

Florida State College at Jacksonville
Curriculum Proposal Form

Proposal Information (Place an "X" in the box next to those that are applicable.)

Title	Personal Lines Insurance (Personal Lines Property and Casualty Sales Agent [20-44] (5707) (W.C.) Program and Course Modification)			
	New Course	<input checked="" type="checkbox"/>	Modify Course	<input type="checkbox"/>
Action(s)	New Program	<input checked="" type="checkbox"/>	Modify Program	<input type="checkbox"/>
	Inactivate Course Other: Use this space to describe action.			

Faculty Proposal Originator(s)

Name(s)	Ellie Barfield		
Telephone No.	904-317-3385	Email	elliebarfield@fscj.edu
Signature			Date 2/14/17

Faculty Originator(s) Dean

Name(s)	Dr. Richard Greese		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 2/20/17

Faculty Originator(s) School Of Executive Chair/Campus President

Name(s)	Dr. Cedrick Gibson		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 2-27-17

Associate Vice President or Executive Dean

Name(s)	Dr. Linda Woodard		
Provision	<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 3/10/17

Curriculum Committee Chair (Faculty Senate Chair)

Name(s)	Dr. John Woodard		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 3/16/17

Vice President of the College/Provost or Designee

Name(s)	Dr. John Wall		
Provision	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	<input type="checkbox"/> Support with Conditions Noted
Conditions			
Signature			Date 4/16/17

Curriculum Services Only CS20150730	Date Received by Curriculum Services: 2-28-2017	Proposal Assigned Tracking Number: 2016-27
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Tracking #: 2016-27 – Form 1 (CSRev. 08-2015 Curriculum Services use only)

CURRICULUM ACTION INFORMATION

(For assistance, contact Curriculum Services at 632-3273. The curriculum package will be returned if incomplete)

1. **Identify the effective semester for implementation:** Fall Term 2017 (20181)
This term should be a future term that would not affect current students negatively. All actions in this package will be effective during the term indicated, unless otherwise reflected. Example: Fall Term, 2012 (20131). Please refer to SACS guidelines in item 5 and Financial Aid guidelines in item 6 when selecting appropriate effective semester.
2. **Program proposals** require the following: Program Information (*Program layout for college catalog must be included-see most recent catalog for format and inclusion, you may request from Curriculum office*) OCP and workforce credit information must be included for all PSAV programs. **If applicable program layout must include information about “Record of Conviction of a Crime”, drug screen, background check, immunizations and any other information required for licensing or certifying agents.** All new programs must include information regarding Program Integrity.

All new programs and program modifications with significant changes must include a copy of the program assessment plan. Advisory committee minutes, detailing employer support for the new program or changes should also be included if applicable. Curriculum packages missing these elements if applicable to the program will be considered “incomplete” until received.

(Please “X” that you have included the following with your curriculum submission or indicate “n/a”):

No Change Program Assessment Plan (required for new programs and significant program modifications)

N/A – State mandated change Advisory Committee Minutes (if applicable, required for support of new program or requested changes)

Complete the following for all program submissions:

Program Title: Personal Lines Insurance (Personal Lines Property and Casualty Sales Agent [20-44]) Personal Lines Insurance Agent (20-44)

Program Code: 5737 (for new programs, please contact Curriculum Services for code assignment)

Degree Type: PSAV

School and Area (used for College Catalog): School of Business, Professional Studies and Public Safety

State CIP number: 0252190808 0252190810 Federal CIP number: 521908

(New programs only, unless State requires change)

TABE SCORES (must be included for all new PSAV programs): None / N/A

SOC NAV# (if appropriate, assigned by MEI): N/A

Program information from most recent catalog must be included with changes identified.

Please note: If a program is no longer active or students will not be able to complete the program as originally registered, Program Inactivation form and paperwork must be submitted to Curriculum Services.

3. **Limited Access** - Limited Access programs are those that limit the admission of prospective students on the basis of capacity (i.e., the number of students whom the program can accommodate because of available seats).

Is this program limited access? _____ Yes No

If yes, please describe criteria.

