

Grade Distribution by Division
School: Cuyamaca College -- Term: 2009SP -- 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	
C01 -- Division 1																			
BOT-095 Keyboard Skill Reinforcement																			
5208		1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	Newman, Patricia	
Course Total			0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
BOT-096 Computer Basics for the Office																			
5037		1.0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	3	Woods, Diane	PT
Course Total			2	0	0	0	0	0	0	0	0	0	0	2	0	0	3		
BOT-097 Windows Basics for the Office																			
5038		1.0	7	0	0	0	0	0	0	0	0	0	0	6	1	0	2	Woods, Diane	PT
Course Total			7	0	0	0	0	0	0	0	0	0	0	6	1	0	2		
BOT-100 Basic Keyboarding																			
5039		1.0	21	0	10	0	0	9	0	0	0	1	1	0	0	0	43	Lloyd, Carol	PT
Course Total			21	0	10	0	0	9	0	0	0	1	1	0	0	0	43		
BOT-101A Keyboard/Document Processing																			
5040		1.5	12	0	5	0	0	2	0	0	2	0	3	0	0	0	1	Newman, Patricia	
5067	8	1.5	10	0	4	0	0	2	0	0	0	3	1	0	0	0	13	Newman, Patricia	
9012	8	1.5	8	0	2	0	0	3	0	0	2	0	0	1	0	0	20	Newman, Patricia	
Course Total			30	0	11	0	0	7	0	0	4	3	4	1	0	0	34		
BOT-101B Keyboard/Document Processing																			
5041		1.5	6	0	4	0	0	1	0	0	0	0	1	0	0	0	5	Newman, Patricia	XP
5079	8	1.5	10	0	4	0	0	4	0	0	1	1	0	0	0	0	18	Newman, Patricia	
Course Total			16	0	8	0	0	5	0	0	1	1	1	0	0	0	23		

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BOT-102A Inter Keyboard/Doc Process I

5042	1.5	5	0	3	0	0	0	0	0	0	0	2	0	0	0	0	0	Smith, Theresa	PT
5093	8 1.5	6	0	1	0	0	4	0	0	1	0	0	0	0	0	0	0	3 Newman, Patricia	
Course Total		11	0	4	0	0	4	0	0	1	0	2	0	0	0	0	0	3	

BOT-102B Inter Keyboard/Doc Process II

5090	1.5	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	2 Lloyd, Carol	PT
5105	8 1.5	5	0	0	0	0	3	0	0	2	0	0	0	0	0	0	0	7 Newman, Patricia	
Course Total		7	0	1	0	0	4	0	0	2	0	0	0	0	0	0	0	9	

BOT-103A Building Keyboarding Skill I

5043	.5	4	0	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0 Woods, Diane	PT
Course Total		4	0	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	

BOT-103B Building Keyboarding Skill II

5044	.5	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1 Woods, Diane	PT
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	

BOT-103C Building Keyboard Skill III

5045	.5	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1 Woods, Diane	PT
Course Total		2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	1	

BOT-104 Filing and Records Management

5206	10 1.0	8	0	4	0	0	2	0	0	1	1	0	0	0	0	0	0	4 Newman, Patricia	
Course Total		8	0	4	0	0	2	0	0	1	1	0	0	0	0	0	0	4	

BOT-105 Data Entry Skills

5207	1.0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1 Newman, Patricia	
Course Total		1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	

BOT-108 Use Calculators Solve Bus Prob

9011	1.0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3 Newman, Patricia	
Course Total		2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3	

