

**Grade Distribution by Division**  
**School: Grossmont 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	
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G01 -- Career & Technical Ed/Workforce Dev

BOT-094 Practical Internet Basics

6511		.5	7	0	0	0	0	0	0	0	0	0	0	5	2	0	10	Zuckerman, Annie	PT
Course Total			7	0	0	0	0	0	0	0	0	0	0	5	2	0	10		

BOT-095 Keyboarding Skill Reinforcemt

6517		1.0	5	0	0	0	0	0	0	0	0	0	0	3	2	0	3	Sikes, Sandra	PT
Course Total			5	0	0	0	0	0	0	0	0	0	0	3	2	0	3		

BOT-096 Computer Basics for the Office

6518		1.0	12	0	0	0	0	0	0	0	0	0	0	6	6	0	12	Lee, Jolene	PT
Course Total			12	0	0	0	0	0	0	0	0	0	0	6	6	0	12		

BOT-097 Windows Basics for the Office

6519		1.0	4	0	0	0	0	0	0	0	0	0	0	2	2	0	7	Sikes, Sandra	PT
Course Total			4	0	0	0	0	0	0	0	0	0	0	2	2	0	7		

BOT-100 Basic Keyboarding

6520		1.0	19	0	8	0	0	5	0	0	1	0	5	0	0	0	15	McManus, Illyana	PT
6521		1.0	19	0	12	0	0	2	0	0	1	0	3	1	0	0	7	Gillespie, Barbara	
6522		1.0	20	0	10	0	0	1	0	0	1	0	8	0	0	0	11	Anspach, Kathleen	PT
6523		1.0	10	0	5	0	0	2	0	0	0	1	2	0	0	0	14	Sikes, Sandra	PT
6524	8	1.0	11	0	4	0	0	2	0	0	4	0	1	0	0	0	0	Pressnall, Mark	
6525	8	1.0	28	0	18	0	0	6	0	0	1	0	3	0	0	0	39	Andersen, Andre	PT
6557	8	1.0	23	0	17	0	0	2	0	0	0	0	3	1	0	0	12	Andersen, Andre	PT
Course Total			130	0	74	0	0	20	0	0	8	1	25	2	0	0	98		

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BOT-101 Keyboarding/Doc Processing																		
6512	3.0	18	0	9	0	0	2	0	0	0	3	4	0	0	0	21	Prigmore, Edna	PT
6526	3.0	8	0	3	0	0	1	0	0	0	0	4	0	0	0	10	McManus, Illyana	PT
6527	3.0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	Pressnall, Mark	
Course Total		29	0	15	0	0	3	0	0	0	3	8	0	0	0	31		
BOT-101A Keyboard/Document Processing																		
6513	8 1.5	10	0	4	0	0	1	0	0	0	1	4	0	0	0	6	Gillespie, Barbara	
6528	1.5	26	0	11	0	0	7	0	0	3	0	4	1	0	0	8	Zuckerman, Annie	PT
6529	8 1.5	10	0	4	0	0	4	0	0	2	0	0	0	0	0	1	Pressnall, Mark	
Course Total		46	0	19	0	0	12	0	0	5	1	8	1	0	0	15		
BOT-101B Keyboard/Document Processing																		
6514	8 1.5	7	0	4	0	0	0	0	0	1	1	1	0	0	0	19	Gillespie, Barbara	
6530	1.5	9	0	2	0	0	3	0	0	0	0	4	0	0	0	7	Zuckerman, Annie	PT
Course Total		16	0	6	0	0	3	0	0	1	1	5	0	0	0	26		
BOT-102A Keyboarding/Document Process I																		
6515	8 1.5	6	0	3	0	0	0	0	0	1	1	1	0	0	0	5	Gillespie, Barbara	
6532	1.5	12	0	2	0	0	3	0	0	1	0	6	0	0	0	0	Anspach, Kathleen	PT
Course Total		18	0	5	0	0	3	0	0	2	1	7	0	0	0	5		
BOT-102B Keyboard/Document Process II																		
6516	8 1.5	8	0	3	0	0	1	0	0	4	0	0	0	0	0	5	Gillespie, Barbara	
6533	1.5	5	0	1	0	0	3	0	0	1	0	0	0	0	0	0	Anspach, Kathleen	PT
Course Total		13	0	4	0	0	4	0	0	5	0	0	0	0	0	5		
BOT-103A Bldg Keyboarding Skill I																		
6534	.5	25	0	11	0	0	7	0	0	1	0	4	2	0	0	9	Gillespie, Barbara	
Course Total		25	0	11	0	0	7	0	0	1	0	4	2	0	0	9		

