BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

Curriculum Proposal

CURRICULUM REVISION

Attach a copy of the new and old curricula to this sheet as well as any new course or course revisions required as part of this curriculum revision. Use a two column format comparing the old and new curricula.

1. Name of Department: Business Management
2. Name of old curriculum: A.A.S. in Business Management
3. Name of new curriculum: A.A.S. in Business Management
4. Degree to be granted: A.A.S.
5. Semester curriculum revision will first be effective: Spring 2021
6. Estimated enrollment in curriculum (number of students estimated to begin this curriculum per academic year): 20
7. Will this curriculum revision require special materials, equipment or space that were not required for the old curriculum? ☐ Yes ☑ No If yes, attach an explanation.
8. Number of new courses: 4
9. Number of old courses being dropped: N/A
10. Number of course revisions required as part of this revision: N/A

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Signatures

1. Mahatapa Palit — 10/27/20
Department Chairperson or Program Director — Date

2. Mohammad K. Alam — 10/27/2020
Scheduling Officer (Advised as to Course Code) — Date

3. Erwin J. Wong Digitally signed by Erwin J. Wong Date: 2020.10.28 09:00:46 -04'00'
Dean of Academic Affairs (Advised as to format) — Date

4. Maria Enrico — 11/4/20
Chairperson of Curriculum Committee — Date

Changes:

- Students can take either BUS 220 (3hrs/3credits) or MAT 301 (4hrs/4credits)
- Students can take either RMI 110 (3hrs/3credits) or CED 361 (2hrs/2credits). Students taking RMI 110 will not take a general elective.
- Added 3 RMI courses in the concentration: RMI 220, RMI 230, RMI240 which are 3hrs/3 credits each.

A.A.S. in Business Management (Before)		**A.A.S. in Business Management** (After)	
Common Core		**Common Core**	
Required Common Core		**Required Common Core**	
English Composition ENG 101 English Composition ENG 201 Introduction to Literature	6	English Composition ENG 101 English Composition ENG 201 Introduction to Literature	6
Mathematical and Quantitative Reasoning MAT 150 Introduction to Statistics OR MAT 2xx Pathways-Approved MAT 2xx or higher	4	Mathematical and Quantitative Reasoning MAT 150 Introduction to Statistics OR MAT 206 Pre-Calculus [1]	4
Life and Physical Sciences AST 110 General Astronomy OR PHY 110 General Physics	4	Life and Physical Sciences AST 110 General Astronomy OR PHY 110 General Physics	4
Total Required Common Core	14	Total Required Common Core	14
Flexible Common Core		Flexible Common Core	
Creative Expression SPE 100 Fundamentals of Public Speaking[1]	3	Creative Expression SPE 100 Fundamentals of Public Speaking[2]	3
Total Flexible Common Core	3	Total Flexible Common Core	3
Total Common Core	17	Total Common Core	17
Curriculum Requirements		Curriculum Requirements	
BUS 104 Introduction to Business	3	BUS 104 Introduction to Business	3
BUS 110 Business Law	3	BUS 110 Business Law	3
BUS 150 Business Communication	3	BUS 150 Business Communication	3
BUS 210 Business Methods	3	BUS 210 Business Methods	3
BUS 220 Managerial Decision Making	3	BUS 220 Managerial Decision Making or MAT 301 (Calculus)[3]	(3-4)
ACC 122 Accounting Principles I	3	ACC 122 Accounting Principles I	3
CED 361 Business Management Internship I	2	CED 361 Business Management Internship Or RMI 110 Principles of Risk Management & Insurance [4]	(2-3)
CIS 100 Introduction to Computer Applications OR CIS 200 Introduction System and Technologies	3	CIS 100 Introduction to Computer Applications OR CIS 200 Introduction System and Technologies [3]	3
FNB 100 Introduction to Finance	3	FNB 100 Introduction to Finance	3
MAR 100 Introduction to Marketing	3	MAR 100 Introduction to Marketing	3
ECO 201 Macroeconomics OR ECO 202 Microeconomics	3	ECO 201 Macroeconomics OR ECO 202 Microeconomics	3
XXX xxx General Elective	2	XXX xxx General Elective	(2-0)
XXX xxx Business Management Elective	9	XXX xxx Business Management Elective	9
Total Curriculum Credits	43	Total Curriculum Credits	43
Total Program Credits	60	Total Program Credits	60
Business Management Electives		**Business Management Electives**	
General Management Electives		General Management Electives	

BUS 200 Business Organization and Management	3	BUS 200 Business Organization and Management	3
BUS 311 Human Resources Management	3	BUS 311 Human Resources Management	3
SBE 100 Entrepreneurship: Product & Service Creation	3	SBE 100 Entrepreneurship: Product & Service Creation	3
Total Elective Credits	9	Total Elective Credits	9
Finance and Banking Electives		**Finance and Banking Electives**	
FNB 230 Financial Management	3	FNB 230 Financial Management OR RMI 220 Property & Liability Insurance [4]	3
FNB 250 Money & Banking	3	FNB 250 /ECO 250 Money & Banking OR RMI 230 Commercial Insurance [4]	3
FNB 300 Investments	3	FNB 300 Investments OR RMI 240 Insurance Operations [4]	3
Total Elective Credits	9	Total Elective Credits	9
Marketing Electives		**Hotels, Travel and Tourism Electives**	
MAR 210 Consumer Motivation	3	HTT 200 Intro to Hotels, Travel & Tourism	3
MAR 220 Essentials of Advertising	3	HTT 201 Hotels, Travel & Tourism Technology	3
MAR 300 Sales Principles and Practices	3	HTT 301 World Markets	3
Total Elective Credits	9	Total Elective Credits	9
Hotels, Travel and Tourism Electives		**Marketing Electives**	
HTT 200 Intro to Hotels, Travel & Tourism	3	MAR 210 Consumer Motivation	3
HTT 201 Hotels, Travel & Tourism Technology	3	MAR 220 Essentials of Advertising	3
HTT 301 World Markets	3	MAR 300 Sales Principles and Practices	3
Total Elective Credits	9	Total Elective Credits	9
[1] For students whose first language is not English, SPE 102 will also satisfy this requirement.		[1] Insurance students are strongly advised to take MAT 206 [2] For students whose first language is not English, SPE 102 will also satisfy this requirement. [3] Insurance students are strongly advised to take MAT 301 and CIS 200 [4] Insurance students are strongly advised to take RMI courses	

