

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2008FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

Section N = Night ** = Not Valid for ADA	S.T. Wks	Hrs	Enrollment	A+	A	A-	B+	B	B-	C+	C	D	F	Pass	NoPass	Inc	W	Instructor	
<b>G01 -- Career &amp; Technical Ed/Workforce Dev</b>																			
<b>BOT-094 Practical Internet Basics</b>																			
2381		.5	11	0	0	0	0	0	0	0	0	0	0	7	4	0	9	Doherty, Marian	PT
Course Total			11	0	0	0	0	0	0	0	0	0	0	7	4	0	9		
<b>BOT-095 Keyboarding Skill Reinforcemt</b>																			
2382		1.0	6	0	0	0	0	0	0	0	0	0	0	6	0	0	4	Andersen, Andre	PT
Course Total			6	0	0	0	0	0	0	0	0	0	0	6	0	0	4		
<b>BOT-096 Computer Basics for the Office</b>																			
2383		1.0	9	0	0	0	0	0	0	0	0	0	0	6	3	0	12	Thomas, Sosha	PT
Course Total			9	0	0	0	0	0	0	0	0	0	0	6	3	0	12		
<b>BOT-097 Windows Basics for the Office</b>																			
2384		1.0	9	0	0	0	0	0	0	0	0	0	0	4	5	0	8	Gillespie, Barbara	
Course Total			9	0	0	0	0	0	0	0	0	0	0	4	5	0	8		
<b>BOT-100 Basic Keyboarding</b>																			
2385		1.0	31	0	11	0	0	2	0	0	1	0	15	1	0	0	21	Snider, Linda	XP
2386		1.0	32	0	14	0	0	3	0	0	0	0	14	1	0	0	21	Anspach, Kathleen	PT
2387		1.0	29	0	12	0	0	7	0	0	2	1	7	0	0	0	23	McManus, Illyana	PT
2388	8	1.0	31	0	19	0	0	7	0	0	2	0	3	0	0	0	21	Andersen, Andre	PT
2389	8	1.0	13	0	6	0	0	6	0	0	1	0	0	0	0	0	0	Pressnall, Mark	
2390	8	1.0	16	0	9	0	0	4	0	0	2	1	0	0	0	0	5	Pressnall, Mark	XP
Course Total			152	0	71	0	0	29	0	0	8	2	39	2	0	0	91		
<b>BOT-101 Keyboarding/Doc Processing</b>																			
2391		3.0	9	0	3	0	0	2	0	0	0	1	3	0	0	0	7	Andersen, Andre	PT

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2392	3.0	5	0	2	0	0	2	0	0	1	0	0	0	0	0	0	0	Pressnall, Mark	
2393	3.0	13	0	10	0	0	0	0	0	0	2	1	0	0	0	0	6	Prigmore, Edna	PT
Course Total		27	0	15	0	0	4	0	0	1	3	4	0	0	0	0	13		
BOT-101A Keyboard/Document Processing																			
2394	1.5	13	0	3	0	0	1	0	0	2	1	6	0	0	0	0	15	Anspach, Kathleen	PT
2395	8 1.5	13	0	9	0	0	3	0	0	1	0	0	0	0	0	0	0	Pressnall, Mark	
2396	8 1.5	14	0	6	0	0	2	0	0	1	0	5	0	0	0	0	1	Gillespie, Barbara	XP
Course Total		40	0	18	0	0	6	0	0	4	1	11	0	0	0	0	16		
BOT-101B Keyboard/Document Processing																			
2397	1.5	6	0	2	0	0	1	0	0	2	1	0	0	0	0	0	10	Anspach, Kathleen	PT
2398	8 1.5	13	0	6	0	0	3	0	0	1	1	2	0	0	0	0	26	Gillespie, Barbara	XP
Course Total		19	0	8	0	0	4	0	0	3	2	2	0	0	0	0	36		
BOT-102A Keyboarding/Document Process I																			
2399	1.5	8	0	1	0	0	3	0	0	1	0	3	0	0	0	0	4	Pressnall, Mark	
2400	8 1.5	3	0	1	0	0	1	0	0	0	0	1	0	0	0	0	2	Gillespie, Barbara	XP
Course Total		11	0	2	0	0	4	0	0	1	0	4	0	0	0	0	6		
BOT-102B Keyboard/Document Process II																			
2401	1.5	3	0	1	0	0	0	0	0	0	0	1	0	1	0	0	4	Pressnall, Mark	
2402	8 1.5	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	3	Gillespie, Barbara	
Course Total		5	0	3	0	0	0	0	0	0	0	1	0	1	0	0	7		
BOT-103A Bldg Keyboarding Skill I																			
2403	.5	26	0	12	0	0	7	0	0	6	1	0	0	0	0	0	15	Gillespie, Barbara	
Course Total		26	0	12	0	0	7	0	0	6	1	0	0	0	0	0	15		
BOT-103B Bldg Keyboarding Skill II																			
2404	.5	28	0	11	0	0	8	0	0	4	2	3	0	0	0	0	7	Gillespie, Barbara	
Course Total		28	0	11	0	0	8	0	0	4	2	3	0	0	0	0	7		

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**BOT-103C Bldg Keyboarding Skill III**

2405	.5	4	0	2	0	0	0	0	0	0	0	2	0	0	0	0	Gillespie, Barbara
<b>Course Total</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**BOT-104 Filing and Records Management**

2406	1.0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8 Anspach, Kathleen	PT
2475	8 1.0	19	0	10	0	0	5	0	0	4	0	0	0	0	0	0	1 Snider, Linda	
<b>Course Total</b>		<b>21</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	

**BOT-105 Data Entry Skills**

2407	1.0	10	0	2	0	0	1	0	0	0	1	6	0	0	0	0	1 Anspach, Kathleen	PT
<b>Course Total</b>		<b>10</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	

**BOT-106 Effective Job Search**

2408	1.0	29	0	20	0	0	5	0	0	0	1	3	0	0	0	0	3 Leslie, Mary	
2409	8 1.0	37	0	3	0	0	13	0	0	1	0	20	0	0	0	0	9 Thomas, Sosha	PT
2426	1.0	16	0	0	0	0	6	0	0	4	3	3	0	0	0	0	6 Snider, Linda	
4837	8 1.0	5	0	2	0	0	2	0	0	0	0	0	1	0	0	0	5 Thomas, Sosha	PT
4838	8 1.0	15	0	12	0	0	1	0	0	0	0	2	0	0	0	0	2 Brooks, Kimberly	PT
<b>Course Total</b>		<b>102</b>	<b>0</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>28</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	

