

COURSE OUTLINE**Business Administration 111
Introduction to Insurance****I. Catalog Statement**

Business Administration 111 is intended to give students a basic background of the modern property/casualty insurance system. It is designed as a basic overview of insurance for those who have little or no knowledge of insurance but who wish to enter the field of insurance.

Units – 1.0

Lecture hours – 1.0

Prerequisite – None.

II. Course Entry Expectations

Skills Level Ranges: Reading 3; Writing 3; Listening/Speaking 3; Math 2

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. explain the history of insurance;
2. define basic insurance terminology;
3. describe insurance concepts such as principles of indemnity, valued policy, liability limits, etc.;
4. describe basic insurance forms for commercial property, commercial general liability, commercial auto, homeowners, personal auto policy, crime, umbrella insurance contracts, etc.;
5. explain and illustrate the civil law system;
6. explain the importance of risk management;
7. identify other educational programs or industry courses for more specific information on a topic or concept introduced in this course.

IV. Course Content**Total Contact Hours = 16**

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| A. Overview of the Property/Casualty Distribution System | 2 hours |
| 1. Insurance and the economy | |
| 2. Insurance company regulation | |
| 3. Stock and mutual insurance companies | |
| 4. Insurance and the Internet | |
| 5. Insurance services office (ISO) | |
| B. Insurance Company Departments and Structure | 3 hours |
| 1. Underwriting | |
| 2. Claim department | |
| 3. Marketing department | |
| 4. Loss Control department | |
| C. Valuations | 2 hours |
| 1. Valued policy/replacement cost value/actual cash value | |

- 2. First party and third party claim forms
- 3. Limits—commercial, general liability
- 4. Loss ratio
- 5. Occurrence liability form
- 6. Risk
- D. Overview of Civil and Common Law 2 hours
 - 1. Statutory and common law
 - 2. Contract law
 - 3. Tort law
- E. Commercial Insurance Contracts and Forms 2 hours
 - 1. Building and personal property coverage form
 - 2. Commercial property causes of loss forms
 - 3. Commercial general liability forms
 - 4. Business auto coverage form
- F. Personal Lines Contracts and Forms 4 hours
 - 1. Personal auto and homeowner forms
 - 2. ISO homeowners policy
 - 3. ISO homeowners three-policy HO-3
 - 4. HO-3 Section I (property coverages)
 - 5. HO-3 Section II (liability/medical payment coverages)
 - 6. HO-3 declarations page
 - 7. Section II: personal liability and medical payments
- G. Other Insurance Contracts and Summary Comments 1 hour
 - 1. Workers compensation
 - 2. Umbrella policies

V. **Methods of Presentation**

The following instructional methodologies may be used in the course:

- 1. lecture/discussion;
- 2. group assignments;
- 3. field trips;
- 4. multi-media activities;
- 5. online activities.

VI. **Assignments and Methods of Evaluation**

- 1. Oral and written assignments.
- 2. Mid-term examination.
- 3. Final examination.

VII. **Textbook**

Blakesley, D. Orientation to Property/Casualty Insurance.
 San Francisco: Insurance Educational Association, 2004.
 9th Grade Textbook Reading Level.

VIII. Student Learning Objectives

Upon successful completion, the student will be able to:

1. describe and apply insurance concepts such as principles of indemnity, valued policy, and liability limits;
2. describe and prepare basic insurance forms for commercial property, commercial general liability,
3. commercial auto, homeowners, personal auto policy, crime, and umbrella insurance contracts;
4. explain and illustrate the civil law system;
5. explain and assess the importance of risk management.