4. **Additional Program Requirements:**

(1.) Selective Access- Selective access programs are those that admit prospective students who meet specific admissions criteria, including, without being limited to, grade point average (G.P.A.), entrance exams, scores, letters of application, letters of reference and/or professional background criteria (e.g., criminal background check, drug screening, medical examination, and/or professional licensure or certification).

If this program is selective access, list requirements here, or you may insert on the catalog page included in this proposal. **No, the program is not selective, but certain limitations may apply to those prior to obtaining licensure. Please note that the State of Florida requires fingerprinting and a background check, which may prevent you from obtaining licensure. View the following [Information for Applicants With a Criminal History](#).**

(2.) Occupation and Salary - The following information is required by the FLDOE to provide detailed information to students leading to occupation and salary (must be included for all new programs or to submit changes to existing information).

For each of your Programs of Study, take the salary information from the Florida Department of Economic Opportunity, Occupational Employment and Wages <http://www.floridawages.com/eds.php> for each Standard Occupational Code (SOC) associated with your program of study.

SOC Code: 41-3021

Job Occupation: Insurance Sales Agent

Entry Salary: \$36,112

Median Salary: \$52,178

Questions 5-7 are for new programs, substantially modified programs only, please review questions to assure you have met compliance and questions do not apply to this proposal submission.

5. **SACS Information** is required for all new and substantially modified programs:

Please answer the following questions to determine if you should complete the **substantive change intake form**:

(1.) Does this involve development of a new degree or certificate program? **No, but CIP code was updated**

(2.) Does this new degree or certificate program involve a contract, MOU, grant, or consortium for the development or construction of all or part of a program or certificate? (This applies whether the College is outsourcing instruction or our College is providing the instruction for another organization or company.) **No**

(3.) Will this new degree or certificate program be offered via distance education? **Yes**

(4.) Does this involve instruction of courses delivered by Florida State College at Jacksonville instructors/employees at an off-campus location? **No – online only**

(5.) Does this involve the closure of a program or certificate? **No**

If you answered yes to one or more of the self-assessment questions above, please complete the **substantive change intake form** found on the College's website: <http://www.fscj.edu/district/institutional-effectiveness/coc-substantive-chg.php> and return it, along with a copy of the curriculum proposal, via e-mail to the Office of Institutional Effectiveness

and Accreditation. New programs or programs that require substantive change will require more time for approval. Please factor in time in implementation date.

6. **Financial Aid** (State requires 90 days response time on all **new eligible program**). Please identify by “yes or no” if this program is eligible for Financial Aid or any other Federal Funding. If so, identify specifics.

A financial aid eligible program would be:

At a school that qualifies as an institution of higher education, the following types of programs are eligible for federal student aid purposes:

- Program leads to an associate, bachelor’s, professional, or graduate degree. **No**
- Program of at least 2 academic years in duration that is acceptable for full credit toward a bachelor’s degree, **No**
- Program is at minimum of 1 academic year in duration that leads to a certificate, degree, or other recognized credential and prepares students for gainful employment in a recognized occupation (at least 600 clock hours or 24 credit hours). **No**

If you answered yes to any of the above, this program must be SACS and state of Florida approved. Please make sure your effective term incorporates length of time to get appropriate approval.

7. Is this program identified as **gainful employment** (yes or no, include explanation)? _____ Yes No
Gainful employment programs include only training programs of at least one academic year that lead to a certificate and credentialed non-degree programs (credit programs requiring 30 or fewer credit hours and clock hour programs requiring 600 or more contact hours). These programs prepare students for gainful employment in a recognized occupation.

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8. **Course Information** (Course Information includes (if applicable) (list prefix, number and title, credit hours and contact hours. Course Outlines must be included for all new and modified courses.
- a. **New Courses:** (SCNS website: http://scns.fldoe.org/scns/public/pb_index.jsp will assist in course number selection.) List recommended prefix/number, title, credit hours, and contact hours as appropriate. (example: ENC 1101 English Composition I 3 credit hours/3 lecture hours) **N/A**
- b. **Course Modifications:** (course outlines are located at: <http://curriculum.fscj.edu/> and may be used to insert in package so modifications can be applied. Please make sure all changes are shown on outlines.) Modifications should be shown with strike-thru and either **RED** font for add or **highlights**, but changes should be clear. **DO NOT USE “TRACK” CHANGES IN WORD.**) (example: TRA 2222 Transportation I, change title to: Transportation; credits hours from 3 to 4)

