

Course Title: New Employee Orientation

Course Settings

- Include cover photo and show in sidebar. Text contrast: 30%. Navigation: Free
- Logo: None
- Sidebar state: Opened

Theme Settings

- **Color Hex Codes:** Accent color: #AA8466; background color: #FFFFFF
- **Headings Font:** Open Sans
- **Body Font:** Open Sans
- **Font size:** Default
- **Font color:** Default

Cover Photo: Image of an open laptop on a table

Description Text:

Welcome to the team!

We're happy to have you as part of the team. We know that starting to work at a new organization can be overwhelming, and there is a lot to know and learn about the organization. This course is designed to help you understand the workings of our organization. You will learn the basics of the organization, including learning about the company culture, team structure, and learning about our services. At the end, you will complete a short learning check.

Lesson	Section: INTRODUCTION			Block Type:	Image	
Block #	1	Lesson Title:	Course Description and Objectives		Style	
Content Text: New Employee Orientation Welcome to the New Employee Orientation training course. This section contains important information to help you be successful in this course. Image: Course-Image-Optimized.png.				Image Centered		
				Image Full Width		
				Image and Text		X
				Text on Image		
				Carousel		
				Column Grid		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Image Position		Left
				Image Size		50%
				Background Color		#FFFFFF
				Zoom on Click		X (Enable zoom on image click)

Lesson	Section: INTRODUCTION			Block Type:	Text	
Block #	2	Lesson Title:	Course Description and Objectives			
Heading: Course Description Text: This course is designed for new employees to help them learn about our organization. By the end of the course, you should have a basic understanding of the company, its culture, and organizational structure. The course is divided into the following sections:				Style		
				Paragraph		
				Paragraph with Heading		X
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
Background Color		#FFFFFF				

Lesson	Section: INTRODUCTION			Block Type:	List	
Block #	3	Lesson Title:	Course Description and Objectives			
Content List Item: 1 Text: Company List Item: 2 Text: Workplace List Item: 3 Text: Services List Item: 4 Text: Knowledge Check				Style		
				Numbered List		
				Checkbox List		
				Bulleted List		X
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF

Lesson	Section: INTRODUCTION			Block Type:	Text	
Block #	4	Lesson Title:	Course Description and Objectives			Style
Heading: Course Objectives				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading		X
				Subheading		
				Two Column		
				Settings		
				Padding Top		30px
				Padding Bottom		No padding
				Background Color		#FFFFFF

Lesson	Section: INTRODUCTION			Block Type:	List	
Block #	5	Lesson Title:	Course Description and Objectives			
Content List Item: 1 Text: By the end of the course, you should be able to recognize and state the workings of the organization, including information about the company, the workplace, and the services that we offer. List Item: 2 Text: Given a set of exercises, you should be able to select the correct answer(s) for each question that asks about information pertaining to the company, workplace, and services.				Style		
				Numbered List		
				Checkbox List		
				Bulleted List		
				Settings		
				Padding Top		
				Padding Bottom		
				Background Color		

Lesson	Section: COMPANY			Block Type:	Text		
Block #	1	Lesson Title:	Company History	Style			
Text: In this section, you will learn a little about the history of the company and its CEO/Founder, John Doe Wiley. You will learn a little bit about John's beginnings, how the company got its start, and how it launched into the success it has become today. Take a look at the timeline below for some of the key events in the history of the company.				Paragraph		X	
				Paragraph with Heading			
				Paragraph with Subheading			
				Heading			
				Subheading			
				Two Column			
				Settings			
				Padding Top		30px	
				Padding Bottom		30px	
				Background Color		#FFFFFF	

