NATIONAL BOARD FOR TECHNICAL EDUCATION

PLOT B BIDA ROAD, P.M.B. 2239, KADUNA, NIGERIA

NATIONAL DIPLOMA

IN

INSURANCE

CURRICULUM AND COURSE SPECIFICATIONS

REVIEWED IN COLLABORATION

WITH

CHARTERED INSURANCE INSTITUTE OF NIGERIA (CIIN), LAGOS

SEPTEMBER, 2026

PREFACE

The National Board for Technical Education (NBTE) remains steadfast in its mandate to provide a robust framework for Technical and Vocational Education and Training (TVET) that is both responsive to national needs and aligned with global standards. In recognition of the transformative shifts in Insurance, it has become imperative to review and modernize the curriculum for the National Diploma (ND) in Insurance that was reviewed nearly three decades ago.

This revised curriculum has been meticulously designed to transition from conventional Insurance to more digital and emerging risk. It places a significant emphasis on Insuretech and Data Analytics, ensuring that our diplomates are not only productive but also environmentally conscious.

By integrating digital tools for Insurance, ICT applications, and data management into the learning process, we are equipping the next generation of Insurance technicians with the competencies required for the growth and development of the insurance industry. The goal of this programme is to produce competent middle-level manpower equipped with practical skills, technical knowledge and professionals who are practically competent, internationally compliant in insurance business.

I wish to express my profound gratitude to the industry experts, seasoned academics, and the Chartered Insurance Institute of Nigeria (CIIN) who contributed not only their expertise but also sponsored the national curriculum review workshop. Their dedication has ensured that this document remains a gold standard for insurance education in Nigeria.

It is my firm belief that the effective implementation of this curriculum across our TVET institutions will drive insurance growth, stimulate inclusive insurance, and foster self-reliance knowledge of emerging trends and risks in the industry. I therefore, charge all Academic staff, administrators and other stakeholders to utilize these guidelines with the highest level of professional commitment to achieve the desired learning outcomes.

Prof. Idris M. Bugaje
Executive Secretary
National Board for Technical Education,
Kaduna,
Nigeria.

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GENERAL INFORMATION

1.0 PROGRAMME NOMENCLATURE

National Diploma (ND) in Insurance.

2.0 PROGRAMME GOAL

The National Diploma (ND) in Insurance programme is designed to produce competent insurance middle level manpower with adequate theoretical knowledge, practical skills and professional ethics required for effective risk management, underwriting, claims management, insurance marketing, financial protection services and regulatory compliance.

3.0 OBJECTIVES OF THE PROGRAMME

On completion of the programme, diplomates should be able to:

i. Understand fundamental principles, concepts and practice of insurance;
ii. Apply insurance principles in insurance operations;
iii. Understand the economic functions, market behaviour, and development impact of insurance;
iv. Apply actuarial principles, statistical methods and financial techniques in insurance decision-making;
v. Organize, analyze, visualize, and interpret basic insurance data;
vi. Understand various classes of insurance, policy administration and basic claims management;
vii. Understand reinsurance business;
viii. Identify emerging risks in insurance business;
ix. Apply digital technologies, InsurTech solutions, and data-driven approaches in insurance operations;
x. Understand life, health, general and specialized insurance risks;
xi. Prepare elementary accounting information relating to insurance;
xii. Conduct business research, prepare professional reports and apply research findings to insurance practice;
xiii. Market insurance services through effective product development, distribution and customer relationship strategies;
xiv. Apply insurance laws, regulations and ethical standards in insurance practice.

4.0 ENTRY REQUIREMENTS

The minimum entry requirements for admission into the Insurance Programme are:

i. Candidates must possess five (5) credit passes in WASC, NECO, NABTEB, SSCE or equivalent in English Language (not Literature in English) and Mathematics and any other three relevant subjects from Economics, Commerce; Accounting, Government, Insurance, Book Keeping, Civic Education, Marketing, Geography, Biology/Agric Science, Entrepreneurship, Business Methods, History, at not more than two sittings.

ii. A minimum admissible score in the Unified Tertiary Matriculation Examination (UTME) as stipulated by JAMB.

5.0 STRUCTURE AND DURATION OF THE PROGRAMME

The National Diploma in Insurance programme is structured to last for two (2) years (four semesters) of classroom work, laboratory practicals, field studies and workshop practices.

Each semester shall consist of 17 weeks made up as follows:

- 15 contact weeks of teaching (lectures, practicals and fieldwork);
- 2 weeks for registration and examinations.

6.0 CURRICULUM

The curriculum of the ND in Insurance Programme consists of four main components:

a. General Studies/General Education Courses
b. Foundation Courses
c. Professional Courses
d. Students' Industrial Work Experience Scheme (SIWES)

7.0 STAFFING REQUIREMENTS

7.1 Core Teaching Staff

A minimum of four (4) core teaching staff who should possess at least HND or first degree in Insurance or Actuarial Science. Relevant industrial and teaching experience shall be an added advantage.

7.2 Technical Staff

i. Technologist

Technologist is a senior technical staff responsible for supervising practical and laboratory activities in the department. The technologist operates, manages, and maintains laboratory and field equipment, assists lecturers during practical sessions, and supports research.

ii. Technician

Technician assists in carrying out technical and practical operations within the department. The technician helps in preparing equipment and materials for practical classes, maintaining tools and facilities, and supporting students and lecturers during laboratory and field activities.

7.3 Headship of the Department (HOD).

The Head of Department shall possess at least a HND or First degree and Master's Degree in Insurance or Actuarial Science. He or she shall not be less than the rank of a Senior Lecturer, shall be registered with a relevant Professional Body and shall have a minimum of ten (10) years' experience in either academia, or both academia and industry.

8.0 CERTIFICATION

A diplomate of this programme shall be awarded the National Diploma (ND) in Insurance.

9.0 CONDITIONS FOR THE AWARD OF ND

Institutions offering accredited programmes will award the National Diploma to candidates who successfully completed the programme after passing prescribed coursework, examinations, diploma project and the Students Industrial Work Experience Scheme (SIWES). Such candidates should have completed a minimum of between 72 and 80 semester credit units depending on the programme.

9.1 Grading of Courses

Courses shall be graded as follows:

MARK RANGE	LETTER GRADE	WEIGHTING
75% and above	A	4.00
70% – 74%	AB	3.50
65% – 69%	B	3.25
60% – 64%	BC	3.00
55% – 59%	C	2.75
50% – 54%	CD	2.50
45% – 49%	D	2.25
40% – 44%	E	2.00
Below 40%	F	0.0

9.2 Classification of Diplomas

Diploma Certificates shall be awarded based on the following classifications:

CGPA	CLASS OF DIPLOMA
CGPA 3.50 and above	Distinction
CGPA 3.00-3.49	Upper Credit
CGPA 2.50-2.99	Lower Credit
CGPA 2.00-2.49	Pass

10.0 ACCREDITATION

The National Diploma (ND) in Insurance programme shall be accredited by NBTE before the diplomates can be awarded the diploma. Details about the process of accrediting a programme for the award of the ND are available from the Executive Secretary, National Board for Technical Education (NBTE), Plot 'B', Bida Road, P.M.B. 2239, Kaduna, Nigeria.

11.0 LOGBOOK

A personal logbook for each course is to be kept by the students. It shall contain all the recordings of the day-to-day, weekly and semester practical works/activities from day one to the end of the programme. This is to be checked, marked appropriately and endorsed by all lecturers concerned at the end of every week.

12.0 FINAL YEAR PROJECTS

Final year students are expected to carry out project work, either on individual or group basis (not more than 2 per group). The project topics should as much as possible be related to the programme and serve as useful tools for further Research and /or Development. Projects should be properly supervised, and their reports well presented. The Institution should develop formats for presenting and grading projects. The formats should be adopted as applied to each stakeholder.

13.0 GUIDANCE NOTES FOR TEACHERS OF THE PROGRAMME

13.1 The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student, who so wishes, to transfer the units already completed in an institution of similar standard from which he/she is transferring.

13.2 In designing the units, the principle of the modular system by product has been adopted, thus making each of the professional modules, when completed provides the student with technician operative skills, which can be used for employment purposes.

13.3 As the success of the credit unit system depends on the articulation of programmes between the institution and industry, the Curriculum content has been written in behavioral objectives, so that the expected performance of the student is clear to all students who successfully completed some of the courses or the diplomates of the programme. There is a slight departure in the presentation of the performance-based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and follow that with the criteria for determining an acceptable level of performance. Departmental submission on the final curriculum may be vetted by the Academic Board of the institution. Our aim is to continue to see to it that a solid internal Evaluation system exists in each institution for ensuring minimum standard and quality of education in the programmes offered throughout the polytechnic system.

13.4 The teaching of theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practice in the ratio of 50:50 or 60:40 or the reverse.

14.0 GUIDELINES ON SIWES PROGRAMME

For the smooth operation of the SIWES, the following guidelines shall apply:

14.1 Responsibility for placement of Students.

a. Institution offering the ND programme shall arrange to place the students in relevant industries. By the end of second semester of the first academic session, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE, who shall, in turn authenticate the list and forward it to the Industrial Training Fund, Jos.
b. The Placement Officer should discuss and agree with the various industries on the following:
i. A task inventory of what the student is expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field by the industry-based supervisor.
ii. The evaluation of the student by the industry-based supervisor and the institution-based supervisor.
iii. The final grading of the student during the period of attachment should be weighted more on the evaluation by industry-based supervisor.

14.2 Evaluation of Student during the SIWES

In the evaluation of the student, cognisance should be taken of the following items:

i. Punctuality
ii. Attendance
iii. General attitude to work
iv. Routine report of weekly activities in the logbook
v. Respect for authority
vi. Interest in the field/technical area

vii. Technical competence as a potential technician in his field.

14.3 Grading of SIWES

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students work agreed to by all TVET Institutions is adopted.

14.4 The Institution based Supervisor

The institution-based supervisor should initial the log book during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific tasks given to them by their industry-based supervisor.

14.5 Frequency of visit

Institutions should ensure that students placed on the attachment are visited within one month of their placement. Other visits shall be arranged so that:

i. There is another visit six weeks after the first visit; and
ii. A final visit in the last month of the attachment.

14.6 Stipend for Students in SIWES

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training fund and the NBTE.

14.7 SIWES as a component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a ***fail*** or ***pass*** basis. Where a student has satisfied all other requirements but failed SIWES, she/he may only be allowed to repeat another four months SIWES at his own expense.

15.0 GUIDELINES ON MANDATORY SKILLS QUALIFICATION (MSQ)

Please, see the Guidelines for the Implementation of MSQ in Polytechnics in Nigeria, available on NBTE website (web.nbte.gov.ng/downloads).