RMI 0603 - Personal Lines Property and Casualty Sales Agent (20-44) - Contact Hours: 52

change title to: Personal Lines Agent (20-44)

change contact hours to: 60

- c. **Course Inactivations (list prefix and number of each course):** **N/A**
9. **Identify if this is a General Education Requirement and if required** specified Category (Communication;

Humanities; Mathematics; Natural Sciences (Biological or Physical, option A or B if appropriate) or Social & Behavioral Sciences.) – **ALL GER REQUIRED COURSES MUST BE SUBMITTED TO GER-SUBCOMMITTEE FOR APPROVAL PRIOR TO SUBMISSION TO CURRICULUM COMMITTEE.** N/A

10. **Effectiveness:** Please describe how current and past students are affected by this change, indicating how you plan to identify and resolve individual issues and how you plan to communicate these changes to affected students. Current students will not be affected by the change. **Only those students who enroll in the course beginning with the Fall Term 2017 (20181) will take the course at the increased number of hours per FLDOE state frameworks.**
11. **Method of Instruction:** Should this course be offered in distance learning or other unique instructional format (please specify which format)? Why or why not? For assistance, see website: <http://www.fscj.edu/mydegree/Future-Students/Academics/Distance-Learning-and-Online-Programs.html>
This course can be delivered in face-to-face, online or hybrid format
12. **Background (answer the following questions):**
- Is this a state requirement? **Yes**
 - What is the requirement and why must we implement it? **The FLDOE state frameworks for the program increase contact hours from 52 to 60. In order to stay in compliance with the FLDOE, the program must adjust contact hours accordingly.**
 - Has history shown students need this course/program for some reason? **Yes**
 - Will this meet some specific workforce, university transfer or student success need? **The purpose of this program is to prepare students for the position of (Insurance) Personal Lines Agent. This program is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license.**
 - Are there partners, grant requirements, faculty collaborations or other reasons leading to the development of this course/program? **No**
 - Please add any additional information to provide background for this submission. **The Personal Lines Insurance program assists students in their quest for an Insurance Sales License by providing the required qualifying pre-licensing education to potential Insurance agents. This program is based on State-mandated curriculum and class hours which prepare students for the State Licensing Exam.**
13. **Rationale/need for the above action(s).**
- Is there a need for this course/program in our service district? **Yes**
 - How will this impact student success for upper division instruction or job placement? **N/A – this is a direct to the workforce PSAV program for those interested in becoming a Personal Lines Insurance agent.**
 - If the College already has a similar course/program, why are we developing this program/course and what are the differences between the programs and courses? **N/A - The FLDOE state frameworks for the program increase contact hours from 52 to 60. In order to stay in compliance with the FLDOE, the program must adjust contact hours accordingly.**
 - How many students and what businesses or transfer institutions will benefit? Does this course/program support a College goal or initiative? **This program supports the College's mission statement to provide high value, relevant life-long education that enhances the intellectual, social, cultural and economic development of our diverse community.**
 - Please add any additional information to provide rationale for this submission. **This is a state mandated change to increase program hours from 52 to 60.**
14. **Others Programs Impacted:** Programs or courses affected by this proposal: Identify other existing programs of study or courses that this proposal will affect, and explain how they will be affected. (Program title, program code, required or elective). **None**

15. **Articulations:** If there are existing internal or external (inter-institutional) articulation agreements that will be impacted by this proposal request, please identify and contact as appropriate: N/A
- Courses intended for transfer and External Upper division articulations (2+2): Contact Liberal Arts Department at 632-3170.
 - Internal articulations (PSAV to AS) and external articulations (Industry certification to AS): Contact Workforce Development at 632-3363 to update agreement. Copies of active internal and external agreements can be found here - <https://www.dropbox.com/sh/o39aqev4wqlbny8/AAC2KS5TnxuhIUBTDYfoxvGfa?dl=0>
16. **Financial Information:** Special fees: A Special Fee Request form must be completed and sent to Finance, Attention: Controller. http://www.fccj.org/campuses/mccs/business_services/financial/forms/pdf/special-fee-request.pdf Budget and Department must be filled in for all new programs and courses. Please contact the Director of Budget and Financial Planning at 632-3142 with any budget questions.

