

**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, June 12, 2018	5:30 pm – 8:30 pm
2	The Executive Board, Elections and Removals	Wednesday, June 13, 2018	5:30 pm – 8:30 pm
3	HOA Meetings and Parliamentary Procedures	Thursday, June 14, 2018	5:30 pm – 8:30 pm
4	Homeowner Rights & Responsibilities	Tuesday, June 19, 2018	5:30 pm – 8:30 pm
5	Recordkeeping & Reporting	Wednesday, June 20, 2018	5:30 pm – 8:30 pm
6	Declarant Transition & Resales	Thursday, June 21, 2018	5:30 pm – 8:30 pm
7	Financial Management 1	Tuesday, June 26, 2018	5:30 pm – 8:30 pm
8	Financial Management 2	Wednesday, June 27, 2018	5:30 pm – 8:30 pm
9	Facilities Management	Thursday, June 28, 2018	5:30 pm – 8:30 pm
10	Insurance in the HOA	Tuesday, July 3, 2018	5:30 pm – 8:30 pm
<b>11</b>	<b>REVIEW AND MIDTERM EXAM</b>	<b>Thursday, July 5, 2018</b>	5:30 pm – 8:30 pm
12	Reserve Studies – The CAM’s Perspective	Tuesday, July 10, 2018	5:30 pm – 8:30 pm
13	Reserve Studies – The Reserves Study Specialist	Wednesday, July 11, 2018	5:30 pm – 8:30 pm
14	NRS/NAC 116 Overview	Thursday, July 12, 2018	5:30 pm – 8:30 pm
15	NRS/NAC 116A Overview	Tuesday, July 17, 2018	5:30 pm – 8:30 pm
16	State & Federal Laws – 1	Wednesday, July 18, 2018	5:30 pm – 8:30 pm
17	State & Federal Laws – 2	Thursday, July 19, 2018	5:30 pm – 8:30 pm
18	Administration & Enforcement	Tuesday, July 24, 2018	5:30 pm – 8:30 pm
19	HR, Communications & Conflict Resolution	Wednesday, July 25, 2018	5:30 pm – 8:30 pm
20	Fair Housing, ADA, and HOPA	Thursday, July 26, 2018	5:30 pm – 8:30 pm
21	Ethics and HOAs	Tuesday, July 31, 2018	5:30 pm – 8:30 pm
<b>22</b>	<b>REVIEW AND FINAL EXAM</b>	<b>Wednesday, August 1, 2018</b>	5:30 pm – 8:30 pm
<b>23</b>	<b>REVIEW FOR STATE EXAM (OPTIONAL)</b>	<b>Thursday, August 2, 2018</b>	5:30 pm – 8:30 pm