

Consumer Economics Curriculum Map

8 Grade

Trimester One Aug-Oct. Strategies/Skills covered	Key Standards	Assessments	Suggested Materials
Keyboarding—Review the proper fingers for the letter keys. Learn the proper fingers for each of the Numbers. Learn ways to increase speed.	W6	Observation and Timed Writings.	Computer with a keyboard and Textbook.
Careers—Discuss various careers and what it takes to succeed in each. Take a test to see what kind of career they would be suited for. Discuss what characteristics employers are looking for in their employees.	SS.EC.FL.1.6-8.LC	Question and Answer, Worksheet, Test.	Computer with a keyboard and a pencil.
Proofreaders Marks—Review proofreaders marks and use them when they proofread documents.	W5, W6, W10, SL5	Project assignments where they have to use the Proofreaders Marks to complete the assignments.	Computer with a keyboard and a mouse.
Short Cuts—Learn how to use the short cuts in Microsoft Word to Find and Replace, Spell Check, Superscript, Subscript etc.	W5, W6, W10, SL5	Project assignments where they have to use the Short Cuts and formatting to complete the assignments. Test.	Computer with a keyboard, a mouse and a pencil.
Outlines in Word—Learn how to use the Number and Bullets feature in word. How to put in black lines and move bullets/numbers in and out without shutting the feature off.	W5, W6, W10, SL5	Project assignments where they have to use the Outline feature in Word to complete the assignments. Test.	Computer with a keyboard, mouse and a pencil.

Trimester Two Oct.-Feb. Strategies/Skills covered	Key Standards	Assessments	Suggested Materials
Breaks in Word—Learn how to put in Continuous Breaks and how they are needed to format a document a certain way.	W5, W6, W10, SL5	Project assignments where they have to use continuous breaks to complete the assignments.	Computer with a keyboard and mouse.
Tabs—Learn how to set up a document using Tabs. They will set Tabs (left, right, decimal and bar), delete Tabs and put in Tab Leaders.	W5, W6, W10, SL5	Project assignments where they have to use the Tabs feature in Word to complete the assignments. Test.	Computer with a keyboard, mouse and a pencil.
Columns—Learn to set the document up in 2 or 3 columns and how to put in column breaks. Learn to use Columns to set up a pamphlet.	W5, W6, W10, SL5	Project assignments where they have to use the Columns feature in Word to complete the assignments. Test	Computer with a keyboard, mouse and a pencil.
Job Application and Resumés—Discuss what type of information that the employer is asking for on a Job Application Form. Discuss the difference between a Job Application Form and a Resumé.	SS.EC.FL.1.6-8.LC	Question and Answer, Worksheet, Test.	Computer with a keyboard, mouse and a pencil.
Interviews—Discuss what students should do in order to prepare for an interview. Discuss some commonly asked questions during interviews and what some possible good answers would be. Students conduct and videotape mock interviews with each other. Discuss comparing jobs according	SS.EC.FL.1.6-8.LC	Question and Answer, Mock Interview Video, Worksheet, Test.	Computer with a keyboard, mouse and a pencil. Also, a laptop with a camera.

to such things as Job Benefits, Job Expenses, and Job Stability. Discuss what ot do after you were hired to succeed on the job.			
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Trimester Three Mar-Jun Strategies/Skills covered	Key Standards	Assessments	Suggested Materials
<p>Checking Accounts—Discuss checking accounts, keep a check register, make deposits, write checks, reconcile a checkbook. Complete a Checking Account Packet where the students are required to write checks, record checks and deposits in a register and reconcile each month over an 8-month period of time.</p> <p>Excel—Review how to set up and use an Excel document. Students have to put in formulas and conditional formatting. They have to fill cells with data, underline cells and fill cells with color. Students learn how to put the same information on multiple sheets at one time. Students also learn how to merge cells.</p> <p>Newspaper—Students use their knowledge of the various word features such as: Columns, Breaks, Short Cuts, Grouping pictures, etc.</p>	<p>SS.EC.FL.2.6-8.LC</p> <p>F, SMP 5, RI7</p> <p>SS.G.1.9-12 RI5, RI7</p>	<p>Question and Answer, Worksheet, Check Writing Project and Test.</p> <p>Project assignments where they have to use the different features Excel to complete the assignments. Test</p> <p>Project where they use all of the knowledge they have to create their own Newspaper.</p>	<p>Computer with a keyboard and mouse. A calculator and a pen.</p> <p>Computer with a keyboard, mouse and a pencil.</p> <p>Computer with a keyboard and mouse.</p>