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

6535	.5	18	0	7	0	0	3	0	0	4	0	3	1	0	0	8	Zuckerman, Annie	PT
<b>Course Total</b>		<b>18</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>8</b>		

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

6536	.5	8	0	1	0	0	0	0	0	3	1	2	0	1	0	4	Zuckerman, Annie	PT
<b>Course Total</b>		<b>8</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>		

**BOT-104 Filing and Records Management**

6537	1.0	8	0	1	0	0	1	0	0	2	0	4	0	0	0	5	Sikes, Sandra	PT
6599	8 1.0	15	0	8	0	0	1	0	0	3	2	1	0	0	0	12	Snider, Linda	XP
<b>Course Total</b>		<b>23</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>		

**BOT-105 Data Entry Skills**

6538	1.0	10	0	4	0	0	3	0	0	1	1	1	0	0	0	4	Anspach, Kathleen	PT
<b>Course Total</b>		<b>10</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>		

**BOT-106 Effective Job Search**

6531	8 1.0	15	0	4	0	0	8	0	0	1	0	2	0	0	0	17	Thomas, Sosha	PT
6540	1.0	30	0	16	0	0	7	0	0	3	1	2	1	0	0	3	Leslie, Mary	
6598	1.0	16	0	2	0	0	1	0	0	4	3	6	0	0	0	6	Snider, Linda	
8926	8 1.0	13	0	2	0	0	6	0	0	4	0	1	0	0	0	2	Thomas, Sosha	PT
<b>Course Total</b>		<b>74</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>28</b>		

**BOT-107 Office Systems and Procedures**

6541	2.0	15	0	4	0	0	5	0	0	6	0	0	0	0	0	1	Pressnall, Mark	
6542	2.0	15	0	2	0	0	8	0	0	1	1	2	1	0	0	4	Pressnall, Mark	
6555	2.0	18	0	15	0	0	3	0	0	0	0	0	0	0	0	2	Pressnall, Mark	XP
<b>Course Total</b>		<b>48</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>		

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

6543	1.0	3	0	0	0	0	2	0	0	1	0	0	0	0	0	0	Anspach, Kathleen	PT
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Course Total		3	0	0	0	0	2	0	0	1	0	0	0	0	0	0
<b>BOT-109 Elementary Accounting</b>																
6544	3.0	15	0	7	0	0	6	0	0	0	0	1	1	0	0	8 Leslie, Mary
6545N	3.0	6	0	2	0	0	2	0	0	0	1	1	0	0	0	0 Leslie, Mary
6546	3.0	13	0	1	0	0	2	0	0	1	0	9	0	0	0	3 Loach, Suzanne PT
6547	3.0	7	0	0	0	0	0	0	0	0	0	7	0	0	0	7 Loach, Suzanne PT
Course Total		41	0	10	0	0	10	0	0	1	1	18	1	0	0	18
<b>BOT-110 Bus English and Communication</b>																
6548	3.0	18	0	4	0	0	4	0	0	3	6	1	0	0	0	1 Leslie, Mary
6549	3.0	16	0	3	0	0	6	0	0	3	1	3	0	0	0	5 Leslie, Mary
9103	3.0	34	0	19	0	0	2	0	0	4	1	8	0	0	0	3 Buck, Nancy PT
Course Total		68	0	26	0	0	12	0	0	10	8	12	0	0	0	9
<b>BOT-114 Essential Word</b>																
6550	1.0	12	0	6	0	0	1	0	0	0	0	5	0	0	0	8 Snider, Linda
6551	14 1.0	11	0	8	0	0	1	0	0	1	1	0	0	0	0	12 Andersen, Andre PT
6552	1.0	24	0	7	0	0	11	0	0	4	0	1	1	0	0	3 Snider, Linda
Course Total		47	0	21	0	0	13	0	0	5	1	6	1	0	0	23
<b>BOT-115 Essential Excel</b>																
6553	1.0	12	0	4	0	0	3	0	0	1	0	4	0	0	0	19 Thomas, Sosha PT
6554	1.0	25	0	2	0	0	6	0	0	6	5	5	1	0	0	5 Pressnall, Mark
6597	14 1.0	27	0	10	0	0	8	0	0	3	2	4	0	0	0	7 Scott, Tanya PT
Course Total		64	0	16	0	0	17	0	0	10	7	13	1	0	0	31
<b>BOT-116 Essential Access</b>																
6556	1.0	8	0	5	0	0	1	0	0	0	0	2	0	0	0	1 Pressnall, Mark
Course Total		8	0	5	0	0	1	0	0	0	0	2	0	0	0	1

