

# **BUSINESS FINANCE 4310**

## **COMMERCIAL PROPERTY AND CASUALTY INSURANCE**

*Online Course Syllabus*

Autumn Semester 2018

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### **COURSE DESCRIPTION**

This course provides an introduction to commercial property and liability insurance, an important area of knowledge for the risk management and insurance professional. Property and liability insurance is also known as property and casualty insurance or P&C.

The course has four interrelated objectives. The first is to strengthen the student's ability to make effective risk decisions, using the risk management methodology. The second is to build the student's ability to identify and evaluate commercial loss exposures. The third is to help students develop a working knowledge of the major commercial insurance contracts and their use. The fourth goal is to help students acquire skill in applying the appropriate commercial insurance contract(s) to cover given loss situations.

### **COURSE FORMAT**

This course is offered entirely online through the CarmenCanvas system. There are no regular class meetings. The course consists of an Introduction Module and eight Content Modules designed to be studied in the order presented. Each module has certain requirements that must be met before proceeding to the next module.

The Course Schedule (at the end of the syllabus) presents the timeline for each module with activity completion dates. This schedule also can be found on the course website. Graded assignments, quizzes and exams are managed online through CarmenCanvas.

### **Course Structure**

Following the Course Introduction and OSU Online Readiness and Class Introduction Modules, the 8 Content Modules (blocks of material) are:

- Commercial property insurance (2 modules)
- Business income insurance
- Commercial crime insurance, and equipment breakdown insurance
- Inland and ocean marine
- Commercial general liability insurance (2 modules)
- Commercial auto insurance

## **THE INSTITUTES REGISTRATION**

BUSFIN 4310 is registered with the CPCU College Study Program of The Institutes, the principal professional organization for P & C risk management and insurance in the United States.

The CPCU (Chartered Property Casualty Underwriter) is the designation program of choice among P&C professionals across the global P&C industry. The CPCU is comparable to the CFA in investments and the CPA in accounting.

Under The Institutes program, students who complete 4310 with a grade of “B” or better qualify for a one-course waiver in the 8-course CPCU program. Work completed toward the CPCU can be a strong addition to a student’s professional credentials upon entering the workforce.

## **COURSE MATERIALS**

### ***Required Course Texts***

#### ***Survey of Commercial Insurance***

3rd Edition, Edited by Arthur L. Flitner  
The Institutes, 2017

#### ***The Institutes’ Handbook of Insurance Policies***

12th Edition  
The Institutes, 2018

Each student should own a copy of the current edition (no sharing) of the texts. We DO NOT support earlier editions, which can differ significantly from the current edition.

## **Learning Objectives**

By the end of the course, students should be able to:

- Given a particular situation, identify and classify commercial property loss exposures and determine which exposures can be treated with commercial property insurance.
- Given an insurable commercial property loss, determine whether the loss is a covered cause of loss and apply the limits of insurance and deductible provisions to determine how much an insurer should pay for the loss.
- Given an insurable commercial property loss, determine whether the additional coverages and coverage extensions of the BPP apply to the described loss.
- Explain how the Loss Conditions, Additional Conditions, Commercial Property Conditions and Common Policy Conditions affects coverage under the BPP.
- Given a particular business income loss, determine whether the loss would be covered by business income insurance and how much an insurer should pay to cover the loss.

- Given a particular situation, identify and classify commercial crime loss exposures and determine which exposures can be treated with commercial crime insurance.
- Given a particular crime loss, determine whether the loss would be covered by the ISO commercial crime program, and if so, which coverage form would provide coverage.
- Given a particular situation, identify and classify equipment breakdown exposures and determine which exposures can be treated with equipment breakdown insurance.
- Given a particular situation, identify and classify commercial liability loss exposures and determine which exposures can be treated with commercial liability insurance.
- Given a particular situation, determine which liability losses can be covered by general liability insurance and how much an insurer should pay to cover each individual loss.
- Given a particular situation, determine whether and or what amount, the Business Auto Coverage Form covers a described claim.

## **Required Calculator**

You will need some sort of calculator for module assignments and quizzes. Most students use a laptop or tablet for this purpose; however, some prefer a handheld calculator like the TI-83 or the HP-12C. You cannot use a cell phone for calculations.

## **COURSE REQUIREMENTS**

Each module contains a series of tasks. Some of the tasks are graded, others are not. Module tasks not graded support one or more graded tasks.

