

**COMMUNITY MANAGER PRE-CERTIFICATION, PL.06300-CAM**

Classes meet Tuesday, Wednesday and Thursday, 5:30 pm – 8:30 pm.  
 UNLV Paradise Campus 851 E. Tropicana Ave. 89119  
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Session	Title	Date	Time
1	Course Introduction/Overview	Tuesday, January 9, 2018	5:30pm-8:30pm
2	The Executive Board, Elections and Removals	Wednesday, January 10, 2018	5:30pm-8:30pm
3	HOA Meetings and Parliamentary Procedures	Thursday, January 11, 2018	5:30pm-8:30pm
4	Homeowner Rights & Responsibilities	Tuesday, January 16, 2018	5:30pm-8:30pm
5	Recordkeeping & Reporting	Wednesday, January 17, 2018	5:30pm-8:30pm
6	Declarant Transition & Resales	Thursday, January 18, 2018	5:30pm-8:30pm
7	Financial Management 1	Tuesday, January 23, 2018	5:30pm-8:30pm
8	Financial Management 2	Wednesday, January 24, 2018	5:30pm-8:30pm
9	Facilities Management	Thursday, January 25, 2018	5:30pm-8:30pm
10	Insurance in the HOA	Tuesday, January 30, 2018	5:30pm-8:30pm
<b>11</b>	<b>REVIEW AND MIDTERM EXAM</b>	<b>Wednesday, January 31, 2018</b>	<b>5:30pm-8:30pm</b>
12	Reserve Studies – The CAM’s Perspective	Thursday, February 1, 2018	5:30pm-8:30pm
13	Reserve Studies – The Reserves Study Specialist	Tuesday, February 6, 2018	5:30pm-8:30pm
14	NRS/NAC 116 Overview	Wednesday, February 7, 2018	5:30pm-8:30pm
15	NRS/NAC 116A Overview	Thursday, February 8, 2018	5:30pm-8:30pm
16	State & Federal Laws – 1	Tuesday, February 13, 2018	5:30pm-8:30pm
17	State & Federal Laws – 2	Wednesday, February 14 2018	5:30pm-8:30pm
18	Administration & Enforcement	Thursday, February 15, 2018	5:30pm-8:30pm
19	HR, Communications & Conflict Resolution	Tuesday, February 20, 2018	5:30pm-8:30pm
20	Fair Housing, ADA, and HOPA	Wednesday, February 21, 2018	5:30pm-8:30pm
21	Ethics and HOAs	Thursday, February 22, 2018	5:30pm-8:30pm
<b>22</b>	<b>REVIEW AND FINAL EXAM</b>	<b>Tuesday, February 27, 2018</b>	<b>5:30pm-8:30pm</b>
<b>23</b>	<b>REVIEW FOR STATE EXAM (OPTIONAL)</b>	<b>Wednesday, February 28, 2018</b>	<b>5:30pm-8:30pm</b>