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BOT-114 Essential Word																		
5046	1.0	5	0	0	0	0	1	0	0	1	0	3	0	0	0	6	Smith, Theresa	PT
Course Total		5	0	0	0	0	1	0	0	1	0	3	0	0	0	6		
BOT-115 Essential Excel																		
5047	1.0	10	0	1	0	0	3	0	0	0	0	6	0	0	0	10	Smith, Theresa	PT
Course Total		10	0	1	0	0	3	0	0	0	0	6	0	0	0	10		
BOT-116 Essential Access																		
5048	1.0	3	0	1	0	0	0	0	0	0	0	2	0	0	0	4	Noujaim, Patricia	PT
Course Total		3	0	1	0	0	0	0	0	0	0	2	0	0	0	4		
BOT-117 Essential PowerPoint																		
5049	1.0	3	0	1	0	0	1	0	0	1	0	0	0	0	0	6	Waters, Michael	PT
Course Total		3	0	1	0	0	1	0	0	1	0	0	0	0	0	6		
BOT-118 Integrated Office Projects																		
5209	8 1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	Newman, Patricia	
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
BOT-120 Comprehensive Word I																		
5050	1.0	14	0	8	0	0	3	0	0	0	0	3	0	0	0	6	Watkins, Mary	PT
5068	6 1.0	22	0	14	0	0	7	0	0	1	0	0	0	0	0	6	Newman, Patricia	
Course Total		36	0	22	0	0	10	0	0	1	0	3	0	0	0	12		
BOT-121 Comprehensive Word II																		
5051	1.0	6	0	4	0	0	2	0	0	0	0	0	0	0	0	5	Watkins, Mary	PT
5069	5 1.0	22	0	12	0	0	10	0	0	0	0	0	0	0	0	4	Newman, Patricia	
Course Total		28	0	16	0	0	12	0	0	0	0	0	0	0	0	9		
BOT-122 Comprehensive Word III																		
5052	1.0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	Watkins, Mary	PT

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5070	5	1.0	25	0	6	0	0	13	0	0	4	1	1	0	0	0	0	Newman, Patricia	
Course Total			28	0	9	0	0	13	0	0	4	1	1	0	0	0	0		
BOT-123 Comprehensive Excel I																			
5053		1.0	5	0	2	0	0	1	0	0	2	0	0	0	0	0	5	Waters, Michael	PT
5071	5	1.0	16	0	8	0	0	4	0	0	1	0	3	0	0	0	2	Zuckerman, Annie	PT
Course Total			21	0	10	0	0	5	0	0	3	0	3	0	0	0	7		
BOT-124 Comprehensive Excel II																			
5054		1.0	5	0	4	0	0	1	0	0	0	0	0	0	0	0	3	Waters, Michael	PT
5072	5	1.0	13	0	2	0	0	7	0	0	2	0	2	0	0	0	1	Zuckerman, Annie	PT
Course Total			18	0	6	0	0	8	0	0	2	0	2	0	0	0	4		
BOT-125 Comprehensive Excel III																			
5055		1.0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	Waters, Michael	PT
5108	6	1.0	9	0	6	0	0	1	0	0	2	0	0	0	0	0	2	Zuckerman, Annie	PT
Course Total			10	0	6	0	0	1	0	0	3	0	0	0	0	0	3		
BOT-126 Comprehensive Access I																			
5056		1.0	4	0	3	0	0	0	0	0	0	0	1	0	0	0	3	Warcholik, Richard	PT
5142	8	1.0	9	0	4	0	0	2	0	0	0	0	2	0	1	0	8	Zuckerman, Annie	PT
Course Total			13	0	7	0	0	2	0	0	0	0	3	0	1	0	11		
BOT-127 Comprehensive Access II																			
5057		1.0	6	0	4	0	0	1	0	0	1	0	0	0	0	0	1	Warcholik, Richard	PT
Course Total			6	0	4	0	0	1	0	0	1	0	0	0	0	0	1		
BOT-128 Comprehensive Access III																			
5058		1.0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	Warcholik, Richard	PT
Course Total			1	0	0	0	0	1	0	0	0	0	0	0	0	0	0		
BOT-129 Comprehensive PowerPoint I																			
5059		1.0	6	0	5	0	0	0	0	0	0	0	1	0	0	0	3	Louis-Balintec, Deanna	PT