The course starts with the Class Introduction Module, which contains two graded tasks. Task 1 involves taking the OSU Online Readiness Survey and completing the Discussion Assignment regarding survey findings. Task 2 involves introducing yourself to the class.

Following the Introduction Module, there are 8 content Modules. Each of the content modules are numbered and follow the sequence of chapters selected from the textbook.

The content modules require the completion of two graded tasks: Module Discussion and Module Reading Assessment. The last graded task is a comprehensive final exam at the end of the course.

Each of the graded tasks is described below under an italicized heading.

### OSU Online Readiness Survey and Discussion Post

The Office of Distance Education and e-Learning has developed an online survey tool to help students assess their readiness for online learning. The survey tool can be found in the Course Introduction module of the course website. You should complete this survey, evaluate the results and post your answers to several questions concerning your survey findings. These questions can be found in the Discussion task immediately following the Online Survey.

You must take the Survey in order to do compete the Discussion task, which is graded. Once you post your comments, you will have a chance to view the comments of your classmates. Digesting your survey findings and then exchanging comments with classmates should help you gain a better understanding of the benefits and challenges of online learning, as you embark on 4310 online.

### Class Introduction Module– Introduce Yourself to the Class

The Class Introduction is a graded task. The Course Introduction module describes the Class Introduction. In a nutshell, what you should do here is introduce yourself to the class by answering a set of basic questions. Knowing something about your classmates should help you open lines of communication. The personal “profile” you develop is to be posted to the course discussion board. Once you post your profile, feel free to begin “talking” with classmates by posting comments to their profiles

### Module Discussion Assignment

Each module contains a Discussion Assignment. These assignments give you a chance to apply the knowledge and skills you have acquired from the module reading assignment and reviewing the accompanying Video/PowerPoint presentation(s) to a more challenging issue – one purposely designed to “stretch” your analytical abilities. Each Discussion Assignment consists of one or more questions. You must answer each question and post your answers to the discussion. Once you have posted your answers, you must post a comment on at least one set of responses posted by a classmate. You will need to post your answers before seeing those of your classmates.

### Module Reading Assessment

The module Reading Assessment basically is a quiz – however, it is a quiz with a special purpose. The Assessment seeks to determine how well you understood the text reading assignment. Did the assignment make sense? Or did you struggle with some material? Or perhaps you were completely lost. Your performance on Assessments should provide useful feedback on the effectiveness of your learning strategy.

The Assessment is not concerned with how much of the chapter subject matter you were able to memorize, only whether you generally understood what you read. For this reason, the Reading Assessments are “open-text / open-notes.”

### Reading Assessments Ground Rules

- Assessments (quizzes) are not proctored and run on the honor system, subject to the University Code of Academic Conduct.
- Each assessment is posted under its respective module on the course website.
- Each Assessment has 20 multiple-choice questions.
- You have 60 minutes to complete the Assessment. You have only one attempt.
- The Assessment is "open text / open notes." You may use the 2 textbooks and your notes to help you answer Assessment questions. However, no one may assist you.
- CarmenCanvas will display one question at a time – in random order.
- Questions are locked. Once you answer a question, you will not be able to return to it later in the Assessment.
- You may take the Assessment from any location (on or off campus) using your laptop, a tablet or (if you have access to one) a desktop -- you may NOT use your phone.
- Before you start an Assessment, be sure you have a good Internet connection.
- If you lose your connection during the quiz, you will not be able to reconnect and the system will grade only those questions you answered (the questions you failed to answer will be counted wrong). If this happens, please let the instructor know ASAP.
- Students may NOT take pictures of the questions with any electronic device.
- Once you finish an Assessment, if you miss questions, you may contact the instructor to discuss your performance. The instructor can help you understand why you ran into problems and suggest ways to improve your learning of the material.

### Comprehensive Final Exam

At the end of the course, you will take a comprehensive final exam. The exam will consist of 50 multiple-choice questions drawn at random from the text reading assignments. You should expect the exam to represent a blend of conceptual and computational questions. The Reading Assessments are essential preparation for the Final Exam.

The exam will be administered online through CarmenCanvas. The final exam will not be proctored and will be run on the honor system, subject to the University's Code of Academic Conduct.

You can take the exam from any location (on the Columbus campus, elsewhere in Ohio, or out-of-state). Detailed instructions will be posted in the Final Exam module prior to the exam.

Exam dates can be found on the course website and in the Course Schedule (below). You must take the exam during this testing window. No make-up exams will be given.