CURRICULUM TABLE

Year I - Semester I

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	GNS 101	Use of English I	2	0	0	2	2
2.	GNS 111	Citizenship Education I	2	0	0	2	2
3.	MSQ 111	Mandatory Skills Qualification	1	0	1	2	2
4.	COM 111	Introduction to Computing	2	0	2	4	4
5.	BAM 112	Business Mathematics I	2	0	1	3	3
6.	BAM 113	Principles of Law	1	0	2	3	3
7.	MKT 111	Principles of Marketing	2	0	1	3	3
8.	BFN 111	Elements of Banking I	2	0	0	2	2
9.	BFN 112	Principles of Economics I	2	0	0	2	2
10.	INS 111	Introduction to Insurance	3	0	0	3	3
11.	INS 112	Basic Accounting for Insurance I	2	0	0	2	2
TOTAL			**21**	**0**	**7**	**28**	**28**

Year I - Semester II

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	GNS 102	Communication in English I	2	0	0	2	2
2.	GNS 121	Citizenship Education II	2	0	0	2	2
3.	ENT 126	Introduction to Entrepreneurship I	2	0	1	3	3
4.	BAM 122	Business Mathematics II	2	0	0	2	2
5.	BFN 121	Elements of Banking II	2	0	0	2	2
6.	BFN 122	Principles of Economics II	2	0	0	2	2
7.	INS 121	Principles and Practice of Insurance	2	0	1	3	3
8.	INS 122	Basic Accounting for Insurance II	2	0	0	2	2
9.	INS 123	Economics of Insurance	2	0	0	2	2
10.	INS 124	Life and Health Insurance	3	0	0	3	3
11.	INS 125	Motor Insurance	2	0	0	2	2
TOTAL			**23**	**0**	**2**	**25**	**25**

Year II - Semester I

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	GNS 201	Use of English II	2	0	0	2	2
2.	ENT 216	Introduction to Entrepreneurship II	2	0	1	3	3
3.	BAM 211	Principles of Management I	1	0	2	3	3
4.	BAM 214	Business Law	1	0	2	3	3
5.	INS 211	Principles of Reinsurance	2	0	0	2	2
6.	INS 212	Property and Pecuniary Insurance I	3	0	0	3	3
7.	INS 213	Emerging Trends and Risks in Insurance	2	0	0	2	2
8.	INS 214	Marine and Aviation Insurance	2	0	0	2	2
9.	INS 215	Data Analytics for Insurance	1	0	1	2	2
10.	INS 216	Research Methods	2	0	0	2	2
11.	INS 217	Students' Industrial Work Experience Scheme (SIWES)	0	0	4	4	4
TOTAL			**18**	**0**	**10**	**28**	**28**

Year II - Semester II

S/N	COURSE CODE	COURSE TITLE	L	T	P	CU	CH
1.	GNS 202	Communication in English II	2	0	0	2	2
2.	BAM 221	Principles of Management II	1	0	2	3	3
3.	INS 221	Property and Pecuniary Insurance II	2	0	0	2	2
4.	INS 222	Marketing of Insurance Services	3	0	0	3	3
5.	INS 223	InsureTech and Digital Insurance	2	0	0	2	2
6.	INS 224	Actuarial Science	2	0	0	2	2
7.	INS 225	Liability Insurance	2	0	0	2	2
8.	INS 226	Final year project	0	0	4	4	4
TOTAL			**14**	**0**	**6**	**20**	**20**

Keys:

L - Lectures (Hours/week), T - Tutorials (Hours/week), P - Practical (Hours/week), CH - Contact Hours (Hours/week), CU - Credit Unit

YEAR I SEMESTER I

Introduction to Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: INTRODUCTION TO INSURANCE	**COURSE CODE: INS 111**	**CONTACT HOURS: 3 HOURS/ WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 3 HOURS/ WEEK**
YEAR: I SEMESTER: I	**PRE-REQUISITE: NIL**	**PRACTICAL: NIL**
GOAL: This course is designed to equip students with the knowledge and skills necessary for insurance contracts, risk management, and the basic operations of the Nigerian insurance industry.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the nature of risk; 2.0 Understand the nature of Insurance Contract; 3.0 Know the historical development of Insurance; 4.0 Know the structure of the insurance market; 5.0 Understand the major classes of insurance Business; 6.0 Understand compulsory insurance classes in Nigeria; 7.0 Understand ethical conduct in insurance practice.		

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: INTRODUCTION TO INSURANCE			**COURSE CODE: INS 111**		**CONTACT HOURS: 3 HOURS/ WEEK**	
			CREDIT UNIT: 3		**THEORETICAL: 3 HOURS/ WEEK**	
YEAR: I SEMESTER: I			**PRE-REQUISITE: NIL**		**PRACTICAL: NIL**	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip students with the fundamental knowledge and skills necessary to understand insurance contracts, risk management, and the basic operations of the Nigerian insurance industry						
General Objective 1.0: Understand the nature of risk						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-2	1.1 Define risk. 1.2 Discuss the following types of risk; i. Pure and speculative risks ii. Fundamental and particular risks iii. Emerging risks 1.3 Define risk management. 1.4 Discuss risk management process. 1.5 Explain the methods of handling risk: i. Retention; ii. Avoidance; iii. Reduction; iv. Transfer; v. Parametric Insurance; vi. Insurance-Linked	• Explain risk • Discuss the following types of risk: ✓ Pure and speculative risks, ✓ Fundamental and particular risks, ✓ Emerging risks • Discuss risk management • Discuss risk management process • Explain the methods of handling risk: ✓ Retention ✓ Avoidance ✓ Reduction ✓ transfer, ✓ Parametric	Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			

	Securities (ILS) vii. Enterprise Risk Financing.	Insurance ✓ Insurance-Linked Securities (ILS) ✓ Enterprise Risk Financing.				
General Objective 2.0: Understand the nature of Insurance Contract						
3-4	2.1 Define insurance contract. 2.2 Explain the essential elements of a valid insurance contract. 2.3 Discuss the characteristics of an insurance contract. 2.4 Explain insurance contract documents 2.5 Explain duties of parties to an insurance contract.	• Explain insurance contract. • Explain the essential elements of a valid insurance contract. • Explain the characteristics of an insurance contract. • Explain insurance contract documents • Explain duties of parties to an insurance contract.	Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			
General Objective 3.0 Know the Historical Development of Insurance						
5-7	3.1 Explain the evolution of insurance 3.2 Describe the historical development of insurance practices in Nigeria 3.3 Discuss the significance of Lloyd's of London in the development of the modern insurance industry	• Discuss the evolution of insurance • Explain the historical development of insurance practices in Nigeria • Discuss the significance of Lloyd's of London in the development of the modern insurance industry • Explain the social,	Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			

	3.4 Explain the social, economic, and technological factors that have shaped the insurance industry over time	economic, and technological factors that have shaped the insurance industry over time				
General Objective 4.0: Know the structure of the insurance market						
8-10	4.1 Explain the following players in Nigerian insurance market: i. Buyers; ii. Intermediaries; iii. Sellers; iv. Support services; v. Regulators 4.2 Discuss the functions of the players mentioned in (4.1) above 4.3 Describe the role of the following professional bodies: i. Chartered Insurance Institute of Nigeria (CIIN); ii. National Council of Registered Insurance Broker (NCRIB) iii. Nigeria Insurers Association (NIA); iv. Institute of Loss Adjusters of Nigeria (ILAN)	• Explain the following players in Nigerian insurance market: ✓ Buyers, ✓ Intermediaries, ✓ Sellers, ✓ Support services, ✓ Regulators • Discuss the functions of the players mentioned in (4.1) above • Explain the role of the following professional bodies: ✓ Chartered Insurance Institute of Nigeria (CIIN) ✓ National Council of Registered Insurance Broker (NCRIB) ✓ Nigeria Insurers Association (NIA) ✓ Institute of Loss Adjusters of Nigeria	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, etc			

	v. Association of Registered Agents in Nigeria (ARIAN)	(ILAN) ✓ Association of Registered Agents in Nigeria (ARIAN)				
General Objective 5.0: Understand the major classes of insurance Business						
11-12	5.1 Define Life Assurance 5.2 Explain the classes of life assurance. 5.3 Define General Insurance. 5.4 Explain the classes general insurance. 5.5 Explain the meaning of Health Insurance. 5.6 Explain Group Medical Insurance.	• Explain Life Assurance • Explain the classes of life assurance • Discuss General Insurance • Explain the classes general insurance • Explain the meaning of Health Insurance • Explain Group Medical Insurance	Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			
General Objective 6.0: Understand compulsory insurance classes in Nigeria						
13-14	6.1 Define compulsory insurance. 6.2 Explain the legal basis for compulsory. insurance under NIIRA 2025. 6.3 Describe the major compulsory insurance classes in Nigeria. 6.4 Explain the roles of the agencies in compulsory insurance enforcement 6.5 Explain digital verification systems.	• Discuss compulsory insurance • Explain the legal basis for compulsory insurance under NIIRA 2025 • Discuss the major compulsory insurance classes in Nigeria • Explain the roles of the agencies in compulsory insurance enforcement: • Explain digital verification systems.	Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			
General Objective 7.0: Understand ethical conduct in insurance practice						

15	7.1 Explain the meaning of professional ethics. 7.2 Explain ethical issues in Insurance 7.3 Describe the consequences of unethical practices	• Explain the meaning of professional ethics. • Explain ethical issues in Insurance • Describe the consequences of unethical practices	Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			

COURSE ASSESSMENT:

Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%

Basic Accounting for Insurance I

<table>
<tr><td colspan="3">PROGRAMME: NATIONAL DIPLOMA (ND) INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: BASIC ACCOUNTING FOR INSURANCE I</td><td>COURSE CODE: INS 112</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: I SEMESTER: I</td><td>PRE-REQUISITE: NIL</td><td>PRACTICAL: NIL</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip students with knowledge and skills required to prepare elementary accounting information relating to insurance.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand basic accounting concepts;
2.0 Understand sources of accounting information;
3.0 Understand double-entry bookkeeping;
4.0 Understand cash and bank records;
5.0 Understand trial balance preparation.</td></tr>
</table>

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: BASIC ACCOUNTING FOR INSURANCE I	COURSE CODE: INS 112	CONTACT HOURS: 2 HOURS/WEEK
	CREDIT UNIT: 2	THEORETICAL: 2 HOURS/WEEK
YEAR: I SEMESTER: I	PRE-REQUISITE: NIL	PRACTICAL: NIL
COURSE SPECIFICATION: THEORETICAL		
GOAL: This course is designed to equip students with knowledge and skills required to prepare elementary accounting information relating to insurance.		