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Course Total		6	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	3
BOT-130 Comprehensive PowerPoint II																		
5060	1.0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	5 Louis-Balintec, Deanna PT
Course Total		3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	5
BOT-131 Comprehensive PowerPoint III																		
5061	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Louis-Balintec, Deanna PT
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-150 Using Microsoft Publisher																		
5066	1.0	3	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	1 Waters, Michael PT
Course Total		3	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	1
BOT-151 Using Microsoft Outlook																		
5062	1.0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Woods, Diane PT
Course Total		2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-198 Supervised Tutoring																		
5106	.0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia
Course Total		15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-201 Adv Keyboarding/Doc Processing																		
5238	3.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-223 Office Work Experience																		
5063	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-224 Office Work Experience																		
5064	2.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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BOT-225 Office Work Experience																		
5065	3.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia	XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-298 Internet Basics																		
5211	.5	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0 Woods, Diane	PT
Course Total		1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	
Subject Total		329	0	145	0	0	92	0	0	25	7	33	10	2	0	211		
Division Total		329	0	145	0	0	92	0	0	25	7	33	10	2	0	211		

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C01 -- Division 1																			
BOT-095 Keyboard Skill Reinforcement																			
5208		1.0	17	0	0	0	0	0	0	0	0	0	0	15	2	0	16	Newman, Patricia	
Course Total			17	0	0	0	0	0	0	0	0	0	0	15	2	0	16		
BOT-096 Computer Basics for the Office																			
5037		1.0	18	0	0	0	0	0	0	0	0	0	0	17	1	0	8	Woods, Diane	PT
Course Total			18	0	0	0	0	0	0	0	0	0	0	17	1	0	8		
BOT-097 Windows Basics for the Office																			
5038		1.0	12	0	0	0	0	0	0	0	0	0	0	10	2	0	13	Woods, Diane	PT
Course Total			12	0	0	0	0	0	0	0	0	0	0	10	2	0	13		
BOT-100 Basic Keyboarding																			
5039		1.0	65	0	27	0	0	19	0	0	5	1	13	0	0	0	43	Lloyd, Carol	PT
Course Total			65	0	27	0	0	19	0	0	5	1	13	0	0	0	43		
BOT-101A Keyboard/Document Processing																			
5040		1.5	7	0	3	0	0	3	0	0	0	0	1	0	0	0	2	Newman, Patricia	
5067	8	1.5	13	0	7	0	0	1	0	0	3	2	0	0	0	0	9	Newman, Patricia	
9012	8	1.5	14	0	3	0	0	4	0	0	2	2	2	1	0	0	18	Newman, Patricia	
Course Total			34	0	13	0	0	8	0	0	5	4	3	1	0	0	29		
BOT-101B Keyboard/Document Processing																			
5041		1.5	4	0	3	0	0	0	0	0	0	0	1	0	0	0	2	Newman, Patricia	XP
5079	8	1.5	8	0	1	0	0	4	0	0	1	2	0	0	0	0	17	Newman, Patricia	
Course Total			12	0	4	0	0	4	0	0	1	2	1	0	0	0	19		

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BOT-102A Inter Keyboard/Doc Process I

5042	1.5	4	0	1	0	0	2	0	0	0	0	1	0	0	0	0	0	Smith, Theresa	PT
5093	8 1.5	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	7 Newman, Patricia	
Course Total		6	0	1	0	0	4	0	0	0	0	1	0	0	0	0	0	7	

BOT-102B Inter Keyboard/Doc Process II

5090	1.5	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Lloyd, Carol	PT
5105	8 1.5	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1 Newman, Patricia	
Course Total		2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1	

BOT-103A Building Keyboarding Skill I

5043	.5	6	0	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Woods, Diane	PT
Course Total		6	0	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	

BOT-103B Building Keyboarding Skill II

5044	.5	5	0	0	4	1	0	0	0	0	0	0	0	0	0	0	0	1 Woods, Diane	PT
Course Total		5	0	0	4	1	0	0	0	0	0	0	0	0	0	0	0	1	

BOT-103C Building Keyboard Skill III

5045	.5	2	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0 Woods, Diane	PT
Course Total		2	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	

BOT-104 Filing and Records Management

5206	8 1.0	12	0	2	0	0	4	0	0	3	1	2	0	0	0	0	0	4 Newman, Patricia	
Course Total		12	0	2	0	0	4	0	0	3	1	2	0	0	0	0	0	4	

