

## Courses for Certificate of Achievement - AREA

### Leadership in Real Estate Certificate of Achievement for Associates

**Required for Certificate of Achievement  
12 courses at a minimum of 144 hours**

<b>Required Core Courses – 4 courses and 56 hours</b>	<b>Length</b>
Accounting and Finance for Non-Accountants*	2 days
Business Law	2 days
Customer Relations*	2 days
Conflict Management*	2 days

<b>Associate Track Required – 4 courses and 56 hours</b>	<b>Length</b>
Communicating Effectively*	2 days
Marketing Essentials	2 days
Understanding Change	2 days
Mental Toughness – Take Positive Action	2 days

- Leadership in Real Estate Certificate of Achievement for Associates
  - Current selection is **112 hrs and 8 courses**
  - Remaining **4 courses** with a minimum of **32 hours** selected from open electives listed below

<b>Open Electives (Group or Individual Options)</b>	<b>Length – each day is 7 hours</b>
Ethics in Action	2 days
Mentoring*	2 days
Emotional Intelligence	2 days
Negotiation Essentials	2 days
Assertiveness for Personal and Business Success	2 days
Mental Toughness – Take Positive Action	2 days
Leadership Skills	2 days
Communicating Effectively *	2 days
Problem Solving and Decision Making*	2 days
Influence Matters*	1 day
Conducting Effective Meetings*	1 day
Time Management and Organizational Skills*	1 day

**\*Indicates online course option**