General Objective 1.0 : Understand basic accounting concepts						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
1-3	1.1 Explain the purpose of accounting in Insurance 1.2 Explain users of accounting information 1.3 Explain basic accounting concepts	• Describe the purpose of accounting in Insurance • Explain users of accounting information • Discuss basic accounting concepts	Source documents, Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 2.0: Understand sources of accounting information						
4-6	2.1 Explain insurance transaction records 2.2 Explain various sources of accounting documents 2.3 Discuss accounting	• Explain insurance transaction records • Explain various sources of accounting documents • Explain accounting documents according to	Source documents, Ledger samples, Cash books, Trial balance			

	documents according to the type of transaction they support (sales, purchases, cash receipts, cash payments, etc.). 2.4 Discuss the differences between primary and secondary sources of accounting information	the type of transaction they support (sales, purchases, cash receipts, cash payments, etc.). • Explain the differences between primary and secondary sources of accounting information	worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 3.0: Understand double-entry bookkeeping.						
7-9	3.1 Explain the double-entry principle in accounting. 3.2 Describe debit and credit rules. 3.3 Explain ledger account formats. 3.4 Describe insurance ledger entries. 3.5 Discuss ledger posting. 3.6 Solve double entry bookkeeping problems related to Insurance	• Explain the double-entry principle in accounting • Describe debit and credit rules • Explain ledger account formats • Describe insurance ledger entries. • Discuss ledger posting.	Source documents, Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 4.0: Understand cash and bank records.						
10-12	4.1 Explain cash book functions. 4.2 Describe petty cash procedures. 4.3 Explain bank account records. 4.4 Describe bank reconciliation principles.	• Explain cash book functions • Describe petty cash procedures • Explain bank account records • Describe bank reconciliation principles • Discuss cash-recording	Source documents, Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks,			

	4.5 Discuss cash-recording errors. 4.6 Solve problems on cash and bank records.	errors.	Lecture notes, Case studies, Laptop, Projector			
General Objective 5.0: Understand trial balance preparation						
13-15	5.1 Explain the purpose of a trial balance. 5.2 Describe trial balance extraction. 5.3 Explain common bookkeeping errors 5.4 Describe suspense account. 5.5 Discuss a basic trial balance. 5.6 Solve simple problems on trial balance related to Insurance.	• Explain the purpose of a trial balance • Describe trial balance extraction • Explain common bookkeeping errors • Describe suspense account • Explain a basic trial balance	Source documents, Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			

COURSE ASSESSMENT:
Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%

YEAR I SEMESTER II

Principles and Practice of Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: PRINCIPLES AND PRACTICE OF INSURANCE	**COURSE CODE: INS 121**	**CONTACT HOURS: 3 HOURS/ WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE:**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip students with the knowledge and skills required for effective insurance practice in underwriting, policy administration, and claims management.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the basic principles of insurance; 2.0 Understand insurance contracts documentation; 3.0 Understand the basic principles of underwriting and rating; 4.0 Understand basic claims practice; 5.0 Understand elements of reinsurance.		

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: PRINCIPLES AND PRACTICE OF INSURANCE			**COURSE CODE: INS 121** **CREDIT UNIT: 3**		**CONTACT HOURS: 3HOURS/WEEK** **THEORETICAL: 2 HOURS/WEEK**	
YEAR: I SEMESTER: II			**PRE-REQUISITE:**		**PRACTICAL: 1 HOUR/WEEK**	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip students with the knowledge and skills required for effective insurance practice in underwriting, policy administration, and claims management.						
General Objective 1.0: Understand the basic principles of insurance						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the principles of utmost good faith. 1.2 Discuss the principle of insurable interest. 1.3 Explain the principle of Proximate Cause. 1.4 Explain the application of principle of indemnity. 1.5 Discuss the application of the principle of subrogation. 1.6 Discuss the application of the	• Explain the principles of utmost good faith. • Discuss the principle of insurable interest. • Explain the principle of Proximate Cause • Explain the application of principle of indemnity • Discuss the application of the principle of subrogation • Discuss the application of the principle of	Policy wordings, Proposal forms, Premium schedules, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector	• Identify persons with insurable interest in life and general insurance business • Identify the nearest effective cause of a loss • Demonstrate the extent of liability of insurers • Identify omitted material information • Present loss scenarios involving fire, flood, explosion, and theft.	Guide students to: • Identify persons with insurable interest in life and general insurance business • Identify the nearest effective cause of a loss • Demonstrate the extent of liability of insurers • Identify omitted material information	General insurance policy samples Calculator Indemnity calculation worksheets Sample claim forms Whiteboard Depreciation charts, diagrams and pictures Fire extinguishers Fire alarm Sand buckets First aid box

	principle of Contribution.	Contribution				
General Objective 2.0: Understand insurance contracts documentation						
4-6	2.1 Explain the importance of documentation in insurance. transactions 2.2 Discuss the following documents of insurance: i. Proposal forms; ii. Policy documents; iii. Certificates; iv. Endorsements; v. Renewal notices. 2.3 Describe the purpose of proposal forms. 2.4 Describe the contents of policy documents.	• Explain the importance of documentation in insurance transactions • Discuss the following documents of insurance ✓ Proposal forms, ✓ Policy documents, ✓ Certificates, ✓ Endorsements, ✓ Renewal notices. • Describe the purpose of proposal forms. • Describe the contents of policy documents.	Policy wordings, Proposal forms, Premium schedules, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector	• Identify proposal forms. • Prepare a cover note. • Prepare a renewal notice. • Organize a policy specimen • Record endorsement • Verify calculations, records, or outputs • Record findings	Guide students to: • Identify proposal forms. • Prepare a cover note. • Prepare a renewal notice. • Organize a policy specimen • Record endorsement • Verify calculations, records, or outputs • Record findings	Proposal forms, Policy templates, Premium worksheets, Claims forms, Calculator, Computer, Spreadsheet software, Projector
General Objective 3.0: Understand the basic principles of underwriting and rating						
7-9	3.1 Define underwriting. 3.2 Explain the objectives of underwriting. 3.3 Explain Insurance	• Explain underwriting. • Discuss the objectives of underwriting. • Discuss the underwriting factors	Policy wordings, Proposal forms, Premium	• Identify a completed proposal form. • Classify a sample risk. • Calculate a simple	Guide students to: • Identify a completed proposal form. • Classify a sample	Proposal forms, Policy templates, Premium

	Underwriting factors of various insurance policies. 3.4 Describe the concept of rating. 3.5 Explain the relationship between underwriting and rating.	of various insurance policies • Explain the concept of rating. • Explain the relationship between underwriting and rating.	schedules, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector	premium. • Select basic policy terms. • Prepare an underwriting note.	risk. • Calculate a simple premium. • Select basic policy terms. • Prepare an underwriting note.	worksheets, Claims forms, Calculator, Computer, Spreadsheet software, Projector Log book
General Objective 4.0: Understand basic claims practice.						
10-12	4.1 Define claims in insurance. 4.2 Explain the importance of prompt claims settlement. 4.3 Explain the following claims management process: i. Notification; ii. Documentation; iii. Investigation; iv. Assessment; v. Adjustment; vi. Settlement 4.4 Explain the causes of claims disputes: i. Negligence; ii. Quantum; iii. Concealment; iv. Misrepresentation	• Define Claims in insurance. • Explain the importance of prompt claims settlement. • Explain the following claims management process: ✓ Notification ✓ Documentation ✓ Investigation ✓ Assessment, ✓ Adjustment, ✓ Settlement • Explain the causes of claims disputes. • Explain the following methods of dispute resolution ✓ Negotiation, ✓ Mediation, ✓ Arbitration,	Policy wordings, Proposal forms, Premium schedules, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector	• Identify Policy wordings • Identify Proposal forms • Identify Premium rate schedules • Identify Claims forms • Demonstrate the use of claim.	Guide students to: • Identify Policy wordings • Identify Proposal forms • Identify Premium rate schedules • Identify Claims forms, • Demonstrate the use of claim. .	Proposal forms, Policy templates, Premium worksheets, Claims forms, Calculator, Computer, Spreadsheet software, Projector Relevant textbooks, Lecture notes, Case studies, Laptop, Projector

	4.5 Explain the following methods of dispute resolution. i. Negotiation; ii. Mediation; iii. Arbitration; iv. Litigation.	✓ Litigation.				
General Objective 5.0: Understand elements of reinsurance						
13-15	5.1 Explain reinsurance. 5.2 Discuss the reasons for reinsurance. 5.3 Discuss major forms of reinsurance. 5.4 Describe basic treaty arrangements. 5.5 Explain basic reinsurance terminologies.	• Explain reinsurance. • Discuss the reasons for reinsurance • Discuss major forms of reinsurance • Describe basic treaty arrangements. • Explain basic reinsurance terminologies	Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
COURSE ASSESSMENT: Course work: 10% Test/Assignments: 10% Practical: 40% Examination: 40% Total: 100%						

Basic Accounting for Insurance II

<table>
<tr><td colspan="3">PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: BASIC ACCOUNTING FOR INSURANCE II</td><td>COURSE CODE: INS 122</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: I SEMESTER: II</td><td>PREREQUISITE: NIL</td><td>PRACTICAL: NIL</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip students with knowledge and skills required to prepare elementary accounting information relating to insurance.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand final account preparation;
2.0 Understand the account of joint venture;
3.0 Understand control account;
4.0 Understand bank reconciliation accounts.</td></tr>
</table>

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: BASIC ACCOUNTING FOR INSURANCE II			**COURSE CODE: INS 122**		**CONTACT HOURS: 2 HOURS/WEEK**	
			CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: I SEMESTER: II			**PREREQUISITE: INS 112**		**PRACTICAL: NIL**	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip students with knowledge and skills required to prepare elementary accounting information relating to insurance.						
General Objective 1.0: Understand final account preparation						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-4	1.1 Explain the purpose and importance of final accounts in insurance. 1.2 Explain the components of final accounts. 1.3 Discuss two or three column cash book. 1.4 Discuss a Profit and Loss Account from a given trial balance. 1.5 Explain account of incomplete record. 1.6 Solve problems that require preparation of final account.	• Explain the purpose and importance of final accounts in insurance. • Explain the components of final accounts. • Discuss two or three column cash book. • Discuss a Profit and Loss Account from a given trial balance. • Explain account of incomplete record.	Source documents, Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 2.0: Understand the account of joint venture						
5-7	2.1 Define concept of joint venture.	• Explain concept of joint venture	Source documents,			

	2.2 Explain the principle of joint venture account. 2.3 Discuss a simple joint venture account. 2.4 State the benefits of joint venture account. 2.5 Solve problems in Insurance that require preparing joint venture account.	• Explain the principle of joint venture account. • Discuss a simple joint venture account. • State the benefits of joint venture account.	Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 3.0: Understand control account						
8-11	3.1 Define control account. 3.2 Explain the benefits of control account. 3.3 Explain a simple control account in insurance.	• Define control account. • Explain the benefits of control account. • Explain a simple control account in insurance.	Source documents, Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 4.0: Understand bank reconciliation accounts						
12-15	4.1 Define bank reconciliation	• Explain bank reconciliation	Source documents,			

	statements. 4.2 Explain the benefits of bank reconciliation statement. 4.3 Discuss a simple bank reconciliation statement. 4.4 Solve problems that involve bank account reconciliation.	statements • Explain the benefits of bank reconciliation statement • Discuss a simple bank reconciliation statement	Ledger samples, Cash books, Trial balance worksheets, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
COURSE ASSESSMENT: Course work: 20% Test/Assignments: 20% Examination: 60% Total: 100%						

Economics of Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: ECONOMICS OF INSURANCE	**COURSE CODE: INS 123**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: BFN 112**	**PRACTICAL: NIL**
GOAL: This course is designed to equip the students with knowledge and skills required to understand the economic functions, market behaviour, and development impact of insurance.		
GENERAL OBJECTIVES: **On completion of this course the students should be able to:** 1.0 Understand the economic role of insurance; 2.0 Understand demand for insurance; 3.0 Understand supply and pricing of insurance; 4.0 Understand insurance and economic development; 5.0 Understand public policy and insurance inclusion.		

PROGRAMME: NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: ECONOMICS OF INSURANCE	**COURSE CODE: INS 123**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: BFN 112**	**PRACTICAL: NIL**
COURSE SPECIFICATION: THEORETICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to understand the economic functions, market behaviour, and development impact of insurance.		

