SPECIALTY: BANKING AND FINANCE **(BFI)**

PAPER: CASE STUDY

Credit value: 12
Time allowed: 6 hours Instructions to candidates:

Format	Nature of Questions	Number of Questions	Weight in the Paper	Mark Allocation per Paper	Topics to be Covered	Objectives to be Tested
Section A	Passage analysis	5	20%	20(4marks each)	General issues	Knowledge to solve practical problems.
Section B	Short questions	5	20%	20(4marks each)	Bank regulation	Regulatory Working skills
Section C	Short questions	5	20 %	20(4marks each)	Financial statement analysis (use financial statements for banks and other businesses)	Knowledge to assess the performance of financial institutions
Section D	Short questions	5	20 %	20(4marks each)	Current issues	Knowledge in Current issues
Section E	Short questions	5	20 %	20(4marks each)	Loan portfolio management	Practical skills on lending
Total Marks				100		

PAPER: BANKING OPERATIONS AND TECHNIQUES

Credit value: 10
Time allowed: 3 hours
Instructions to candidates:

Format	Nature of Questions	Number of Questions	Weight in the Paper	Mark Allocation per Paper	Topics to be Covered	Objectives to be Tested
Section A	Multiple choice	10	25%	25(2.5marks each)	Cross Boarder banking	Knowledge on international banking
Section B	Multiple choice	10	25%	25(2.5marks each)	Banking techniques	Knowledge on banking products and services
Section C	Short questions	5	25 %	25(5marks each)	Strategic marking management in banking	Knowledge in marketing banking services
Section D	Essay questions	2	25 %	25 (12.5 marks each)	Banking Environment	Knowledge of the banking environment

PAPER: ACCOUNTING AND FINANCE

Credit value: 6
Time allowed: 3 hours
Instructions to candidates:

Format	Nature of questions	Number of questions	Weight in the paper	Mark allocation per paper	Topics to be covered	Objectives to be tested
Section A: FINANCE	Multiple choice	25(10, 10,5 respectively per subsection)	50%	50marks(20, 20,10 per subsection,- 2 marks each)	Sub-section 1: Financial markets(10 questions) Subsection 2: Decentralised Financial system(10 questions) Subsection 3. Islamic Finance(5 questions)	Knowledge on financial markets and financial systems.
Section B: ACCOUNTING	Textual Questions	50(25 marks per subsection)	50%(25% each)	50(25marks per subsection)	Subsection 1:Accounting for Banking Operations(25 marks) Subsection2: Financial Accounting(25 marks)	Knowledge on recording banking transactions.
Section C	Short questions	5	25 %	25(5marks each)	Strategic marking management in banking	Knowledge in marketing banking services
Section D	Essay questions	2	25 %	25(12.5 marks each)	Banking Environment	Knowledge of the banking environment
Section E	Short questions	5	20 %	20(4marks each)	Loan portfolio management	Practical skills on lending

PAPER: MONETARY ECONOMICS AND BANKING

Credit value: 6
Time allowed: 3 hours
Instructions to candidates:

Format	Nature of Questions	Number of Questions	Weight in the Paper	Mark Allocation per Paper	Topics to be Covered	Objectives to be Tested
Section A	Multiple choice	20(10 each)	50%(25% each)	50marks(25marks per section-2.5 marks each)	Sub-section 1:Monetary Economics Sub section 2: Banking Economics	Knowledge on banking and economics
Section B	Essay Questions	10(5 each)	50%(25% each)	50(25marks per section-5 marks each)	Sub-section 1:Monetary Economics Sub section 2: Banking Economics	Knowledge on banking and economics
Total Marks				100		

SPECIALITY: INTERNATIONAL TRADE **(INT)**

PAPER: CASE STUDY

Credit Value: 10

Objective/s of the paper: Students should be able to carry out operations at the international level

- Mastery of strategies to conquer foreign markets
- Customs procedures and determination of customs duties and taxes
- Mastery of costs related to import/export
- Research of competitiveness of products in import/export

Nature of the Exam: Written Format of the Exam:

Exam Paper	Option	Different sections of the Paper	Duration	Mark Allocated	Percentage Value
CASE STUDY	INT	Section A : Buying and Selling overseas - Commercial proposal - Transport documents -E-commerce - International payments - Detailledstudies of incoterm	1h30 min	35	35%
		Section B : Customs operations - Mission of customs - Documents needed for customs procedures - Customs duties and taxes determination	1h	20	20%
		Section C : Insurance and management of damages -Insurance Management of damages	1h30	25	25%