## GRADING

The course consists of the following graded tasks (with possible points):

Course introduction:

- Complete the OSU Online Readiness Survey and Discussion Assignment 20 points
- Complete the Class Introduction Assignment 20 points

Each module:

- Complete the Module Discussion Assignment 8 x 20 points 160 points
- Complete the Module Reading Assessment 8 x 20 points 160 points

Course exam:

- Comprehensive Final Exam 140 points

Total points possible 500 points

The total number of points you earn divided by the total number of points possible (250) yields your Total Percent Score. This score will be compared to the course grading scale (shown below) to determine your final course letter grade.

The grading scale used in this course is the University grading scale.

<b><u>Letter Grade</u></b>	<b><u>Percentage</u></b>
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9
D+	67-69.9
D	60-66.9
E	0-59.9

## ACADEMIC MISCONDUCT

In accordance with University Faculty Rule No. 3333-5-487, all instances of alleged academic misconduct must be reported to the Committee on Academic Misconduct, which recommends appropriate sanctions to the Office of Academic Affairs.

We aggressively pursue violations of University standards on academic conduct.

## DISABILITY SERVICES

The Office of Disability Services (ODS) verifies students with specific disabilities and develops strategies to meet their needs. Students with a specific disability are encouraged to contact ODS to explore potential accommodations available to them.

Students requiring accommodations based on identified disabilities should contact the instructor at the beginning of the term to discuss their particular needs

## COURSE SCHEDULE

You will have five (5) days to complete the Introduction module and twelve (12) days to complete all other modules, except for Modules 4 and 8, which have been expanded to 15 days, to allow for Autumn Break and Thanksgiving.

All **chapter** reading assignments refer to the Survey of Commercial Insurance, 3<sup>rd</sup> edition textbook.

<b>Class Dates</b>	<b>Assignment Category</b>
<b>Introduction Module</b> <b>Aug 21 - 25</b>	<b>Course Administration and Introduction</b> 1. Complete the OSU Online Readiness Survey and Discussion Assignment 2. Complete the Introduce Yourself to the Class Assignment
<b>Module 1</b> <b>Aug 26 to Sept 6</b>	<b>Commercial Property Insurance (Part 1) – Chapter 1</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 1 Reading Assessment
<b>Module 2</b> <b>Sept 7 to Sept 18</b>	<b>Commercial Property Insurance (Part 2) – Chapter 2</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 2 Reading Assessment
<b>Module 3</b> <b>Sept. 19 to Sept 30</b>	<b>Business Income Insurance – Chapter 3</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 3 Reading Assessment

<b>Class Dates</b>	<b>Assignment Category</b>
<b>Module 4</b>  <b>Oct 1 to Oct 15</b>	<b>Commercial Crime and Equipment Breakdown Insurance – Chapter 4</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 4 Reading Assessment
<b>Module 5</b>  <b>Oct 16 to Oct 27</b>	<b>Inland and Ocean Marine Insurance – Chapter 5</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 5 Reading Assessment
<b>Module 6</b>  <b>Oct 28 to Nov 8</b>	<b>General Liability Insurance (Part 1) – Chapter 6</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 6 Reading Assessment
<b>Module 7</b>  <b>Nov 9 to Nov 20</b>	<b>General Liability Insurance (Part 2) – Chapter 7</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 7 Reading Assessment
<b>Module 8</b>  <b>Nov 21 to Dec 5</b>	<b>Commercial Auto Insurance – Chapter 8</b> 1. Review the Learning Objectives 2. Complete the Reading Assignment 3. Complete the Discussion Assignment (Comment and Reply) 4. Complete the Module 8 Reading Assessment
<b>Final Exam</b>  <b>Start of Availability: 6:00AM, Monday, December 10</b>  <b>End of Availability: 11:30PM, Tuesday, December 11</b>	<b>Comprehensive Final Exam</b> 1. The exam covers the entire course (Modules 1-10) 2. The exam will be administered online through CarmenCanvas. 3. You will be able to take the exam on the honor system from any location (see Comprehensive Final Exam, above). 4. The exam will be available during a 2-day period at the end of the course: <ul style="list-style-type: none"> <li>• 6:00AM, Monday, December 10, to 11:30PM, Tuesday, December 11, 2018</li> <li>• You must take the exam during this window. No make-up exams.</li> </ul> 5. Detailed instructions will be available in the Final Exam module on the course website beginning December 3, 2018

The instructor also the right to correct any content or administrative errors in this syllabus at any time, with appropriate notice.