General Objective 1.0: Understand the economic role of insurance						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain insurance as a risk-transfer mechanism. 1.2 Discuss insurance financial stability. 1.3 Discuss insurance savings mobilization. 1.4 Explain insurance investment. 1.5 Outline the economic value of insurance	• Explain insurance as a risk-transfer mechanism • Discuss insurance financial stability. • Discuss insurance savings mobilization. • Explain insurance investment. • Discuss the economic value of insurance	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			.
General Objective 2.0: Understand demand for insurance						
4-6	2.1 Explain factors influencing insurance demand. 2.2 Describe income effects on insurance demand. 2.3 Explain risk perception in	• Explain factors influencing insurance demand • Explain income effects on insurance demand • Explain risk perception in purchasing insurance products.	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board,			

	purchasing insurance products. 2.4 Describe price sensitivity in insurance buying. 2.5 Discuss insurance demand in a selected market.	• Describe price sensitivity in insurance buying. • Discuss insurance demand in a selected market.	Markers, etc.			
General Objective 3.0: Understand supply and pricing of insurance						
7-9	3.1 Explain factors influencing insurance supply. 3.2 Describe insurance production costs. 3.3 Explain premium pricing principles. 3.4 Describe competition in insurance markets. 3.5 Discuss the effect of market structure.	• Explain factors influencing insurance supply. • Discuss insurance production costs. • Explain premium pricing principles. • Discuss competition in insurance markets. • Explain the effect of market structure.	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			
General Objective 4.0: Understand the impact of insurance on economic development						
10-12	4.1 Discuss the impact of insurance support on enterprise survival. 4.2 Explain the benefits of insurance to insuring public. 4.3 Explain role of insurance in capital formation. 4.4 Discuss insurance contribution to	• Analyse the impact of insurance support on enterprise survival • Discuss the benefits of insurance to insuring public • Facilitate role of insurance in capital formation • Analyse insurance contribution to	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			

	economic development.	economic development				
General Objective 5.0: Understand the role of public policy in insurance inclusion						
13-15	5.1 Define public policy. 5.2 Define insurance inclusion. 5.3 Explain key public polices promoting insurance inclusion. 5.4 Explain the role of NAICOM in insurance regulation. 5.5 Describe compulsory insurance policies. 5.6 Describe barriers to insurance inclusion. 5.7 Explain policy options for wider insurance coverage.	• Define public policy. • Define insurance inclusion. • Explain key public polices promoting insurance inclusion. • Explain the role of NAICOM in insurance regulation. • Describe compulsory insurance policies. • Describe barriers to insurance inclusion. • Explain policy options for wider insurance coverage.	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			
COURSE ASSESSMENT: Course work: 20% Test/Assignments: 20% Examination: 60% Total: 100%						

Life and Health Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: LIFE AND HEALTH INSURANCE	**COURSE CODE: INS 124**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 3 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: INS 111**	**PRACTICAL: NIL**
GOAL: This course is designed to equip students with knowledge and skills required to understand nature of Life Assurance		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the historical development of Life and Health Insurance; 2.0 Understand the nature, scope and purpose of Life and Health Insurance; 3.0 Understand the types of Life and Health Insurance; 4.0 Understand the marketing of life and Health Insurance; 5.0 Understand Life and Health Insurance documentation.		

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: LIFE AND HEALTH INSURANCE		**COURSE CODE: INS 124**		**CONTACT HOURS: 3 HOURS/WEEK**		
		CREDIT UNIT: 3		**THEORETICAL: 3 HOURS/WEEK**		
YEAR: I SEMESTER: II		**PRE-REQUISITE:**		**PRACTICAL:**		
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip students with knowledge and skills required to understand nature of Life Assurance						
GENERAL OBJECTIVE 1.0: Understand the historical development of Life and Health Insurance						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Define Life Assurance. 1.2 Define Health Insurance. 1.3 Explain the historical development of Life Assurance. 1.4 Discuss the historical development of Health insurance. 1.5 Describe the purpose of mortality table.	• Explain Life Assurance • Explain Health Insurance • Discuss the historical development of Life Assurance • Discuss the historical development of Health insurance • Explain the purpose of mortality table	Journals, Internet, Articles, Computer Projector Diagrams/ charts, Marker board, Marker, Videos, etc.			
General Objective 2.0: Understand the nature, scope and purpose of Life and Health Insurance						
4-7	2.1 Explain the range of life coverage in i. Whole life Assurance ii. Term Assurance	• Discuss the range of life coverage in ✓ Whole life Assurance ✓ Term Assurance	Journals, Internet, Articles, Computer Projector			

	iii. Endowments iv. Annuity 2.2 Discuss the range of health coverage in i. Medical saving plan; ii. Out-patient plan; iii. Chronic and Acute etc. 2.3 Explain the benefits of life and health insurance to the insuring public.	✓ Endowments ✓ Annuity • Explain the range of health coverage in ✓ Medical saving plan ✓ Out-patient plan ✓ Chronic and Acute etc. • Discuss the benefits of life and health insurance to the insuring public.	Diagrams/ charts, Marker board, Marker, Videos, etc.			
General Objective 3.0: Understand the types of Life and Health Insurance						
8-10	3.1 Explain the following types of Life Assurance: i. Whole life Assurance ii. Term Assurance iii. Endowments iv. Group life v. Annuity 3.2 Discuss the following types of health insurance : i. Medical saving plan; ii. Out-patient plan; iii. chronic and Acute; iv. Group Medical etc.	• Explain the following types of Life Assurance: ✓ Whole life Assurance ✓ Term Assurance ✓ Endowments ✓ Group life ✓ Annuity • Explain the following types of health insurance: ✓ Medical saving plan ✓ (ii)Out-patient plan ✓ (iii)chronic and Acute ✓ Iv Group Medical etc.	Journals, Internet, Articles, Computer Projector Diagrams/ charts, Marker board, Marker, Videos, etc.			
General Objective 4.0: Understand the marketing of life and Health insurance						

11-12	4.1 Explain marketing of Life Assurance products. 4.2 Discuss marketing of health insurance products. 4.3 Explain Life Assurance sale organization. 4.4 Discuss the forms of sales promotion and incentives scheme used in life and health. 4.5 Discuss the role of intermediaries and direct salesmen in Life and Health Insurance.	• Discuss marketing of Life Assurance products • Explain marketing of health insurance products • Discuss Life Assurance sale organization • Explain the forms of sales promotion and incentives scheme used in life and health • Discuss the role of intermediaries and direct salesmen in Life and Health Insurance	Journals, Internet, Articles, Computer Projector Diagrams/ charts, Marker board, Marker, Videos, etc.			
General Objective 5.0: Understand Life and Health Insurance documentation						
13-15	5.1 State types of documents used in Life Assurance. 5.2 Discuss types of documents used in Health Insurance. 5.3 Explain the importance of documentation in Life and Health Insurance. 5.4 Describe the factors influencing the	• Discuss types of documents used in Life Assurance • Explain types of documents used in Health Insurance • Describe the importance of documentation in Life and Health Insurance • Explain the factors influencing the demand for life and	Journals, Internet, Articles, Computer Projector Diagrams/ charts, Marker board, Marker, Videos, etc.			

	demand for life and health insurance.	health insurance				
COURSE ASSESSMENT: Course work: 20% Test/Assignments: 20% Examination: 60% Total: 100%						

Motor Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: MOTOR INSURANCE	**COURSE CODE: INS 125**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: I SEMESTER: II	**PRE-REQUISITE: INS 111**	**PRACTICAL: NIL**
GOAL: This course is designed to equip the students with knowledge and skills required to understand motor insurance covers, underwriting factors, policy administration, and basic claims		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the historical development of motor insurance and environment; 2.0 Understand motor policy covers; 3.0 Understand fleet coverage in motor insurance; 4.0 Understand motor cover administration; 5.0 Understand basic motor claims procedure.		

PROGRAMME: NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: MOTOR INSURANCE		**COURSE CODE: INS 125**		**CONTACT HOURS: 2 HOURS/WEEK**		
		CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**		
YEAR: I SEMESTER: II		**PRE-REQUISITE: INS 111**		**PRACTICAL: NIL**		
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to understand motor insurance covers, underwriting factors, policy administration, and basic claims.						
General Objective 1.0: Understand the historical development of motor insurance and environment						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Discuss the historical development of motor Insurance in Nigeria 1.2 Explain the purpose of motor insurance. 1.3 Sate the classes of motor vehicles. 1.4 Discuss the provision of the third Party motor vehicle Act 1930. 1.5 Discuss the provision of the third Party motor vehicle Act 1945	• Discuss the historical development of motor Insurance. • Discuss the provisions and purpose of Motor policy • Explain motor insurance and types of motor insurance policy • Explain the provision of the third Party motor vehicle Act 1930 • Explain the provision of the third Party motor vehicle Act 1945	Motor policy wordings, Proposal forms, Rating guides, Claims forms, Relevant textbooks, Lecture notes, , Laptop, Projector			
General Objective 2.0: Understand motor policy covers.						
4-7	2.1 Define third-party cover, Act policy, third-party fire and theft, comprehensive	• Explain third-party, Act policy, third-party fire and theft policy with relevant insurance	Motor policy wordings, Proposal forms, Rating			

	policy. 2.2 Describe the benefits of third-party cover, Act policy, third-party fire and theft, comprehensive policy. 2.3 State the motor policy documentation procedures 2.4 Define motor insurance marketing 2.5 Explain the special considerations in the marketing of motor insurance policy	examples. • Explain the benefits of third-party cover, Act policy, third-party fire and theft, comprehensive policy. • Explain motor insurance marketing • Explain the special considerations in the marketing of motor insurance policy	guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 3.0: Understand fleet coverage in motor insurance						
8-10	3.1 Explain fleet insurance coverage on i. Third party only; ii. Third party fire and theft; iii. Comprehensive. 3.2 Explain fleet risk rating on a motor insurance policy. 3.3 Define commercial motor insurance 3.4 Define private motor insurance 3.5 List the features of motor insurance rating 3.6 State the basic difference between	• Explain fleet insurance coverage on ✓ Third party only, ✓ Third party fire and theft, ✓ Comprehensive. • Explain fleet risk rating on a motor insurance policy. • Discuss commercial motor insurance • Explain private motor insurance • Discuss the features of motor insurance rating • Explain the basic difference between	Motor policy wordings, Proposal forms, Rating guides, Claims forms, Relevant textbooks, Lecture notes, , Laptop, Projector			

	motor insurance rating and motor insurance pricing 3.7 Explain the knock-for-knock agreement	motor insurance rating and motor insurance pricing • Explain the knock-for-knock agreement				
General Objective 4.0: Understand motor cover administration						
11-12	4.1 Discuss motor insurance administration on the following: i. Proposal form; ii. Policy form; iii. Cover notes; iv. Certificate of insurance; v. ECOWAS Brown Card; 4.2 Discuss motor insurance endorsement, renewal and cancellation procedures 4.3 Explain the legal position on the uses of i. Proposal form ii. Policy form iii. cover note 4.4 Explain the role of intermediary in motor insurance policy.	• Discuss motor insurance administration on the following ✓ Proposal form; ✓ Policy form; ✓ Cover notes; ✓ Certificate of insurance; ✓ ECOWAS Brown Card. • Discuss motor insurance endorsement, renewal and cancellation procedures. • Explain the legal position on the uses of ✓ Proposal form ✓ Policy form ✓ cover note • Explain the role of intermediary in motor insurance policy	Motor policy wordings, Proposal forms, Rating guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 5.0: Understand basic motor claims procedure						
13-15	5.1 Define claim under motor insurance	• Explain claim under motor insurance.	Motor policy wordings,			