Lesson	Section: COMPANY			Block Type:	Timeline	
Block #	2	Lesson Title:	Company History	Style		
Timeline Order Event: 01 Event Date: 2013 Event Title: Wile E. Coyote Media Event Description: Wile E. Coyote Media was the name of John Doe Wiley's first startup company, which was founded in 2013. He and a friend from college wanted to build websites for people. John decided on the name, as it was similar to his own last name, "Wiley". Prior to the startup's founding, John worked on creating online web development tutorials, while building websites as a freelancer. Though Wile E. Coyote Media failed to be the success that John had hoped for, it was a learning experience that he would later use in his future business endeavors. Media: Stock image of man’s profile from Content Library. Alt Text: John Doe Wiley, CEO/Founder of ACME Web Services				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#F5F5F5	

Lesson	Section: COMPANY			Block Type:	Timeline	
Block #	2	Lesson Title:	Company History	Style		
Timeline Order Event: 02 Event Date: 2017 Event Title: ACME Web Services Founded Event Description: Having learned from his experience with Wile E. Coyote Media, John was ready to try again. ACME Tech was founded in 2017, but its name soon changed to ACME Web Services. His prior startup experience helped him decide on his approach to ACME. He decided to provide the services that are still provided today: Web Design, Web Development, and Hosting. He got together a team of designers and developers that he had met and worked with back in the Wile E. Coyote days, and decided to work with them in the early days of ACME. This time, John's startup was a success, and has continued to grow into the success we have today. Media: Stock image of people working in laptops from Content Library. Alt text: The early days of ACME Web Services				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#F5F5F5	

Lesson	Section: COMPANY			Block Type:	Timeline	
Block #	2	Lesson Title:	Company History	Style		
Timeline Order Event: 03 Event Date: 2018 Event Title: ACME Web Services Awarded Best Tech Startup Award Event Description: In 2018, ACME was awarded the Best Tech Startup Award. It was a proud moment for John and ACME, and soon afterwards, business was booming, as more and more people started to learn about ACME and its reputation for providing the best web services. Media: Stock image of trophy from Content Library. Alt text: Image of a trophy				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#F5F5F5

Lesson	Section: COMPANY			Block Type:	Timeline	
Block #	2	Lesson Title:	Company History	Style		
Timeline Order Event: 04 Event Date: 2020 Event Title: ACME Web Services Changes Location Event Description: With its success and growing client base, ACME needed to hire more members for its team. As a result, this brought the need to move to a new location with a larger workspace. In 2020, ACME moved to a brand new building in a downtown location. This proved to be the right move, as it was a bigger space for the larger team. It was also a location that proved to be more convenient for its clients, and is still used today. Media: Stock image of office building from Content Library. Alt text: Image of office building				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#F5F5F5	

Lesson	Section: COMPANY			Block Type:	Quote	
Block #	1	Lesson Title:	Company Culture	Style		
Content Quote: Being a great place to work is the difference between being a good company and a great company. Name: Brian Kristofek, President and CEO, Upshot Avatar: None Background: Stock image of people working on their laptops from Content Library.				Quote A		
				Quote B		
				Quote C		
				Quote D		
				Quote on Image	X	
				Quote Carousel		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: COMPANY			Block Type:	Text	
Block #	2	Lesson Title:	Company Culture	Style		
Heading: Company Values Text: Our company values are our important set of guiding principles and fundamental beliefs that make our team strong and help us work together toward our common goal. We truly believe that a great place to work is the difference between being a good company and a great company, and this is reflected in our company values.				Paragraph		
				Paragraph with Heading		X
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: COMPANY			Block Type:	Tabs	
Block #	3	Lesson Title:	Company Culture	Style		
Content Item #1: Teamwork Description: We believe that teamwork is very important. As they say, two heads are better than one. When we work together, we are able to have diverse perspectives that allow us to come up with winning solutions. Naturally, we value each team member's individual and unique input. But we also believe that a collaboration of ideas - a collaboration of these individual ideas - help us come up with innovative ideas as a team. When we have meetings, we encourage the sharing of ideas and work together as a team to determine what the best solution for the situation is.				Accordion		
				Tabs		X
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF
Zoom on Click		X (Enable zoom on image click)				