**BOT-107 Office Systems and Procedures**

2410	2.0	24	0	10	0	0	3	0	0	9	1	1	0	0	0	0	0 Pressnall, Mark	
2411	2.0	21	0	13	0	0	3	0	0	1	1	3	0	0	0	0	3 Pressnall, Mark	
2422	2.0	11	0	6	0	0	4	0	0	1	0	0	0	0	0	0	6 Pressnall, Mark	
<b>Course Total</b>		<b>56</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	

**BOT-108 Use Calculators/Solve Bus Prob**

2412	1.0	4	0	1	0	0	0	0	0	0	1	2	0	0	0	0	0 Anspach, Kathleen	PT
<b>Course Total</b>		<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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<b>BOT-109 Elementary Accounting</b>																	
	2413	3.0	19	0	9	0	0	5	0	0	2	1	2	0	0	0	5 Leslie, Mary
	2414N	3.0	4	0	1	0	0	3	0	0	0	0	0	0	0	0	1 Leslie, Mary
	2415	3.0	5	0	0	0	0	3	0	0	0	0	2	0	0	0	6 Loach, Suzanne
	2416	3.0	8	0	2	0	0	1	0	0	2	1	2	0	0	0	3 Loach, Suzanne
	Course Total		36	0	12	0	0	12	0	0	4	2	6	0	0	0	15
<b>BOT-110 Bus English and Communication</b>																	
	2417	3.0	29	0	9	0	0	7	0	0	4	4	5	0	0	0	2 Leslie, Mary
	2418	3.0	29	0	5	0	0	8	0	0	11	2	3	0	0	0	4 Leslie, Mary
	Course Total		58	0	14	0	0	15	0	0	15	6	8	0	0	0	6
<b>BOT-114 Essential Word</b>																	
	2420	1.0	16	0	7	0	0	2	0	0	0	0	5	0	1	0	13 Doherty, Marian
	2421	1.0	35	0	11	0	0	16	0	0	4	0	4	0	0	0	0 Pressnall, Mark
	4818	14 1.0	9	0	6	0	0	0	0	0	0	1	1	1	0	0	3 Andersen, Andre
	Course Total		60	0	24	0	0	18	0	0	4	1	10	1	1	0	16
<b>BOT-115 Essential Excel</b>																	
	2423	1.0	35	0	4	0	0	15	0	0	9	2	5	0	0	0	4 McManus, Illyana
	2424	1.0	19	0	5	0	0	3	0	0	2	2	6	0	1	0	13 Thomas, Sosha
	4819	14 1.0	11	0	6	0	0	2	0	0	1	0	2	0	0	0	2 Scott, Tanya
	Course Total		65	0	15	0	0	20	0	0	12	4	13	0	1	0	19
<b>BOT-116 Essential Access</b>																	
	2425	1.0	15	0	11	0	0	3	0	0	0	0	0	0	1	0	4 Sikes, Sandra
	Course Total		15	0	11	0	0	3	0	0	0	0	0	0	1	0	4
<b>BOT-117 Essential Powerpoint</b>																	
	2427	1.0	22	0	13	0	0	6	0	0	0	1	2	0	0	0	10 McManus, Illyana

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4820	14	1.0	7	0	4	0	0	0	0	0	0	0	0	2	0	0	0	3 Snider, Linda
Course Total			29	0	17	0	0	6	0	0	0	1	4	0	0	0	0	13
BOT-118 Integrated Office Projects																		
2428		1.0	3	0	2	0	0	0	0	0	1	0	0	0	0	0	0	1 Snider, Linda
Course Total			3	0	2	0	0	0	0	0	1	0	0	0	0	0	0	1
BOT-120 Comprehensive Word Level I																		
2430		1.0	13	0	8	0	0	3	0	0	0	0	2	0	0	0	0	7 Sikes, Sandra
Course Total			13	0	8	0	0	3	0	0	0	0	2	0	0	0	0	7
BOT-121 Comprehensive Word Level II																		
2431		1.0	9	0	6	0	0	1	0	0	1	0	1	0	0	0	0	3 Gillespie, Barbara
Course Total			9	0	6	0	0	1	0	0	1	0	1	0	0	0	0	3
BOT-122 Comprehensive Word Level III																		
2432		1.0	8	0	3	0	0	2	0	0	2	0	1	0	0	0	0	1 Gillespie, Barbara
Course Total			8	0	3	0	0	2	0	0	2	0	1	0	0	0	0	1
BOT-123 Comprehensive Excel Level I																		
2433		1.0	9	0	5	0	0	2	0	0	0	0	2	0	0	0	0	4 Snider, Linda
Course Total			9	0	5	0	0	2	0	0	0	0	2	0	0	0	0	4
BOT-124 Comprehensive Excel Level II																		
2434		1.0	6	0	4	0	0	0	0	0	0	0	2	0	0	0	0	6 McManus, Ilyana
Course Total			6	0	4	0	0	0	0	0	0	0	2	0	0	0	0	6
BOT-125 Comprehensive Excel Level III																		
2435		1.0	2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1 McManus, Ilyana
Course Total			2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1
BOT-126 Comprehensive Access Level I																		
2436		1.0	16	0	8	0	0	3	0	0	2	0	2	1	0	0	0	5 Sikes, Sandra
Course Total			16	0	8	0	0	3	0	0	2	0	2	1	0	0	0	5

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\*\* = Not Valid for ADA -- Not included in totals