Rationale:

The curriculum in the Risk Management and Insurance adds four courses to the Finance and Banking concentration that create a foundation for students seeking a career in the insurance industry. RMI 110 (Principles of Risk Management and Insurance) is a foundational course for entering the field. It provides the general skills to take more specialized courses in other areas of the insurance sector. The course has a 15-hour experiential component that students can fulfill by participating in organized discussions and Q&A with industry professionals.

The three other courses of the program, RMI 220 (Property and Liability Insurance), RMI 230 (Commercial Insurance), and RMI 240 (Insurance Operations), represent the core areas in the insurance field. These three courses prepare students for the AINS 21, 23, and CPCU 520 exams offered by the Institute, the leading provider of risk management and casualty-property insurance education and certification for over 100 years in the industry. Students who earn 70% on each of these three exams and take the free course on ethics offered by the Institute receive a certification in General Insurance and develop the professional foundation to start a career in the insurance sector.

The RMI courses also enable students to transfer to a four-year college to continue their risk management and insurance specialization. BMCC is in the process of creating articulation agreements with Lehman College and St John's University for this program.

BMCC Business Management Department

Departmental Meeting, October 7, 2020

Full-time Members Present (P), Absent (A), Excused (E) or on Leave (L). College Laboratory Technicians are designated by (CLT); Adjunct Faculty members are designated by (Adj.), Substitute Members of the Faculty are designated (S), and Administrative Support (Adm.). Those eligible to vote are marked by an asterisk (*).

Attendance		
Nikolaos Adamou (A)*	Kenneth F. Anderson (P)*	Francisca Campos (P)*
Guadalupe Campos (P)*	Hung Chu (P)*	Ronald Clare Jr. (P)*
Katherine Conway (P)*	Christian De Rojas (A)*	Joel Evans (P)*
Andrea Garraway (P)*	Chaim Ginsberg (A)*	Shawn Grant (P)*
William Guttenplan (Sr. CLT, P)*	Jeff Hong (P)*	Peter Hoontis (P)*
Orlando Justo (P)*	Percy Lambert (A)*	Shamira Malekar (P)*
Peter Mayer (P)*	Mary Padula (P)*	Mahatapa Palit (Chair, P)*
Jocelyn Samuel (CLT, A)*	Iona Samuels (Sr. CLT, P)*	Sahana Sen (P)*
Roderick Snipes (P)*	Ioannis Tournas (A)*	Michelle Wang (P)*
Brett Whysel (P)*	Natalie Yvonne (P)	
Stephen Larrington (Adj)	Juantiesha Christian (Adj)	Stephanie Belhomme (Adj)
Nenette White (Adj)	Shawn Jackson (Adj)	Tschr ?? (Adj)
Radhi Majmudar (Adj.)	William Drewes (Adj.)	Giselle Toby (Adj.)
Antonette Barton (Adj.)	Stephen Larrington (Adj.)	Joseph Goldstein (Adj.)
David Lang (Adj)	Andrew Raleigh (Adj)	Jaclyn Durant (Adj)
Chanel Coward (Adm.)	Carolina Falconi (Adm.)	Tanya Joyner (Adj.)

The meeting was called to order by Dept. Chair, Dr. Mahatapa Palit at 2:10 p.m.

Agenda Items / Discussions

1. Approval of Minutes (May 2020) including dept elections

2. Spring 2021 classes – all online
3. Risk Management & Insurance (RMI) Concentration in BEC - departmental vote
    - Discussed the curriculum specifics with Q & A
    - Approved RMI concentration (21 yes; 1 abstention)
4. Observation schedule (Oct 7 - Nov 16) - Prof. Clare
5. BMCC Business Leaders Career Panel w/Breakout groups for Majors (October 21) - Prof. Snipes
    - Need 3-4 alumni or business contacts working in various areas of our majors
    - Coordinator will have a breakout room for students wanting info about the major; present an overview like we did in theater spring 2020
6. APR & Assessment – (APR committee please respond to poll sent out by Prof. Whysel for meeting) Announced that APR team has formed, and first meeting being planned
7. Survey Feedback from students - need for tutoring - post info on Blackboard
8. Survey Feedback from faculty - Need for more e-learning support

Updates & Announcements -

a. Peer Observation (deadline Nov 16)
b. Verify Spring 2021 schedule
c. Course assessment: All coordinators & faculty need to complete assessment; coordinators will collate it; especially important this semester
d. College Senate update
    - Discussion included the enrollment was down and budget may be cut
    - Currently there are cuts with # of adjuncts
e. Review of CED internship requirement
f. CETLS advisory board events – Oct 8 (OER workshop): ADA offerings for students and consider getting to know what other services can accommodate students; For example, how can the student complete their internship if they have certain ADA needs
g. Prof. Sen is on the ballot for the UFS vote from academic senators

The meeting adjourned at 3:30 PM.