BOT-105 Data Entry Skills

5207	1.0	4	0	1	0	0	2	0	0	0	0	1	0	0	0	0	0	2 Newman, Patricia	
Course Total		4	0	1	0	0	2	0	0	0	0	1	0	0	0	0	0	2	

BOT-108 Use Calculators Solve Bus Prob

9011	1.0	4	0	3	0	0	0	0	0	0	0	1	0	0	0	0	0	0 Newman, Patricia	
Course Total		4	0	3	0	0	0	0	0	0	0	1	0	0	0	0	0	0	

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BOT-114 Essential Word																		
5046	1.0	4	0	2	0	0	1	0	0	1	0	0	0	0	0	4	Smith, Theresa	PT
Course Total		4	0	2	0	0	1	0	0	1	0	0	0	0	0	4		
BOT-115 Essential Excel																		
5047	1.0	3	0	2	0	0	0	0	0	0	0	0	0	1	0	6	Smith, Theresa	PT
Course Total		3	0	2	0	0	0	0	0	0	0	0	0	1	0	6		
BOT-116 Essential Access																		
5048	1.0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	Lloyd, Carol	PT
Course Total		1	0	0	0	0	1	0	0	0	0	0	0	0	0	0		
BOT-117 Essential PowerPoint																		
5049	1.0	6	0	4	0	0	0	0	0	0	0	1	0	1	0	3	Waters, Michael	PT
Course Total		6	0	4	0	0	0	0	0	0	0	1	0	1	0	3		
BOT-118 Integrated Office Projects																		
5209	8 1.0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	Newman, Patricia	
Course Total		2	0	0	0	0	0	0	0	2	0	0	0	0	0	0		
BOT-120 Comprehensive Word I																		
5050	1.0	3	0	2	0	0	1	0	0	0	0	0	0	0	0	13	Watkins, Mary	PT
5068	6 1.0	24	0	8	0	0	8	0	0	3	2	3	0	0	0	4	Newman, Patricia	
Course Total		27	0	10	0	0	9	0	0	3	2	3	0	0	0	17		
BOT-121 Comprehensive Word II																		
5051	1.0	8	0	2	0	0	5	0	0	0	0	1	0	0	0	5	Watkins, Mary	PT
5069	5 1.0	27	0	5	0	0	14	0	0	1	2	4	0	1	0	0	Newman, Patricia	
Course Total		35	0	7	0	0	19	0	0	1	2	5	0	1	0	5		
BOT-122 Comprehensive Word III																		
5052	1.0	7	0	5	0	0	1	0	0	1	0	0	0	0	0	0	Watkins, Mary	PT

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5070	5	1.0	19	0	7	0	0	4	0	0	6	0	2	0	0	0	2 Newman, Patricia	
Course Total			26	0	12	0	0	5	0	0	7	0	2	0	0	0	2	
BOT-123 Comprehensive Excel I																		
5053		1.0	8	0	3	0	0	1	0	0	1	1	2	0	0	0	10 Waters, Michael	PT
5071	5	1.0	20	0	8	0	0	6	0	0	3	2	1	0	0	0	5 Zuckerman, Annie	PT
Course Total			28	0	11	0	0	7	0	0	4	3	3	0	0	0	15	
BOT-124 Comprehensive Excel II																		
5054		1.0	5	0	4	0	0	1	0	0	0	0	0	0	0	0	2 Waters, Michael	PT
5072	5	1.0	17	0	9	0	0	3	0	0	3	0	2	0	0	0	6 Zuckerman, Annie	PT
Course Total			22	0	13	0	0	4	0	0	3	0	2	0	0	0	8	
BOT-125 Comprehensive Excel III																		
5055		1.0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	3 Waters, Michael	PT
5108	6	1.0	12	0	4	0	0	4	0	0	0	1	3	0	0	0	1 Zuckerman, Annie	PT
Course Total			13	0	4	0	0	4	0	0	0	1	4	0	0	0	4	
BOT-126 Comprehensive Access I																		
5056		1.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2 Warcholik, Richard	PT
5142	8	1.0	7	0	3	0	0	2	0	0	1	0	1	0	0	0	16 Zuckerman, Annie	PT
Course Total			7	0	3	0	0	2	0	0	1	0	1	0	0	0	18	
BOT-127 Comprehensive Access II																		
5057		1.0	2	0	1	1	0	0	0	0	0	0	0	0	0	0	1 Warcholik, Richard	PT
Course Total			2	0	1	1	0	0	0	0	0	0	0	0	0	0	1	
BOT-128 Comprehensive Access III																		
5058		1.0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0 Warcholik, Richard	PT
Course Total			2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	
BOT-129 Comprehensive PowerPoint I																		
5059		1.0	4	0	1	0	0	0	0	0	1	0	2	0	0	0	1 Louis-Balintec, Deanna	PT