		Limitation of liability of the transporter per mode of transport The interest to suscribe an insurance policy - Formalities in case of damages Concept and specificities of damages The procedure to follow in case of damages			
		Section D: Management of transport operations - Importance of transport in international trade - Choice of a transport mode - Description of transport documents -Choice of a Transport Packaging • The categories of packaging • Criteria for the choice of a transport packaging • Type of pallets • Type of container and mobile boxes	1h	20	20%
MARK TOTAL				100	100%

PAPER: PRACTICE OF INTERNATIONAL TRADE

Credit Value: 6

Objective/s of the paper: Students should be able to manage international trade operations

- International trade in relation to raw materials
- Trade policy
- Choice of a transport packaging
- Pictograms and marking of packages

Nature of the Exam:
Written Format of the Exam:

Exam Paper	Option	Different sections of the Paper	Duration	Mark	Percentage Value
Practice of International Trade	INT	Section A : International trade in relation to raw materials The concept of raw materials - Debates on raw materials - Aspect related to local base products such as cacao, coffee, etc.	1h	25	25%
		Section B : Trade policy -The interest of the commercial policy -The specificities arising from the foreign market -Monitoring and Evaluating currency	1h	25	25%
		Section C: Choice of transport packaging -The interest of choosing a suitable transport packaging -The types of packaging -Criteria for the choice of a transport packaging -Type of pallets -Type of container and mobile boxes	1h	25	25%
		Section D: Pictogram and marking of packages -The interest of pictograms -The usual pictograms -The Interest marking of packages	1h	25	25%
		-Technics for marking of packages			
MARK TOTAL				100	100%

PAPER: MARKETING ASPECTS IN INTERNATIONAL TRADE

Credit Value: 4

Objective/s of the paper: Students should be able to manage marketing issues in international trade

- International marketing
- Commercial negotiation
- Marketing representative strategies overseas
- Logistics

Nature of the Exam:

Written Format of the Exam:

Exam Paper	Option	Different sections of the Paper	Duration	Mark Allocated	Percentage Value
Marketing Aspects in International Trade	INTERNATIONAL TRADE (INT	**Section A** : International Marketing -Marketing and International Marketing -The international environment of the Company -Reason and strategy of internationalization of the company -Selection and study of foreign markets	1h	25	25%
		Section B : Commercial negotiation -The specificities of the commercial negotiation at International level -Parties interest in a trade negotiation -Conduct of trade negotiation -The rules to observe before during and after the commercial negotiation	1h	25	25%

		Section C: Marketing representative strategies overseas -The forms of presence abroad -International marketing environment -The commercial organization of the International Company	1h	25	25%
		Section D: Logistics -Basic elements in logistics (definition of logistics, relationship of logistics and transport) -Concept of flows in logistics -Presentation of the logistics process	1h	25	25%
MARK TOTAL			4Hrs	100	100%

PAPER: INTERNATIONAL LOGISTICS

Credit Value: 6
Objective/s of the paper: Students should be able to handle specific international logistics operations
Mastery of transport issues
Mastery of freight calculation
Mastery of the documentation Nature of the Exam: Written
Format of the Exam:

Exam Paper	Option	Different sections of the Paper	Duratio n	Mark Allocated	Percentage Value
International Logistics	INT	Section A : Shipment of goods - Terms of sales - Freight forwarding -Flow geography	1h30 min	40	40%
		Section B : Transport operations - solution of transport - Road transport - Rail Transport - Maritime and inland waterway transport - Air Transport - Transport Documents	2h30 min	60	60%
MARK TOTAL				100	100%

PAPER: MANAGEMENT OF IMPORT AND EXPORT OPERATIONS

Credit Value: 4

Objective/s of the paper: Students should be able to handle import and export operations on a door-to-door basis

- Management of purchasing orders
- Management of exchange rate related to foreign currencies

Nature of the Exam:

Written Format of the

Exam:

Exam Paper	Option	Different sections of the Paper	Duration	Mark	%
Management of Import and Export Operations	INT	**Section A : Management of purchasing orders** - The interest of an approach export The interest of an approach import - E-commerce (concept of ecommerce, options of purchasing and selling online) -International trade of raw materials	2Hrs	60	60%
		Section B : Management of exchange rate related to foreign currencies -Illustration of exchange rate -Risks related to exchange rate	1Hr	40	40%
MARK TOTAL			03Hrs	100	100%

