



# Foundations of Legal Research Using LexisAdvance®

## COURSE BROCHURE & SYLLABUS

Harness the power of online education to get the promotion you really want, keep your skill set current, or expand your job responsibilities! By reviewing this information, you have already taken that important first step toward a better future.

**B**lackstone Career Institute's online certificate courses enable you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Foundations of Legal Research Using LexisAdvance® certificate, along with the skills and confidence necessary to achieve your professional development goals. Best of all, some employers will sponsor your training through tuition reimbursement programs.



# Your Course Overview

## Unit 1 Blackstone's Skills for Success

In this unit, you will discover how you learn as well as your learning style. Understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Learning strategies, along with note-taking and memory tricks, are also included in this unit.

## Unit 2 Legal Research and Writing Part 1

This unit will start your foundation in legal research. The differences between federal and state law, civil and criminal law, and substantive and procedural law are discussed. You will learn about primary and secondary sources and computer-assisted legal research (CALR) as well as how to verify and analyze your legal research.

## Unit 3 Legal Research and Writing Part 2

This unit explores the basics of legal writing and the writing process. You will learn about how to write different types of legal documents such as legal letters, legal memorandums, and appellate briefs. Assignments in this unit will give you practical experience in legal writing.

## Unit 4 English Usage and Written Communication

In this unit, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and agreement, and finally, sentence types and punctuation. This unit is a great grammar tutorial. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; and you gain some valuable tips for business communication.

## Unit 5 Effective Legal Research Using LexisAdvance®

This unit will help you expand your research capabilities, improve your writing skills and learn computer-assisted legal research (CALR) using LexisAdvance®. One-on-one Lexis training is available to fit your skill level. Completion of the required Paralegal Certificate of Mastery program through Lexis University can lead to CLE credit in many states (check with your state's paralegal association).





# A Blackstone Education Provides ...

## Superior Student Services

You are never alone when studying with Blackstone. Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

## Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

## Instant Grading

Immediate feedback is provided for all exams submitted through the Online Student Center—you will receive an electronic grade report instantly!

## Ample Time

Students are permitted up to twelve months to complete one of our certificate courses. You can finish your online training quickly or take up to the full time allotted.

## Affordable Tuition

The Torts, Criminal Law & Procedures Course tuition covers everything you need to complete your certificate course including all study materials, exam evaluation services, access to the Online Student Center, and your certificate upon graduation.

## Financial Assistance

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are also available for financing your online training. Call Blackstone at 1-800-826-9228 to find out more today!

## Online Student Center

Included with your tuition, you will have online access to your study units, exams, grades, discussion boards, and more.

## Freedom and Flexibility

There are no fixed classes to attend, so you can study anytime, anywhere. Study guides are available online, wherever you are.

## The Blackstone Facebook Page



Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone.

## The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.





# Online!

## Benefits of Blackstone Online

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

*Best of All ...*

No Additional Charge  
this is part of your standard tuition!

## System Requirements



**Reliable Internet Connection**



**An Active E-mail Account**



**Speakers/Working Sound System**



**Printer**



**Most recent version of a web browser such as  
Microsoft Internet Explorer, Mozilla Firefox, or  
Google Chrome**



### Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by G.I. Jobs magazine as a Military-Friendly School



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