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BOT-117 Essential Powerpoint																		
6558	1.0	8	0	6	0	0	1	0	0	1	0	0	0	0	0	4	Lee, Jolene	PT
6596	14	1.0	13	0	8	0	0	2	0	0	1	1	1	0	0	0	8	Snider, Linda
Course Total		21	0	14	0	0	3	0	0	2	1	1	0	0	0	12		
BOT-118 Integrated Office Projects																		
6559	1.0	7	0	3	0	0	1	0	0	2	0	1	0	0	0	0	0	Snider, Linda
Course Total		7	0	3	0	0	1	0	0	2	0	1	0	0	0	0	0	
BOT-120 Comprehensive Word Level I																		
6560	1.0	17	0	8	0	0	3	0	0	3	0	2	1	0	0	9	Thomas, Sosha	PT
Course Total		17	0	8	0	0	3	0	0	3	0	2	1	0	0	9		
BOT-121 Comprehensive Word Level II																		
6561	1.0	10	0	6	0	0	2	0	0	0	0	1	1	0	0	7	Lee, Jolene	PT
Course Total		10	0	6	0	0	2	0	0	0	0	1	1	0	0	7		
BOT-122 Comprehensive Word Level III																		
6562	1.0	7	0	4	0	0	1	0	0	1	0	1	0	0	0	3	Lee, Jolene	PT
Course Total		7	0	4	0	0	1	0	0	1	0	1	0	0	0	3		
BOT-123 Comprehensive Excel Level I																		
6563	1.0	18	0	7	0	0	5	0	0	2	1	3	0	0	0	10	Anspach, Kathleen	PT
Course Total		18	0	7	0	0	5	0	0	2	1	3	0	0	0	10		
BOT-124 Comprehensive Excel Level II																		
6564	1.0	9	0	2	0	0	1	0	0	1	2	3	0	0	0	8	Lee, Jolene	PT
Course Total		9	0	2	0	0	1	0	0	1	2	3	0	0	0	8		
BOT-125 Comprehensive Excel Level III																		
6565	1.0	6	0	4	0	0	1	0	0	0	0	1	0	0	0	1	Lee, Jolene	PT
Course Total		6	0	4	0	0	1	0	0	0	0	1	0	0	0	1		

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BOT-126 Comprehensive Access Level I																	
6566	1.0	11	0	8	0	0	2	0	0	1	0	0	0	0	0	5 Sikes, Sandra	PT
Course Total		11	0	8	0	0	2	0	0	1	0	0	0	0	0	5	
BOT-127 Comprehensive Access Level II																	
6567	1.0	8	0	3	0	0	2	0	0	0	0	3	0	0	0	1 Snider, Linda	
Course Total		8	0	3	0	0	2	0	0	0	0	3	0	0	0	1	
BOT-128 Comprehensive Access Level III																	
6568	1.0	5	0	1	0	0	2	0	0	0	0	2	0	0	0	0 Snider, Linda	XP
Course Total		5	0	1	0	0	2	0	0	0	0	2	0	0	0	0	
BOT-129 Comprehensive Powerpoint Level I																	
6569	1.0	6	0	5	0	0	1	0	0	0	0	0	0	0	0	3 Sikes, Sandra	PT
Course Total		6	0	5	0	0	1	0	0	0	0	0	0	0	0	3	
BOT-130 Comprehensive Powerpoint Level II																	
6570	1.0	3	0	1	0	0	1	0	0	1	0	0	0	0	0	2 McManus, Illyana	PT
Course Total		3	0	1	0	0	1	0	0	1	0	0	0	0	0	2	
BOT-131 Comprehensive Powerpoint Level III																	
6571	1.0	5	0	3	0	0	1	0	0	0	0	1	0	0	0	1 McManus, Illyana	PT
Course Total		5	0	3	0	0	1	0	0	0	0	1	0	0	0	1	
BOT-150 Using Microsoft Publisher																	
6572	1.0	3	0	2	0	0	0	0	0	0	0	1	0	0	0	1 Anspach, Kathleen	PT
Course Total		3	0	2	0	0	0	0	0	0	0	1	0	0	0	1	
BOT-151 Using Microsoft Outlook																	
6573	8 1.0	14	0	12	0	0	2	0	0	0	0	0	0	0	0	4 Andersen, Andre	PT
6574	1.0	7	0	1	0	0	3	0	0	1	0	2	0	0	0	7 Pressnall, Mark	
Course Total		21	0	13	0	0	5	0	0	1	0	2	0	0	0	11	