	5.2 State motor claim procedure. 5.3 Explain policy conditions governing claims. 5.4 Discuss vehicle damage assessment. 5.5 Explain "No Claim Bonus"	• Explain motor claim procedure. • Explain policy conditions governing claims. • Explain vehicle damage assessment. • Explain "No Claim Bonus"	Proposal forms, Rating guides, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			

COURSE ASSESSMENT:
Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%

NATIONAL BOARD FOR TECHNICAL EDUCATION NBTE

YEAR II SEMESTER I

Principles of Reinsurance

<table>
<tr><td colspan="3">PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: PRINCIPLES OF REINSURANCE</td><td>COURSE CODE: INS 211</td><td>CONTACT HOURS: 2 HOURS/ WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: I</td><td>PRE-REQUISITE: INS 111</td><td>PRACTICAL: NIL</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip students with knowledge and skills required for reinsurance business</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand the concept of reinsurance
2.0 Understand forms of reinsurance
3.0 Understand proportional reinsurance method
4.0 Understand non-proportional reinsurance method
5.0 Understand the role of reinsurance in insurance business</td></tr>
</table>

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: PRINCIPLES OF REINSURANCE		**COURSE CODE: INS 211**		**CONTACT HOURS: 2 HOURS/ WEEK**		
		CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**		
YEAR: II SEMESTER: I		**PRE-REQUISITE: INS 111**		**PRACTICAL: NIL**		
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip students with knowledge and skills required for reinsurance business						
General Objective 1.0: Understand the concept of reinsurance						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-2	1.1 Define reinsurance. 1.2 Explain the purpose of reinsurance. 1.3 Explain various players in reinsurance business 1.4 Explain the benefits of reinsurance to insurers	• Define reinsurance. • Explain the purpose of reinsurance. • Explain various players in reinsurance business • Explain the benefits of reinsurance to insurers	Whiteboard and markers CIIN reinsurance study text Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			
General Objective 2.0: Understand forms of reinsurance						
3-5	2.1 Explain facultative reinsurance. 2.2 Explain treaty reinsurance. 2.3 Explain circumstances suitable for each arrangement.	• Explain facultative reinsurance. • Explain treaty reinsurance. • Explain circumstances suitable for each	Journals, Internet Articles, Computer Projector Charts, Marker board,			

		arrangement.	Marker, Video clip			
General Objective 3.0: Understand proportional reinsurance method						
6-9	3.1 Explain quota share reinsurance using simple numerical examples 3.2 Explain surplus treaty reinsurance 3.3 Explain the concept of retention limit. 3.4 Discuss surplus treaty retention using simple numerical examples	• Discuss quota share reinsurance using simple numerical examples • Analyse surplus treaty reinsurance • Discuss the concept of retention limit. • Illustrate surplus treaty retention using simple numerical examples	Calculator Worksheets Whiteboard Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker			
General Objective 4.0: Understand non-proportional reinsurance method						
10-12	4.1 Discuss excess of loss reinsurance 4.2 Explain catastrophe excess of loss reinsurance 4.3 Explain the application of excess of loss principles to simple loss situations	• Analyse excess of loss reinsurance • Discuss catastrophe excess of loss reinsurance • Discuss the application of excess of loss principles to simple loss situations	Journals, Internet, Articles, Computer Projector Charts, Marker board, Marker, Video clip			
General Objective 5.0: Understand the role of reinsurance in insurance business						
13-15	5.1 State the role of reinsurance in underwriting capacity management 5.2 Explain the role of	• Explain the role of reinsurance in underwriting capacity management • Explain the role of	Journals, Internet, Articles, Computer Projector			

	reinsurance in solvency protection. 5.3 Explain the role of reinsurance in catastrophe protection. 5.4 Discuss the role of reinsurance in business expansion. 5.5 Explain contemporary developments in reinsurance practice	reinsurance in solvency protection. • Explain the role of reinsurance in catastrophe protection. • Describe the role of reinsurance in business expansion. • Discuss contemporary developments in reinsurance practice	Charts, Marker board, Marker, Video clip			

COURSE ASSESSMENT:
Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%

Property and Pecuniary Insurance I

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: PROPERTY AND PECUNIARY INSURANCE I	**COURSE CODE: INS 212**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 3 HOURS / WEEK**
YEAR: II SEMESTER: I	**PRE-REQUISITE: NIL**	**PRACTICAL: NIL**
GOAL: This course is designed to equip students with basic knowledge and skills required to identify property risks and loss prevention measures in insurance practice.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand property risks; 2.0 Understand risk improvement and loss prevention measures; 3.0. Understand documentation in property insurance; 4.0 Understand major property insurance policies.		

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: PROPERTY AND PECUNIARY INSURANCE I	**COURSE CODE: INS 212**	**CONTACT HOURS: 3 HOURS/WEEK**
	CREDIT UNIT: 3	**THEORETICAL: 3 HOURS / WEEK**
YEAR: II SEMESTER: I	**PRE-REQUISITE: NIL**	**PRACTICAL: NIL**
COURSE SPECIFICATION: THEORETICAL		
GOAL: This course is designed to equip students with basic knowledge and skills required to identify property risks and loss prevention measures in insurance practice.		

General Objective 1.0: Understand property risks						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Define property risk. 1.2 Explain characteristics of insurable risk. 1.3 Discuss characteristics of uninsurable risk 1.4 Describe who may insure. 1.5 Explain Principles of Insurance as applied to Property Insurance.	• Discuss property risk. • Explain characteristics of insurable risk • Discuss characteristics of uninsurable risk • Discuss who may insure • Describe Principles of Insurance as applied to Property Insurance	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 2.0: Understand risk improvement and loss prevention measures						
4-8	2.1 Explain risk improvement. 2.2 Explain loss prevention. 2.3 Discuss role of insurers in loss	• Explain risk improvement. Explain loss prevention. • Describe role of insurers in loss prevention. • Discuss the role of	Journals, Internet, Articles, Computer Projector Diagrams/ch			

	prevention. 2.4 Explain the role of insurance intermediaries in risk improvement. 2.5 Discuss common loss prevention measures for property risks.	insurance intermediaries in risk improvement. • Explain common loss prevention measures for property risks.	arts, Marker board, Marker, Videos, etc.			
General Objective 3.0: Understand documentation in property insurance						
9-11	3.1 Discuss documentation in property insurance. 3.2 Explain use of proposal forms in property insurance 3.3 Explain structure of policy form. 3.4 Explain use of claims form in property insurance.	• Explain documentation in property insurance • Explain use of proposal forms in property insurance • Describe structure of policy form • Explain use of claims form in property insurance	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 4.0: Understand major property insurance policies						
12-15	4.1 Define fire in Insurance. 4.2 Explain Fire Insurance. 4.3 Discuss special Perils 4.4 Define scope of Theft Insurance 4.5 Explain Household Insurance.	• Explain fire in Insurance • Explain Fire Insurance • Discuss special Perils • Explain scope of Theft Insurance • Explain Household Insurance.	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			

COURSE ASSESSMENT:	
Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100%

Emerging Trends and Risks In Insurance

<table>
<tr><td colspan="3">PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: EMERGING TRENDS AND RISKS IN INSURANCE</td><td>COURSE CODE: INS 213</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR II SEMESTER: I</td><td>PREREQUISITE: INS 121</td><td>PRACTICAL: NIL</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip students with knowledge on emerging trends and risks in insurance business</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand the concept of microinsurance;
2.0 Understand usage of microinsurance products;
3.0 Understand principles and practice of Takaful insurance;
4.0 Understand nature, concepts and methods of handling agricultural risks.</td></tr>
</table>

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: EMERGING TRENDS AND RISKS IN INSURANCE		**COURSE CODE: INS 213**		**CONTACT HOURS: 2 HOURS/WEEK**		
		CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**		
YEAR II SEMESTER: I		**PREREQUISITE: INS 121**		**PRACTICAL: NIL**		
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip students with knowledge on emerging trends and risks in insurance business.						
General Objective 1.0: Understand the concept of microinsurance						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-4	1.1 Define microinsurance 1.2 Discuss the key characteristics of low-income earners. 1.3 State the roles of microinsurance to low-income earners. 1.4 Explain factors influencing the demand for microinsurance.	• Explain microinsurance • Explain the key characteristics of low-income earners • State the roles of microinsurance to low-income earners • Explain factors influencing the demand for microinsurance	NAICOM Microinsurance guideline Relevant textbooks and lecture notes. Internet, Articles, Marker board, Marker, Videos, etc.			
General Objective 2.0: Understand usage of microinsurance product						
5-9	2.1 Discuss the use of microinsurance products in addressing the risk management needs of low-income earners. 2.2 Explain different types of microinsurance	• Discuss the use of microinsurance products in addressing the risk management needs of low-income earners • Explain different types of microinsurance	-NAICOM Microinsurance guideline - Relevant textbooks and lecture notes. Internet, Articles, Marker board,			

	products. 2.3 Explain models used to deliver microinsurance.	products • Explain models used to deliver microinsurance	Marker, Videos, etc			
General Objective 3.0: Understand principles and practice of Takaful insurance						
10-12	3.1 Define Takaful insurance. 3.2 Discuss difference between Takaful perspective of risk and the conventional insurance perspective. 3.3 Describe plain principles of Takaful insurance. 3.4 Explain the various takaful models.	• Explain Takaful insurance. • Discuss difference between Takaful perspective of risk and the conventional. insurance perspective • Explain principles of Takaful insurance. • Describe the various takaful models.	-NAICOM Takaful guideline - Relevant textbooks and lecture notes. Internet, Articles, Marker board, Marker.			
General Objective 4.0: Understand nature, concepts and methods of handling agricultural risks						
13-15	4.1 Define agricultural risk exposures. 4.2 Define Agricultural insurance. 4.3 Explain methods of handling agricultural risk exposure. 4.4 Discuss the significance of agricultural insurance in economic development.	• Define agricultural risk exposures • Define Agricultural insurance • Explain methods of handling agricultural risk exposure • Discuss the significance of agricultural insurance in economic development	- Relevant textbooks and -lecture notes. Internet, Articles, Marker board			

COURSE ASSESSMENT:

Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100%

Marine and Aviation Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: MARINE AND AVIATION INSURANCE	**COURSE CODE: INS 214**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: I	**PRE-REQUISITE: INS 121**	**PRACTICAL: NIL**
GOAL: This course is designed to equip the students with knowledge and skills required for marine and aviation risks		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Know Marine and Aviation world trade; 2.0 Understand marine and aviation risks; 3.0 Understand marine insurance classes; 4.0 Understand aviation insurance classes; 5.0 Understand marine insurance documentation; 6.0 Understand aviation insurance documentation		

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: MARINE AND AVIATION INSURANCE	**COURSE CODE: INS 214**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: I	**PRE-REQUISITE: INS 121**	**PRACTICAL: NIL**
COURSE SPECIFICATION: THEORETICAL		
GOAL: This course is designed to equip the students with knowledge and skills required to understand marine and aviation risks, policy covers and documentation		
General Objective 1.0: Know Marine and Aviation world trade		

THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Explain the roles of marine and aviation transport in facilitating international trade. 1.2 Discuss the major international seaports, airports, shipping routes, that support global commerce. 1.3 Explain the economic significance of marine and aviation industries in promoting international trade. 1.4 Discuss the functions of key international organizations governing marine and aviation trade 1.5 Explain factors	• Explain the roles of marine and aviation transport in facilitating international trade • Discuss the major international seaports, airports, shipping routes, that support global commerce. • Explain the economic significance of marine and aviation industries in promoting international trade • Discuss the functions of key international organizations governing marine and aviation trade • Explain factors	Map GPS Textbooks Journals Marker boards Computer Projector Pictures charts			

	influencing the choice between sea and air transport for international trade	influencing the choice between sea and air transport for international trade				
General Objective 2.0: Understand marine and aviation risks						
4-6	2.1 Explain the nature of risks in marine and aviation 2.2 Explain the historical development of marine and aviation business 2.3 Describe marine and aviation market participants 2.4 Explain marine and aviation insurance terminologies	• Explain the nature of risks in marine and aviation • Discuss the historical development of marine and aviation business • Describe marine and aviation market participants • Discuss marine and aviation insurance terminologies	Marine and aviation insurance documents: Proposal form(s), policy, slip, certificate, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector, marker boards, markers, map etc			
General Objective 3.0: Understand classes of marine insurance						
7-9	3.1 Explain marine cargo insurance. 3.2 Explain marine hull insurance. 3.3 Explain freight insurance. 3.4 Discuss marine liability insurance.	• Describe marine cargo insurance. • Discuss marine hull insurance. • Explain freight insurance. • Analyse marine liability insurance.	Marine and aviation insurance documents : Proposal form(s), policy, slip, certificate, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector, marker boards, markers,			

			map etc			
General Objective 4.0: Understand classes of aviation insurance						
10-11	4.1 Define insurance. 4.2 Discuss aviation. liability insurance 4.3 Discuss passenger. liability cover 4.4 Discuss aviation. personal accident cover.	• Discuss hull insurance. • Discuss aviation liability insurance. • Describe passenger liability cover. • Explain aviation. personal accident cover.	Marine and aviation insurance documents : Proposal form(s), policy, slip, certificate, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector, marker boards, markers, map etc			
General Objective 5.0: Understand marine insurance documentation						
12-13	5.1 Explain marine insurance. Documentation. 5.2 Explain the importance of marine documentation. 5.3 Describe the content of marine insurance documents.	• Explain marine insurance. documentation • Discuss the importance of marine documentation. • Describe the content of marine insurance documents.	Marine and aviation insurance documents : Proposal form(s), policy, slip, certificate, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector, marker boards, markers, map etc			

General Objective 6.0: Understand aviation insurance documentation						
14-15	6.1 Explain aviation insurance documentation. 6.2 Explain the importance of aviation documentation. 6.3 Discuss the content of aviation insurance documents.	• Anaylse aviation insurance documentation. • Describe the importance of aviation documentation. • Describe the content of aviation insurance documents.	Marine and aviation insurance documents: Proposal form(s), policy, slip, certificate, Claims forms, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector, marker boards, markers, map etc			

COURSE ASSESSMENT:
Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%

Data Analytics for Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: DATA ANALYTICS FOR INSURANCE	**COURSE CODE: INS 215**	**CONTACT HOURS: 2 HOUR/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 1 HOUR/WEEK**
YEAR: II SEMESTER: I	**PREREQUISITE: NIL**	**PRACTICAL: 1 HOUR/WEEK**
GOAL: This course is designed to equip the students with knowledge and skills required to organize, analyze, visualize, and interpret basic insurance data.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the role of data analytics in insurance; 2.0 Understand data collection and quality; 3.0 Understand descriptive insurance statistics; 4.0 Understand data visualization techniques; 5.0 Understand Predictive Analytics in Insurance; 6.0 Understand ethical issues in the management of insurance data.		

PROGRAMME: NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: DATA ANALYTICS FOR INSURANCE			**COURSE CODE: INS 215**		**CONTACT HOURS: 2 HOUR/WEEK**	
			CREDIT UNIT: 2		**THEORETICAL: 1 HOUR/WEEK**	
YEAR: II SEMESTER: I			**PREREQUISITE: NIL**		**PRACTICAL: 1 HOUR/WEEK**	
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to organise, analyse, visualise, and interpret basic insurance data.						
GENERAL OBJECTIVE 1.0: Understand the role of data analytics in insurance						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Define data analytics. 1.2 Explain types of insurance data. 1.3 Explain types of analytics, descriptive, diagnostic, predictive, and prescriptive. 1.4 Explain uses of insurance analytics. 1.5 Describe basic data analytics workflow.	• Discuss data analytics • Describe types of insurance data • Explain Types of analytics: descriptive, diagnostic, predictive, and prescriptive • Illustrate the uses of insurance analytics • Describe basic data analytics workflow.	Insurance datasets, Data dictionaries, Relevant textbooks, Lecture notes, Laptop, Projector	• Identify insurance dataset • Classify data types • Create a data dictionary • Present a simple analytics workflow • Identify relevant software packages for data analytics in Insurance	Guide students to: • Identify insurance dataset • Classify data types • Create a data dictionary • Present a simple analytics workflow • Identify relevant software packages for data analytics in Insurance	Computer, Analytics software, Sample datasets, Internet, Projector
General Objective 2.0: Understand the process of data cleaning						
3-4	2.1 Define data cleaning. 2.2 Explain insurance data sources.	• Explain data cleaning • Discuss insurance data sources	Insurance datasets, Data dictionaries,	• Import a sample dataset • Identify missing	Guide students to: • Import a sample dataset	Computer, Analytics software,

	2.3 Describe data accuracy. requirements 2.4 Discuss missing and duplicate records. 2.5 Describe data validation principles.	• Describe data accuracy requirements. • Explain missing and duplicate records. • Explain data validation principles.	Relevant textbooks, Lecture notes, Laptop, Projector	values in a dataset • Remove duplicate records. • Apply basic validation checks. • Prepare a data-quality summary.	• Identify missing values in a dataset • Remove duplicate records. • Apply basic validation checks. • Prepare a data-quality summary	Sample datasets, Internet, Projector
General Objective 3.0: Understand descriptive insurance statistics						
5-7	3.1 Explain frequency distributions. 3.2 Describe measures of central tendency. 3.3 Explain measures of dispersion. 3.4 Explain claims frequency and severity ratios 3.5 Discuss basic statistical results.	• Explain frequency distributions. • Explain measures of central tendency. • Describe measures of dispersion. • Describe claims frequency and severity ratios • Discuss basic statistical results.	Insurance datasets, Data dictionaries, Relevant textbooks, Lecture notes, Laptop, Projector	• Create a frequency table. • Calculate mean and median. • Calculate range and standard deviation. • Compute claims frequency. • Interpret descriptive results. • Present findings	Guide students to: • Create a frequency table. • Calculate mean and median. • Calculate range and standard deviation. • Compute claims frequency. • Interpret descriptive results. • Present findings	Computer, Analytics software, Sample datasets, Internet, Projector
General Objective 4.0: Understand data visualization techniques						
8-9	4.1 Define data visualization. 4.2 Explain principles of data presentation. 4.3 Describe insurance	• Describe data visualization • Explain principles of data presentation. • Describe insurance	Insurance datasets, Data dictionaries, Relevant textbooks,	• Create a claims table. • Generate a column chart • Generate a line	Guide students to: • Create a claims table. • Generate a column chart	ComputerAnalytics software, Sample datasets,

	tables and charts. 4.4 Explain chart selection criteria. 4.5 Describe dashboard components.	tables and charts. • Explain chart selection criteria. • Describe dashboard components.	Lecture notes, Laptop, Projector	chart • Build a simple dashboard • Present a data visualization charts • Present findings	• Generate a line chart • Build a simple dashboard • Present a data visualization charts • Present findings	Internet, Projector
General Objective 5.0: Understand Predictive Analytics in Insurance						
10-12	5.1 Explain the concept of Risk profiling. 5.2 Discuss customer segmentation diagnostics. 5.3 Explain Fraud detection analytics. 5.4 Discuss customer retention and lapse prediction. 5.5 Explain insurance performance indicators. 5.6 Describe basic trend interpretation. 5.7 Explain limitations of insurance data.	• Explain the concept of Risk profiling. • Discuss customer segmentation diagnostics. • Explain Fraud detection analytics. • Discuss customer retention and lapse prediction. • Explain insurance performance indicators • Describe basic trend interpretation. • Explain limitations of insurance data.	Insurance datasets, Data dictionaries, Relevant textbooks, Lecture notes, Laptop, Projector	• Identify a trend in insurance data; • Write a concise interpretation. • Present an evidence-based conclusion • Demonstrate each task with sample documents or data. • Verify calculations, records, or outputs. • Assess submitted evidence against task criteria.	Guide students to: • Identify a trend in insurance data; • Write a concise interpretation. • Present an evidence-based conclusion • Demonstrate each task with sample documents or data. • Verify calculations, records, or outputs. • Assess submitted evidence against task criteria.	Computer Analytics software, Sample datasets, Internet, Projector

General Objective 6.0: Understand ethical issues in the management of insurance data						
13-15	6.1 Define ethics. 6.2 Discuss ethical use of artificial intelligence. 6.3 Explain the importance of data. privacy and confidentiality. 6.4 Discuss ethical issues in data management. 6.5 State the regulatory requirements for insurance data.	• Explain ethics. • Discuss ethical use of artificial intelligence. • Explain the importance of data privacy and confidentiality. • Explain ethical issues in data management. • Explain the regulatory requirements for insurance data.	Insurance datasets, Data dictionaries, Relevant textbooks, Lecture notes, Laptop, Projector			

COURSE ASSESSMENT:

Course Work:	10%
Test/Assignments:	10%
Practical:	40%
Examination:	40%
Total:	100%

Research Methods

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: RESEARCH METHODS	**COURSE CODE: INS 216**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: I	**PRE-REQUISITE: NIL**	**PRACTICAL: NIL**
GOAL: This course is designed to equip the students with knowledge and skills required to plan basic insurance research.		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand the scope of scientific research; 2.0 Understand research problems; 3.0 Understand literature review process; 4.0 Understand research design.		