Submitted By,

Shane Snipes

Articulation with Lehman College

From: Mahatapa Palit
To: "RONALD.BANKS"
Cc: REINE.SARMIENTO; Ide M. Alaouie
Subject: RE: Transfer to Lehman - BMCC Business Management
Date: Thursday, September 17, 2020 10:33:00 AM

Thank you! I will request Ide to send you a draft of the articulation agreement.

Mahatapa

From: RONALD.BANKS <RONALD.BANKS@lehman.cuny.edu>
Sent: Thursday, September 17, 2020 9:57 AM
To: Mahatapa Palit <mpalit@bmcc.cuny.edu>
Cc: REINE.SARMIENTO <REINE.SARMIENTO@lehman.cuny.edu>; Ide M. Alaouie <ialaouie@bmcc.cuny.edu>
Subject: RE: Transfer to Lehman - Insurance Concentration - BMCC Business Management

Good morning,

I have received confirmation from the Economics and Business Department that those courses will transfer as Business elective credits (BBA 9999). They indicated that it looks like an interesting program that should provide a good gateway both to careers in the industry and to the BBA program at Lehman.

Best-
Ron

Sent from Mail for Windows 10

From: Mahatapa Palit
Sent: Tuesday, September 8, 2020 4:13 PM
To: RONALD.BANKS <RONALD.BANKS@lehman.cuny.edu>
Cc: Ide M. Alaouie <ialaouie@bmcc.cuny.edu>; Chanel J. Coward <ccoward@bmcc.cuny.edu>
Subject: RE: Apprenticeship Opportunity

Good evening Ron:

This has been a lo~~ng summer! I hope~~ you and your family are doing well, as is the Lehman community.

In late spring I had emailed you about the partnership between Zurich Insurance and BMCC to develop a new apprenticeship program, and the possibility of creating a pathway for students who completed this program to transfer to Lehman to get their Bachelor's degree. The Insurance concentration would be one of the tracks in our Business Management major, similar to what we are doing with apprentices coming through CWNY.

Following up on the earlier email, I am sharing with you the new INS curriculum and descriptions for the new Insurance (INS) courses. I would appreciate if you could let us know how these courses will transfer – as equivalent courses, Business electives or general electives.

Ide Alaouie from BMCC's Academic Advisement & Transfer Department will help coordinate this effort and based on your suggestions create a draft articulation document. She is copied here.

Look forward to hearing from you. If you have questions and would like to meet, my calendly link below my signature has my availability.

Regards,

Mahatapa

NEW COURSE FORM

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

Curriculum Proposal
NEW COURSE

Attach proposed course syllabus to this form. Also attach a copy of the course description as it will appear in the catalog.

1. Name of Department: Business Management

2. Name of New Course: Principles of Risk Management and Insurance

3. Course Number: RMI 110

4. Prerequisites: BUS 104

Corequisites: None

Basic Skills: ENG 88, ESL 94, MAT 10 OR 11, writing proficiency index of 55+ and math proficiency index of 40+

5. Hours per week: 3 Lecture Hours: 3 Lab Hours: None

6. Credits: 3

7. Course is required in the following curricula: A.A.S. in Business Management

8. Will special materials, space, and/or equipment be required? ☐ Yes ☑ No

9. Estimated enrollment per semester: 20

10. Date effective: SPRING 2021

11. Attach course articulation agreement(s) with a senior college.

12. Attach justification that the new course reflects the goals for all curricula passed by Faculty Council in May 1988

13. Attach justification that the new course reflects the General Education goals for all curricula passed by Faculty Council in May, 2006

14. Attach department(s) minutes approving this proposal

Signatures

1. Mahatapa Palit 10/23/2020
Department Chairperson or Program Director Date

2. Mohammad K. Alam 10/27/2020
Scheduling Officer (Advised as to Course Code) Date

3. Erwin J. Wong Digitally signed by Erwin J. Wong Date: 2020.10.28 09:04:29 -04'00'
Dean of Academic Affairs (Advised as to format) Date

4. Maria Enrico 11/4/20
Chairperson of Curriculum Committee Date
(After the approval of the Curriculum Committee)

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
City University of New York

Business Management Department

Title of Course: Principles of Risk Management and Insurance (RMI 110) **Semester: Spring 2021**
Class Hours: 3/ Credits: 3

Professor:
Email:
Tel #:
Office: F730
Office Hours:

Course Description - This course promotes an understanding of individual and enterprise risk management and how the financial consequences of risk exposure can be managed using insurance, risk control and other financing techniques. It specifically examines how insurance offers protection against major risks faced by enterprises and individuals, how the insurance market is structured, and how and why the risk management and insurance industry is regulated. The course also provides the theories and practical applications from the industry as well as issues related to the furtherance of insurance as a viable risk management solution. This course includes 15 hours of experiential learning component covered through interactions and discussions with professionals from the risk management and insurance industry.

Pre-requisite – BUS 104 (all remediation)

Course Student Learning Outcomes (Students will be able to…)	**Measurements (means of assessment for student learning outcomes listed in first column)**
1 Explain the concepts of risk, transfer and pooling, identify the common types of Property-casualty insurance and explain how insurance benefits society.	1 Students will be able to discuss the risk factors as it relates to business and personal activities — measured through common test questions and graphical analysis.
2. Distinguish among various insurance functions, describe the role of the parties in an insurance transaction, explain insurance marketing systems and explain insurance producer functions.	2. Students will identify the role of insurance as a mechanism to cover against risk and describe the functions of the parties involved through exams and cases using qualitative reasoning.
3. Explain the purpose of underwriting and claim function, and understand premiums, rate making and how to measure underwriting and claim results.	3. Students will describe the underwriting and claim handling process, explore the calculation of premiums and measurement of claims by using case studies and problems that involve the application of quantitative and qualitative skills.
4. Understand and apply Ethical Standards and Guidelines for Insurance Professionals; apply the steps for Ethical Decision Making.	4. Exams and weekly assignments.