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BOT-127 Comprehensive Access Level II																		
2437	1.0	8	0	4	0	0	1	0	0	0	1	2	0	0	0	1	McManus, Ilyana	PT
Course Total		8	0	4	0	0	1	0	0	0	1	2	0	0	0	1		
BOT-128 Comprehensive Access Level III																		
2438	1.0	4	0	2	0	0	0	0	0	0	0	2	0	0	0	0	McManus, Ilyana	PT
Course Total		4	0	2	0	0	0	0	0	0	0	2	0	0	0	0		
BOT-129 Comprehensive Powerpoint Level I																		
2439	1.0	3	0	2	0	0	0	0	0	0	0	1	0	0	0	3	Sikes, Sandra	PT
Course Total		3	0	2	0	0	0	0	0	0	0	1	0	0	0	3		
BOT-130 Comprehensive Powerpoint Level II																		
2440	1.0	3	0	1	0	0	0	0	0	1	0	1	0	0	0	0	Sikes, Sandra	PT
Course Total		3	0	1	0	0	0	0	0	1	0	1	0	0	0	0		
BOT-131 Comprehensive Powerpoint Level III																		
2441	1.0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	2	Sikes, Sandra	PT
Course Total		1	0	0	0	0	0	0	0	0	0	1	0	0	0	2		
BOT-150 Using Microsoft Publisher																		
2442	1.0	3	0	2	0	0	0	0	0	1	0	0	0	0	0	1	Sikes, Sandra	PT
Course Total		3	0	2	0	0	0	0	0	1	0	0	0	0	0	1		
BOT-151 Using Microsoft Outlook																		
2443	1.0	9	0	3	0	0	2	0	0	1	0	2	1	0	0	1	Doherty, Marian	PT
2476	8 1.0	18	0	11	0	0	5	0	0	2	0	0	0	0	0	0	Pressnall, Mark	
Course Total		27	0	14	0	0	7	0	0	3	0	2	1	0	0	1		
BOT-161 Medical Terminology																		
2444 **	3.0	31	0	29	0	0	1	0	0	1	0	0	0	0	0	1	McFadden, Lanette	PT
2445N	3.0	21	0	14	0	0	5	0	0	1	0	0	1	0	0	5	Finch-Payne, Diane	PT
Course Total		21	0	14	0	0	5	0	0	1	0	0	1	0	0	5		

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BOT-163 Intro to Basic Insurance Princ																		
2446	3.0	14	0	1	0	0	8	0	0	3	1	1	0	0	0	3	Captain, Robert	PT
Course Total		14	0	1	0	0	8	0	0	3	1	1	0	0	0	3		
BOT-165 Medical Insurance Billing																		
2447 **	4.5	21	0	17	0	0	3	0	0	1	0	0	0	0	0	2	Hollyfield, Julie	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-170 Medical Office Procedures																		
2448 **	6.0	28	0	26	0	0	0	0	0	1	0	1	0	0	0	1	McFadden, Lanette	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-172 Intro Microcomputer Applicatns																		
2449	8 2.0	15	0	5	0	0	5	0	0	3	0	2	0	0	0	3	Kellenberger, Fred	PT
Course Total		15	0	5	0	0	5	0	0	3	0	2	0	0	0	3		
BOT-176 Computerized Acct Application																		
2450	2.0	17	0	10	0	0	4	0	0	0	2	1	0	0	0	5	Gillespie, Barbara	
2451N	2.0	5	0	2	0	0	3	0	0	0	0	0	0	0	0	0	Gillespie, Barbara	
4840	2.0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	Gillespie, Barbara	
Course Total		23	0	12	0	0	7	0	0	0	2	2	0	0	0	6		
BOT-179 Computerized Accounting Lab																		
2452	1.0	25	0	19	0	0	2	0	0	0	0	4	0	0	0	1	Gillespie, Barbara	
Course Total		25	0	19	0	0	2	0	0	0	0	4	0	0	0	1		
BOT-198 Supervised Tutoring - BOT																		
2453	.0	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Snider, Linda	
Course Total		44	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-203 Office Project Coordination																		
2455	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	Sikes, Sandra	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	2		

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BOT-216 Intro to Medical Transcription																		
2456	3.0	3	0	0	0	0	0	0	0	0	2	0	1	0	0	0	2 Fox, Karen	PT
Course Total		3	0	0	0	0	0	0	0	0	2	0	1	0	0	0	2	
BOT-220 Healthcare Documentation II																		
2458	4.0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0 Fox, Karen	PT
Course Total		2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
BOT-222 Medical Transcrip Skill Build																		
6025N	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2 Fox, Karen	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
BOT-223 Office Work Experience																		
2459	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Gillespie, Barbara	XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
BOT-225 Office Work Experience																		
2461	3.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Gillespie, Barbara	XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
BOT-299 Med Transcript/Sum Program Lab																		
2474	1.0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	6 Fox, Karen	PT
6053	.5	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1 Snider, Linda	
Course Total		3	0	0	0	0	0	0	0	0	0	0	0	3	0	0	7	
Subject Total		1070	0	432	0	0	225	0	0	102	37	177	33	16	0	408		
Division Total		1070	0	432	0	0	225	0	0	102	37	177	33	16	0	408		



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G01 -- Career & Technical Ed/Workforce Dev

**BOT-094 Practical Internet Basics**

2381		.5	12	0	0	0	0	0	0	0	0	0	0	6	6	0	11	Snider, Linda	
Course Total			12	0	0	0	0	0	0	0	0	0	0	6	6	0	11		

**BOT-095 Keyboarding Skill Reinforcemnt**

2382		1.0	3	0	0	0	0	0	0	0	0	0	0	2	1	0	5	Abushaban, Hala	PT
Course Total			3	0	0	0	0	0	0	0	0	0	0	2	1	0	5		

**BOT-096 Computer Basics for the Office**

2383		1.0	12	0	0	0	0	0	0	0	0	0	0	6	6	0	15	Thomas, Sosha	PT
Course Total			12	0	0	0	0	0	0	0	0	0	0	6	6	0	15		

**BOT-097 Windows Basics for the Office**

2384		1.0	4	0	0	0	0	0	0	0	0	0	0	1	3	0	14	Gillespie, Barbara	
Course Total			4	0	0	0	0	0	0	0	0	0	0	1	3	0	14		

**BOT-100 Basic Keyboarding**

2385		1.0	26	0	11	0	0	9	0	0	1	0	5	0	0	0	11	Snider, Linda	
2386		1.0	25	0	11	0	0	4	0	0	1	0	8	1	0	0	9	Anspach, Kathleen	PT
2387		1.0	29	0	10	0	0	5	0	0	2	0	10	2	0	0	7	McManus, Illyana	PT
2388	8	1.0	46	0	29	0	0	5	0	0	1	0	11	0	0	0	35	Andersen, Andre	PT
2389	8	1.0	8	0	1	0	0	2	0	0	5	0	0	0	0	0	1	Pressnall, Mark	
2390	8	1.0	18	0	11	0	0	2	0	0	1	0	4	0	0	0	5	Andersen, Andre	PT
9445		1.0	26	0	15	0	0	1	0	0	2	0	8	0	0	0	9	Zuckerman, Annie	PT
Course Total			178	0	88	0	0	28	0	0	13	0	46	3	0	0	77		

