



BARTLETT HIGH SCHOOL

Learning Targets

Goals for Bartlett High School:

- 1. Raise the Academic Performance of Every Student
- 2. Build a First Class Student Activities Program
- 3. Provide a Safe and Respectful Learning Environment
- 4. Foster a Professional Learning Community
Based on Creativity, Collaboration, and Collegiality



BHS 4th Quarter Learning Targets for Keyboarding



- 1. I can type at least 28 words per minute.
- 2. I can format and type a memorandum.
- 3. I can format and type an envelope and letter.
- 4. I can format and type a table.
- 5. I can format and type a report.

<p>Quarter [4] District Academic Vocabulary:</p> <p>Writing, references</p>	<p>Quarter [4] Content Area Vocabulary:</p> <p>Centering, editing, format, indent, justification, pasting, margins, proofreading, spell check, cut/copy, standard memo, personal letter, business letter, report, table, title</p>
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Quarterly Assessment Format:

The first quarter we grade students 33.3% on Technique, 33.3% on Speed and Accuracy, and 33.3% on Production Work.

The second quarter we grade students 60% on Production Work and 40% on Speed and Accuracy.