Below are the college's general education goals. The goals that are checked in the left-hand column indicate goals that will be covered and assessed in this course.

	General Education Goals	Measurements (means of assessment for general education goals listed in first column)
X	**Communication Skills-** Students will write, read, listen and speak critically and effectively.	Measured via test questions, written assignments, interviews, and /or class presentations.
X	**Quantitative Reasoning-** Students will use quantitative skills and the concepts and methods of mathematics to solve problems.	Measured via questions and assignments related to premium calculation and claim results.
	Scientific Reasoning- Students will understand and apply the concepts and methods of the natural sciences.	
	Social and Behavioral Sciences- Students will understand and apply the concepts and methods of the social sciences.	
	Arts & Humanities- Students will develop knowledge and understanding of the arts and literature.	
X	**Information & Technology Literacy-** Students will collect, evaluate and interpret information and effectively use information technologies.	Measured by assignments that require students to use web-based search engines and company websites.
X	**Values-** Students will make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	Measured via test questions and/or written assignments related to coursework on ethics and human resources.

Textbook

Fundamentals of Risk and Insurance by Vaughan and Vaughan, 11th edition. Edited by Wiley. ISBN-10: 111853400X - ISBN-13: 978-1118534007

Grading Policy:

Final grades will be determined as follows:

1. Class Quizzes and assignments 30%
2. Class participation 10%
3. Midterm 30%
4. Final Examination 30%

100%

The instructor may revise this grading pattern, and if any change would be required, he will explain it to students, giving them all fair and equal chances to accommodate to the changes.

Class quizzes and homework will be assigned in every class for student to complete them as instructed.

Evaluation & Requirements of Students

A: 93% and above	A-: 90% – 92%	B+:87% – 89%	B: 83% – 86%
B-: 80% – 82%	C+: 77% – 79%	C: 73% – 76%	C-: 70% – 72%
D+: 67% - 69%	D: 63% – 66%	D-: 60% – 62%	F: Below 60%

BMCC Polices and Resources

Class Participation
Participation in the academic activity of each course is a significant component of the learning process and plays a major role in determining overall student academic achievement. Academic activities may include, but are not limited to, attending class, submitting assignments, engaging in in-class or online activities, taking exams, and/or participating in group work. Each instructor has the right to establish their own class participation policy, and it is each student's responsibility to be familiar with and follow the participation policies for each course.

BMCC is committed to the health and well-being of all students. It is common for everyone to seek assistance at some point in their life, and there are free and confidential services on campus that can help.

Single Stop www.bmcc.cuny.edu/singlestop, room S230, 212-220-8195. If you are having problems with food or housing insecurity, finances, health insurance or anything else that might get in the way of your studies at BMCC, come by the Single Stop Office for advice and assistance. Assistance is also available through the Office of Student Affairs, S350, 212-220- 8130.

Counseling Center www.bmcc.cuny.edu/counseling, room S343, 212-220-8140. Counselors assist students in addressing psychological and adjustment issues (i.e., depression, anxiety, and relationships) and can help with stress, time management and more. Counselors are available for walk-in visits.

Office of Compliance and Diversity www.bmcc cuny.edu/aac, room S701, 212-220-1236. BMCC is committed to promoting a diverse and inclusive learning environment free of unlawful discrimination/harassment, including sexual harassment, where all students are treated fairly. For information about BMCC's policies and resources, or to request additional assistance in this area, please visit or call the office, or email olevy@bmcc.cuny.edu, or twade@bmcc.cuny.edu. If you need immediate assistance, please contact BMCC Public safety at 212-220-8080.

Office of Accessibility www.bmcc.cuny.edu/accessibility, room N360 (accessible entrance: 77 Harrison Street), 212-220-8180. This office collaborates with students who have documented disabilities, to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. To request an accommodation due to a documented disability, please visit or call the office.

BMCC Policy on Plagiarism and Academic Integrity Statement
Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's Web site, www.bmcc.cuny.edu. For further information on integrity and behavior, please consult the college bulletin (also available online).

COURSE OUTLINE

Week	Subject	Readings
1	**Risk and the Risk Management Process** • The concept of risk – pure and business risks • Consequences of risk on individuals, businesses, and society • The risk management process • Risk management goals and conflicts	Chapters 1 & 2
2	**The Insurance Device** • Risk sharing and risk transfer • Probability theory/law of large numbers • Elements of an insurable risk • Fields of insurance	Chapter 3

3	**Risk Management Applications**
	
	• Measurement of risk (loss exposures)
	• Risk management decisions
	• Utility theory and risk decisions
	• Risk control and financing: an overview
	• Risk transfer: an overview
	
	  o Use of legal contracts
	  o Use of insurance
		Chapter 4

4-5	**The Insurance Industry/Functions of Insurers** • The private insurance industry • Functions of insurers o Ratemaking, production, underwriting, financial management, reinsurance and investment	Chapters 5,7
6	**Insurance Regulation and Use of Financial Information** • Why the insurance industry is regulated? • Theories of regulation • Areas of regulation in insurance • Financial tools for regulation	Chapters 6
7	**MID-TERM EXAMINATION**	
8-9	**Liability Exposures and Management** • Negligence and legal liability • The tort system	Chapters 9, 27

	• Personal liability exposures • Insurance and the law of contracts • Characteristics of insurance contracts	
10-11	**Loss of Health and Its Management** • Causes of loss of health and their Impacts • Short-term and long-term disability insurance • Health insurance plans • Health insurance reform	Chapters 20, 21
12	**Life Insurance: Exposure and Coverage** • Managing the risk of premature death • Types of life insurance contracts • Tax treatments of life insurance • General provisions of life insurance contracts	Chapter 14
13	**Managing Retirement Risk: Public and Private Programs** • Causes of retirement risk • Retirement risk alternatives • Social insurance programs • Annuities	Chapter 19
14	**Personal Auto Policy Analysis** • Legal liability and the automobile • General nature of the personal auto insurance policy • No-fault concept • Insurance for high risk drivers	Chapters 29, 30
15	**Final Examination**	

NEW COURSE FORM

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Curriculum Proposal
NEW COURSE

Attach proposed course syllabus to this form. Also attach a copy of the course description as it will appear in the catalog.