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Course Total		4	0	1	0	0	0	0	0	1	0	2	0	0	0	1	
BOT-130 Comprehensive PowerPoint II																	
5060	1.0	4	0	1	0	0	0	0	0	0	0	3	0	0	0	0	Louis-Balintec, Deanna PT
Course Total		4	0	1	0	0	0	0	0	0	0	3	0	0	0	0	
BOT-150 Using Microsoft Publisher																	
5066	1.0	2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	Waters, Michael PT
Course Total		2	0	1	0	0	0	0	0	0	0	1	0	0	0	0	
BOT-151 Using Microsoft Outlook																	
5062	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	Woods, Diane PT
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	
BOT-201 Adv Keyboarding/Doc Processing																	
5238	3.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	Newman, Patricia
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
BOT-223 Office Work Experience																	
5063	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	Newman, Patricia XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
BOT-298 Internet Basics																	
5211	.5	2	0	0	0	0	0	0	0	0	0	0	2	0	0	4	Woods, Diane PT
Course Total		2	0	0	0	0	0	0	0	0	0	0	2	0	0	4	
Subject Total		392	0	133	6	2	96	0	0	37	16	49	45	8	0	233	
Division Total		392	0	133	6	2	96	0	0	37	16	49	45	8	0	233	

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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	
C01 -- Division 1																			
BOT-094 Practical Internet Basics																			
6710		.5	10	0	0	0	0	0	0	0	0	0	0	8	2	0	4	Woods, Diane	PT
Course Total			10	0	0	0	0	0	0	0	0	0	0	8	2	0	4		
BOT-095 Keyboard Skill Reinforcement																			
5726		1.0	38	0	0	0	0	0	0	0	0	0	0	28	10	0	14	Newman, Patricia	
Course Total			38	0	0	0	0	0	0	0	0	0	0	28	10	0	14		
BOT-096 Computer Basics for the Office																			
5729		1.0	38	0	0	0	0	0	0	0	0	0	0	38	0	0	14	Woods, Diane	PT
Course Total			38	0	0	0	0	0	0	0	0	0	0	38	0	0	14		
BOT-097 Windows Basic for the Office																			
5732		1.0	32	0	0	0	0	0	0	0	0	0	0	30	2	0	18	Woods, Diane	PT
Course Total			32	0	0	0	0	0	0	0	0	0	0	30	2	0	18		
BOT-100 Basic Keyboarding																			
5039		1.0	25	0	7	0	0	14	0	0	3	0	1	0	0	0	32	Lloyd, Carol	PT
6896		1.0	23	0	9	0	0	7	0	0	5	1	1	0	0	0	33	Warcholik, Richard	PT
Course Total			48	0	16	0	0	21	0	0	8	1	2	0	0	0	65		
BOT-101A Keyboard/Document Processing																			
5040		1.5	21	0	8	0	0	5	0	0	4	0	4	0	0	0	2	Newman, Patricia	
5067	8	1.5	11	0	4	0	0	5	0	0	0	0	2	0	0	0	14	Newman, Patricia	
9012	8	1.5	9	0	2	0	0	2	0	0	1	0	4	0	0	0	6	Newman, Patricia	
Course Total			41	0	14	0	0	12	0	0	5	0	10	0	0	0	22		