Budget number: 11220200 / 112202 **Department:** CF PSAV MKT/FIN/AVIATION
Must be provided for all NEW programs or curriculum package will not go for recommendation.

17. **Fiscal Notes:** This response must include specific information on the financial impact to students and the institution. This section should be concise, unless there are special circumstances related to the course/program. Please answer the following questions. *If answer yes, explanation must be included.
- Will there be unusual costs to students? No
 - Are faculty salaries to teach course/program higher or lower than standard rates? No
 - Will additional staff or faculty be required, and if so, what are the costs to the institution? No
 - Will the institution have to purchase additional equipment, supplies, software, and/or materials not currently owned by the College? No
 - Are there grant or business partnerships that will provide funds to establish the course/program? No
 - Will business partnerships cover the course/program costs? No

18. **Evaluation:** This response requests specific information on how you will assess the effectiveness of the course/program as it benefits students and the college. This section is also concise but should address the following: **credit transfer course:** review of student enrollment, completion and grades, as well as students ability to move to higher level courses if applicable; **credit or non-credit workforce:** review of student enrollment, completion, job placement, as well as business involvement in development, revision and evaluation of the course/program and student success; and **adult education courses** should include the same information as credit transfer courses but should also include job placement analysis.

The program and course will continue to follow the same evaluation methods as currently in practice.

19. Do you feel that this proposal will have any special impact on the recruitment and retention of disadvantaged students? If so, please explain. N/A

20. Answer the following (if appropriate). Earn credit how many times: Once
 Writing Requirements course: _____ Yes X No
 Grading Method or any special instructions (if other than standard): Standard PSAV grading

According to APM 09-0304-Curriculum Approval Process. The curriculum package with appropriate attachments must be e-mailed to curriculum@fccj.edu when finalized. If you have any questions, please call 632-3273. The curriculum services office is located at Administrative Offices, Suite 301

Personal Lines Insurance Agent (20-44) ~~(Personal Lines Property and Casualty Sales Agent [20-44]) (5737) (W.C.)~~

Workforce Certificate (PSAV/Clock Hour program)

The purpose of this program is to prepare students for the position of (Insurance) Personal Lines Agent. Insurance agents provide a valuable and essential service. Helping clients understand and determine the types of insurance protection they need is critical to their financial security. This state approved program prepares you to take the state administered test for the **20-44 Personal Lines Property and Casualty Sales Agent's license**. Successful completion also fulfills the education requirement for that license.

A minimum grade of "C" or better must be achieved in all professional core courses.

Mission/Purpose

The mission of the Personal Lines Insurance program is to assist students in their quest for an Insurance Sales License by providing the required qualifying pre-licensing education to potential Insurance agents. This program is based on State-mandated curriculum and class hours which prepare students for the State Licensing Exam. By offering online, it optimizes educational opportunities for both local and state-wide students.

Certification and Licensing

This program prepares you to take the **20-44 Personal Lines Property and Casualty Sales Agent licensing exam**. Students who have completed a correspondence course (*the online 2-20 course at Florida State College at Jacksonville fulfills this*) in insurance, 3 hours of which must be on the subject matter of ethics, which is regularly offered by accredited institutions of higher learning in this state or extensions thereof and approved by the department, must also have at least 6 months of responsible insurance duties as a substantially full-time bona fide employee in all lines of property and casualty insurance set forth in the definition of general lines agent under Florida Statute [626.015](#).

Please note that the State of Florida requires fingerprinting and a background check, which may prevent you from obtaining licensure. View the following [Information for Applicants With a Criminal History](#).

Need More Information? Contact:

Insurance, Real Estate and Financial Services, Cecil Center, (904) 317-3883 or insurance@fscj.edu

More Information Online

[State of Florida qualifications for Insurance Agents](#)

Curriculum

Professional Courses

A minimum grade of "C" or better is required in all Professional Core courses.