1. Name of Department: Business Management

2. Name of New Course: Property and Liability Insurance Principles

3. Course Number: RMI 220

4. Prerequisites: RMI 110, ACC 122

Corequisites: None

Basic Skills: ...

5. Hours per week: 3 Lecture Hours: 3 Lab Hours: None

6. Credits: 3

7. Course is required in the following curricula A.A.S. in Business Management

8. Will special materials, space, and/or equipment be required? ☐ Yes ☑ No

9. Estimated enrollment per semester: 20

10. Date effective: Spring 2021

11. Attach course articulation agreement(s) with a senior college.

12. Attach justification that the new course reflects the goals for all curricula passed by Faculty Council in May 1988

13. Attach justification that the new course reflects the General Education goals for all curricula passed by Faculty Council in May, 2006

14. Attach department(s) minutes approving this proposal

Signatures

1. Mahatapa Palit 10/23/2020
Department Chairperson or Program Director Date

2. Mohammad K. Alam 10/27/2020
Scheduling Officer (Advised as to Course Code) Date

3. Erwin J. Wong Digitally signed by Erwin J. Wong Date: 2020.10.28 09:05:24 -04'00'
Dean of Academic Affairs (Advised as to format) Date

4. Maria Enrico 11/4/20
Chairperson of Curriculum Committee Date
(After the approval of the Curriculum Committee)

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
City University of New York

Business Management Department

Title of Course: Property and Liability Insurance Principles (RMI 220) **Semester: Spring 2021**
Class Hours: 3/ Credits: 3

Professor:
Email:
Tel #:
Office: F730
Office Hours:

Course Description

The course presents the basic principles of insurance, introduces insurance regulation, financial performance, marketing techniques, underwriting, claims, risk management, loss exposure and insurance policies. This course will prepare students to take the AINS 21 exam towards a certification in general insurance.

Pre-requisites: RMI 110, ACC 122

Course Student Learning Outcomes (Students will be able to…)	**Measurements (means of assessment for student learning outcomes listed in first column)**
1 Summarize various types of insurance distribution systems and alternative marketing channels.	1 Students will be able to discuss the insurance distribution system measured through common test questions and case analysis.
2. Compile the four elements of any valid contract and show why insurance operations are regulated, while also comparing how individual states regulate licensed insurers.	2. Students will identify the components of an insurance contract and the regulations that affect the industry through exams and class assignments using qualitative reasoning.
3. Analyze a property-casualty insurer's profitability using financial ratio calculations and describe the risk management techniques for risk control and risk financing.	3. Students will analyze case studies and solve problems that involve the application of quantitative and qualitative skills.
4. Describe the steps in the underwriting process, explain how insurance rates are developed and distinguish the activities in the claims handling process.	4. Exams and weekly assignments.
5. Explain how to identify and analyze loss exposure.	5. Case studies and problems that require qualitative and quantitative analysis.

Below are the college's general education goals. The goals that are checked in the left-hand column indicate goals that will be covered and assessed in this course.

	General Education Goals	Measurements (means of assessment for general education goals listed in first column)
X	**Communication Skills-** Students will write, read, listen and speak critically and effectively.	Measured via test questions, written assignments, interviews, and /or class presentations.
X	**Quantitative Reasoning-** Students will use quantitative skills and the concepts and methods of mathematics to solve problems.	Measured via questions and assignments related to premium calculation and claim results.
	Scientific Reasoning- Students will understand and apply the concepts and methods of the natural sciences.	
	Social and Behavioral Sciences- Students will understand and apply the concepts and methods of the social sciences.	
	Arts & Humanities- Students will develop knowledge and understanding of the arts and literature.	
X	**Information & Technology Literacy-** Students will collect, evaluate and interpret information and effectively use information technologies.	Measured by assignments that require students to use web-based search engines and company websites.
X	**Values-** Students will make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	Measured via test questions and/or written assignments related to coursework on ethics and human resources.

Required Text & Readings

Mary Ann Cook and Ann E. Myhr, Property and Liability Insurance Principles, 7th edition, 2018, The Institutes, ISBN 978-0-89462-277-9 and AINS 21 Course Guide, 7th edition, 2018, The Institutes, ISBN 978-0-89462-276-2

Grading Policy:

Final grades will be determined as follows:

1. Class Quizzes and assignments 30%
2. Class participation 10%
3. Midterm 30%
4. Final Examination 30%

100%

The instructor may revise this grading pattern, and if any change would be required, he will explain it to students, giving them all fair and equal chances to accommodate to the changes. Class quizzes and homework will be assigned in every class for student to complete them as instructed.

Evaluation & Requirements of Students

A: 93% and above	A-: 90% – 92%	B+:87% – 89%	B: 83% – 86%
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D+: 67% - 69%	D: 63% – 66%	D-: 60% – 62%	F: Below 60%

AINS 21 Exam
This course will prepare students to take the AINS 21 exam. The exam to achieve credit for the AINS designation from The Institutes, is a two-hour, 85 question multiple-choice exam. This course is designed to prepare students for this important insurance industry exam.

