# Course syllabus

Welcome to the second course of the Google Data Analytics Certificate! In this part of the program, you will learn how data analysts use structured thinking to tackle business problems. Think of yourself as a great detective who figures out a case by tracking down the evidence and who organizes it into a powerful story to solve the mystery. You will explore how to ask effective questions and use the answers to tell a meaningful story about the data. Plus, you will learn why it is so important to be on the same page as your stakeholders when you define the problem and present the data with an analysis.

## Course content

C​ourse 2 – Ask Questions to Make Data-Driven Decisions

1. Asking effective questions: To do the job of a data analyst, you need to ask questions and problem-solve. In this part of the course, you’ll check out some common analysis problems and how analysts solve them. You’ll also learn about effective questioning techniques that can help guide your analysis.
2. Making data-driven decisions: In analytics, data drives decision making. In this part of the course, you’ll explore data of all kinds and its impact on decision making. You’ll also learn how to share your data through reports and dashboards.
3. Mastering spreadsheet basics: Spreadsheets are an important data analytics tool. In this part of the course, you’ll learn both why and how data analysts use spreadsheets in their work. You’ll also explore how structured thinking can help analysts better understand problems and come up with solutions.
4. Always remembering the stakeholder: Successful data analysts learn to balance needs and expectations. In this part of the course, you’ll learn strategies for managing the expectations of stakeholders while establishing clear communication with your team to achieve your objectives.
5. Completing the Course Challenge: At the end of this course, you will be able to put everything you have learned into practice with the Course Challenge. The Course Challenge will ask you questions about key principles you have been learning about and then give you an opportunity to apply those principles in three scenarios.