- [RMI 0603 - Personal Lines Property and Casualty Sales Agent \(20-44\) Contact Hours: 52](#) **60**

Total Contact Hours: 52 **60**; **Total Workforce Credits: 1.5** **2.0**

FLORIDA STATE COLLEGE AT JACKSONVILLE
NON-COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: RMI 0603
COURSE TITLE: Personal Lines ~~Property and Casualty Sales~~ Agent (20-44)
PREREQUISITE(S): None
COREQUISITE(S): None
TOTAL CONTACT HOURS: ~~52~~ change to: 60

(For Office Use Only:
Vocational Credits ~~1.50~~ 2)

FACULTY WORKLOAD POINTS: ~~1.73~~ change to: 2

STANDARDIZED CLASS SIZE
ALLOCATION: 40

COURSE DESCRIPTION:

This course introduces the student to an identified career field. Students will have the opportunity to explore various aspects of the identified area such as: specific jobs available in the career field, skills required, education required, experience required, approximate salaries, etc. Students will also participate in laboratory experiences designed to enhance their learning, stimulate interest, and expose them to the actual work environment.

SUGGESTED TEXT(S): Latest Edition of: *The Florida General Lines Agent and Customer Service Representative Study Manual*

IMPLEMENTATION DATE: Spring Term, 2007 (20072)

REVIEW OR MODIFICATION DATE: Fall Term, 2008 (20091) – Outline Review 2007
Fall Term 2017 (20181) – Proposal 2016-27 (State Mandated Change)

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Property and Liability Insurance Concepts	5 6
II. Automobile Insurance	6 7
III. Property Insurance	6 7
IV. Homeowners Insurance	5 6
V. Personal Inland Marine Insurance	2 3
VI. Health Insurance	5 6
VII. Duties of Florida's Chief Financial Officer	1
VIII. Miscellaneous Florida Automobile Laws	4 5
IX. Agent Ethics	4 5
X. Agent Licensing	1
XI. Unfair Trade Practices	2
XII. Miscellaneous Definitions	4
XIII. Residual Markets	4
XIV. Policy Renewal, Nonrenewal/Cancellation, Reinstatement	3

PROGRAM TITLE: Personal Lines Insurance Agent (20-44)
COURSE TITLE: Personal Lines Property and Casualty Sales Agent (20-44)
CIP NUMBER: 0252190808 0252190810

Program frameworks can be found at the following website: <http://www.fldoe.org/workforce/dwdframe/>

LIST PERFORMANCE STANDARDS ADDRESSED:

~~01.0 DEMONSTRATE AN UNDERSTANDING OF PROPERTY AND LIABILITY INSURANCE CONCEPTS~~ The student will be able to:

- ~~01.01 Explain risk concepts.~~
- ~~01.02 Explain what constitutes an insurance policy.~~
- ~~01.03 Describe binders.~~
- ~~01.04 Compare and contrast property and liability insurance.~~
- ~~01.05 Explain insurance contract characteristics.~~
- ~~01.06 Explain property insurance concepts.~~
- ~~01.07 Explain conditions liability insurance concepts.~~
- ~~01.08 Compare and contrast insurance policy conditions~~
- ~~01.09 Describe bases for insurer avoidance of performance~~

~~02.0 DEMONSTRATE AN UNDERSTANDING OF AUTOMOBILE INSURANCE~~ The student will be able to:

- ~~02.01 Explain personal automobile policy (PAP) declarations.~~
- ~~02.02 Explain PAP definitions.~~
- ~~02.03 Compare and contrast PAP parts A, B, C, and D.~~
- ~~02.04 Compare and contrast PAP parts E, F and Other Provisions~~
- ~~02.05 Explain ratings.~~

~~03.0 DEMONSTRATE AN UNDERSTANDING OF PROPERTY INSURANCE~~ The student will be able to:

- ~~03.01 Explain the building and personal property coverage form.~~
- ~~03.02 Compare and contrast the causes of loss forms.~~
- ~~03.03 Explain the dwelling program.~~

~~04.0 DEMONSTRATE AN UNDERSTANDING OF HOMEOWNERS INSURANCE~~ The student will be able to:

- ~~04.01 Explain the eligibility requirements.~~
- ~~04.02 Describe the forms available.~~
- ~~04.03 Explain Section I Property Coverage.~~
- ~~04.04 Explain Section II Liability Coverage.~~
- ~~04.05 Describe the general conditions.~~
- ~~04.06 Compare and contrast endorsements.~~