PAPER: ACCOUNTING AND INFORMATION SYSTEM

Credit Value: 5

Objective/s of the paper: Students should be able to handle issues related to various topics regarding these courses

- Principles on accounting
- Principles on information system

Nature of the Exam: Written

Format of the Exam

Exam Paper	Option	Different sections of the Paper	Duration	Mark	%
Accounting and Informatio n System	INT	**Section A: Accounting** -The general ledger to the analytical accounting • Generality on the analytical accounting (objectives, role, concept of load) -Analysis of expenses • Loads liable and not liable; • Direct costs and indirect; • Suppletiveloads; • Allocation of Indirect Costs. -Valuation of stocks (FIFO method, LUP) -The full costs (cost of purchase, cost of production, introduce the stocks) NB : do not address the special notes related to the costs (waste and scrap, semi-finished, sub-products). 5. Partial costs • The variable costs; • The marginal costs.	1h45 min	55	55%
		Section B : Information System Concept of Information Systems -Introduction	1h15min	45	45%

		• Systemic Analysis of the business. -The information system • Functions of the IF; roles of the IF; qualities ofA IF. -Computerization of IF • The parties to A IF; • Software; • Definitions; • The purpose ofa system ofinformation; • The functions ofa system ofinformation; the organizational system; the processing of information.			
MARK TOTAL				100	100%

PAPER: CHOICE OF INCOTERMS

Credit Value: 8

Objective/s of the paper: Students should be able to handle incoterms in all varieties

- Mastery of incoterms principles
- Mastery of incoterms calculation

Nature of the Exam: Written

Format of the Exam:

Exam Paper	Option	Different sections of the Paper	Duration	Mark	%
Choice of Incoterms	INT	**Section A : Principles** -Genesis of the INCOTERMS -Benefits and limitations of INCOTERMS -Detailed studies of INCOTERMS -Approach leading to the wise choice of an Incoterm	2h 30min	70	70%
		Section B : Calculation related to incoterms -Calculation of the INCOTERMS	1h30min	30	30%
MARK TOTAL				100	100%

SPECIELTY: INSURANCE **(INS)**

PAPER: CASE STUDY

Time Allowed: 6 Hours
Nature of paper: WRITTEN
Credit value:14
OBJECTIVE:
II –FORMAT, TYPOLOGY and TOPICS
The Question Paper shall be constructed on 100 marks from Two core areas: Marine and Health Insurance

FORMAT	TYPOLOGY				TOPICS TO BE COVERED	OBJECTIVES TO BE TESTED
	Nature of Questions	Number of cases	Weight in the paper	Mark Allocation per Question		
Section A	Case study questions	04	40%	10 marks	MARINE AND TRANSPORTATION INSURANCE A. MARINE INSURANCE -Marine Insurance Act 1906 - Parties involved in marine insurance - Marine Hull and Marine cargo insurance - Parties involved in the carriage of goods - Main terms of trade (INCOTERM 2000) - Charterparties - Documents associated with marine transport - Marine insurance policies - Marine insurance premiums	Knowledge Comprehension Application

Section A					Scope of cover-marine cargo insurance - Main cover clauses (institute cargo clauses (A)(B)(C)) - Marine insurance losses - Bills of lading and waybiils - Other documents associated with the transport of goods Scope of cover-marine cargo insurance - Main cover clauses (institute cargo clauses (A)(B)(C)) Claims - Claim notification - Role of surveyors, average adjusters, lawyers and recovery agents - Application of instate cargo clauses - Application of general average - measure of indemnity - Other charges and expenses - Adjustments of cargo claims Aviation Insurance - Aviation Hull insurance and aviation liability - Aviation cargo insurance - Aviation premiums and losses - The legal regime of responsibility of the air career (the warsaw and the montreal conventions Insurance for the Transport of goods by road - Documents required for the transportation of goods by road	