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BOT-161 Medical Terminology																				
6575 **	3.0	47	0	44	0	0	3	0	0	0	0	0	0	0	0	0	0	0	McFadden, Lanette	PT
6576N	3.0	35	0	26	0	0	6	0	0	2	0	0	1	0	0	6	0	0	Finch-Payne, Diane	PT
9204	3.0	25	0	15	0	0	6	0	0	3	0	1	0	0	0	14	0	0	Finch-Payne, Diane	PT
Course Total		60	0	41	0	0	12	0	0	5	0	1	1	0	0	20				
BOT-163 Intro to Basic Insurance Princ																				
6577	3.0	15	0	4	0	0	5	0	0	6	0	0	0	0	0	0	0	0	Captain, Robert	PT
Course Total		15	0	4	0	0	5	0	0	6	0	0	0	0	0	0	0	0		
BOT-165 Medical Insurance Billing																				
6578 **	4.5	20	0	16	0	0	4	0	0	0	0	0	0	0	0	2	0	0	Hollyfield, Julie	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-167 Medical Coding																				
6579	4.0	26	0	11	0	0	8	0	0	5	2	0	0	0	0	3	0	0	Hollyfield, Julie	PT
Course Total		26	0	11	0	0	8	0	0	5	2	0	0	0	0	3	0	0		
BOT-170 Medical Office Procedures																				
6580 **	6.0	41	0	39	0	0	1	0	0	1	0	0	0	0	0	2	0	0	McFadden, Lanette	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-172 Intro Microcomputer Applicatns																				
6581	8 2.0	10	0	7	0	0	2	0	0	0	0	1	0	0	0	6	0	0	Kellenberger, Fred	PT
Course Total		10	0	7	0	0	2	0	0	0	0	1	0	0	0	6	0	0		
BOT-176 Computerized Acct Application																				
6582	2.0	12	0	1	0	0	6	0	0	2	0	2	1	0	0	2	0	0	Gillespie, Barbara	
6595	2.0	12	0	4	0	0	2	0	0	3	0	3	0	0	0	5	0	0	Gillespie, Barbara	
Course Total		24	0	5	0	0	8	0	0	5	0	5	1	0	0	7	0	0		
BOT-179 Computerized Accounting Lab																				
6583	1.0	12	0	9	0	0	0	0	0	0	0	2	1	0	0	3	0	0	Gillespie, Barbara	