BMCC Polices and Resources

Class Participation
Participation in the academic activity of each course is a significant component of the learning process and plays a major role in determining overall student academic achievement. Academic activities may include, but are not limited to, attending class, submitting assignments, engaging in in-class or online activities, taking exams, and/or participating in group work. Each instructor has the right to establish their own class participation policy, and it is each student's responsibility to be familiar with and follow the participation policies for each course.

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COURSE OUTLINE

Week	Subject	Readings
1	**Understanding Insurance** • Benefits and Costs of Insurance • Major Roles of Insurance • Common Types of Personal and Commercial Insurance • Types of Private Insurers • Government Insurance Programs • Overview of Insurance Functions	Chapter 1
2	**Insurance Regulation** • Why Insurance Operations Are Regulated • Insurer Licensing • Insurance Rate and Form Regulation • Market Conduct and Solvency Regulation	Chapter 2
3-4	**Insurer Financial Performance** • Insurer Profitability and Income and Expense Management • Understanding Insurer Financial Statements • Analyzing Insurer Financial Ratio Calculations • Knowledge to Action: Financial Ratios and Insurer Financial Performance Case	Chapter 3
5	**Marketing** • Understanding Factors That Influence an Agency Relationship • Summarizing Types of Insurance Distribution Systems • Functions of Insurance Producers • Selecting Insurance Marketing Distribution Systems and Channels	Chapter 4
6	**Underwriting and Ratemaking** • Underwriting Activities • The Underwriting Process • Underwriting Management • Ratemaking • Premium Determination	Chapters 5
7	**MID-TERM EXAMINATION**	
8-9	**Claims** • Goals of the Claims Function • Claims Department Structure, Personnel, and Performance • The Claims Handling Process • Aspects of Property Insurance Claims	Chapter 6

NEW COURSE FORM

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

Curriculum Proposal
NEW COURSE

Attach proposed course syllabus to this form. Also attach a copy of the course description as it will appear in the catalog.

1. Name of Department: Business Management

2. Name of New Course: Commercial Insurance Principles

3. Course Number: RMI 230

4. Prerequisites: RMI 110, ACC 122

Corequisites: None

Basic Skills: ENG 088, ESL 094, ACR 094, Math 010 or 011, a Writing Proficiency Index of 55+ and a Math Proficiency Index of 40+

5. Hours per week: 3 Lecture Hours: 3 Lab Hours: None

6. Credits: 3

7. Course is required in the following curricula A.A.S. in Business Management

8. Will special materials, space, and/or equipment be required? ☐ Yes ☑ No

9. Estimated enrollment per semester: 20

10. Date effective: SPRING 2021

11. Attach course articulation agreement(s) with a senior college.

12. Attach justification that the new course reflects the goals for all curricula passed by Faculty Council in May 1988

13. Attach justification that the new course reflects the General Education goals for all curricula passed by Faculty Council in May, 2006

14. Attach department(s) minutes approving this proposal

Signatures

1. Mahatapa Palit 10/23/2020
Department Chairperson or Program Director Date

2. Mohammad K. Alam 10/27/2020
Scheduling Officer (Advised as to Course Code) Date

3. Erwin J. Wong Digitally signed by Erwin J. Wong Date: 2020.10.28 09:06:15 -04'00'
Dean of Academic Affairs (Advised as to format) Date

4. Maria Enrico 11/4/20
Chairperson of Curriculum Committee Date
(After the approval of the Curriculum Committee)

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
City University of New York

Business Management Department

Title of Course: Commercial Insurance Principles (RMI 230) **Semester: Spring 2021**
Class Hours: 3/ Credits: 3

Professor:
Email:
Tel #:
Office: F730
Office Hours:

Course Description - Analyzes commercial coverage including property, business income, inland and ocean marine, crime, equipment breakdown, general liability, auto, worker's compensation, and package policies. Satisfies the requirements for The Institutes AINS 23 examination within the Associate in General Insurance Path A Certification.

Pre-requisites: RMI 110, ACC 122

Course Student Learning Outcomes (Students will be able to…)	**Measurements (means of assessment for student learning outcomes listed in first column)**
1. Describe commercial property insurance in terms of the major categories of loss exposures that can be covered and the components of a commercial property coverage part, as well as explain how each of the Loss Conditions and Additional Conditions affects coverage under the Building and Personal Property Coverage Form.	1 Students will be able to discuss the commercial insurance categories measured through common test questions and case analysis.
2. Describe the basic characteristics of the ISO commercial crime program and financial institution bonds and summarize the seven insuring agreements of the Commercial Crime Coverage Form.	2. Students will identify the components of the commercial crime program through exams and case studies using qualitative reasoning.
3. Describe the aspects of the business income loss exposure, including measurement of business income loss, effect of business interruption on expenses, and property and perils involved in business income losses.	3. Students will analyze case studies and solve problems that involve the application of quantitative and qualitative skills.
4. Describe what is covered by each of the filed classes of inland marine insurance, and the ocean marine insurance in terms of the types of loss exposures that can be covered and the role of judgment rating.	4. Exams and weekly assignments.
5. Describe commercial general liability insurance in terms of the types of losses that can be covered by general liability insurance, and the components of a commercial general liability coverage part	5. Case studies and problems that require qualitative and quantitative analysis.
6. Describe commercial auto insurance in terms of the loss exposures that can be covered, and the components of a commercial auto coverage part.	6. Exams and weekly assignments.

7. Understand worker's compensation statutes in terms of basic purpose, benefits provided, and persons and employments covered; including extraterritorial provisions, Federal jurisdiction, and methods for meeting employers' obligations.	7. Students will be able to discuss workers compensation statutes measured through common test questions and case analysis.

Below are the college's general education goals. The goals that are checked in the left-hand column indicate goals that will be covered and assessed in this course.