Section B	Case study questions	3	30%	10marks	LIFE INSURANCE Life insurance organisation - Organisational structure of life insurance company - Appointment of agent and their function - Remuneration to agents and continuation of agency Premiums and bonuses - Concept of premium - Types of premium Plans of life insurance - Various life insurance plans - Riders - Industrial life insurance - Keyman insurance - Application of various plan Groupinsurance The life insurance contracts - Application of principles of insurance - Policy documents and information contained in it. - Policy conditions Policy claims	Knowledge Comprehension Application Analysis Synthesis
Section C	Case study questions.	A (2) B (1)	20% 10%	10marks	A. Health Insurance Meaning And Purpose Of Health Insurance Health Insurance Products - Hospitalisation Indemnity Product - Personal Accidents - Critical Illness - Outpatient Coverage - International Coverage Products - Health Insurance Underwriting Health Insurance Policy Forms And Clauses Customer Service In Health Insurance Health Insurance Fraud Claim Settlement	Knowledge Comprehension Application Analysis Synthesis

	Case study questions.				B. Long Term Insurance Business Market Structure - Structure of the long-term insurance market - Providers of long - term products - Selling long - term products Protection Products - Life assurance - Critical illness insurance - Income protection insurance - Long – term care insurance Savings and investment products - Endowment policies - Unit trusts - Open – ended Investment Companies (OEICs) - Individual Savings Accounts (ISAs) - National Savings and Investment products - Insurance bonds - Other investments Retirement products - Personal pensions - Occupational pension schemes - The A Day ta regime - Other recognised methods of retirement funding - Annuities - Social insurance The administration of existing business - Premium processing - Renewal processing - Assignments and loans - Amendment and conversion Claims, maturities and early terminations - Claims - Maturities - Surrenders , and pension transfers	

PAPER: GENERAL INSURANCE BUSINESS

Time Allowed: 03Hours
Nature of paper: Written
Credit value: 6

<u>INSTRUCTIONS TO CANDIDATES</u>

- Before starting this paper make sure you are in possession of ….pages This paper carries three sections.
- You are required to attempt all the questions.
- Only non – programmable calculator is authorised.

OBJECTIVE:
To test the candidates knowledge and understanding of basic non-life insurance products, and practices, including underwriting, policy wording, claims and customer service, information and communication technology
II –FORMAT, TYPOLOGY and TOPICS
The Question Paper shall be constructed on <u>100 marks</u> from three core areas: Non-life products, policy wordings and claims, and managing the policy.

FORMAT	TYPOLOGY				TOPICS TO BE COVERED	OBJECTIVES TO BE TESTED
	Nature of Questions	Number of questions	Weight in the paper	Mark Allocation per Question		
Section A	Short essay questions	04	40%	10 marks	1. Property Insurance A. Fire and special perils insurance B. All risks insurance C. Theft insurance D. Glass insurance E. Money insurance 2. Liability insurance A. Employers' liability insurance B. Public liability insurance C. Products liability insurance D. Directors' and officers' insurance E. Professional indemnity insurance F. Extended warranties 3. Motor insurance A. Private motor insurance B. Motor cycle insurance	Knowledge Comprehension Application Knowledge Comprehension Application

					C. Commercial motor insurance 4. Health A. Personal accident and sickness insurance B. Medical expenses insurance 5. Combined, comprehension and package policies A. Household insurance B. Travel insurance C. Commercial insurance 6. Pecuniary insurance A. Legal expenses insurance B. Business interruption insurance	
Section B	Short response questions	8	40%	5 marks	7. Policy wording and renewals A. Policy layout and wordings B. Common policy exceptions C. Conditions D. Information and facilities E. Excesses and franchises F. Warranties, conditions and exclusions G. Endorsement and rider H. Renewals 8. Material facts A. Material facts in risk assessment B. Physical and moral hazard C. Proposal forms D. Other ways of obtaining material facts 9. Underwriting Procedures A. Quotation B. Proposal form C. Insurance premiums D. Policy documentation E. Premium payment 10. Valid claims; claim settling and fraudulent claims A. Valid, valid and partially met claims B. Duties of the insured after a loss C. Documentary evidence D. Operation of policy provisions and conditions E. Motor insurers' Bureau	Knowledge Comprehension Application Analysis Synthesis

					F. Claims settlement G. Reserving process H. Methods of claims recovery I. Fraudulent claims 11. Non-insurance services A. Helplines and advice B. Authorized repairers and suppliers C. Risk control and advice D. Uninsured loss recovery services	
Section C	Short response questions.	4	20%	5 marks	12. Micro Insurance A. Meaning and scope of Micro insurance B. Insurance on Agricultural risk 13. Security, confidential information and data protection A. Characteristic of confidential information B. Principles of data protection C. Principles of storage and disposal of documents D. Security and current regulations 14. Customer service in insurance business A. What is customer service? B. Obligations of organization relating to customer service	Knowledge Comprehension Application Analysis Synthesis

PAPER: PRACTICE OF INSURANCE AND REINSURANCE

Time Allowed: 04Hours
Nature of paper: Written
Credit value: 10

INSTRUCTIONS TO CANDIDATES

Before starting this paper make sure you are in possession of ….pages

- This paper carries four sections.
- You are required to attempt all the questions.
- Only non – programmable calculator is authorised.

