

# Administrator School Course Description

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**Overview** This 3-day hands-on, instructor-facilitated, course begins with an overview of the Administrator's detailed task responsibilities and the supporting resources available to help Administrators complete those tasks. From there, students are provided an opportunity to practice daily Administrator tasks using a simulated QuickBooks company. Finally, students will perform interactive individual and group exercises to recognize how the Administrator's role can contribute to successful operations of the Social Quarters, and in turn, increase member retention.

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**Objectives** At the end of this course, participants should be able to:

- Identify detailed Administrator duties and supporting resources;
- Perform simulated daily tasks of the Administrator (e.g., count registers, manage petty cash, track accurate inventory, enter/pay bills, etc.);
- Explain and uphold the Moose Private Policy;
- Format and analyze business reports; and
- Employ and manage staff

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**Audience** This class has been designed primarily for Lodge Administrators and supporting clerical staff. This class may also benefit other Lodge Officers, Audit Committee Members, or any other active members that are interested in learning more about the Administrator's role.

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**Pre-Requisite** Prior to attending this class, participants will need to complete a 2-HOTT course (2-Day Hands-On Technical Training, or LCL.net and QuickBooks training). You must have prior knowledge of, and experience with, LCL and QuickBooks operations within the Moose environment. Basic LCL and QuickBooks operations will not be re-taught in this class.

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**Schedule & Registration** Participants must register for this class by completing an Administrator School Registration Form and submitting it to the Admin School Trainer **prior to the registration cutoff date**. Forms and schedules can be downloaded via the Education and Training website.

**NOTE:** *If you do not see a class in your area, contact your State Training Coordinator to inquire about future training availability. Access the Education and Training Home page and click on your state to find your State Training Coordinator.*

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**Course Prep** **A computer is required for this class!** Some training locations have participant computers; some don't. At minimum, QuickBooks Pro 2007 must be installed on the computer that you are bringing to class. Contact your session Trainer **prior to the registration cutoff date** to confirm computer prep requirements.

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**Fee** Contact your session Trainer to confirm the exact fee for your training session. Participants are responsible for their own overnight accommodations. Moose International is NOT responsible for covering any of these expenses.

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