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2009FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

BOT-101 Keyboarding/Doc Processing																		
2391	3.0	9	0	4	0	0	3	0	0	0	0	2	0	0	0	6	Abushaban, Hala	PT
2392	3.0	10	0	7	0	0	2	0	0	0	0	1	0	0	0	2	Pressnall, Mark	
2393	3.0	26	0	18	0	0	3	0	0	1	0	3	1	0	0	15	Prigmore, Edna	PT
Course Total		45	0	29	0	0	8	0	0	1	0	6	1	0	0	23		
BOT-101A Keyboard/Document Processing																		
2394	1.5	27	0	10	0	0	4	0	0	3	1	9	0	0	0	9	Anspach, Kathleen	PT
2395	8 1.5	7	0	4	0	0	1	0	0	1	0	1	0	0	0	1	Pressnall, Mark	
2396	8 1.5	10	0	0	0	0	3	0	0	5	1	1	0	0	0	5	Gillespie, Barbara	
Course Total		44	0	14	0	0	8	0	0	9	2	11	0	0	0	15		
BOT-101B Keyboard/Document Processing																		
2397	1.5	14	0	3	0	0	4	0	0	0	0	7	0	0	0	11	Anspach, Kathleen	PT
2398	8 1.5	13	0	5	0	0	1	0	0	5	2	0	0	0	0	27	Gillespie, Barbara	XP
Course Total		27	0	8	0	0	5	0	0	5	2	7	0	0	0	38		
BOT-102A Keyboarding/Document Process I																		
2399	1.5	9	0	3	0	0	4	0	0	0	0	1	0	1	0	3	Anspach, Kathleen	PT
2400	8 1.5	5	0	3	0	0	1	0	0	1	0	0	0	0	0	3	Gillespie, Barbara	
Course Total		14	0	6	0	0	5	0	0	1	0	1	0	1	0	6		
BOT-102B Keyboard/Document Process II																		
2401	1.5	2	0	0	0	0	0	0	0	1	0	1	0	0	0	1	Anspach, Kathleen	PT
2402	8 1.5	5	0	3	0	0	0	0	0	1	0	1	0	0	0	4	Gillespie, Barbara	
Course Total		7	0	3	0	0	0	0	0	2	0	2	0	0	0	5		
BOT-103A Bldg Keyboarding Skill I																		
2403	.5	30	0	15	0	0	9	0	0	4	0	2	0	0	0	13	Gillespie, Barbara	
Course Total		30	0	15	0	0	9	0	0	4	0	2	0	0	0	13		

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2009FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

**BOT-103B Bldg Keyboarding Skill II**

2404	.5	26	0	12	0	0	5	0	0	2	0	7	0	0	0	11	Gillespie, Barbara
<b>Course Total</b>		<b>26</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	

**BOT-103C Bldg Keyboarding Skill III**

2405	.5	5	0	4	0	0	0	0	0	0	0	1	0	0	0	4	Gillespie, Barbara
<b>Course Total</b>		<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	

**BOT-104 Filing and Records Management**

2406	1.0	12	0	3	0	0	4	0	0	3	0	1	0	1	0	9	Thomas, Sosha	PT
2475	9 1.0	25	0	11	0	0	5	0	0	3	1	4	1	0	0	12	Snider, Linda	
<b>Course Total</b>		<b>37</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>21</b>		

**BOT-105 Data Entry Skills**

2407	1.0	10	0	5	0	0	2	0	0	0	1	2	0	0	0	7	Thomas, Sosha	PT
<b>Course Total</b>		<b>10</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>		

**BOT-106 Effective Job Search**

2408	1.0	37	0	17	0	0	9	0	0	4	4	3	0	0	0	4	Riley, John	PT
2426	1.0	25	0	9	1	1	5	0	0	6	0	3	0	0	0	3	Snider, Linda	
4837	8 1.0	17	0	5	0	0	3	0	0	2	0	6	1	0	0	7	Thomas, Sosha	PT
<b>Course Total</b>		<b>79</b>	<b>0</b>	<b>31</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>14</b>		

**BOT-107 Office Systems and Procedures**

2410	2.0	19	0	9	0	0	5	0	0	5	0	0	0	0	0	1	Pressnall, Mark	XP
2411	2.0	21	0	13	0	0	4	0	0	3	0	1	0	0	0	2	Pressnall, Mark	
2422	2.0	20	0	5	0	0	7	0	0	5	1	2	0	0	0	5	Pressnall, Mark	
<b>Course Total</b>		<b>60</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>		

**BOT-108 Use Calculators/Solve Bus Prob**

2412	1.0	2	0	1	0	0	0	0	0	0	0	1	0	0	0	3	Thomas, Sosha	PT
<b>Course Total</b>		<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>		

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2009FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

<b>BOT-109 Elementary Accounting</b>																	
	2413	3.0	15	0	8	0	0	2	0	0	1	1	3	0	0	0	3 Leslie, Mary
	2414N	3.0	7	0	3	0	0	1	0	0	0	1	2	0	0	0	1 Leslie, Mary
	2415	3.0	7	0	2	0	0	2	0	0	2	0	1	0	0	0	3 Loach, Suzanne
	2416	3.0	14	0	8	0	0	1	0	0	2	0	2	1	0	0	1 Loach, Suzanne
	Course Total		43	0	21	0	0	6	0	0	5	2	8	1	0	0	8
<b>BOT-110 Bus English and Communication</b>																	
	2417	3.0	22	0	8	0	0	5	0	0	3	1	5	0	0	0	7 Leslie, Mary
	2418	3.0	22	0	3	0	0	6	0	0	6	3	4	0	0	0	3 Leslie, Mary
	9421	3.0	31	7	5	0	3	3	0	0	3	2	8	0	0	0	3 Buck, Nancy
	Course Total		75	7	16	0	3	14	0	0	12	6	17	0	0	0	13
<b>BOT-114 Essential Word</b>																	
	2420	1.0	14	0	3	0	0	4	0	0	1	0	5	1	0	0	13 Snider, Linda
	2421	1.0	33	0	15	0	0	13	0	0	3	0	2	0	0	0	2 Pressnall, Mark
	4818	14 1.0	22	0	6	0	0	5	0	0	0	2	8	1	0	0	20 Andersen, Andre
	Course Total		69	0	24	0	0	22	0	0	4	2	15	2	0	0	35
<b>BOT-115 Essential Excel</b>																	
	2423	1.0	34	0	4	0	0	13	0	0	13	0	4	0	0	0	2 McManus, Ilyana
	2424	1.0	15	0	3	0	0	2	0	0	4	1	4	1	0	0	13 Pressnall, Mark
	4819	14 1.0	23	0	5	0	0	10	0	0	1	4	3	0	0	0	21 Scott, Tanya
	Course Total		72	0	12	0	0	25	0	0	18	5	11	1	0	0	36
<b>BOT-116 Essential Access</b>																	
	2425	1.0	15	0	10	0	0	3	0	0	1	0	1	0	0	0	5 Sikes, Sandra
	Course Total		15	0	10	0	0	3	0	0	1	0	1	0	0	0	5
<b>BOT-117 Essential Powerpoint</b>																	
	2427	1.0	20	0	10	0	0	7	0	0	0	0	3	0	0	0	10 Sikes, Sandra