OBJECTIVE:
To test the candidates knowledge and understanding of the market principles, practices, its regulations, and its reinsurance business.

II –FORMAT, TYPOLOGY and TOPICS
The Question Paper shall be constructed on 100 marks from three core areas: Insurance practice and Regulation, Insurance Intermediary practice, and Reinsurance practice

FORMAT	TYPOLOGY				TOPICS TO BE COVERED	OBJECTIVES TO BE TESTED
	Nature of Questions	Number of Questions	Weight in the paper	Mark Allocation per Question		
Section A	Short essay questions	6	30%	5marks	INSURANCE PRACTICE AND REGULATIONS 1. Insurance coverage G. Characteristics and scope of the main classes of insurance H. Life assurance I. Non-life insurance J. Packages and schemes K. Purpose and scope of compulsory forms of insurance L. Use of policy extras including emergency services, legal services, helplines M. Insurance-related services	Knowledge Comprehension Application Knowledge Comprehension Application

					2. General structure of insurance market I. Structure of the insurance J. Categories of insurance intermediary and distinctions between them K. Nature of the agreement between intermediaries and their principal L. Delegation of authority by insurers M. Characteristics of the main types of insurer N. Organizational structure of insurance companies O. Distribution channels P. Organisations representing sections of the insurance market (ASAC, PANAF) 3. Arranging insurance J. Searching the market K. Purpose, use, structure and content of proposal forms L. Role and structure of scheduled policy forms M. Use and general features of policy exclusions and conditions N. Use of standard and nonstandard clauses and endorsements in policies O. Features of transacting insurance at Lloyd's P. Purpose, content and use of cover notes and certificates of insurance Q. Reasons and procedures for amending policies R. General features of the renewal process S. Instalment premiums 4. Underwriting insurance A. Common pool	

					B. Characteristics of physical and moral hazard C. Role of the underwriting process D. Basic principles of underwriting the main classes of insurance E. Purpose and use of risk control surveys F. Theoretical and practical factors used in calculating rates of premium G. Application of rates of premium to the main classes of insurance H. Insurance Premium Tax 5. Risk sharing and spreading A. Reason for sharing risks by means of coinsurance and reinsurance B. Procedures for coinsuring risks C. Characteristics of the reinsurance market D. Features of facultative and treaty reinsurance and the significance of retention limits 6. Features of claims procedures A. Notification of claim B. Acceptance of liability C. Procedures used by insurers in setting claims D. Use of loss adjusters and other professionals E. Methods of setting claims F. Claims solutions G. Limits to the amount to be paid in settlement of a claim	

					H. Reinsurance and other insurance market claims I. Dealing with fraud, including the application and operation of CUE and other anti-fraud initiatives J. Complaints and disputes 7. Legal and regulatory consideration A. Statutory supervision of insurance B. Financial Services Authority C. Regulatory of insurance intermediaries D. Money laundering E. Data protection 8. Consumer protection A. Ethical standards B. Complaints handling	
Section B	Short essay questions	4	20%	5 marks	INSURANCE INTERMEDIARY PRACTICE 9. Law of agency A. Duties of an agent B. Rights of an agent C. Authority of agents D. Contracts made by agents E. Termination of agents 10. ICOBS A. ICOBS – an introduction B. ICOBS 1 Application C. ICOBS 2 General matters D. ICOBS 3 Distance Communications E. ICOBS 4 Information about the firm, its services and remuneration F. ICOBS 5 identifying client needs and advising G. ICOBS 6 Product information	Knowledge Comprehension Application

