

### **ENGL337 - College English and Communication III**

This course is designed to expose students to communication theory (organizational, electronic, cross cultural, and interpersonal); to give students practice in workplace writing; to prepare students for the researching, logical shaping, writing and documenting of a formal report; to equip students for the employment search, with emphasis on the written elements; to build skills of oral communication with emphasis on informative presentation. Assignments may vary according to the program and/or schools.

### **ENGL437 - College English and Communication IV**

ENGL 437 is designed to develop students' professional communication skills. Such skills include hosting a guest speaker, researching and preparing a documented formal research report, and delivering a persuasive oral presentation.

### **FNCE100 - Finance I**

A general education course developed to provide students with the fundamentals of personal financial management so that students can make the best use of the financial and human capital resources available to them over their lifetime.

### **INSR315 - Auto Insurance**

This course deals with the laws and basic principles of automobile insurance as they apply in Canada. The various policy forms and endorsements used in Ontario are examined. The basis for determining automobile insurance rates and the underwriting philosophy are also studied.

### **INSR316 - Insurance on Property I**

This course is an introduction to property insurance. It lays the foundation for all types of property insurance, then discusses the perils, clauses and limitations in the most common personal lines policies. You begin with the Basic Fire Policy. Then you see how other policies developed, with unique perils, clauses and limitations, to suit changing needs.

### **INSR418 - Insurance Against Liability**

This course provides the student with the basic principles of legal liability in Canada. The various general liability policies currently used are studied and the underwriting considerations for these policies. An overview of the use of reinsurance markets and claim procedures is included.

### **INSR419 - Claims I**

This course introduces the student to the procedures in handling a claim - the participants and the process. It builds a foundation for all types of claim adjustments.

### **INSR421 - Business Interruption**

The course introduces the student to: the needs for business interruption insurance; how the sum insured is calculated; how a loss amount is determined; and the various forms of coverage available. The Standard Form, the Extended Form, Gross Earnings and Profits forms, Rental Income, Extra Expense, and various miscellaneous coverages will all be studied during the course.

### **INSR422 - Daily Injury Claims**

Learn the basics of human anatomy and how they are important to the insurance adjuster. The investigative process is outlined and the factors involved in claim evaluation and negotiation are considered. Injuries that are likely to be encountered and the medical treatment normally prescribed are discussed. You will study how medical reports should be interpreted. The topical subject of Rehabilitation and the role of the adjuster in the process are introduced. We recommend this course for everyone associated with Claims.

### **INSR423 - Risk Management/Commercial Insurance**

An overview of how to determine commercial property needs is the emphasis of this course. Beginning with risk management, the course then branches into the study of different direct and indirect (business interruption) losses a corporation could face.

### **MGMT362 - Leadership in Organizations**

The student is introduced to organizational concepts and productive approaches for the workplace in the areas of human relations, basic leadership, group and team dynamics, and interpersonal skills. Productive and critical-thinking concepts, effective problem-solving, decision-making and time management skills are applied to real-world cases. Additional areas analyzed and discussed are communication, quality of work life, cultural diversity, harassment, stress and other current workplace issues in today's global business world.

### **MKTG200 - Introduction to Marketing I**

As the world moves through the 1990's the analysis, planning, and implementation of effective marketing strategies will be essential to the successful performance of business and other organizations. The purpose of basic marketing is to offer a challenging, complete, interesting and current examination of introductory marketing, attuned to the needs and preferences of instructors and students.

### **MTHM200 - Statistics**

This course is designed to provide students with an understanding of statistics. It includes descriptive statistics; index numbers; regression analysis; probabilities and distributions; sampling; statistical estimation; hypotheses testing and related Excel applications.

### **POLI211 - Business/Government Relations**

This course will serve as an introduction to the myriad of interconnections between government and business, primarily in Canada, but reference will also be made to the United States. On the public side our focus will be mainly in the federal government, while on the business side, public companies will be the major concern.

### **Application Procedure**

In order to apply for admission to this program an applicant must complete an "Application for Admission to Ontario Colleges of Applied Arts and Technology" form and submit this form to the:

Ontario College Application Services  
P.O. Box 810, Guelph, Ontario, N1H 6M4  
1-888-892-2228

Application Forms and Applicant Guidebooks are available at Ontario Secondary Schools, at Ontario Colleges of Applied Arts and Technology and at the Ontario College Application Services office.

### **Admission to the College**

Complete information concerning admission to programs at Fanshawe College may be found in the Central Admission Publication located in the Office of the Registrar, Fanshawe College.

The College reserves the right to make changes in the information in this brochure without prior notice.

The College reserves the right to cancel a program, a program-major or option, or a course, and to change the location and term in which programs/courses are offered because of insufficient registrations or for other budgetary reasons.