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\*\* = Not Valid for ADA -- Not included in totals

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**Grade Distribution by Division**  
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4820	14	1.0	20	0	7	0	0	7	0	0	1	0	5	0	0	0	8	Andersen, Andre	PT
Course Total			40	0	17	0	0	14	0	0	1	0	8	0	0	0	18		
BOT-118 Integrated Office Projects																			
2428		1.0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	Lee, Jolene	PT
Course Total			2	0	2	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-120 Comprehensive Word Level I																			
2430		1.0	13	0	8	0	0	0	0	0	2	0	3	0	0	0	5	Sikes, Sandra	PT
Course Total			13	0	8	0	0	0	0	0	2	0	3	0	0	0	5		
BOT-121 Comprehensive Word Level II																			
2431		1.0	10	0	5	0	0	2	0	0	1	1	1	0	0	0	2	McManus, Ilyana	PT
Course Total			10	0	5	0	0	2	0	0	1	1	1	0	0	0	2		
BOT-122 Comprehensive Word Level III																			
2432		1.0	8	0	3	0	0	3	0	0	2	0	0	0	0	0	3	McManus, Ilyana	PT
Course Total			8	0	3	0	0	3	0	0	2	0	0	0	0	0	3		
BOT-123 Comprehensive Excel Level I																			
2433		1.0	18	0	6	0	0	6	0	0	0	1	4	0	1	0	9	Lee, Jolene	PT
Course Total			18	0	6	0	0	6	0	0	0	1	4	0	1	0	9		
BOT-124 Comprehensive Excel Level II																			
2434		1.0	7	0	3	0	0	1	0	0	0	2	1	0	0	0	5	Abushaban, Hala	PT
Course Total			7	0	3	0	0	1	0	0	0	2	1	0	0	0	5		
BOT-125 Comprehensive Excel Level III																			
2435		1.0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	Abushaban, Hala	PT
Course Total			1	0	0	0	0	0	0	0	1	0	0	0	0	0	0		
BOT-126 Comprehensive Access Level I																			
2436		1.0	7	0	4	0	0	1	0	0	0	0	2	0	0	0	6	McManus, Ilyana	PT
Course Total			7	0	4	0	0	1	0	0	0	0	2	0	0	0	6		

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2009FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

BOT-127 Comprehensive Access Level II																			
2437	1.0	3	0	1	0	0	0	0	0	0	1	0	1	0	0	0	5	McManus, Ilyana	PT
Course Total		3	0	1	0	0	0	0	0	0	1	0	1	0	0	0	5		
BOT-128 Comprehensive Access Level III																			
2438	1.0	5	0	0	0	0	3	0	0	2	0	0	0	0	0	0	0	McManus, Ilyana	PT
Course Total		5	0	0	0	0	3	0	0	2	0	0	0	0	0	0	0		
BOT-129 Comprehensive Powerpoint Level I																			
2439	1.0	7	0	3	0	0	1	0	0	0	0	3	0	0	0	0	5	Sikes, Sandra	PT
Course Total		7	0	3	0	0	1	0	0	0	0	3	0	0	0	0	5		
BOT-130 Comprehensive Powerpoint Level II																			
2440	1.0	4	0	2	0	0	0	0	0	0	0	2	0	0	0	0	3	Sikes, Sandra	PT
Course Total		4	0	2	0	0	0	0	0	0	0	2	0	0	0	0	3		
BOT-131 Comprehensive Powerpoint Level III																			
2441	1.0	2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	Sikes, Sandra	PT
Course Total		2	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0		
BOT-150 Using Microsoft Publisher																			
2442	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	Sikes, Sandra	PT
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1		
BOT-151 Using Microsoft Outlook																			
2443	1.0	15	0	6	0	0	7	0	0	1	0	1	0	0	0	0	6	Sikes, Sandra	PT
2476	8 1.0	15	0	11	0	0	0	0	0	0	2	2	0	0	0	0	29	Andersen, Andre	PT
Course Total		30	0	17	0	0	7	0	0	1	2	3	0	0	0	0	35		
BOT-161 Medical Terminology																			
2444	3.0	40	0	32	0	0	4	0	0	3	0	1	0	0	0	0	6	McFadden, Lanette	PT
2445N	3.0	35	0	18	0	0	11	0	0	3	1	2	0	0	0	0	8	Finch-Payne, Diane	PT

