



Essential Statistics for Public Managers and Policy Analysts

Evan M. Berman

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This book presents the basic analytical tools utilized by today's public managers and policy analysts. Tailored specifically to the needs of students in public administration and public policy programs, Essential Statistics introduces and reinforces important statistical skills that will be immediately relevant to them.

Essential Statistics includes: * clear and concise discussions of statistical concepts and applications, from basic descriptive techniques to more advanced analytical tools * learning objectives and key term lists that frame each chapter for quick and easy reference * multiple tables, figures, and boxes to reinforce important concepts and enhance skill acquisition

Exercising Essential Statistics includes: * critical thinking questions, data-based and research in practice exercises, helpful tips on data presentation, and suggested reading lists that correspond with coverage of each textbook chapter * two software guides -- "How to Use SPSS" and "Guide to Using Spreadsheets" -- that capitalize on the increased value of computers in methods courses. Freeing students from time-consuming calculations, these real-world applications allow for quick results interpretation and data validation * perforated and spiral-bound pages for maximum flexibility

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