

# Personal & Commercial Coverage Basics

Two On-Line Courses that give your rookies the training they need to succeed  
—without interrupting your daily sales and service activities!

## Personal Lines Coverage Basics

(for employees with 3-9 months experience)

### Curriculum includes:

- Orientation (if first on-line course)
- Wk 1: Introduction to Property Insurance
- Wk 2: Introduction to Liability Insurance
- Wk 3: Dwelling Insurance
- Wk 4: Homeowners Insurance
- Wk 5: Personal Auto Insurance
- Wk 6: Miscellaneous Personal Insurance

### Course Schedule (offered bi-monthly):

Orientation Week	Personal Lines Basics
Jan 10, 2011	1/17-2/25

## Commercial Lines Coverage Basics

(for employees with 3-12 months experience)

### Curriculum includes:

- Orientation (if first on-line course)
- Wk 1: The Comm Pkg Policy & the BOP
- Wk 2: Commercial Property Insurance
- Wk 3: Ocean & Inland Marine Insurance
- Wk 4: Commercial General Liability Insurance
- Wk 5: Commercial Auto Insurance
- Wk 6: Commercial Crime Insurance
- Wk 7: Workers' Compensation
- Wk 8: Miscellaneous Commercial Insurance

### Course Schedule (offered bi-monthly):

**No course starts in December**

Orientation Week	Commercial Lines Basics
Feb 14, 2011	2/21-4/15
Apr 11, 2011	4/18-6/10

**Course Fee for Either Coverage Basics:**  
**\$255**

## Student Testimonial

"This course was more technically in depth than I expected. I found it to be very educational and got a good picture of how the insurance business is conducted and how many benefits the insurance company offers..."

## Student Activity in a MERG Course

- #1. Read a chapter and/or an e-lecture.
- #2. Perform at least one activity in the week, using the agency as a "learning lab". The activities send you into the agency as a proactive learner, observing procedures and asking questions.
- #3. Post your observations about the activity.
- #4. Participate in a discussion question weekly with classmates and the facilitator.
- #5. Take occasional quizzes & a final exam.

**Time on-line:** Less than 1 hr weekly.

*Work can be completed off-line, then pasted in on-line.*

**Time to complete the course:** 3 hrs weekly max.

**TO REGISTER, complete the following form**

FAX: (205) 326-3086

MAIL: AIIA, Inc.-141 London Pkwy-Birmingham, AL 35244

ONLINE at [www.aiaa.org](http://www.aiaa.org) Click "Education" & follow prompts

Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

FAX \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Session Start Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card # \_\_\_\_\_