					H. ICOBS 7 Cancellation I. ICOBS 8 Claims handling 11. Negotiating and Placing Risks A. Material facts B. Compiling underwriting information C. Using other brokers D. Presenting a risk to insurers and negotiating terms E. Confirming terms to the client F. Post placement activity G. Mid-term administration 12. Insurers A. Selecting insurers B. Selecting an insurer for a risk C. Insurer security and insurer failure 13. Claims A. Brokers duties in respect of claims B. Methods of dealing with claims C. Claim records D. Insurance fraud 14. Risk management A. The role of the broker in risk management B. The risk management process C. Principles of risk financing and transfer D. Specialist risk consultancy services E. Property surveys F. Health and safety in the work place G. Liability surveys	Knowledge Comprehension Application
Section C	Short essay questions	4	20%	5marks	INSURANCE ACCOUNTING PRACTICE	Knowledge

					1. Accounting for Insurance - Solvency – set out in the Balance sheet - Profitability – set out in the Profit and Loss Account - Liquidity – set out in the Balance sheet 2. Insurance Accounting Terminology - Technical Accounts - Earned and unearned premium - Loss ratio - Expense ratio - Combined ratio - Technical reserves - Claims provision - Incurred but not reported claims - Unexpired risk reserve - Claims equalization reserves - Accounting for Reinsurance 3. Insurance company accounts - The Profit and Loss Account - The Balance sheet 4. Internal Audit in General Insurance Business - Meaning and scope of internal Audit - Objective of internal audit - Audit programmes and inspection 5. Annual Report of a General Insurance Business - Context of annual report - Statutory provisions	Comprehension Application
					- Disclosures to be made in the director report	

Section D	Problem solving questions from given business situations	2	30%	15marks	REINSURANCE PRACTICE A. Purpose of reinsurance B. Reinsurance contract C. Choosing a reinsurer D. Designing a reinsurance programme E. Fixing the retention F. Types and methods of reinsurance G. Types of reinsurancetreaties H. Managing the Reinsurance programme I. Reinsurance Accounting J. Government Intervention in Reinsurance	Knowledge Comprehension Application

PAPER: INSURANCE LAW

Time Allowed: 03Hours
Nature of paper: WRITTEN
Credit value: 6

INSTRUCTIONS TO CANDIDATES

- Before starting this paper make sure you are in possession of ….pages This paper carries three sections.
- You are required to attempt all the questions.
- Only non – programmable calculator is authorised.

OBJECTIVE:
To test the candidate's knowledge and understanding of the laws which form a background to the operation of insurance business and their ability to apply same to simple situations.
II –FORMAT, TYPOLOGY and TOPICS
The Question Paper shall be constructed on 100 marks from two core areas: The Insurance Contract and Claims Settlement

FORMAT	TYPOLOGY				TOPICS TO BE COVERED	OBJECTIVES TO BE TESTED
	Nature of Questions	Number of Questions	Weight in the paper	Mark Allocation per Question		
Section A	Short essay questions	05	25%	5 marks	INSURANCE CONTRACT 1. Making the contract N. Formation of an insurance contract – general principles O. Risks covered and risks excepted P. Insurable interest Q. Development of the law on insurable interest R. Creation of insurable interest S. Application of insurable interest 2. Utmost good faith A. Misrepresentation B. Duty of disclosure C. Breach of good faith 3. Warranties and condition Warranties A. Nature of warranties B. Effects of a breach of warranty C. Warranties as promises	Knowledge Comprehension Application Knowledge Comprehension Application

					D. Creation of warranties E. Interpretation of warranties F. Warranties in a multi-section policy <u>Conditions</u> A. Nature of conditions B. Conditions precedent or mere conditions C. The onus of proof 4. Premium A. Payment of premiums B. Return of premium 5. Assignment A. Assignment of the subject matter of insurance B. Assignment of the benefit of an insurance policy C. Statutory assignment D. Assignment of the policy 6. Insurer Repudiations of Policies and Liability A. Unfair terms in consumer insurance contracts B. Void contracts C. Voidable or Discharged contracts D. Repudiating the contract or claim E. Loss of the right to Avoid or Repudiate	
Section B	Short response questions	3	45%	15marks	<u>LOSSES AND CLAIMS</u> 7. Making the claim F. Who can claim on an insurance policy? G. Notice and proof of loss H. Construction of insurance contracts I. Causation 8. Measuring the loss: the principle of indemnity A. Meaning of indemnity B. Measure of indemnity C. Variations in the principle of indemnity D. Methods of proving indemnity E. Salvage and abandonment	