PROGRAMME: NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: RESEARCH METHODS			**COURSE CODE: INS 216**		**CONTACT HOURS: 2 HOURS/WEEK**	
			CREDIT UNIT: 2		**THEORETICAL: 2 HOURS/WEEK**	
YEAR: II **SEMESTER: I**			**PRE-REQUISITE: NIL**		**PRACTICAL: NIL**	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to plan basic insurance research						
GENERAL OBJECTIVE 1.0: Understand the scope of scientific research						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-4	1.1 Define research 1.2 List types of research 1.3 Explain the research processes 1.4 Describe features of researchable topics	• Explain research • Discuss types of research • Explain the research processes • Explain the features of researchable topics	Journals, Internet, Articles, Diagrams/charts, Marker board, Marker, etc.			
General Objective 2.0: Understand research problems						
5-9	2.1 Explain research problem. 2.2 Outline problem statement requirements 2.3 Explain research objectives 2.4 State research questions for a given research.	• Explain a research problem. • Discuss problem statement requirements • Discuss research objectives • Explain research questions for a given research.	Research texts, Journal articles, Questionnaire samples, Report templates, Relevant textbooks, Lecture notes, Case studies, Laptop, Projector			
General Objective 3.0: Understand literature review process						

10-12	3.1 Define literature review. 3.2 Explain the purpose of literature review. 3.3 State sources of research literature. 3.4 Explain literature search methods. 3.5 Outline basic citation principles.	• Discuss literature review. • Outline the purpose of literature review. • Discuss sources of research literature. • Anaylse literature search methods. • Explain basic citation principles.	Research texts, Journal articles, Report templates, Relevant textbooks, Lecture notes, Case studies.			
General Objective 4.0: Understand research design						
13-15	4.1 State research design. 4.2 Discuss population and sampling concepts. 4.3 Analyse data collection instruments. 4.4 Discuss data presentation.	• Describe research design. • Anaylse population and sampling concepts. • Discuss data collection instruments. • Explain data presentation.	Research texts, Journal articles, Questionnaire samples, Report templates, Relevant textbooks, Lecture notes, Case studies.			
COURSE ASSESSMENT: Course work: 20% Test/Assignments: 20% Examination: 60% Total: 100%						

YEAR II SEMESTER II

Property and Pecuniary Insurance II

<table>
<tr><td colspan="3">PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: PROPERTY AND PECUNIARY INSURANCE II</td><td>COURSE CODE: INS 221</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS / WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: II</td><td>PRE-REQUISITE: INS 212</td><td>PRACTICAL: NIL</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip students with the basic knowledge and skills required to explain the principles relating to pecuniary insurance in modern insurance operations</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand the nature of pecuniary insurance;
2.0 Understand major classes of pecuniary insurance;
3.0 Understand documentation used in pecuniary insurance;
4.0 Understand the application of pecuniary insurance in business risk management.</td></tr>
</table>

PROGRAMME: NATIONAL DIPLOMA IN INSURANCE						
COURSE TITLE: PROPERTY AND PECUNIARY INSURANCE II			**COURSE CODE: INS 221**		**CONTACT HOURS: 2 HOURS/WEEK**	
			CREDIT UNIT: 2		**THEORETICAL: 2 HOURS / WEEK**	
YEAR: II SEMESTER: II			**PRE-REQUISITE: INS 212**		**PRACTICAL: NIL**	
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip students with the basic knowledge and skills required to explain the principles relating to pecuniary insurance in modern insurance operations						
GENERAL OBJECTIVE 1.0: Understand the nature of pecuniary insurance.						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-4	1.1 Define pecuniary insurance. 1.2 Explain the purpose of pecuniary insurance. 1.3 Discuss difference between pecuniary insurance from property insurance. 1.4 Explain common pecuniary losses in business operations.	• Explain pecuniary insurance. • Explain the purpose of pecuniary insurance. • Discuss difference between pecuniary insurance from property insurance. • Explain common pecuniary losses in business operations.	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 2.0: Understand major classes of pecuniary insurance						
5-8	2.1 Explain fidelity guarantee insurance. 2.2 Explain business interruption insurance. 2.3 Explain credit insurance. 2.4 Explain money	• Explain fidelity guarantee insurance. • Explain business interruption insurance. • Explain credit insurance. • Explain money insurance.	Journals, Internet, Articles, Computer Projector Diagrams/charts,			

	insurance.		Marker board, Marker, Videos, etc.			
General Objective 3.0: Understand documentation used in pecuniary insurance						
9-11	3.1 Explain documents used in pecuniary insurance. 3.2 Explain the purpose of the following documents: i. Proposal form ii. Policy form iii. Claim form etc. 3.3 Explain purpose of financial records in pecuniary insurance.	• Explain documents used in pecuniary insurance. • Explain the purpose of the following documents: ✓ Proposal form ✓ Policy form ✓ Claim form etc. • Explain purpose of financial records in pecuniary insurance.	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 4.0: Understand the importance of pecuniary insurance in business risk management						
12-15	4.1 Explain role of pecuniary insurance income in the following: i. Protection; ii. Cash flow protection; iii. Business continuity; 4.2 Differentiate pecuniary from non-pecuniary benefit in compensation and incentive. 4.3 Explain why disclosure is required in governance and ethics. 4.4 Discuss pecuniary risk in investment, contract,	• Explain role of pecuniary insurance in income protection. • Explain the role of pecuniary insurance in: ✓ Protection ✓ Cash flow protection. ✓ Business continuity • Describe pecuniary from non-pecuniary benefit in compensation and incentive. • Discuss why disclosure is required in governance and ethics. • Analyse pecuniary risk	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			

	and insurance contexts.	in investment, contract, and insurance contexts.				
COURSE ASSESSMENT: Course work: 20% Test/Assignments: 20% Examination: 60% Total: 100%						

Marketing of Insurance Services

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: MARKETING OF INSURANCE SERVICES	**COURSE CODE: INS 222**	**CONTACT HOURS: 3 HOURS / WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 3 HOURS / WEEK**
YEAR: II SEMESTER: II	**PRE-REQUISITE: MKT 111**	**PRACTICAL: NIL**
GOAL: This course is designed to equip the students with knowledge and skills required to understand marketing of Insurance Products		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand insurance service marketing; 2.0 Understand the fundamentals of insurance; 3.0 Understand insurance markets and customers; 4.0 Understand insurance marketing mix; 5.0 Understand insurance distribution and selling.		

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: MARKETING OF INSURANCE SERVICES		COURSE CODE: INS 222		CONTACT HOURS: 3 HOURS/WEEK		
		CREDIT UNIT: 3		THEORETICAL: 3 HOURS/WEEK		
YEAR: II SEMESTER: II		PRE-REQUISITE: MKT 111		PRACTICAL: NIL		
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip the students with knowledge and skills required to understand marketing of Insurance Products						
General Objective 1.0: Understand insurance service marketing.						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Define Marketing of Insurance Services. 1.2 Explain the Origin and Development of Marketing. 1.3 Explain Marketing Concept applied to insurance. 1.4 Explain the relationship between marketing and insurance. 1.5 Explain insurance marketing functions. 1.6 Explain the problems of insurance market in Nigeria. 1.7 Discuss the prospect of insurance market in	• Explain Marketing of Insurance Services. • Discuss the Origin and Development of Marketing. • Analyse Marketing Concept applied to insurance. • Describe the relationship between marketing and insurance. • Illustrate insurance marketing functions. • Discuss the problems of insurance market in Nigeria. • Analyse the prospect of	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			

	Nigeria.	insurance market in Nigeria.				
General Objective 2.0: Understand the fundamentals of insurance						
4-6	2.1 Discuss the historical development of insurance/ 2.2 Explain insurance business 2.3 Explain Insurance Marketing	• Discuss the historical development of insurance. • Discuss insurance business • AnalyseInsurance Marketing	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 3.0: Understand insurance markets and customers.						
7-9	3.1 Explain insurance market segmentation. 3.2 Describe insurance customers' needs and expectations. 3.3 Explain insurance buying behaviour. 3.4 Describe insurance marketing ethics. 3.5 Explain relationship marketing in insurance business.	• Outline insurance market segmentation. • Explain insurance customers' needs and expectations. • Discuss insurance buying behaviour. • Discuss insurance marketing ethics. • Illustrate relationship marketing in insurance business.	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 4.0: Understand insurance marketing mix						
10-12	4.1 State marketing mix in the insurance business 4.2 Outline the 7Ps of marketing mix in the insurance business 4.3 Describe the	• Discuss marketing mix in the insurance business. • Explain the 7Ps of marketing mix in the insurance business	Journals, Internet, Articles, Computer Projector Diagrams/charts,			

	significance of marketing mix in insurance business. 4.4 State marketing mix modelling functions to the insurance business.	• Discuss the significance of marketing mix in insurance business. • Analyse marketing mix modelling functions to the insurance business.	Marker board, Marker, Videos, etc.			
General Objective 5.0: Understand insurance distribution and selling.						
13-15	5.1 Explain insurance distribution channels of insurance product. 5.2 Describe the role of intermediaries. 5.3 Explain personal selling steps in insurance business. 5.4 Explain advertising in insurance business 5.5 Explain the promotion of insurance product	• Discuss insurance distribution channels of insurance product. • Explain the role of intermediaries. • Discuss personal selling steps in insurance business. • Illustrate advertising in insurance business. • Discuss the promotion of insurance product.	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			

COURSE ASSESSMENT:
Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%

InsureTech and Digital Insurance

<table>
<tr><td colspan="3">PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: INSURETECH AND DIGITAL INSURANCE</td><td>COURSE CODE: INS 223</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: II</td><td>PRE-REQUISITE: INS 215</td><td>PRACTICAL: NIL</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with knowledge and skills required to use digital insurance concepts, and technology practices.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand InsurTech and digital insurance concepts;
2.0 Understand digital distribution channels;
3.0 Understand data and automation in insurance;
4.0 Understand digital underwriting and claims;
5.0 Understand digital risk and governance.</td></tr>
</table>

PROGRAMME: NATIONAL DIPLOMA IN INSURANCE		
COURSE TITLE: INSURETECH AND DIGITAL INSURANCE	**COURSE CODE: INS 223**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: II	**PRE-REQUISITE: INS 215**	**PRACTICAL: NIL**
COURSE SPECIFICATION: THEORETICAL		
GOAL: This course is designed to equip students with knowledge and skills required to use digital insurance concepts, platforms, data tools, and responsible technology practices.		

General Objective 1.0: Understand InsurTech and digital insurance.						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Define InsurTech. 1.2 Define digital insurance. 1.3 Explain drivers of digital insurance. 1.4 Discuss digital insurance business models.	• Explain InsurTech. • Define digital insurance. • Discuss drivers of digital insurance. • Analyse digital insurance business models.	Digital insurance cases, Platform screenshots, Data protection guides, Process maps, Relevant textbooks, Lecture notes, Case studies			
General Objective 2.0: Understand digital distribution channels						
4-6	2.1 Explain digital insurance platforms. 2.2 Describe mobile insurance channels. 2.3 Explain online aggregators. 2.4 State the benefits of digital transformation.	• Explain digital insurance platforms. • Discuss mobile insurance channels. • Describe online aggregators. • Discuss the benefits of digital transformation.	Digital insurance cases, Platform screenshots, Data protection guides, Relevant textbooks, Lecture notes,			

			Case studies.			
General Objective 3.0: Understand data and automation in insurance.						
7-9	3.1 Explain insurance data sources. 3.2 Explain automation in insurance operations. 3.3 Outline basic artificial intelligence applications in insurance.	• Explain insurance data sources • Discuss automation in insurance operations • Describe basic artificial intelligence applications	Digital insurance cases, Platform screenshots, Data protection guides, Process maps, Relevant textbooks, Lecture notes, Case studies, Laptop.			
General Objective 4.0: Understand digital underwriting and claims.						
10-12	4.1 Explain digital proposal processes. 4.2 Describe electronic identity verification. 4.3 Explain automated underwriting rules. 4.4 Describe digital claims processes. 4.5 Explain a digital insurance workflow.	• Explain digital proposal processes. • Discuss electronic identity verification. • Summarize automated underwriting rules. • Illustrate digital claims processes. • Explain a digital insurance workflow.	Digital insurance cases, Platform screenshots, Data protection guides, Relevant textbooks, Lecture notes, Case studies.			
General Objective 5.0: Understand digital risk and governance						
13-15	5.1 Explain cyber risks in digital insurance 5.2 Describe data protection principles 5.3 Explain digital consumer protection 5.4 Explain ethical issues	• Introduce digital risk and governance with relevant insurance examples. • Explain applicable concepts, procedures, or documents. • Guide analysis of cases	Digital insurance cases, Platform screenshots, Data protection guides, Process maps, Relevant			

	in technology deployment 5.5 Explain basic digital control	and learner responses. • Assess understanding through structured questions.	textbooks, Lecture notes, Case studies.			

