

**ConsumerMath.org**

**Financial Grading Software**

# **Software Training:** **The First Four Weeks**





# Welcome to ConsumerMath.org

- This presentation will teach you how to run your class on a weekly basis. It will help you establish a pattern that will carry you through a successful course.

# Weekly Lesson Plans- Week One

Unit 1:	
Monday:	Presentation L1.1
Tuesday:	Daily Review 1.1
	Presentation 1.2
	Handout Form- Weekly Time Card
Wednesday	Daily Review 1.2
	Presentation 1.3
	Handout Form- Blank Job Application
	Introduce Project 1.1 – Due Monday
Thursday	Daily Review 1.3
	Presentation 1.4
	Handout Form- Interview Questions
	Introduce Project 1.2- Due Monday
	<b>Students Turn in Time Cards</b>
	<b>Run Payroll</b> (See the Training Video- Running Payroll)
Friday	Daily Review 1.4
	Students work on Projects
	Teacher begins interviews

# Weekly Lesson Plans- Week Two

<b>Unit 1:</b>	
Monday:	Presentation L2.1
	Handout Form- Bill Change Form
	Introduce Project 2.1- Due Monday
	Project s 1.1 and 1.2 Due
Tuesday:	Daily Review 2.1
	Presentation 2.2
Wednesday	Daily Review 2.2
	Presentation 2.3
	Practice Sheet A,B, or C
Thursday	Daily Review 2.3
	Students work on Projects
	<b>Time Cards Due</b>
	<b>Run Payroll</b> (See the Training Video- Running Payroll)
Friday	<b>Handout Paychecks</b>
	Students work on Projects
	Interviews Continue



# Weekly Lesson Plans- Week Three

Unit 1:	
Monday:	Presentation L3.1
	Handout Form- Blank Checks
	Project 2.1 Due
Tuesday:	Daily Review 3.1
	Presentation 3.2
	Handout Form- Check Register
Wednesday	Daily Review 3.2
	Presentation 3.3
	Practice Sheet A,B, or C
Thursday	Daily Review 3.3
	Presentation 3.4
	<b>Time Cards Due</b>
	<b>Run Payroll</b> (See the Training Video- Running Payroll)
Friday	<b>Handout Paychecks</b>
	Daily Review 3.4
	<b>Generate Bills</b> (See Training Video- Generating Bills)



# Weekly Lesson Plans- **Week Four**



<b>Unit 1:</b>	<b>The same basic pattern follows throughout the class.</b>
Monday:	Presentation
	Project Due
	Introduce Project
Tuesday:	Daily Review
	Presentation
	Students work on Assignments
Wednesday	Daily Review
	Presentation
Thursday	Daily Review
	Presentation
	<b>Time Cards Due</b>
	<b>Run Payroll</b> (See the Training Video- Running Payroll)
Friday	<b>Handout Paychecks</b>
	Daily Review
	<b>Generate Bills</b> (See Training Video- Generating Bills)
	<b>Reconcile Student Accounts</b> (See Training Video- Reconciling Accounts)



# Weekly Lesson Plans- **Week Four**



By Week Four, you have established a regular pattern in your class that includes Lessons, Projects, Timecards, Paychecks, and Bills.

You will continue the Week Four Lesson Plan for the remainder of the class.



# That's it!



Check out these other tutorials  
for more in depth training:

[Quick Start Guide](#)

[Additional Setup](#)

[Running Payroll](#)

[Grading with Money](#)

[Hints for First Time Teachers](#)