					F. Effects of claim payments on policy cover 9. Subrogation and Contribution H. Subrogation I. Nature of subrogation J. Operation of subrogation K. Source of subrogation rights L. Double insurance and contribution M. When contribution arises – common law rules N. Operation of contribution at common law O. Basis of contribution P. Market agreements Q. International aspects 10. Reinstatement A. Contractual Reinstatement B. The insured's duty to reinstate	
Section c	Short Easy questions	6	30%	5 Marks	11. Insurance Regulations A. The origin of CIMA organisation B. Organs and functions of CIMA organization C. The various institutional framework D. CIMA regulations on the formation of insurance companies E. CIMA regulation on the operation of insurance activities F. The liquidation of insurance companies G. The National Department of Insurance in the Ministry of Finance (NDI-MINFI) H. The functions of the various departments of NDI-MINFI	

FIELD: LEGAL CAREERS

SPECIALTY : LEGAL ASSISTANT **(LAS)**

PAPER: CASE STUDY PAPER

Credit Value: 9
Objective/s of the Paper:

To test the candidates' knowledge on Family law and the law of succession in Cameroon through essay and hypothetical questions. Nature of the Exam: Written
Format of the Exam:

Exam Paper	Option	Different Sections of the Paper	Duration per section	Mark allotted	Percentage
Case Study	LAS	Family law I	2hrs	25	25%
		Family Law II	2hrs	25	25%
		Succession Law	2hrs	50	50%
			Total Mark	100	

PAPER: COMMERCIAL LAW

Credit Value: 6
Objective/s of the Paper:
To test the candidates' knowledge on Tax and customs litigation, Law and banking regulation and insurance law of insurance through long essay questions. Nature of the Exam: Written Format of the Exam:

Exam Paper	Option	Different Sections of the Paper	Duration per section	Mark allotted	Percentage
Commercial Law	Legal Assistant (LAS)	Tax and customs litigation	1hr	25	25%
		Law and banking regulation 1&2	1hr	50	50%
		Law of insurance	1 hr	25	25%
			Total Mark	100	

PAPER: PROCEDURAL LAW

Credit Value: 10
Objective/s of the Paper:
To test the candidates' knowledge on the general principles of criminal law and criminal procedure, Bankruptcy proceedings, Legal drafting and management and civil procedure through Long essay and Hypothetical questions. A maximum of three hypotheticals are needed in this paper to assess the candidates' ability to blend theory and practice. Hypotheticals questions are mandatory for legal drafting and management. Nature of the Exam: Written Format of the Exam:

Exam Paper	Option	Different Sections of the Paper	Duration per section	Mark allotted	Percentage
Procedural law	LAS	Criminal law and criminal procedure I&II	1hr	25	25%
		Legal drafting and management	2hrs	25	25%
		Bankruptcy proceedings	1 hr	25	25%
		Civil procedure 1& 2	1 hr	25	25%
			Total Mark	100	

PAPER: CIVICS AND LEGAL ETHICS

Credit Value: 6
Objective/s of the Paper:
To test the candidates' knowledge on economic, civic and ethics, Decentralization and administration, creation of enterprises and internship reports methodology through long essay questions.
Nature of the Exam: Written
Format of the Exam:

Exam Paper	Option	Different Sections of the Paper	Duration per section	Mark allotted	Percentage
Civics and Legal Ethics	LAS	Civics and Legal Ethics	1hr	25	25%
		Decentralization and Administration	1 hr	25	25%
		Creation of Enterprises and internship reports methodology	1hr	50	50%
			Total Mark	100	

PAPER: CIVIL LAW

Credit Value: 6
Objective/s of the Paper:
To test the candidates' knowledge on land law, labour law and company law through long essay and hypothetical questions. At least, one hypothetical question is needed to test the candidates' ability to blend theory and practice. Nature of the Exam: Written Format of the Exam:

Exam Paper	Option	Different Sections of the Paper	Duration per section	Mark allotted	Percentage
Civil Law	LAS	Land Law	1hr	25	25%
		Labour Law	1 hr	25	25%
		Company Law I & 2	1 hr	50	50%
			Total Mark	100	

PAPER: PUBLIC LAW

Credit Value: 6
Objective/s of the Paper:
To test the candidates' knowledge on public law and law of property through long essay questions. Nature of the Exam: Written Format of the Exam:

Exam Paper	Option	Different Sections of the Paper	Duration per section	Mark allotted	Percentage
Public Law	LAS	Public Law 1	1hr	25	25%
		Public Law II	1 hr	25	25%
		Law of property	1 hr	50	50%
			Total Mark	100	