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FINANCIAL EDUCATORS

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Course Information

Course Title: *Optimizing Search Results with Google #293217*

Recommended CPE credit hours for this course:

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

CPA: 1 (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for those states that require sponsor registration:

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

Course Description

Google is a well-known and often used tool to search for information. Many don't know that there are certain search operators and tools embedded in Google search that may be used to find desired information quicker and easier. This course reviews basic, intermediate and advanced search operators and techniques as well as other useful Google tools that are available. Your new search skills are tested throughout the course with 10 short case study questions.

Program Delivery Method: QAS Self-Study (interactive)

Subject Codes/Field of Study: Computer Software and Applications

Course Level, Prerequisites, and Advance Preparation Requirements

Level: Overview.

This program is appropriate for professionals at all organizational levels.

Prerequisites: None

Advance Preparation: None

Course Content

Publication/revision date: 12/7/2016

Course book: *Optimizing Search Results with Google* by Joseph P. Helstrom, CPA

Final exam: Five questions (multiple-choice).

Instructions for taking this course

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed below, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Final Exam Online

- Login to your account online at www.bhfe.com.
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objective

Upon completion of this course, you should be able to:

- Identify operators and techniques that enhance your ability to find information using Google

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