~~LIST PERFORMANCE STANDARDS ADDRESSED: (Continued)~~

~~05.0 DEMONSTRATE AN UNDERSTANDING OF PERSONAL INLAND MARINE INSURANCE~~ The student will be able to:

~~05.01 Explain inland marine insurance~~

~~06.0 DEMONSTRATE AN UNDERSTANDING OF HEALTH INSURANCE~~ The student will be able to:

~~06.01 Detail the general policy provisions.~~

~~06.02 Explain major medical insurance.~~

~~06.03 Explain disability insurance.~~

~~06.04 Describe Medicare supplement.~~

~~06.05 Compare and contrast HMO/PPO~~

~~07.0 DEMONSTRATE AN UNDERSTANDING OF THE DUTIES OF FLORIDA'S CHIEF FINANCIAL OFFICER~~ The student will be able to:

~~07.01 Detail the general duties and powers.~~

~~07.02 Explain examinations of books and records.~~

~~07.03 Explain hearings.~~

~~07.04 Describe penalties~~

~~08.0 DEMONSTRATE AN UNDERSTANDING OF MISCELLANEOUS FLORIDA AUTOMOBILE LAWS~~ The student will be able to:

~~08.01 Describe automobile no-fault.~~

~~08.02 Explain financial responsibility.~~

~~08.03 Compare and contrast uninsured/underinsured motorists.~~

~~08.04 Describe cancellation/nonrenewal.~~

~~08.05 Compare and contrast fiduciary and court bonds.~~

~~08.06 Explain glass deductible.~~

~~09.0 DEMONSTRATE AN UNDERSTANDING OF AGENT ETHICS~~ The student will be able to:

~~09.01 Explain agents' ethics~~

~~10.0 DEMONSTRATE AN UNDERSTANDING OF AGENT LICENSING~~ The student will be able to:

~~10.01 Detail persons required to be licensed.~~

~~10.02 Explain maintaining a license.~~

~~11.0 DEMONSTRATE AN UNDERSTANDING OF UNFAIR TRADE PRACTICES~~ The student will be able to:

~~11.01 Explain sliding.~~

~~11.02 Explain coercion.~~

~~LIST PERFORMANCE STANDARDS ADDRESSED: (Continued)~~

- ~~11.03 Describe misrepresentation.~~
- ~~11.04 Describe defamation.~~
- ~~11.05 Explain unfair discrimination.~~
- ~~11.06 Explain unfair claims settlement.~~
- ~~11.07 Describe fraud.~~
- ~~11.08 Describe controlled business.~~

~~12.0 DEMONSTRATE AN UNDERSTANDING OF MISCELLANEOUS DEFINITIONS The student will be able to:~~

- ~~12.01 Define insurance transaction.~~
- ~~12.02 Compare and contrast domestic, foreign and alien insurance companies.~~
- ~~12.03 Compare and contrast authorized, unauthorized and eligible companies.~~
- ~~12.04 Compare and contrast stock and mutual companies.~~
- ~~12.05 Explain certificate of authority.~~

~~13.0 DEMONSTRATE AN UNDERSTANDING OF RESIDUAL MARKETS The student will be able to:~~

- ~~13.01 Describe Florida Automobile Joint Underwriters Association.~~
- ~~13.02 Describe Citizens Property Insurance Corporation.~~
- ~~13.03 Explain Florida Workers Compensation Joint Underwriting Association.~~

~~14.0 DEMONSTRATE AN UNDERSTANDING OF POLICY RENEWAL, NONRENEWAL AND CANCELLATION, REINSTATEMENT The student will be able to:~~

- ~~14.01 Compare and contrast policy renewal, non renewal, cancellation and reinstatement.~~



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	SEMESTER CREDIT HOURS (CC):
COURSE PREFIX AND NUMBER: <u>RMI 0603</u>	CONTACT HOURS (NCC): <u>52</u>
COURSE TITLE: <u>Personal Lines Property & Casualty Sales Agent</u>	

Section 2
TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4
INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input checked="" type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input type="checkbox"/> Working Collaboratively

