



# BUSINESS RESEARCH AND SERVICE INSTITUTE LLC

## Suggest Schedule for BRASI Self-paced Courses

Dear Student,

Welcome to the BRASI Learning Portal.

Here, you will find all you need to enhance your knowledge of the subject matter, complete your training and achieve your certificate. Details of the learning resources are provided in the guide posted on your course home page.

The self-paced course is designed for completion within three months, which can be extended upon request. To help you complete the course and receive your certificate within the stipulated time, a suggested schedule is given below, to help you keep track of your progress.

You can always reach for assistance by using the message link provided within your course.

Wishing you success.

BRASI Team

Period	Actions
Week # 1 to Week # 3	<p><b><u>Review Module 1</u></b></p> <p>Download the module handbook. Read through it and mark any items that you need help with. Watch the recorded lesson with voice over, as it contains explanations and helps understand the topics.</p> <p>Once you have reviewed the module, then take the module quiz. Click on the ‘Show Answer’ button to see the explanation for an answer to gain further clarity.</p> <p>If the module contains an assignment, then download the file, complete the assignment and submit, using the Messages link.</p>
Week # 4 to Week # 6	<p><b><u>Review Module 2</u></b></p> <p>Download the module handbook. Read through it and mark any items that you need help with. Watch the recorded lesson with voice over, as it contains explanations and helps understand the topics.</p> <p>Once you have reviewed the module, then take the module quiz. Click on the ‘Show Answer’ button to see the explanation for an answer to gain further clarity.</p> <p>If the module contains an assignment, then download the file, complete the assignment and submit, using the Messages link.</p> <p>Complete and submit any assignments included in the course work.</p>

<p>Week # 7 to Week # 9</p>	<p><b><u>Review Module 3</u></b></p> <p>Download the module handbook. Read through it and mark any items that you need help with. Watch the recorded lesson with voice over, as it contains explanations and helps understand the topics.</p> <p>Once you have reviewed the module, then take the module quiz. Click on the ‘Show Answer’ button to see the explanation for an answer to gain further clarity.</p> <p>If the module contains an assignment, then download the file, complete the assignment and submit, using the Messages link.</p> <p>Complete and submit any assignments included in the course work.</p>
<p>Week # 10 to Week # 12</p>	<p><b><u>Review Module 4</u></b></p> <p>Download the module handbook. Read through it and mark any items that you need help with. Watch the recorded lesson with voice over, as it contains explanations and helps understand the topics.</p> <p>Once you have reviewed the module, then take the module quiz. Click on the ‘Show Answer’ button to see the explanation for an answer to gain further clarity.</p> <p>If the module contains an assignment, then download the file, complete the assignment and submit, using the Messages link.</p> <p>Complete and submit any assignments included in the course work.</p>
<p>Week # 13</p>	<p><b><u>Take the Final Test</u></b></p> <p>Take the final test by clicking on the link provided towards the bottom of the course menu. Once completed, please inform the course admin using the Message link in the course’s home page.</p> <p>Your certificate will be mailed to the address in your profile on the website. Please make sure that it is complete, including the area code. Please also check the spelling of your name in your account as that would be printed on your certificate.</p> <p>Feel free to contact the Registrar at <a href="mailto:sarah.batool@brasi.org">sarah.batool@brasi.org</a> if you have any questions in this regard.</p>