Lesson	Section: COMPANY			Block Type:	Tabs	
Block #	3	Lesson Title:	Company Culture	Style		
Content Item #2: Diversity Description: Although we believe that teamwork and collaboration are important, we also value diversity and the diversity of ideas. We realize that individuals bring with them their own background and set of expertise and experiences, and we view this in a positive light. With diversity comes improved creativity and a wider range of skills as a team. We value this and encourage our team members to feel comfortable when coming up with their creative ideas and solutions. We are absolutely open to hearing your ideas. If you have an idea that nobody has thought of, we definitely want to hear it!				Accordion		
				Tabs		X
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF
Zoom on Click		X (Enable zoom on image click)				

Lesson	Section: COMPANY			Block Type:	Tabs	
Block #	3	Lesson Title:	Company Culture	Style		
Content Item #3: Commitment Description: We are committed to doing what we can to come up with the best possible solutions for our clients. No matter the project, we are dedicated and proud of the work that we do, and always strive to do our best. If a client is even a little unsure about a decision or step in the process, we try to learn why and work on finding the best solution. Likewise, team members are committed to their work and always strive to do the best on their assigned tasks. As a result of this commitment, we have become the leader in our field, and are proud to work together as a team.				Accordion		
				Tabs		X
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF
				Zoom on Click		X (Enable zoom on image click)

Lesson	Section: COMPANY			Block Type:	Text	
Block #	4	Lesson Title:	Company Culture	Style		
Heading: Company Culture Text: We strive to be an organization that all of our team members enjoy working at, as well as being a company that our team members can feel a sense of pride working at. Here are just a few reasons why our team members enjoy working here.				Paragraph		
				Paragraph with HeadingX		
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: COMPANY			Block Type:	Flashcard	
Block #	5	Lesson Title:	Company Culture	Style		
Content Card 1 Front (Text): Inclusivity Card 1 Back (Text): Everyone feels comfortable and welcomed, no matter his or her background or experiences. We are like a family. Card 2 Front (Text): Work/Life Balance Card 2 Back (Text): We work hard, but we also know when to stop. We believe in getting things done, but not worrying about having to take our work home. Card 3 Front (Text): Self-Improvement Card 3 Back (Text): We provide ample opportunities for growth and improvement for those looking to improve and learn new skills.				Flashcard Grid		X
				Flashcard Stack		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF
				Interactive Card Hint		X (Show card flip hint)

Lesson	Section: WORKPLACE			Block Type:	Text	
Block #	1	Lesson Title:	Team Structure	Style		
Heading: Getting To Know The Team Text: In this section, you will learn the team structure of the company. You will learn about the different teams and roles within the organization, and what role each one plays. That way, you will be familiar with what the different teams and roles are responsible for on a daily basis.				Paragraph		
				Paragraph with Heading		X
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: WORKPLACE			Block Type:	Image	
Block #	2	Lesson Title:	Team Structure	Style		
Content Image: Stock image of colleagues sat around a table from Content Library. Alt text: Image of colleagues				Image Centered		
				Image Full Width		X
				Image and Text		
				Text on Image		
				Carousel		
				Column Grid		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF

Lesson	Section: WORKPLACE			Block Type:	Text	
Block #	3	Lesson Title:	Team Structure	Style		
Heading: Structure				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		
				HeadingX		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	No padding	
				Background Color	#FFFFFF	

Lesson	Section: WORKPLACE			Block Type:	Text	
Block #	4	Lesson Title:	Team Structure	Style		
Heading: CEO/Founder Text: Our CEO/Founder, John Doe Wiley, is responsible for, well, everything. He is responsible for the success or failure of ACME Web Services. Some of his responsibilities include operations, marketing, compliance with safety regulations, and the creation of company culture, to name a few.				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		X
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF