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BOT-101B Keyboard/Document Processing																		
5041	1.5	7	0	4	0	0	1	0	0	0	0	1	0	0	1	0	Watkins, Mary	PT
5079	8 1.5	7	0	5	0	0	2	0	0	0	0	0	0	0	0	0	5 Newman, Patricia	
Course Total		14	0	9	0	0	3	0	0	0	0	1	0	0	1	5		
BOT-102A Inter Keyboard/Doc Process I																		
5042	1.5	3	0	0	0	0	2	0	0	1	0	0	0	0	0	0	2 Lloyd, Carol	PT
5093	8 1.5	9	0	6	0	0	1	0	0	1	0	1	0	0	0	0	7 Newman, Patricia	
Course Total		12	0	6	0	0	3	0	0	2	0	1	0	0	0	9		
BOT-102B Inter Keyboard/Doc Process II																		
5090	1.5	3	0	0	0	0	1	0	0	2	0	0	0	0	0	0	1 Lloyd, Carol	PT
5105	8 1.5	10	0	3	0	0	2	0	0	2	0	3	0	0	0	0	2 Newman, Patricia	
Course Total		13	0	3	0	0	3	0	0	4	0	3	0	0	0	3		
BOT-103A Building Keyboarding Skill I																		
5043	.5	15	0	11	0	0	1	0	1	0	0	1	1	0	0	0	1 Woods, Diane	PT
Course Total		15	0	11	0	0	1	0	1	0	0	1	1	0	0	1		
BOT-103B Building Keyboarding Skill II																		
5044	.5	8	0	3	4	1	0	0	0	0	0	0	0	0	0	0	1 Woods, Diane	PT
Course Total		8	0	3	4	1	0	0	0	0	0	0	0	0	0	1		
BOT-103C Building Keyboard Skill III																		
5045	.5	2	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0 Woods, Diane	PT
Course Total		2	0	0	1	1	0	0	0	0	0	0	0	0	0	0		
BOT-104 Filing and Records Management																		
5206	8 1.0	11	0	7	0	0	2	0	0	2	0	0	0	0	0	0	12 Newman, Patricia	
Course Total		11	0	7	0	0	2	0	0	2	0	0	0	0	0	12		
BOT-105 Data Entry Skills																		
5207	1.0	3	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0 Newman, Patricia	

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Course Total			3	0	2	0	0	1	0	0	0	0	0	0	0	0	0
BOT-108 Use Calculators Solve Bus Prob																	
9011	1.0		4	0	2	0	0	1	0	0	0	0	1	0	0	0	1 Newman, Patricia
Course Total			4	0	2	0	0	1	0	0	0	0	1	0	0	0	1
BOT-114 Essential Word																	
5046	1.0		4	0	0	0	0	3	0	0	0	1	0	0	0	0	6 Lloyd, Carol
Course Total			4	0	0	0	0	3	0	0	0	1	0	0	0	0	6
BOT-115 Essential Excel																	
5047	1.0		11	0	4	0	1	2	0	1	1	0	1	0	0	1	2 Woods, Diane
Course Total			11	0	4	0	1	2	0	1	1	0	1	0	0	1	2
BOT-116 Essential Access																	
5048	1.0		2	0	2	0	0	0	0	0	0	0	0	0	0	0	1 Noujaim, Patricia
Course Total			2	0	2	0	0	0	0	0	0	0	0	0	0	0	1
BOT-117 Essential PowerPoint																	
5049	1.0		3	0	2	0	0	0	0	0	1	0	0	0	0	0	2 Waters, Michael
Course Total			3	0	2	0	0	0	0	0	1	0	0	0	0	0	2
BOT-118 Integrated Office Projects																	
5209	8	1.0	5	0	4	0	0	1	0	0	0	0	0	0	0	0	0 Newman, Patricia
Course Total			5	0	4	0	0	1	0	0	0	0	0	0	0	0	0
BOT-120 Comprehensive Word I																	
5050	1.0		13	0	6	0	0	4	0	0	0	0	2	0	1	0	4 Watkins, Mary
5068	6	1.0	21	0	12	0	0	8	0	0	1	0	0	0	0	0	6 Newman, Patricia
Course Total			34	0	18	0	0	12	0	0	1	0	2	0	1	0	10
BOT-121 Comprehensive Word II																	
5051	1.0		18	0	7	0	0	6	0	0	2	1	1	0	0	1	4 Watkins, Mary

