



# Essential Statistics for Public Managers and Policy Analysts

*Evan M. Berman*

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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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