Section 5
STATE GENERAL EDUCATION LEARNING OUTCOME AREA

<input type="checkbox"/> Communication	<input type="checkbox"/> Critical Thinking	<input type="checkbox"/> Scientific and Quantitative Reasoning
<input checked="" type="checkbox"/> Information Literacy	<input type="checkbox"/> Global Sociocultural Responsibility	

Section 6 LEARNING OUTCOMES		Type of Outcome: Gen. Ed, Program, Course	METHOD OF ASSESSMENT
•	Demonstrate an understanding of property and liability insurance concepts	Program	Chapter quizzes and state approved end-of course exam
•	Demonstrate an understanding of personal automobile insurance and Florida auto laws	Program	Chapter quizzes and state approved end-of course exam
•	Demonstrate an understanding of property insurance and homeowners	Program	Chapter quizzes and state approved end-of course exam
•	Demonstrate an understanding of Agent licensing.	Program	Chapter quizzes and state approved end-of course exam

Section 7

Name of Person Completing This Form: Bill Barfield

SECTION 1			
Course Prefix and Number:	RMI 0603	Semester Credit Hours (Credit):	
		Contact Hours (Workforce):	60
Course Title:	Personal Lines Agent (20-44)		

SECTION 2a (To be completed for General Education courses only.)			
TYPE OF COURSE (Place an "X" in the box next to those that are applicable.)			
<input type="checkbox"/>	General Education Core (If selected, core discipline area will be identified in Section 4.)		
<input type="checkbox"/>	General Education (If selected, you must also complete Section 4, Section 5, and Section 8)		
SECTION 2b			
TYPE OF COURSE (Place an "X" in the box next to those that are applicable.)			
<input type="checkbox"/>	A.A. Elective	<input type="checkbox"/>	A.S. Required Course
<input type="checkbox"/>	A.A.S. Required Course	<input type="checkbox"/>	A.A.S. Professional Elective
X	PSAV/Clock Hour/Workforce	<input type="checkbox"/>	Development Education
<input type="checkbox"/>	Upper Division/Bachelors	<input type="checkbox"/>	Other: If selected, use this space to title "other" option.

SECTION 3									
INTELLECTUAL COMPETENCIES (Place an "X" in the box next to those that are applicable.)									
X	Reading	<input type="checkbox"/>	Speaking	X	Critical Analysis	X	Qualitative Skills	<input type="checkbox"/>	Scientific Method of Inquiry
<input type="checkbox"/>	Writing	X	Listening	<input type="checkbox"/>	Information Literacy	X	Ethical Judgement	<input type="checkbox"/>	Working Collaboratively

SECTION 4 (To be completed for General Education courses only.)									
GENERAL EDUCATION DISCIPLINE AREA (Place an "X" in the box next to those that are applicable.)									
<input type="checkbox"/>	Communications			<input type="checkbox"/>	Humanities		<input type="checkbox"/>	Mathematics	
<input type="checkbox"/>	Social and Behavioral Sciences				<input type="checkbox"/>	Natural Sciences			

SECTION 5 (To be completed for General Education courses only.)									
GENERAL EDUCATION LEARNING OUTCOME AREA (Place an "X" in the box next to those that are applicable.)									
<input type="checkbox"/>	Communication			<input type="checkbox"/>	Critical Thinking		<input type="checkbox"/>	Information Literacy	
<input type="checkbox"/>	Scientific and Quantitative Reasoning				<input type="checkbox"/>	Global Sociocultural Responsibility			

SECTION 6		
LEARNING OUTCOMES	TYPE OF OUTCOME (General Education, Course or Program)	METHOD OF ASSESSMENT
Demonstrate an understanding of property and liability insurance concepts	Program and Course	Chapter quizzes and state approved end of course exam
Demonstrate an understanding of personal automobile insurance and Florida auto laws	Program and Course	Chapter quizzes and state approved end of course exam
Demonstrate an understanding of property insurance and homeowners	Program and Course	Chapter quizzes and state approved end of course exam
Demonstrate an understanding of agent licensing.	Program and Course	Chapter quizzes and state approved end of course exam

SECTION 7		
Faculty name(s):	Bill Lynch	Date: 2/13/2017