### **Fanshawe College**

Fanshawe College is one of the largest colleges in Ontario with campuses in London, St. Thomas, Simcoe and Woodstock. Fanshawe prides itself on its modern methods and up-to-date technology that provide students with a solid education.

With over one-third of its full-time post-secondary programs combining on-the-job training with in-college study, Fanshawe is recognized as a leader in the field of co-operative education.

In addition to offering post-secondary programs in Applied Arts and Business, Health Sciences and Human Services and Technology, Fanshawe provides other educational programs such as Adult Training, Apprenticeship, and Continuing Education.

*This brochure is available in alternative formats, upon request, for persons with disabilities.*

**For further information on admission and registration, contact:**  
Office of the Registrar, (519) 452-4277

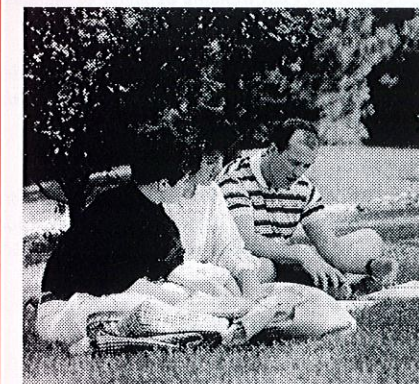
**For further specific program information, contact:**  
Business Studies Division, (519) 452-4290

**Fanshawe College**  
**1460 Oxford St. E.**  
**P.O. Box 7005**  
**London, ON, N5Y 5R6**      [www.fanshawec.on.ca](http://www.fanshawec.on.ca)

# Fanshawe

## COLLEGE

## Business - Insurance



FANSHAWE  
COLLEGE

Community Driven . . .  
Student Focused

# Business - Insurance

A Two Year Diploma Program  
 Program Code: BIN1 Campus Code: LC, WC  
 LC: September/January Admission  
 WC: September Admission

The first level of this program is offered both at the Oxford Street Campus in London (Campus Code: LC) and at the Woodstock Campus in Woodstock (Campus Code: WC). The second, third and fourth levels of this program are offered ONLY at the Oxford Street Campus and NOT at the Woodstock Campus.

The two year Business-Insurance program is designed to provide graduates with a broad exposure to business theory and practices through a curriculum which emphasizes both business and general education with a specialization in general insurance. Students will have the opportunity to gain eight credits toward Associateship with the Insurance Institute of Canada.

Graduates of this program may be eligible for admission to the 20-25 course Post-Diploma Bachelor of Management program at the University of Lethbridge, Alberta.

Graduates of this program have direct transferability of at least 45-60 course credits to the Bachelor of Administration Post-Diploma program at Athabasca University.

### Career Opportunities

This diploma program will enable graduates to compete for job opportunities in the area of insurance underwriter, claims adjustments, appraisers, estimators, loss prevention control, risk management and sales.

BBS11	Level 1	Hrs/Wk
ACCT100	Principles of Accounting I	5.0
COMM101	Business Communication	3.0
COPT151	Computer Applications Level I	3.0
ECON108	Economics I	3.0
MKTG200	Introduction to Marketing I	3.0
MTHM200	Statistics	4.0

BBS12	Level 2	Hrs/Wk
ACCT206	Principles of Accounting II	5.0
BSNS220	Introduction to Business Processes	3.0
COMM270	Contemporary Principles of Communication	3.0
COPT251	Computer Applications Level II	3.0
PLOI211	Business/Government Relations	3.0
FNCE100	Finance I	3.0

BIN13	Level 3	Hrs/Wk
ENGL337	College English and Communication III	3.0
INSR315	Auto Insurance	4.0
INSR316	Insurance on Property I	3.0
INSR421	Business Interruption	4.0
MGMT362	Leadership in Organizations	3.0
ECON205	Economics	3.0

BIN14	Level 4	Hrs/Wk
BSNS411	Critical Thinking	3.0
ENGL437	College English and Communication IV	3.0
INSR418	Insurance Against Liability	4.0
INSR419	Claims I	4.0
INSR422	Bodily Injury Claims	3.0
INSR423	Risk Management/Commercial Insurance	3.0

### Notes:

- Students entering the first level in January who wish to proceed to the Business-Insurance program should arrange a meeting with the Program Co-ordinator to discuss options for progression through the program.
- Successful completion of the first level with no failure in any course will normally lead to the second level Business-Insurance program (for students who have indicated Business-Insurance as their first choice program). The College cannot guarantee, however, that the necessary resources will be available to permit all students who meet this standard to proceed to the Business-Insurance program. It may be necessary for some students to be placed in the second level common to most Business programs and then to proceed to their second or third choice program for second year.