Lesson	Section: WORKPLACE			Block Type:	Text	
Block #	5	Lesson Title:	Team Structure	Style		
Heading: Manager Text: The manager is like the second-in-command. The manager is in charge of making sure that everything runs smoothly. Some of the responsibilities of the manager include hiring and firing, creating the employee schedule, placing orders, and taking care of the payroll. If we are running low on printer paper, feel free to let the manager know, so that more can be ordered.				Paragraph		
				Paragraph with Heading		
				Paragraph with SubheadingX		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: WORKPLACE			Block Type:	Text		
Block #	6	Lesson Title:	Team Structure	Style			
Heading: Receptionist Text: The receptionist is the first person that a visitor, client, or potential client sees when first walking into our building. In addition to answering incoming phone calls and providing information to callers, the receptionist also greets and welcomes people, and directs them appropriately depending on their needs, such as directing them to the sales team's office or to the lobby to wait for a meeting with the manager.				Paragraph			
				Paragraph with Heading			
				Paragraph with Subheading		X	
				Heading			
				Subheading			
				Two Column			
				Settings			
				Padding Top		30px	
				Padding Bottom		30px	
				Background Color		#FFFFFF	

Lesson	Section: WORKPLACE			Block Type:	Text	
Block #	7	Lesson Title:	Team Structure	Style		
Heading: Sales Team Text: The sales team is responsible for selling our services to our clients, as well as for meeting our growth goals in terms of the sale of our services. Our sales team is made up of experienced team members who tend to our clients' needs. When clients or potential clients have questions about the cost of our services, or if they have a question about their billing, they meet with one of our experienced sales team members.				Paragraph		
				Paragraph with Heading		
				Paragraph with SubheadingX		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: WORKPLACE			Block Type:	Text	
Block #	8	Lesson Title:	Team Structure	Style		
Heading: Engineering Team Text: Our engineering team is made up of experienced designers and developers. They are in charge of designing and building our clients' websites. They also work together with the lead engineer to take care of our clients' hosting needs and site maintenance. When clients or potential clients have questions about designs, their websites, concerns with a bug in their website, etc., they meet with the lead engineer, who then answers their questions or addresses their concerns. This is then relayed back to the engineering team, who works on the task as needed.				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		X
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF

Lesson	Section: WORKPLACE			Block Type:	Text	
Block #	1	Lesson Title:	Office Floor Plan	Style		
<p>Text: Our building has various rooms and offices where team members work. Our receptionist is the first point of contact for visitors, clients, and potential clients as they enter the building. We have a main lobby and tables, which can be used for meetings and client visits.</p> <p>Click the markers below to explore the different areas of our building.</p>				Paragraph		X
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF

Lesson	Section: WORKPLACE			Block Type:	Labeled Graphic
Block #	2	Lesson Title:	Office Floor Plan	Style	
Markers Image: floor-plan.png. Alt text: Office Floor Plan Marker Style: Plus sign Engineering Team Office: This is where our engineering team does its work, including designing and developing websites and applications for our clients. Table: This table can be used for meetings and client visits. Table: This table can be used for meetings and client visits. Restroom Lobby: This is our main lobby for visitors, clients, potential clients, etc. Reception: When you first walk into the building, you will be greeted by our receptionist. Mail Room: If any of our team members receives a package or any mail, it will be stored here. Kitchen: Feel free to use the kitchen for your meals. We have a microwave, toaster, and anything else you may need. Manager's Office CEO/Founder's Office Printer: We have two printers, which allow you to print in black and white, color, as well as scan documents. Breakroom Sales Team Office: This is the workspace dedicated to our sales team. Our sales team is responsible for selling our services to our clients, as well as for meeting our growth goals in terms of the sale of our services.					
				Settings	
				Padding Top	30px
				Padding Bottom	30px
				Background Color	#FFFFFF
				Image Width	Small