	General Education Goals	**Measurements (means of assessment for general education goals listed in first column)**
X	**Communication Skills-** Students will write, read, listen and speak critically and effectively.	Measured via test questions, written assignments, interviews, and /or class presentations.
X	**Quantitative Reasoning-** Students will use quantitative skills and the concepts and methods of mathematics to solve problems.	Measured via questions and assignments related to premium calculation and claim results.
	Scientific Reasoning- Students will understand and apply the concepts and methods of the natural sciences.	
	Social and Behavioral Sciences- Students will understand and apply the concepts and methods of the social sciences.	
	Arts & Humanities- Students will develop knowledge and understanding of the arts and literature.	
X	**Information & Technology Literacy-** Students will collect, evaluate and interpret information and effectively use information technologies.	Measured by assignments that require students to use web-based search engines and company websites.
X	**Values-** Students will make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	Measured via test questions and/or written assignments related to coursework on ethics and human resources.

Required Text & Readings

Mary Ann Cook. *Commercial Liability Risk Management and Insurance.* The Institutes; 2nd Ed. ISBN-10: 0894637746 or ISBN-13: 978-0894637742

Grading Policy:

Final grades will be determined as follows:

1. Class Quizzes and assignments 30%
2. Class participation 10%
3. Midterm 30%
4. Final Examination 30%

100%

The instructor may revise this grading pattern, and if any change would be required, he will explain it to students, giving them all fair and equal chances to accommodate to the changes.
Class quizzes and homework will be assigned in every class for student to complete them as instructed.

Evaluation & Requirements of Students

A: 93% and above	A-: 90% – 92%	B+:87% – 89%	B: 83% – 86%
B-: 80% – 82%	C+: 77% – 79%	C: 73% – 76%	C-: 70% – 72%
D+: 67% - 69%	D: 63% – 66%	D-: 60% – 62%	F: Below 60%

AINS 23 Exam
This course will prepare students to take the AINS 23 exam. The exam to achieve credit for the AINS designation from The Institutes, is a two-hour, 85 question multiple-choice exam. This course is designed to prepare students for this important insurance industry exam.

BMCC Polices and Resources

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OUTLINE

Week	Subject	Readings
1-2	**Commercial Property Insurance, Part I** • Overview of Commercial Property Insurance • BPP Covered Property • BPP Additional Coverages and Coverage Extensions • Causes of Loss—Basic Form and Broad Form • Causes of Loss—Special Form • BPP Limits of Insurance and Deductible	Chapter 1
3-4	**Commercial Property Insurance, Part II** • BPP Loss Conditions and Additional Conditions • BPP: Optional Coverages • Commercial Property Conditions • Common Policy Conditions • Commercial Property Endorsements • Factors Affecting Commercial Property Premiums • Determining Whether the BPP Covers a Loss	Chapter 2
5	**Business Income Insurance** • Business Income Loss Exposures • BIC Insuring Agreements • BIC Additional Coverages and Coverage Extension • BIC Limits of Insurance and Conditions • BIC Optional Coverages	Chapter 3
6	**Commercial Crime and Equipment Breakdown Insurance** • Overview of Commercial Crime Insurance • Commercial Crime Insuring Agreements • Commercial Crime Limits and Deductible • Commercial Crime Exclusions • Commercial Crime Conditions • Determining Whether the Commercial Crime Coverage Form Covers a Loss	Chapter 4

	• Equipment Breakdown Insurance	
7	**Inland and Ocean Marine Insurance** • Overview of Inland Marine Insurance • Non-filed Classes of Inland Marine Insurance • Filed Classes of Inland Marine Insurance • Overview of Ocean Marine Insurance • Ocean Marine Insurance Policies • Recommending Inland and Ocean Marine Coverages	Chapters 5
8	**MID-TERM EXAMINATION**	
9	**Commercial General Liability Insurance, Part 1** • Overview of Commercial General Liability Insurance • CGL Coverage A—Insuring Agreement • CGL Coverage A—Insuring Agreement • CGL Coverage B—Personal and Advertising Injury Liability • CGL Coverage C—Medical Payments	Chapter 6
10	**Commercial General Liability Insurance, Part II** • CGL Who Is an Insured Provisions • CGL Limits of Insurance • CGL Conditions • Rating CGL Coverage • Determining Whether the CGL Covers a Claim	Chapter 7
11	**Commercial Auto Insurance** • Overview of Commercial Auto Insurance • BACF Covered Autos • BACF Covered Autos Liability Coverage • BACF Physical Damage Coverage • BACF Conditions • Business Auto Coverages Added by Endorsement • Rating Commercial Auto Insurance • Determining Whether the BACF Covers a Claim	Chapter 8
12	**Workers Compensation and Employers Liability Insurance** • Workers Compensation Statutes: Purpose, Benefits, and Persons Covered • Workers Compensation Statutes: Extraterritorial Provisions, Federal Jurisdiction, and Methods for Meeting Employers' Obligations • WC&EL Policy—Workers Compensation Insurance	Chapter 9

	• WC& EL Policy—Employers Liability Insurance • WC&EL Policy—Other States Insurance • Workers Compensation and Employers Liability Insurance Policy—Endorsements • Rating Workers Compensation Insurance • Determining Whether the WC&EL Policy Covers a Claim	
13	**Businessowners and Farm Insurance** • Overview of the Businessowners Policy • Businessowners Property Coverage • Businessowners Liability Coverage • Farm Insurance	Chapters 10
14	**Specialty Coverages** • Commercial Excess and Umbrella Liability Insurance • Professional Liability and Management Liability Insurance • Environmental Insurance • Aircraft Insurance • Cyber Risk Insurance • Insuring International Operations • Terrorism Insurance • Types of Surety Bonds	Chapter 11
15	**FINAL EXAM**	

NEW COURSE FORM

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

Curriculum Proposal
NEW COURSE

Attach proposed course syllabus to this form. Also attach a copy of the course description as it will appear in the catalog.

