

(Current Date)

Dear Business Lab Student,

Welcome to \_\_\_\_\_ High School Business Lab. In our lab, we provide training in three career areas: Administrative/Managerial, Administrative Support, and Marketing and Sales. In addition, exploratory business courses are offered, and a personal use skills program that will help prepare you to function in the American business system.

These career areas are designed to help you develop proficiency levels in business skills and to develop additional employable job skills in preparation for entry into the job market. In addition, the Business Lab offers courses designed for those who have an interest in preparing for post-secondary education.

The courses are designed for individualized instruction. Upon entering the program, you will select the instructional area of emphasis and will be placed at the learning level consistent with your present proficiency.

You should realize that an individualized learning environment means that the other students are working at their own proficiency levels in different learning modules. Therefore, it is your responsibility to read and follow directions, discuss related work problems and difficulties with the instructor, and work independently.

The lab is operated as an organized business office, and you are expected to conduct yourself accordingly, as an office employee.

We hope that the Business Lab will be one of your most enjoyable and rewarding high school experiences.

Sincerely,

(Name of Business Lab Teacher)