

Design Document

First Time Apartment Renters Course

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| <i>Business Purpose</i> | <ul style="list-style-type: none"> • Company X Properties know most first-time apartment renters are researching online trying to find all the renting information in one place. • Company X Properties is aware first-time apartment renters don't understand the process to renting an apartment, what are the key terms used in renting, and how to apply those key terms used in a contract. • The purpose of this eLearning course is to train first time apartment renters how to be successful in renting their first apartment. • The eLearning course will result in the following outcomes for the learners: <ul style="list-style-type: none"> ○ Avoid making costly mistakes ○ Understand what you are signing in a contract ○ Will be empowered to take this major step in their life with confidence • Also, this eLearning course will help Company X Properties increase their profits, the learner will save money because all the information is in one place, the convenience of the learner to learn on their own availability, and the ability to use scenarios in this course. |
| <i>Target Audience</i> | The target audience for this training will be all first-time apartment renters with Company X Properties. |
| <i>Training Time</i> | The training time is approximately 20 minutes, delivered in one session. |
| <i>Training Recommendation</i> | <p>The recommended delivery method for this training is one interactive scenario-based eLearning course created in RISE 360. This recommendation is based on the following consideration:</p> <ul style="list-style-type: none"> • The target audience is distributed renters across the United States. • An eLearning course ensures consistency and eliminates the need for training instructors. |
| <i>Deliverables</i> | <p>1 eLearning course:</p> <ul style="list-style-type: none"> • Developed in RISE 360 • 1 Scenario • 2 Knowledge checks • Final Graded Assessment |
| <i>Learning Objectives</i> | <p>By the end of the training, the learner will be able to:</p> <ul style="list-style-type: none"> • Described the key terms of renting. • Indicate what is necessary to create a realistic budget. • List the important rental application documents needed. • Identify three major different type of apartment styles. |

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Training Outline

Introduction

- Welcome
 - Course Objectives
 - Course Topics and Description
- Topic 1: The Key Terms of Renting
 - Provide definitions or statements of the key terms of renting:
 - Rent
 - Lease
 - Cosigner
 - Breaking a Lease
 - Renter's Insurance
- Topic 2: Creating a Budget
 - Example of steps needed to create a budget
 - Knowledge Check
 - Define the terms of monthly expense and one-time expense
 - Knowledge Check
- Topic 3: Apartment Rental Requirements Checklist
 - List the items needed for the application process to rent an apartment
 - Proof of Income
 - Proof of Identity
 - Reference
 - Administration and Application Fees
 - Credit Check
 - Security Deposit
- Topic 4: Different Styles of Apartments
 - Examples of different styles of apartments
 - Studio
 - Duplex
 - High Rise

Assessment

Summary

Congratulations

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| <i>Assessment Plan</i> | <p>Passing score of 80% on eLearning module assessment questions:</p> <ul style="list-style-type: none">• 5 multiple choice questions based on the learning objectives: 2 are based on describing the key terms of renting; 1 on creating a budget; 1 on the important rental application documents needed; and 1 on identifying the different type of apartment styles.• 2 attempts to retry for a passing score |
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