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Academy of Retail Training (ART) Vendor Course Outline

Please use the format below for the content you are submitting. The ART platform is designed with a Course: Lesson: Topic format and the quizzes are found in the topic level. Below you will find additional information about course structure, our publishing schedule, and sample course for you to review. *Please note that this "template" will not fit all, and adjustments can be made as necessary.*

COURSE ASSETS:

Content: Provide your copy in this document. How you put the content in the outline will be how it is transferred to our LMS. Meaning, what you submit as bolded or italicized, will be bolded or italicized when complete.

Images: Images can be loaded throughout the course. Image files must be less than 300 dpi. Acceptable image file types are png and jpg. Add photos directly to this document, add links to photos, or send all desired photos in a folder and number then appropriately and label them in your course outline (e.g., photo #4 here). Please include a company logo and a high-quality cover photo. The logo will appear on the title page of the course and the cover photo will appear as the thumbnail, on the title page, and the table of contents.

Videos: Videos can be loaded throughout the course. Add the video to content via a link or in a shared folder and label it appropriately or copy and paste the URL into the course outline below. **Example Course in the ART Platform:** Sample Vendor Course

Quizzes: 2-4 multiple choice/true or false questions are recommended for each topic. Please make sure to mark which is the correct answer.

KEEP IN MIND:

The most successful courses have been focused on the company, mission, origin story, eco/social impact, etc., more than product profiles and item information. What is your company great at? How are you an industry leader that can share your best practices with your colleagues? Let us know why your brand stands apart from the rest. Let us tell your story. Concise, focused, and fun trainings are more likely to be completed by more team members/users.

COURSE TEMPLATE
Please delete filler content and add your own; add more lessons, topics, and quizzes as needed

Course Title: Independent Foods
Course Description: a brief introduction/overview of the entire course (100–200 words)

Lesson 1: Meet Independent Foods

- **Topic 1:** Origin Story and Mission
  - **Content:**
  - **Quiz 1:1**
- **Topic 2:** Impact on the Environment
  - **Content:**
  - **Quiz 1:2**
- **Topic 3:** Outreach and Charitable Programs

- **Content:**
- **Quiz 1:3**

Lesson 2: Independent Foods Quality Assurance

- **Topic 1:** Quality Assurance & Controls Standards
  - **Content:**
  - **Quiz 2:1**
- **Topic 2:** Certifications and Considerations
  - **Content:**
  - **Quiz 2:2**