1. Name of Department: Business Management

2. Name of New Course: Insurance Operations

3. Course Number: RMI 240

4. Prerequisites: RMI 110, ACC 122

Corequisites: None

Basic Skills: ENG 088, ESL 094, ACR 094, Math 010 or 011, a Writing Proficiency Index of 55+ and Math Proficiency Index of 40+

5. Hours per week: 3 Lecture Hours: 3 Lab Hours: None

6. Credits: 3

7. Course is required in the following curricula A.A.S. in Business Management

8. Will special materials, space, and/or equipment be required? ☐ Yes ☑ No

9. Estimated enrollment per semester: 20

10. Date effective: Spring 2021

11. Attach course articulation agreement(s) with a senior college.

12. Attach justification that the new course reflects the goals for all curricula passed by Faculty Council in May 1988

13. Attach justification that the new course reflects the General Education goals for all curricula passed by Faculty Council in May, 2006

14. Attach department(s) minutes approving this proposal

Signatures

1. Mahatapa Palit 10/23/2020
Department Chairperson or Program Director Date

2. Mohammad K. Alam 10/27/2020
Scheduling Officer (Advised as to Course Code) Date

3. Erwin J. Wong Digitally signed by Erwin J. Wong Date: 2020.10.28 09:07:35 -04'00'
Dean of Academic Affairs (Advised as to format) Date

4. Maria Enrico 11/4/20
Chairperson of Curriculum Committee Date
(After the approval of the Curriculum Committee)

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
City University of New York

Business Management Department

Title of Course: Insurance Operations (RMI 240) **Semester: Spring 2021**
Class Hours: 3/ Credits: 3

Professor:
Email:
Tel #:
Office: F730
Office Hours:

Course Description - The principal objective of this course is to develop an in-depth and thorough understanding of the unique operations of an insurance company including regulation, underwriting, claims, ratemaking, risk control, the financial accounting process and global strategies (including the use of reinsurance) of an insurance organization. The course will prepare students to take the CPCU 552 exam towards a certification in general insurance.

Pre-requisites: RMI 110, ACC 122

Course Student Learning Outcomes (Students will be able to…)	**Measurements (means of assessment for student learning outcomes listed in first column)**
1. Classify types of insurers and their goals and understand how to measure their performance. Explain fully the regulatory environment of insurance and describe the major regulatory activities associated with the insurance industry.	Students will be able to identify the diverse insurers and the regulations that affect the industry measured through common test questions and case analysis.
2. Explain an insurer's underwriting function in terms of its purpose, its methods, how to measure its effectiveness and how these differ for property vs. liability coverages. Describe the risk control and premium auditing functions of an insurer and explain the importance of these functions.	Students will identify the underwriting, risk control and premium auditing functions through exams and case studies using qualitative reasoning.
3. Interpret insurer financial statements and describe the differences between Statutory Accounting Principles and Generally Accepted Accounting Principles.	3. Students will analyze case studies and solve problems that involve the application of quantitative and qualitative skills.
4. Define insurer ratemaking, explain various actuarial ratemaking approaches and distinguish between them. Identify and explain various forms of reinsurance and describe their uses.	Exams and weekly assignments.
5. Characterize property and liability claims processes of an insurer.	Case studies and problems that require qualitative analysis.

6. Describe the unique characteristics of insurance marketing. Explain and provide written support for various forms of insurer strategic management.	Discuss marketing and strategic management decisions in the insurance business measured through common test questions and case analysis.

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	General Education Goals	**Measurements (means of assessment for general education goals listed in first column)**
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	Arts & Humanities- Students will develop knowledge and understanding of the arts and literature.	
X	**Information & Technology Literacy-** Students will collect, evaluate and interpret information and effectively use information technologies.	Measured by assignments that require students to use web-based search engines and company websites.
X	**Values-** Students will make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	Measured via test questions and/or written assignments related to coursework on ethics and human resources.

Required Text & Readings

Susan Kearney J. Insurance Operations, CPCU 520, 2nd Edition. Published by The Institutes. ISBN978-0-89463-707-0.

Grading Policy:

Final grades will be determined as follows:

1. Class Quizzes and assignments 30%
2. Class participation 10%
3. Midterm 30%
4. Final Examination 30%

100%

The instructor may revise this grading pattern, and if any change would be required, he will explain it to students, giving them all fair and equal chances to accommodate to the changes.
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CPCU 520 Exam

This course will prepare students to take the CPCU 520 exam, a certification exam offered by **The Institutes** (https://web.theinstitutes.org/), a risk and insurance knowledge group. This **exam** consists of 75 **multiple choice questions** split up into two sections. Passing the three exams AINS 21, AINS 23, and CPCU 520 with a minimum grade of 70% earns you a certification in general insurance.

BMCC Polices and Resources

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COURSE OUTLINE

Week	Subject	Readings
1	Overview of Insurance Operations	(Text: Assignment 1)
2	Insurance Regulation	(Text: Assignment 2)
3	Insurer Marketing and Distribution	(Text: Assignment 3)
4	The Underwriting Function	(Text: Assignment 4)
5-6	Risk Control and Premium Auditing	(Text: Assignment 5)
7	Review	
8	MID-TERM EXAMINATION	
9	Overview of Claims	(Text: Assignment 6)
10	Actuarial Operations	(Text: Assignment 7)
11-12	Insurance Accounting	(Text Assignment 8)
13	Business Needs and Information Technology Alignment	(Text: Assignment 9)
14	Review	
15	**FINAL EXAM**	