Lesson	Section: SERVICES			Block Type:	Text
Block #	1	Lesson Title:	Our Services	Style	
Text: We offer a range of services for all of our clients' needs, whether it be for a personal website, a blog, or a website for their business. Whatever our clients need, we got them covered! To see a list of the services we offer, take a look down below.				Paragraph	X
				Paragraph with Heading	
				Paragraph with Subheading	
				Heading	
				Subheading	
				Two Column	
				Settings	
				Padding Top	30px
				Padding Bottom	30px
				Background Color	#FFFFFF

Lesson	Section: SERVICES			Block Type:	Image	
Block #	2	Lesson Title:	Our Services	Style		
Content Image: Stock image of open laptop on table from Content Library.				Image Centered		
				Image Full Width		X
				Image and Text		
				Text on Image		
				Carousel		
				Column Grid		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: SERVICES			Block Type:	Tabs	
Block #	3	Lesson Title:	Our Services	Style		
Content Item #1: Web Design Description: We provide our clients with a design that works best for their needs. We can help them stand out with a custom, interactive web design. Clients are also able to bring in their own designs, which we are able to use to build in the development stage. Clients can choose to bring in their own assets, including their own branding, color-themes, font styles, etc.				Accordion		X
				Tabs		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	
				Accordion Behavior	Keep items open	
				Zoom on Click	X (Enable zoom on image click)	

Lesson	Section: SERVICES			Block Type:	Tabs	
Block #	3	Lesson Title:	Our Services	Style		
Content Item #2: Web Development Description: Our team of engineers builds the websites according to the needs of our clients, whether it be a static website, or a full-stack website or application requiring a database and authentication. We can build websites from scratch, or we can also use content management systems, such as WordPress, to build websites. All of this depends on the needs of the client.				Accordion		X
				Tabs		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF
				Accordion Behavior		Keep items open
				Zoom on Click		X (Enable zoom on image click)

Lesson	Section: SERVICES			Block Type:	Tabs	
Block #	3	Lesson Title:	Our Services	Style		
Content Item #3: Hosting Description: Clients who work with us can also rest assured that they will be provided with secured hosting for their websites. We also use SSL certificates, so that our clients can show visitors to their websites that their site is both safe and secure. We also provide fast load times and performance monitoring, as well as other maintenance needed.				Accordion		X
				Tabs		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF
				Accordion Behavior		Keep items open
				Zoom on Click		X (Enable zoom on image click)

Lesson	Section: SERVICES			Block Type:	Text	
Block #	4	Lesson Title:	Our Services	Style		
Text: Our clients are able to have peace of mind when they work with us. We care about our clients and work hard to ensure that they are happy with the final product. We offer free consultation so that clients are able to get any of their questions answered before deciding to move forward in the process.				Paragraph	X	
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	30px	
				Background Color	#FFFFFF	

Lesson	Section: SERVICES			Block Type:	Image		
Block #	1	Lesson Title:	Our Website	Style			
Content Image: aws2-optimized.png. Alt text: ACME Web Services Website				Image Centered			
				Image Full Width		X	
				Image and Text			
				Text on Image			
				Carousel			
				Column Grid			
				Settings			
				Padding Top		30px	
				Padding Bottom		30px	
				Background Color		#FFFFFF	

Lesson	Section: SERVICES			Block Type:	Text	
Block #	2	Lesson Title:	Our Website	Style		
Heading: Our Website Text: The Home Page is the first page that visitors to our website see. Our website is laid out in a clear way so that visitors can navigate through our site easily. The navigation bar at the top allows visitors to easily navigate our site. See the goals of our website below.				Paragraph		
				Paragraph with Heading		X
				Paragraph with Subheading		
				Heading		
				Subheading		
				Two Column		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF

