

**INSURANCE**  
**NEW NAME: INSURANCE AND RISK MANAGEMENT**  
**EFFECTIVE 2019-20:**  
**COURSE CODE: 5275**  
**STUDENT PROFILE**

STUDENT'S NAME		TEACHER'S NAME	
School Year/Semester	Date Began	Date Completed	Grade

**Directions:** Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.

- 0 - Has not received instruction in this area / **no experience or knowledge of this task (N/A)**
- 1 - Can apply and perform **independently (80-100)**
- 2 - Can perform the task completely with **limited supervision (70-79)**
- 3 - Requires additional instruction and or **close supervision (60-69)**

A. SAFETY		0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				

B. STUDENT ORGANIZATIONS		0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSSO.				
4	List leadership opportunities that are available to students through participation in CTSSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				

C. TECHNOLOGY KNOWLEDGE		0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				



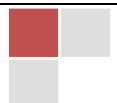
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				
3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				
4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
<b>D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Demonstrate punctuality.				
2	Demonstrate self-representation.				
3	Demonstrate work ethic.				
4	Demonstrate respect.				
5	Demonstrate time management.				
6	Demonstrate integrity.				
7	Demonstrate leadership.				
8	Demonstrate teamwork and collaboration.				
9	Demonstrate conflict resolution.				
10	Demonstrate perseverance.				
11	Demonstrate commitment.				
12	Demonstrate a healthy view of competition				
13	Demonstrate a global perspective.				
14	Demonstrate health and fitness.				
15	Demonstrate self-direction.				
16	Demonstrate lifelong learning.				
<b>E. PROFESSIONAL KNOWLEDGE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Demonstrate effective speaking and listening skills.				
2	Demonstrate effective reading and writing skills.				
3	Demonstrate mathematical reasoning.				



4	Demonstrate job-specific mathematics skills.				
5	Demonstrate critical-thinking and problem-solving skills.				
6	Demonstrate creativity and resourcefulness.				
7	Demonstrate an understanding of business ethics.				
8	Demonstrate confidentiality.				
9	Demonstrate an understanding of workplace structures, organizations, systems, and climates.				
10	Demonstrate diversity awareness.				
11	Demonstrate job acquisition and advancement skills.				
12	Demonstrate task management skills.				
13	Demonstrate customer-service skills.				
<b>F. INSURANCE AND RISK MANAGEMENT BASICS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Define the principles of insurance and fundamental insurance terminology, e.g. claim, coverage, beneficiary, deductible, fiduciary, fraud, insurer, indemnification, insurance limits, insurance policy, insured, policyholder, premium, subrogation, and underwriting.				
2	Analyze the historical development of insurance.				
3	Compare and contrast the roles of state insurance departments.				
4	Research federal and state insurance laws and regulations.				
5	Conduct exercises demonstrating the concept of risk and probability.				
6	Distinguish between insurable and non-insurable risks and the concept of economic loss.				
7	Describe risk management methods: risk avoidance, risk reduction, risk assumption, and risk transfer.				
8	Explain the items to be considered when selecting an insurance company: product, price, and company stability.				
9	Analyze the different types of insuring organizations (e.g., broker, independent agent, company-affiliated).				
<b>PROPERTY AND CASUALTY INSURANCE</b>					
<b>G. AUTOMOBILE INSURANCE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Explain personal auto policy coverage: liability, physical damage (comprehensive and collision), medical, underinsured, uninsured, endorsements, and riders.				
2	Identify minimum limits of coverage in the state and corresponding financial responsibility requirements.				
3	Analyze how risk and other factors affect insurance premiums, e.g. claims history, driving under the influence (DUI), garaging location, age of driver(s), driving record, financial responsibility (credit based insurance scores), limits of coverage, rating tiers, and make/model/year of vehicle(s) insured.				



