 2:** Online BOS - Release Time (Seminary)
 - Same as Option 1 yet on your transcript it will show on the same period as your release time.
 - This means you would attend your release time and complete the BOS course at home.
 - **Advantage:** Allows you to fit an additional class in your schedule. Frees up an elective in coming school years



In-Person BOS - A Day

- Want to move at your own pace AND have in-class help?
- Ms Lasson's In-Person BOS option has the following features:
 - Same easy online setup
 - Ms. Lasson is there in person to help answer your questions
 - Move at your own pace
 - Take tests in class whenever you are ready
 - Want to work ahead? Go for it!
 - Work at an accelerated pace
 - **If you finish the BOS course work early you can use this period as a Study Hall.**



Note:

- If you are interested in taking Ms. Lasson's In-Person BOS classes, you will need to **request Ms. Lasson as your Business Office Specialist teacher.**
- If you don't know how to do this, request assistance from your counselor.

