

2-HOTT (LCL.net & QuickBooks) Course Description

Overview	<p>This 2-day Hands-On Technical Training course teaches Fraternal Units how to work within the LCL v2.0.net Membership program and the QuickBooks Pro 2007 accounting system. This instructor-led class consists of a combination of Instructor lecture and demonstration. After learning 'how' and 'when' LCL and QuickBooks functions need to be performed in the Fraternal Unit, participants will have an opportunity to practice what they learned as they work within a training database.</p>
Objectives	<p>At the end of this course, participants should be able to:</p> <ul style="list-style-type: none">• Successfully log into the LCL.net Membership program, become familiar with the basic LCL screens, transmit applications, and run reports.• Access the QuickBooks accounting database, become familiar with the Chart of Accounts, perform financial transactions common to any FRU, and create/transmit monthly reports.
Audience	<p>Though this class has been designed primarily for Lodge Administrators, Chapter Recorders, and/or Moose Legion Secretaries, other individuals may attend. This class may also benefit: Administrative Assistants, Treasurers, Financial Directors, Audit Committees, or any other Officers or Members interested in learning more about the Moose computer programs.</p>
Pre-Class Responsibilities	<p>Prior to attending this class, participants will need to:</p> <ul style="list-style-type: none">▪ Download and print the LCL Participant Workbook, the QuickBooks Participant Workbook, and the QuickBooks Training Job Aid from the Education & Training website.*▪ Make sure they have QuickBooks Pro 2007 and LCL.net V2.0 installed on the laptop/computer that they will bring to class <p><i>*NOTE: See the '2-HOTT Student Checklist' link on the Education & Training website for course material and computer requirements.</i></p>
Schedule & Registration	<p>Participants must register for this class by contacting the Technical Trainer prior to the registration cutoff date. This information can be found by accessing the '2-HOTT Class Schedule' link from the Education & Training website.</p> <p><i>NOTE: If you do not see a class in your area, contact your Regional Manager and ask him to contact your State Training Coordinator to set up a class.</i></p>
Fee	<p>In most cases, a small fee will be charged to cover the Technical Trainer's expenses. If overnight lodging is necessary, you will be responsible for arranging your own accommodations. The cost of overnight accommodations will be the responsibility of the Lodge, Chapter, Moose Legion, or Association – or the Participant. Moose International and the Education & Training Department are NOT responsible for covering any of these expenses.</p>