4	Evaluate the different sections of a personal automobile policy.				
<b>H. LIABILITY INSURANCE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Analyze the concepts of liability and negligence.				
2	Compare and contrast types of liability and corresponding insurance products (e.g. umbrella, excess liability, errors and omissions, malpractice, etc.) for business and personal environments.				
3	Enumerate liability risks factors and ways to limit losses stemming from liability.				
4	Evaluate the impact of lawsuits involving liability on insurance premiums and policies.				
<b>I. RENTER'S (TENANTS) AND HOMEOWNER'S INSURANCE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Explain the basic coverage of homeowner's and renter's insurance, e.g. dwelling, contents, liability, loss of use, and other structures.				
2	Describe the basic policy types (including homeowners, tenant, condo, manufactured home, flood and earthquake insurance).				
3	Differentiate between replacement value, market value, and actual cash value.				
4	Describe the application process and factors that determine premiums, e.g. location, age of dwelling, construction type, and fire protection rating, claims history, age of insured(s), financial responsibility (credit based insurance scores), amount of coverage, and deductible(s).				
5	Prepare a home inventory and calculate replacement costs for each item to document all personal property.				
6	Identify riders and endorsements to cover specific needs.				
7	Assess the need for umbrella and excess liability coverage.				
8	Evaluate the different sections of a homeowner's insurance policy.				
<b>J. COMMERCIAL INSURANCE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Differentiate commercial insurance from personal lines insurance.				
2	Evaluate business owners' insurance needs and identify the insurance products to meet those needs.				
3	Interpret worker's compensation insurance, e.g. requirements and coverage.				
4	Analyze general liability coverage and its purpose and apply to a scenario.				
5	Compare and contrast sections of various commercial and personal policies.				
<b>K. CLAIMS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Explain what to do in case of a loss.				



2	List the steps involved in filing a claim.				
3	Compare and contrast the duties of the insurer and insured/claimant.				
4	Evaluate the significance of occurrence coverage versus claims-made coverage for insureds and the difference in the risk transfer for the insurers.				
5	Using an insurance claim scenario, evaluate how the claim would be settled based on a specific insurance policy.				
<b>LIFE, ACCIDENT, AND HEALTH</b>					
<b>L. HEALTH INSURANCE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Describe the purpose of health insurance.				
2	Explain the advantages and disadvantages of group and individual plans.				
3	Define co-pay, covered and non-covered expenses, deductible, exclusions, HIPAA, insurability, living will, medical expenses, out-of-pocket costs, power of attorney, preexisting conditions, and waiting period.				
4	Compare/contrast the types of health plans: exclusive provider organization (EPO), HMO, PPO, point of service (POS) plan, FFS, and managed care plans.				
5	Classify the eligibility requirements for the Health Insurance Exchange under the Affordable Care Act.				
6	Describe provisions and eligibility requirements for COBRA.				
7	Distinguish provisions and eligibility requirements between various government health coverage programs, e.g. Medicare, Medicaid/CHIP, and TRICARE.				
8	Discuss various supplemental and catastrophic insurance products (high deductible, cancer/specified disease, Medigap, etc.).				
9	Assess the needs for long-term care insurance coverage.				
<b>M. DISABILITY AND ACCIDENT INSURANCE</b>					
<b>M. DISABILITY AND ACCIDENT INSURANCE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Describe coverage and benefits in a short-term disability insurance policy and long-term disability insurance policy.				
2	Evaluate the role of Social Security in providing disability benefits.				
3	Explain the role of accident and supplemental insurance policies.				
<b>N. LIFE INSURANCE</b>					
<b>N. LIFE INSURANCE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify various purposes of life insurance.				
2	Compare and contrast different types of life insurance products, e.g., term insurance, permanent [whole life and variable life] insurance, key man insurance, final expense/pre-need, annuities, and policy riders.				



3	Examine a life insurance application and the principles of insurable interest.				
4	Explain the process of underwriting life insurance.				
5	Determine variables to consider when naming beneficiaries.				
6	Calculate the amount of life insurance a person needs based on family or business needs.				
<b>INSURANCE OPERATIONS</b>					
<b>O. ETHICS AND FRAUD IN THE INSURANCE ENVIRONMENT</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Discuss ethical and fiduciary responsibilities of insurance professionals.				
2	Describe illegal and unethical insurance practices.				
3	Investigate and research a current event about insurance fraud and the effects of fraud on policyholders.				
<b>P. PROFESSIONAL DEVELOPMENT AND LICENSING PREPARATION</b>					
<b>P. PROFESSIONAL DEVELOPMENT AND LICENSING PREPARATION</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Describe career opportunities in the insurance field.				
2	Identify the state requirements for agent licensure.				
3	Explain the need for customer service in an agency operation.				
4	Complete a teacher developed pre-assessment.				
5	Complete a property, casualty, surety, and marine insurance producer licensing preparation program.				