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5069	5	1.0	20	0	7	0	0	6	0	0	5	0	0	1	0	1	6 Newman, Patricia	
Course Total			38	0	14	0	0	12	0	0	7	1	1	1	0	2	10	
BOT-122 Comprehensive Word III																		
5052		1.0	7	0	5	0	0	1	0	0	1	0	0	0	0	0	0 Watkins, Mary	PT
5070	6	1.0	17	0	8	0	0	3	0	0	5	1	0	0	0	0	3 Newman, Patricia	
Course Total			24	0	13	0	0	4	0	0	6	1	0	0	0	0	3	
BOT-123 Comprehensive Excel I																		
5053		1.0	8	0	2	0	0	1	0	0	0	0	5	0	0	0	8 Waters, Michael	PT
5071	5	1.0	19	0	10	0	0	6	0	0	1	1	1	0	0	0	3 Zuckerman, Annie	PT
Course Total			27	0	12	0	0	7	0	0	1	1	6	0	0	0	11	
BOT-124 Comprehensive Excel II																		
5054		1.0	5	0	4	0	0	1	0	0	0	0	0	0	0	0	5 Waters, Michael	PT
5072	5	1.0	17	0	5	0	0	4	0	0	5	0	3	0	0	0	3 Zuckerman, Annie	PT
Course Total			22	0	9	0	0	5	0	0	5	0	3	0	0	0	8	
BOT-125 Comprehensive Excel III																		
5055		1.0	2	0	1	0	0	0	0	0	0	0	0	1	0	0	5 Waters, Michael	PT
5108	7	1.0	9	0	4	0	0	2	0	0	1	0	2	0	0	0	5 Zuckerman, Annie	PT
Course Total			11	0	5	0	0	2	0	0	1	0	2	1	0	0	10	
BOT-126 Comprehensive Access I																		
5056		1.0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0 Zuckerman, Annie	PT
5142	6	1.0	7	0	1	0	0	2	0	0	2	1	1	0	0	0	4 Zuckerman, Annie	PT
Course Total			9	0	2	0	0	3	0	0	2	1	1	0	0	0	4	
BOT-127 Comprehensive Access II																		
5057		1.0	3	0	0	0	0	3	0	0	0	0	0	0	0	0	0 Warcholik, Richard	PT
Course Total			3	0	0	0	0	3	0	0	0	0	0	0	0	0	0	

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BOT-129 Comprehensive PowerPoint I																	
5059	1.0	4	0	2	0	0	0	0	0	0	1	0	1	0	0	0	2 Louis-Balintec, Deanna PT
Course Total		4	0	2	0	0	0	0	0	0	1	0	1	0	0	0	2
BOT-130 Comprehensive PowerPoint II																	
5060	1.0	2	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1 Louis-Balintec, Deanna PT
Course Total		2	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1
BOT-131 Comprehensive PowerPoint III																	
5061	1.0	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0 Louis-Balintec, Deanna PT
Course Total		4	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-150 Using Microsoft Publisher																	
5066	1.0	3	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0 Waters, Michael PT
Course Total		3	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0
BOT-151 Using Microsoft Outlook																	
5062	1.0	8	0	7	1	0	0	0	0	0	0	0	0	0	0	0	0 Woods, Diane PT
Course Total		8	0	7	1	0	0	0	0	0	0	0	0	0	0	0	0
BOT-201 Adv Keyboarding/Doc Processing																	
5238	3.0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0 Newman, Patricia
Course Total		2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
BOT-223 Office Work Experience																	
5063	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-224 Office Work Experience																	
5064	2.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia XP
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
BOT-225 Office Work Experience																	
5065	3.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0 Newman, Patricia XP

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Course Total	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Subject Total	508	0	177	6	3	101	0	2	47	6	38	107	15	6	239
Division Total	508	0	177	6	3	101	0	2	47	6	38	107	15	6	239

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