**Grade Distribution by Division**

**School: Grossmont College -- Term: 2009FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

9422	3.0	29	0	23	0	0	3	0	0	2	1	0	0	0	0	16 Finch-Payne, Diane	PT
Course Total		104	0	73	0	0	18	0	0	8	2	3	0	0	0	30	
BOT-163 Intro to Basic Insurance Princ																	
2446	3.0	15	0	8	0	0	5	0	0	2	0	0	0	0	0	4 Captain, Robert	PT
Course Total		15	0	8	0	0	5	0	0	2	0	0	0	0	0	4	
BOT-165 Medical Insurance Billing																	
2447	4.5	28	0	26	0	0	2	0	0	0	0	0	0	0	0	3 Hollyfield, Julie	PT
Course Total		28	0	26	0	0	2	0	0	0	0	0	0	0	0	3	
BOT-167 Medical Coding																	
9423	4.0	22	0	16	0	0	4	0	0	2	0	0	0	0	0	1 Hollyfield, Julie	PT
Course Total		22	0	16	0	0	4	0	0	2	0	0	0	0	0	1	
BOT-170 Medical Office Procedures																	
2448	6.0	35	0	35	0	0	0	0	0	0	0	0	0	0	0	5 McFadden, Lanette	PT
Course Total		35	0	35	0	0	0	0	0	0	0	0	0	0	0	5	
BOT-172 Intro Microcomputer Applicatns																	
2449	8 2.0	13	0	5	0	0	4	0	0	0	0	4	0	0	0	2 Kellenberger, Fred	PT
Course Total		13	0	5	0	0	4	0	0	0	0	4	0	0	0	2	
BOT-176 Computerized Acct Application																	
2450	2.0	16	0	7	0	0	5	0	0	1	2	1	0	0	0	3 Gillespie, Barbara	
4840	2.0	12	0	8	0	0	3	0	0	1	0	0	0	0	0	5 Gillespie, Barbara	
Course Total		28	0	15	0	0	8	0	0	2	2	1	0	0	0	8	
BOT-179 Computerized Accounting Lab																	
2452	1.0	15	0	13	0	0	2	0	0	0	0	0	0	0	0	2 Gillespie, Barbara	
Course Total		15	0	13	0	0	2	0	0	0	0	0	0	0	0	2	
BOT-198 Supervised Tutoring - BOT																	
2453 **	.0	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Snider, Linda	

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2009FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-199 Special Studies/Projects-BOT</b>																		
9860 **	3.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Fox, Karen	
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-201 Adv Keyboarding/Doc Processing</b>																		
2454	3.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2 Anspach, Kathleen	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
<b>BOT-203 Office Project Coordination</b>																		
2455	1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1 McManus, Ilyana	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
<b>BOT-223 Office Work Experience</b>																		
2459	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Gillespie, Barbara	XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-224 Office Work Experience</b>																		
2460	2.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Gillespie, Barbara	XP
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-225 Office Work Experience</b>																		
2461	3.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Gillespie, Barbara	XP
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-298 Intro Banking &amp; Financial Serv</b>																		
9674	3.0	20	0	11	0	0	6	0	0	1	0	2	0	0	0	0	4 Finch-Payne, Diane	PT
Course Total		20	0	11	0	0	6	0	0	1	0	2	0	0	0	0	4	
Subject Total		1308	7	615	1	4	270	0	0	135	36	196	25	19	0	546		
Division Total		1308	7	615	1	4	270	0	0	135	36	196	25	19	0	546		



**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2010FA -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

Section N = Night ** = Not Valid for ADA	S.T. Wks	Hrs	Enrollment	A+	A	A-	B+	B	B-	C+	C	D	F	Pass	NoPass	Inc	W	Instructor	
<b>G01 -- Career &amp; Technical Ed/Workforce Dev</b>																			
<b>BOT-094 Practical Internet Basics</b>																			
2381		.5	18	0	0	0	0	0	0	0	0	0	0	15	3	0	17	Snider, Linda	
<b>Course Total</b>			18	0	0	0	0	0	0	0	0	0	0	15	3	0	17		
<b>BOT-095 Keyboarding Skill Reinforcemt</b>																			
2382		1.0	19	0	0	0	0	0	0	0	0	0	0	15	4	0	6	Gauldenhill, Josolyn	PT
<b>Course Total</b>			19	0	0	0	0	0	0	0	0	0	0	15	4	0	6		
<b>BOT-096 Computer Basics for the Office</b>																			
2383		1.0	11	0	0	0	0	0	0	0	0	0	0	3	8	0	9	Thomas, Sosha	PT
<b>Course Total</b>			11	0	0	0	0	0	0	0	0	0	0	3	8	0	9		
<b>BOT-097 Windows Basics for the Office</b>																			
2384		1.0	9	0	0	0	0	0	0	0	0	0	0	5	4	0	9	Thomas, Sosha	PT
<b>Course Total</b>			9	0	0	0	0	0	0	0	0	0	0	5	4	0	9		
<b>BOT-100 Basic Keyboarding</b>																			
2386		1.0	110	0	51	0	0	34	0	0	10	2	12	1	0	0	62	Anspach, Kathleen	PT
2388	8	1.0	46	0	19	0	0	6	0	0	6	0	14	1	0	0	14	Andersen, Andre	PT
2389	8	1.0	8	0	4	0	0	1	0	0	3	0	0	0	0	0	1	Pressnall, Mark	
2390	8	1.0	29	0	15	0	0	6	0	0	4	0	4	0	0	0	14	Andersen, Andre	PT
<b>Course Total</b>			193	0	89	0	0	47	0	0	23	2	30	2	0	0	91		
<b>BOT-101 Keyboarding/Doc Processing</b>																			
2392		3.0	6	0	5	0	0	1	0	0	0	0	0	0	0	0	0	Pressnall, Mark	
2393		3.0	24	0	16	0	0	5	0	0	2	0	1	0	0	0	6	Gillespie, Barbara	
<b>Course Total</b>			30	0	21	0	0	6	0	0	2	0	1	0	0	0	6		