Lesson	Section: SERVICES			Block Type:	Text	
Block #	3	Lesson Title:	Our Website	Style		
Heading: Website Goals				Paragraph		
				Paragraph with Heading		
				Paragraph with Subheading		
				Heading X		
				Subheading		
				Two Column		
				Settings		
				Padding Top	30px	
				Padding Bottom	No padding	
				Background Color	#FFFFFF	

Lesson	Section: SERVICES			Block Type:	List	
Block #	4	Lesson Title:	Our Website	Style		
Content List Item: 1 Text: Services: This page allows visitors to see the services that we offer, which include designing and developing websites, as well as providing hosting for our clients' websites. List Item: 2 Text: Our Work: Visitors to our website are able to see samples of work that we have done for clients. They are able to see sample pages of websites that we've created, as well as see a before-and-after in cases where clients came to us for a redesign of their websites. List Item: 3 Text: Our Team: We believe in being open and transparent with our visitors, clients, and potential clients. We're proud of our team and are proud to show who is a part of our team, and the role that each team member plays. List Item: 4 Text: Contact: Visitors to our website can contact us if they would like to work with us, or if they have any questions.				Numbered List		X
				Checkbox List		
				Bulleted List		
				Settings		
				Padding Top		30px
				Padding Bottom		30px
				Background Color		#FFFFFF

Quiz	Section: KNOWLEDGE CHECK
Quiz Title:	Test Your Knowledge
<div>Quiz Settings</div> <div><div>General</div><div>Passing Score: 80%</div><div>Require Passing Score To Continue: Off</div><div>Quiz Retries: Unlimited</div><div>Include In Lesson Count: On</div><div>Continue Button Style: Standard Next Lesson</div></div> <div><div>Question Options</div><div>Randomize Question Order: Off</div><div>Shuffle Answer Choices: Off</div><div>Reveal Answers: On</div></div>	

Quiz	Section: KNOWLEDGE CHECK
Quiz Title:	Test Your Knowledge
<p>Content</p> <p>Title Screen Text: When know that you have been presented with a lot of new information. To see how much of the information you remember, we'll end with a few questions. Remember, you can always come back to any section to refresh your memory.</p> <p>Question 1 (Multiple Choice): When the printer is low on paper, let the _____ know and more can be ordered. Choices: receptionist, manager, sales team, CEO/Founder Correct Answer: manager Feedback (Any Response): One of the responsibilities of the manager is placing orders for any items that may be needed.</p> <p>Question 2 (Multiple Response): Which of the following services do we provide to our clients? (check all that apply) Choices: Web design, Promoting a social media presence, Hosting, Removing viruses from a computer Correct Answers: Web design, Hosting Feedback (Any Response): We offer a range of services, the main ones being web design, web development, and hosting.</p> <p>Question 3 (Multiple Choice): We provide ample opportunities for _____. Choices: taking as many breaks as you need, vacation pay, taking your work home with you, growth and improvement Correct Answer: growth and improvement Feedback (Any Response): Self-improvement is important to us, and we provide ample opportunities for growth and improvement for those looking to improve and learn new skills.</p> <p>Question 4 (Multiple Response): The goals of our website are to _____. (check all that apply) Choices: show the services that we offer, allow visitors to "like" our team members, allow visitors to post comments on our Home Page, show samples of our work Correct Answers: show the services that we offer, show samples of our work Feedback (Any Response): The goals of our website are to show the services that we offer, to show samples of work that we have done for clients, to show visitors our team members and the role that each one plays, and to allow visitors to our website to contact us.</p> <p>Question 5 (Multiple Choice): If a client wants to change the design of his or her website, the client can _____. Choices: use our computers to make the changes, meet with our lead engineer to discuss the changes, ask the manger to change it, change the design on his or her own Correct Answer: meet with our lead engineer to discuss the changes Feedback (Any Response): The engineering team is in charge of designing and building our clients' websites. If clients have questions about designs, their websites, concerns with a bug in their website, etc., they can meet with the lead engineer, who then responds accordingly.</p>	