### Program Eligibility Criteria Required Academic Preparation

OSSD with courses at the General Level with:

- Grade 12 English
- Grade 12 Mathematics\*

Or  
 BTSD-Level 4 Certificate

Or  
 Ontario High School Equivalency Certificate (GED) and:

- Grade 12 Mathematics\*

Or

Mature applicant with standing in the required courses stated above

### Notes:

- \*The following mathematics courses meet the entrance requirements:
  - Grade 12 Mathematics for Business and Consumers
  - Grade 12 Mathematics for Technology
  - Grade 12 Mathematics, Advanced
  - OAC Finite Mathematics
- Applicants who do not have standing in Grade 12 Mathematics may still gain eligibility for admission by completing the pre-admission mathematics testing and upgrading offered by Fanshawe College.

### Recommended Academic Preparation

- Grade 12 English, Advanced
- Keyboarding Skills

### Recommended Personal Preparation

Exposure to the business world through part-time employment or business courses.

### Applicant Selection Criteria

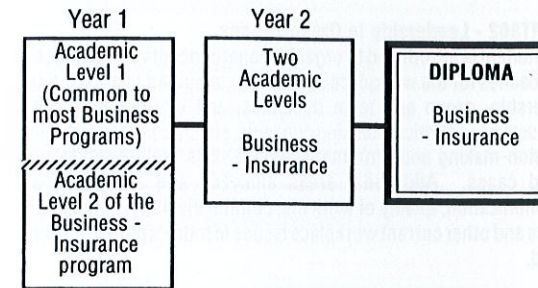
Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:

- Preference for Permanent Residents of Ontario.
- Receipt of Application by February 1st.
- Achievement in the required academic preparation.
- Achievement in the recommended academic preparation.

### Approximate Costs (1999/2000)

Fees for:	Levels 1 & 2	Levels 3 & 4
	\$2100.30	\$2100.30
Books and Supplies:	\$1110.00	\$1029.00

### Program Progression



### Course Descriptions

#### ACCT100 - Principles of Accounting I

The course introduces the student to the subject of Accounting and is designed to take them through the accounting bookkeeping cycle, including knowledge of:

- how to analyse and record business transactions
- the effect of transactions on financial statements
- the use of special journals and subsidiary ledgers
- adjusting and closing entries and preparation of financial statements

#### ACCT206 - Principles of Accounting II

This course is a continuation of the study of Financial Accounting at an introductory level. Students will cover additional material related to:

- asset, liability, and owner's equity accounts
- accounting for proprietorships, partnerships, and corporations
- accounting for service and merchandising business
- uses of Financial Statements including Balance Sheet, Income Statement.

#### BSNS220 - Introduction to Business Processes

The course introduces students in first year Basic Business to how businesses operate in Canada and how the four functional areas of business - operations, marketing, finance/accounting and human resource management - interrelate. As well, the course will cover how business in Canada compares to business systems in other

countries to start a small business; how to manage, control and organize a business; and how Canadian businesses interact with labour unions, governments, society and businesses in other countries.

#### BSNS411 - Critical Thinking

The purpose of this course is to develop tools for imaginative problem solving and to prepare the student to become more creative and productive in professional work and in dealing with personal everyday life situations. Thinking is an art, with its own purposes, standards, principles, rules, strategies and precautions, and it is an art well worth learning, for every important thing we do is affected by our habits of mind.

#### COMM101 - Business Communication

This course is designed to establish a foundation for business communication by the development of writing, editing, reading and basic computer skills. The student will plan, write, edit and format material for production of work-related documents such as letters, memos, and short reports.

#### COMM270 - Contemporary Principles of Communication

This course enables the student to summarize, evaluate and compare current business-related literature and media offerings. Also the student will inform and persuade a varied audience using critical arguments in both oral and written formats.

#### COPT151 - Computer Applications Level I

Students will be introduced to software applications used in the workplace. The fundamentals of the Windows NT operating system, Microsoft Word, Microsoft Excel, Internet Explorer, and e-mail are introduced.

#### COPT251 - Computer Applications Level II

Students will continue their exploration of common software applications on the microcomputer. The fundamentals of Microsoft Access and Microsoft PowerPoint are introduced. Integrating data among the various Microsoft Office applications is also examined to eliminate duplication of data.

#### ECON108 - Economics I

A vocational preparation course which covers a broad curriculum of microeconomic principles. Students will learn the foundations of economic choice, market pricing, consumer behaviour, business decision making, market structure and policy development in a small open economy like Canada. Students will be able to apply this knowledge in all business occupations and in a personal context when making decisions in a complex and ever changing economic environment.

#### ECON208 - Economics II

This general education course will cover a broad curriculum of macroeconomic principles. In presentation of each topic, a deliberate effort will be made to demonstrate how macroeconomic conditions can directly influence the operations and decision process of business firms. Relevant examples are offered to illustrate how knowledge of macroeconomics can be applied in business.