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BOT-101A Keyboard/Document Processing																		
2394	1.5	36	5	10	0	5	6	0	1	3	0	5	1	0	0	18	Doherty, Marian	PT
2395	8 1.5	7	0	4	0	0	2	0	0	1	0	0	0	0	0	1	Pressnall, Mark	
Course Total		43	5	14	0	5	8	0	1	4	0	5	1	0	0	19		
BOT-101B Keyboard/Document Processing																		
2397	1.5	12	0	2	0	0	5	0	0	3	0	2	0	0	0	22	McManus, Ilyana	PT
Course Total		12	0	2	0	0	5	0	0	3	0	2	0	0	0	22		
BOT-102A Keyboarding/Document Process I																		
2399	1.5	11	2	4	1	0	0	0	0	1	0	3	0	0	0	6	Doherty, Marian	PT
2400	8 1.5	8	0	3	0	0	0	0	0	0	2	3	0	0	0	11	Gillespie, Barbara	
Course Total		19	2	7	1	0	0	0	0	1	2	6	0	0	0	17		
BOT-102B Keyboard/Document Process II																		
2401	1.5	5	0	4	0	1	0	0	0	0	0	0	0	0	0	3	Doherty, Marian	PT
2402	8 1.5	4	0	3	0	0	0	0	0	1	0	0	0	0	0	1	Gillespie, Barbara	
Course Total		9	0	7	0	1	0	0	0	1	0	0	0	0	0	4		
BOT-103A Bldg Keyboarding Skill I																		
2403	.5	30	0	17	0	0	5	0	0	4	2	2	0	0	0	7	Gillespie, Barbara	
Course Total		30	0	17	0	0	5	0	0	4	2	2	0	0	0	7		
BOT-103B Bldg Keyboarding Skill II																		
2404	.5	22	0	14	0	0	5	0	0	2	0	0	1	0	0	11	Gillespie, Barbara	
Course Total		22	0	14	0	0	5	0	0	2	0	0	1	0	0	11		
BOT-103C Bldg Keyboarding Skill III																		
2405	.5	10	0	2	0	0	4	0	0	0	0	3	1	0	0	3	Gauldenhill, Josolyn	PT
Course Total		10	0	2	0	0	4	0	0	0	0	3	1	0	0	3		
BOT-104 Filing and Records Management																		
2406	1.0	11	0	8	0	0	0	0	0	1	0	2	0	0	0	8	Snider, Linda	

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2475	9	1.0	29	0	15	0	0	8	0	0	3	1	2	0	0	0	21	Snider, Linda	XP
Course Total			40	0	23	0	0	8	0	0	4	1	4	0	0	0	29		
BOT-105 Data Entry Skills																			
2407		1.0	9	0	6	0	0	2	0	0	0	0	1	0	0	0	1	Snider, Linda	
Course Total			9	0	6	0	0	2	0	0	0	0	1	0	0	0	1		
BOT-106 Effective Job Search																			
2408		1.0	35	0	21	0	0	9	0	0	3	0	2	0	0	0	4	Leslie, Mary	XP
2426		1.0	26	0	9	0	0	4	0	0	3	1	9	0	0	0	1	Snider, Linda	
4837	8	1.0	24	0	5	0	0	6	0	0	6	2	5	0	0	0	8	Thomas, Sosha	PT
Course Total			85	0	35	0	0	19	0	0	12	3	16	0	0	0	13		
BOT-107 Office Systems and Procedures																			
2410		2.0	18	0	8	0	0	6	0	0	2	1	1	0	0	0	1	Pressnall, Mark	
2411		2.0	17	0	10	0	0	3	0	0	0	1	3	0	0	0	0	Pressnall, Mark	
2422		2.0	37	0	16	0	1	8	0	0	3	4	5	0	0	0	12	Pressnall, Mark	
Course Total			72	0	34	0	1	17	0	0	5	6	9	0	0	0	13		
BOT-108 Use Calculators/Solve Bus Prob																			
2412		1.0	6	0	4	0	0	0	0	0	0	2	0	0	0	0	2	Snider, Linda	
Course Total			6	0	4	0	0	0	0	0	0	2	0	0	0	0	2		
BOT-109 Elementary Accounting																			
2413		3.0	17	0	6	0	0	5	0	0	2	1	3	0	0	0	3	Leslie, Mary	
2414N		3.0	7	0	2	0	0	3	0	0	1	0	1	0	0	0	1	Leslie, Mary	
2415		3.0	10	0	5	0	0	2	0	0	2	0	1	0	0	0	3	Loach, Suzanne	PT
2416		3.0	4	0	1	0	0	0	0	0	0	0	3	0	0	0	3	Loach, Suzanne	PT
Course Total			38	0	14	0	0	10	0	0	5	1	8	0	0	0	10		
BOT-110 Bus English and Communication																			
2417		3.0	21	0	7	0	0	7	0	0	0	2	5	0	0	0	2	Leslie, Mary	

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2418	3.0	21	0	7	0	0	6	0	0	6	1	1	0	0	0	3 Leslie, Mary	
9421	3.0	34	10	11	0	0	3	0	0	6	0	4	0	0	0	13 Buck, Nancy	PT
Course Total		76	10	25	0	0	16	0	0	12	3	10	0	0	0	18	
<b>BOT-114 Essential Word</b>																	
2420	1.0	22	0	10	0	0	2	0	0	1	0	9	0	0	0	14 Bryan, Ann	PT
2421	1.0	24	0	13	0	0	9	0	0	2	0	0	0	0	0	3 Pressnall, Mark	
4818	14	1.0	28	0	10	0	0	4	0	0	5	0	9	0	0	4 Andersen, Andre	PT
Course Total		74	0	33	0	0	15	0	0	8	0	18	0	0	0	21	
<b>BOT-115 Essential Excel</b>																	
2423	1.0	21	0	10	0	0	3	0	0	3	2	2	1	0	0	15 McManus, Ilyana	PT
2424	1.0	23	0	7	0	1	6	0	0	6	1	2	0	0	0	4 Pressnall, Mark	
4819	14	1.0	20	0	9	0	0	4	0	0	4	2	1	0	0	10 Scott, Tanya	PT
Course Total		64	0	26	0	1	13	0	0	13	5	5	1	0	0	29	
<b>BOT-116 Essential Access</b>																	
2425	1.0	19	0	6	0	0	7	0	0	3	1	2	0	0	0	5 Sikes, Sandra	PT
Course Total		19	0	6	0	0	7	0	0	3	1	2	0	0	0	5	
<b>BOT-117 Essential Powerpoint</b>																	
2427	1.0	27	0	13	0	1	6	0	0	3	1	3	0	0	0	8 Sikes, Sandra	PT
4820	14	1.0	26	0	11	0	0	6	0	0	4	0	5	0	0	6 Andersen, Andre	PT
Course Total		53	0	24	0	1	12	0	0	7	1	8	0	0	0	14	
<b>BOT-118 Integrated Office Projects</b>																	
2428	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0 Lee, Jolene	PT
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-120 Comprehensive Word Level I</b>																	
2430	1.0	14	0	7	0	0	3	0	0	0	0	4	0	0	0	11 Sikes, Sandra	PT
Course Total		14	0	7	0	0	3	0	0	0	0	4	0	0	0	11	

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\*\* = Not Valid for ADA -- Not included in totals