COURSE ASSESSMENT:
Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%

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Actuarial Science

<table>
<tr><td colspan="3">PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE</td></tr>
<tr><td rowspan="2">COURSE TITLE: ACTUARIAL SCIENCE</td><td>COURSE CODE: INS 224</td><td>CONTACT HOURS: 2 HOURS/WEEK</td></tr>
<tr><td>CREDIT UNIT: 2</td><td>THEORETICAL: 2 HOURS/WEEK</td></tr>
<tr><td>YEAR: II SEMESTER: II</td><td>PREREQUISITE: NIL</td><td>PRACTICAL: NIL</td></tr>
<tr><td colspan="3">GOAL: This course is designed to equip the students with the basic concepts, principles, and applications of actuarial science in insurance, pensions, and risk management.</td></tr>
<tr><td colspan="3">GENERAL OBJECTIVES:

On completion of this course, the students should be able to:

1.0 Understand the scope of actuarial science;
2.0 Understand the various actuarial symbols;
3.0 Understand simple and compound interest problems;
4.0 Understand life table and its application;
5.0 Understand the principles of pension funding;
6.0 Know different types of annuities and state their formulae;
7.0 Understand the dynamic role of an actuary.</td></tr>
</table>

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: ACTUARIAL SCIENCE	**COURSE CODE: INS 224**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: II	**PREREQUISITE: NIL**	**PRACTICAL: NIL**
COURSE SPECIFICATION: THEORETICAL AND PRACTICAL		
GOAL: This course is designed to equip students with the basic concepts, principles, and applications of actuarial science in insurance, pensions, and risk management.		

General Objective 1.0: Understand the scope of actuarial science						
THEORETICAL CONTENT				**PRACTICAL CONTENT**		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-3	1.1 Define actuarial science. 1.2 Discuss the historical development of actuarial science. 1.3 Explain the relationship between actuarial science and insurance. 1.4 Explain the actuarial profession in Nigeria. 1.5 Explain the professional bodies in actuarial science. 1.6 List various career opportunities for actuaries.	• Explain actuarial science • Discuss the historical development of actuarial science • Explain the relationship between actuarial science and insurance • Explain the actuarial profession in Nigeria • Explain the professional bodies in actuarial science • Explain various career opportunities for actuaries.	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			
General Objective 2.0: Understand the various actuarial symbols						
4-5	2.1 Define actuarial notations. 2.2 Explain the importance	• Explain actuarial notations • Explain the importance	Internet, Computer Projector,			

	of standardized symbols 2.3 Explain International actuarial notations. 2.4 Discuss the application in insurance and pension.	of standardized symbols • Discuss International actuarial notations • Explain the application in insurance and pension	Textbooks, Articles, Charts, Marker Board, Markers, etc.			
General Objective 3.0: Understand simple and compound interest problems						
6-7	3.1 Explain the concept of the time value of money. 3.2 Explain Simple interest in actuarial science. 3.3 Explain compound Interest in actuarial science. 3.4 Explain the concept of present value. 3.5 Explain the concept of Future Value.	• Discuss the concept of the time value of money. • Illustrate Simple interest in actuarial science. • Discuss compound Interest in actuarial science. • State the concept of present value • Discuss the concept of Future Value	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			
General Objective 4.0: Understand life table and its application						
8-9	4.1 Explain the concept and importance of life tables 4.2 Discuss the major columns of a life table. 4.3 Explain simple survival and mortality probabilities. 4.4 Explain the role of life tables in actuarial practice.	• Discuss the concept and importance of life tables. • Outline the major columns of a life table. • Analyse simple survival and mortality probabilities. • Discuss the role of life tables in actuarial practice.	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			
General Objective 5.0: Understand the principles of pension funding						

10-11	5.1 Define pension. 5.2 Define pension fund. 5.3 Explain the concept of pension funding. 5.4 Discuss the essence of pension fund. 5.5 Explain the difference between funded and unfunded pension schemes.	• Explain pension. • Discuss pension fund. • Analyse the concept of pension funding. • Discuss the essence of pension fund. • Difference between funded and unfunded pension schemes.	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			
General Objective 6.0: Know different types of annuity formulae						
12-13	6.1 Explain the concept of annuity. 6.2 List types of annuity.. 6.3 Explain standard annuity formulae to simple financial problems	• Discuss the concept of annuity. • Explain types of annuity: annuity due, annuity certain etc. • Discuss standard annuity formulae to simple financial problems.	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			
General Objective 7.0: Understand the dynamic role of an actuary						
14-15	7.1 Explain the role of an actuary in Insurance. 7.2 Explain the role of an actuary in Pension Management. 7.3 Explain the role of an actuary in finance and investment. 7.4 Discuss the emerging areas of Actuarial Science.	• Describe the role of an actuary in Insurance. • Discuss the role of an actuary in Pension Management.. • Discuss the role of an actuary in finance and investment • Explain the emerging areas of Actuarial	Internet, Computer Projector, Textbooks, Articles, Charts, Marker Board, Markers, etc.			

<table>
<tr><td></td><td></td><td>Science.</td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="7">COURSE ASSESSMENT:
Course work: 20%
Test/Assignments: 20%
Examination: 60%
Total: 100%</td></tr>
</table>

Liability Insurance

PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE		
COURSE TITLE: LIABILITY INSURANCE	**COURSE CODE: INS 225**	**CONTACT HOURS: 2 HOURS/WEEK**
	CREDIT UNIT: 2	**THEORETICAL: 2 HOURS/WEEK**
YEAR: II SEMESTER: II	**PRE-REQUISITE: INS 121**	**PRACTICAL: NIL**
GOAL: This course is designed to equip students with the basic knowledge and skills of liability insurance principles		
GENERAL OBJECTIVES: **On completion of this course, the students should be able to:** 1.0 Understand liability Insurance; 2.0 Understand sources of liability; 3.0 Understand major classes of liability insurance; 4.0 Understand risk exposures in liability insurance.		

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PROGRAMME: NATIONAL DIPLOMA (ND) IN INSURANCE						
COURSE TITLE: LIABILITY INSURANCE		COURSE CODE: INS 225		CONTACT HOURS: 2 HOURS/WEEK		
		CREDIT UNIT: 2		THEORETICAL: 2 HOURS / WEEK		
YEAR: II SEMESTER: II		PRE-REQUISITE: INS 121		PRACTICAL: NIL		
COURSE SPECIFICATION: THEORETICAL						
GOAL: This course is designed to equip students with the basic knowledge and skills of liability insurance principles						
General Objective 1.0: Understand liability Insurance						
THEORETICAL CONTENT				PRACTICAL CONTENT		
Week	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**	**Specific Learning Outcome**	**Teacher's Activities**	**Resources**
1-4	1.1 Define liability insurance. 1.2 Explain the purpose of liability insurance. 1.3 Explain importance of liability insurance in business activities.	• Explain liability insurance. • Discuss the purpose of liability insurance • Explain importance of liability insurance in business activities	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 2.0: Understand sources of liability						
5-9	2.1 State sources of liability. 2.2 Explain strict liability. 2.3 Explain tortious liability. 2.4 Discuss statutory liability. 2.5 Explain contractual liability. 2.6 Explain emerging sources of liability.	• Discuss sources of liability • Explain strict liability • Explain tortious liability • Discuss statutory liability • Explain contractual liability	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board,			

		• Explain emerging sources of liability	Marker, Videos, etc.			
General Objective 3.0: Understand major classes of liability insurance						
10-12	3.1 Explain public liability insurance. 3.2 Explain product liability insurance. 3.3 Explain employers' liability insurance. 3.4 Explain professional indemnity insurance. 3.5 Discuss occupiers' liability insurance.	• Explain public liability insurance. • Discuss product liability insurance. • Explain employers' liability insurance. • Discuss professional indemnity insurance. • Explain occupiers' liability insurance.	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			
General Objective 4.0: Understand risk exposures in liability insurance						
13-15	4.1 State common documents used in liability insurance. 4.2 Explain the purpose of liability insurance proposal forms. 4.3 Explain the purpose of policy schedules in liability insurance. 4.4 Explain the purpose of accident reports in liability insurance. 4.5 List the importance of proper documentation in liability insurance operations.	• Identify common documents used in liability insurance. • Explain the purpose of liability insurance proposal forms. • Discuss the purpose of policy schedules in liability insurance. • Describe the purpose of accident reports in liability insurance. • Explain the importance of proper documentation in liability insurance operations.	Journals, Internet, Articles, Computer Projector Diagrams/charts, Marker board, Marker, Videos, etc.			

COURSE ASSESSMENT:	
Course work:	20%
Test/Assignments:	20%
Examination:	60%
Total:	100

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LIST OF MINIMUM RESOURCES/ PHYSICAL FACILITIES

INSURANCE LABORATORY

S/N	ITEMS	QUANTITY
	A. ICT Equipment	
1.	Desktop computers	2
2.	Laptop computers	30
3.	Internet-enabled facilities	1
4.	Microsoft Excel (Spreadsheet software)	1
5.	Statistical software (SPSS, R, STATA)	1
6.	Underwriting software	1
7.	Claims Management Software	1
8.	Customer Relationship Management (CRM) software	1
9.	Risk Management software	1
10.	Risk Modelling software	1
11.	Database Management System (SQL Server/MySQL)	1
	B. Teaching and Presentation Equipment	
1.	Multimedia projector	1
2.	Projector screen	1
3.	Interactive smart board	1
4.	Public address system	1
5.	Wireless microphones	1
6.	Flipcharts	1
7.	Whiteboards	1
	C. Office Equipment	
1.	Multi-function printer	1
2.	Photocopier	1
3.	Scanner	1
4.	Filing cabinets	1
5.	Lockable document safe	1
6.	Telephone system	1
7.	Binding machine	1
8.	Laminating machine	1

	D. Risk Survey and Claims Investigation Equipment	
1.	Digital camera	1
2.	GPS device	1
3.	Measuring tapes	1
4.	Laser distance meter	1
5.	Fire safety inspection kit	1
6.	Digital voice recorder	1
	E. Financial and Actuarial Equipment	
1.	Scientific calculators	10
	F. Power and Safety Equipment	
1.	Alternative power source (Solar/Generator)	1

LIST OF WORKSHOP PARTICIPANTS (REVIEW)

S/N	NAMES	CONTACT ADDRESS	EMAIL ADDRESS
1.	Mrs. Abimbola Tiamiyu, PhD, FIIN	Registrar, Chartered Insurance Institute of Nigeria, Lagos	info@ciinigeria.org
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3.	Prof. O.A Abass	Lagos State University, Lagos	olufemi.abass@lasu.edu.ng
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