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BOT-121 Comprehensive Word Level II																		
2431	1.0	15	0	8	0	0	2	0	0	4	0	1	0	0	0	8	McManus, Illyana	PT
Course Total		15	0	8	0	0	2	0	0	4	0	1	0	0	0	8		
BOT-122 Comprehensive Word Level III																		
2432	1.0	3	0	1	0	0	2	0	0	0	0	0	0	0	0	1	McManus, Illyana	PT
Course Total		3	0	1	0	0	2	0	0	0	0	0	0	0	0	1		
BOT-123 Comprehensive Excel Level I																		
2433	1.0	15	0	4	0	0	5	0	0	2	1	2	1	0	0	9	Lee, Jolene	PT
Course Total		15	0	4	0	0	5	0	0	2	1	2	1	0	0	9		
BOT-124 Comprehensive Excel Level II																		
2434	1.0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	5	Sikes, Sandra	PT
Course Total		4	0	2	0	0	2	0	0	0	0	0	0	0	0	5		
BOT-126 Comprehensive Access Level I																		
2436	1.0	3	0	0	0	0	1	0	0	0	0	2	0	0	0	5	McManus, Illyana	PT
Course Total		3	0	0	0	0	1	0	0	0	0	2	0	0	0	5		
BOT-127 Comprehensive Access Level II																		
2437	1.0	5	0	3	0	0	1	0	0	1	0	0	0	0	0	5	McManus, Illyana	PT
Course Total		5	0	3	0	0	1	0	0	1	0	0	0	0	0	5		
BOT-129 Comprehensive Powerpoint Level I																		
2439	1.0	8	0	5	0	0	1	0	0	0	0	2	0	0	0	2	Sikes, Sandra	PT
Course Total		8	0	5	0	0	1	0	0	0	0	2	0	0	0	2		
BOT-130 Comprehensive Powerpoint Level II																		
2440	1.0	4	0	3	0	0	0	0	0	0	0	1	0	0	0	3	Sikes, Sandra	PT
Course Total		4	0	3	0	0	0	0	0	0	0	1	0	0	0	3		
BOT-131 Comprehensive Powerpoint Level III																		
2441	1.0	2	0	0	0	0	1	0	0	1	0	0	0	0	0	1	Sikes, Sandra	PT

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Course Total		2	0	0	0	0	1	0	0	1	0	0	0	0	0	1			
BOT-150 Using Microsoft Publisher																			
2442	1.0	7	0	5	0	0	2	0	0	0	0	0	0	0	0	0	4	Sikes, Sandra	PT
Course Total		7	0	5	0	0	2	0	0	0	0	0	0	0	0	0	4		
BOT-151 Using Microsoft Outlook																			
2443	1.0	21	0	14	0	0	6	0	0	0	0	1	0	0	0	0	7	Pressnall, Mark	
2476	8 1.0	21	0	12	0	0	4	0	0	2	1	2	0	0	0	0	10	Andersen, Andre	PT
Course Total		42	0	26	0	0	10	0	0	2	1	3	0	0	0	0	17		
BOT-161 Medical Terminology																			
2444	3.0	38	0	33	0	0	3	0	0	0	0	1	1	0	0	0	3	McFadden, Lanette	PT
2445N	3.0	39	0	19	0	0	13	0	0	3	1	3	0	0	0	0	10	Finch-Payne, Diane	PT
9422	3.0	36	0	27	0	0	5	0	0	4	0	0	0	0	0	0	13	Finch-Payne, Diane	PT
Course Total		113	0	79	0	0	21	0	0	7	1	4	1	0	0	0	26		
BOT-163 Intro to Basic Insurance Princ																			
2446	3.0	13	0	6	0	0	4	0	0	3	0	0	0	0	0	0	4	Captain, Robert	PT
Course Total		13	0	6	0	0	4	0	0	3	0	0	0	0	0	0	4		
BOT-165 Medical Insurance Billing																			
2447	4.5	28	0	20	0	0	2	0	0	3	1	2	0	0	0	0	5	Hollyfield, Julie	PT
Course Total		28	0	20	0	0	2	0	0	3	1	2	0	0	0	0	5		
BOT-167 Medical Coding																			
9423	4.0	23	0	13	0	0	6	0	0	1	2	1	0	0	0	0	4	Hollyfield, Julie	PT
Course Total		23	0	13	0	0	6	0	0	1	2	1	0	0	0	0	4		
BOT-170 Medical Office Procedures																			
2448	6.0	45	0	42	0	0	0	0	0	1	0	1	1	0	0	0	1	McFadden, Lanette	PT
Course Total		45	0	42	0	0	0	0	0	1	0	1	1	0	0	0	1		

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BOT-172 Intro Microcomputer Applicatns																			
2449	8	2.0	19	0	4	0	0	8	0	0	1	1	5	0	0	0	2	Kellenberger, Fred	PT
Course Total			19	0	4	0	0	8	0	0	1	1	5	0	0	0	2		
BOT-176 Computerized Acct Application																			
2450		2.0	17	0	9	0	0	5	0	0	0	1	2	0	0	0	1	Gillespie, Barbara	
4840		2.0	5	0	1	0	0	2	0	0	1	0	1	0	0	0	2	Gillespie, Barbara	
Course Total			22	0	10	0	0	7	0	0	1	1	3	0	0	0	3		
BOT-179 Computerized Accounting Lab																			
2452		1.0	19	0	15	0	0	1	0	0	0	0	3	0	0	0	2	Gillespie, Barbara	
Course Total			19	0	15	0	0	1	0	0	0	0	3	0	0	0	2		
BOT-201 Adv Keyboarding/Doc Processing																			
2454		3.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Doherty, Marian	PT
Course Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-223 Office Work Experience																			
2459		1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	Gillespie, Barbara	XP
Course Total			1	0	1	0	0	0	0	0	0	0	0	0	0	0	1		
BOT-224 Office Work Experience																			
2460		2.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Gillespie, Barbara	XP
Course Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-225 Office Work Experience																			
2461		3.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Gillespie, Barbara	XP
Course Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-298 Intro Banking & Financial Serv																			
9674		3.0	18	4	3	4	1	2	1	1	0	1	1	0	0	0	3	Doyle, Shirley	PT
Course Total			18	4	3	4	1	2	1	1	0	1	1	0	0	0	3		
Subject Total			1385	21	661	5	10	280	1	2	136	38	165	47	19	0	498		

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Division Total	1385	21	661	5	10	280	1	2	136	38	165	47	19	0	498
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