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

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Course Total		12	0	9	0	0	0	0	0	0	0	2	1	0	0	3	
<b>BOT-198 Supervised Tutoring - BOT</b>																	
6584	.0	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 Snider, Linda
Course Total		35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-216 Intro to Medical Transcription</b>																	
6587	3.0	4	0	2	0	0	1	0	0	1	0	0	0	0	0	2	Fox, Karen
Course Total		4	0	2	0	0	1	0	0	1	0	0	0	0	0	2	
<b>BOT-219 Healthcare Documentation I</b>																	
6588N	4.0	3	0	1	0	0	0	0	0	2	0	0	0	0	0	0	Fox, Karen
Course Total		3	0	1	0	0	0	0	0	2	0	0	0	0	0	0	
<b>BOT-222 Medicl Transcrip Skill Bldg</b>																	
6590N	1.0	3	0	2	0	0	0	0	0	1	0	0	0	0	0	0	Fox, Karen
Course Total		3	0	2	0	0	0	0	0	1	0	0	0	0	0	0	
<b>BOT-223 Office Work Experience</b>																	
6591	3 1.0	9	0	7	0	0	2	0	0	0	0	0	0	0	0	1	Gillespie, Barbara
6592	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	Gillespie, Barbara
Course Total		10	0	8	0	0	2	0	0	0	0	0	0	0	0	1	
<b>BOT-224 Office Work Experience</b>																	
6593	2.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Gillespie, Barbara
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-225 Office Work Experience</b>																	
6594	3.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	Gillespie, Barbara
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
<b>BOT-298 Upgrade to Office 2007</b>																	
9154	.5	2	0	0	0	0	0	0	0	0	0	0	2	0	0	1	Zuckerman, Annie



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9155	1.0	2	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2	Fox, Karen	PT
Course Total		4	0	1	0	0	0	0	0	0	0	0	0	3	0	0	3		
Subject Total		1081	0	454	0	0	222	0	0	120	39	163	35	13	0	490			
Division Total		1081	0	454	0	0	222	0	0	120	39	163	35	13	0	490			

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**School: Grossmont College -- Term: 2010SP -- 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>																			
6511		.5	14	0	0	0	0	0	0	0	0	0	0	9	5	0	9	Zuckerman, Annie	PT
<b>Course Total</b>			14	0	0	0	0	0	0	0	0	0	0	9	5	0	9		
<b>BOT-095 Keyboarding Skill Reinforcemt</b>																			
6517		1.0	8	0	0	0	0	0	0	0	0	0	0	8	0	0	3	Sikes, Sandra	PT
<b>Course Total</b>			8	0	0	0	0	0	0	0	0	0	0	8	0	0	3		
<b>BOT-096 Computer Basics for the Office</b>																			
6518		1.0	8	0	0	0	0	0	0	0	0	0	0	6	2	0	4	Lee, Jolene	PT
<b>Course Total</b>			8	0	0	0	0	0	0	0	0	0	0	6	2	0	4		
<b>BOT-097 Windows Basics for the Office</b>																			
6519		1.0	8	0	0	0	0	0	0	0	0	0	0	4	4	0	9	Sikes, Sandra	PT
<b>Course Total</b>			8	0	0	0	0	0	0	0	0	0	0	4	4	0	9		
<b>BOT-100 Basic Keyboarding</b>																			
6522		1.0	120	0	46	0	0	33	0	0	11	2	26	2	0	0	35	Anspach, Kathleen	PT
6524	8	1.0	8	0	4	0	0	3	0	0	1	0	0	0	0	0	1	Pressnall, Mark	
6525	8	1.0	43	0	22	0	0	7	0	0	1	0	13	0	0	0	9	Andersen, Andre	PT
6557	8	1.0	32	0	17	0	0	7	0	0	4	0	4	0	0	0	23	Andersen, Andre	PT
<b>Course Total</b>			203	0	89	0	0	50	0	0	17	2	43	2	0	0	68		
<b>BOT-101 Keyboarding/Doc Processing</b>																			
6512		3.0	12	0	7	0	0	1	0	0	1	0	3	0	0	0	26	Prigmore, Edna	PT
6526		3.0	13	0	4	0	0	3	0	0	1	0	4	1	0	0	5	McManus, Illyana	PT
6527		3.0	4	0	2	0	0	2	0	0	0	0	0	0	0	0	0	Pressnall, Mark	

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

Course Total	29	0	13	0	0	6	0	0	2	0	7	1	0	0	31		
<b>BOT-101A Keyboard/Document Processing</b>																	
6513	8	1.5	16	0	4	0	0	2	0	0	5	2	3	0	0	0	9 Gillespie, Barbara
6528		1.5	25	0	9	0	0	1	0	0	3	1	11	0	0	0	8 Gillespie, Barbara
6529	8	1.5	8	0	3	0	0	3	0	0	2	0	0	0	0	0	0 Pressnall, Mark
Course Total	49	0	16	0	0	6	0	0	10	3	14	0	0	0	0	17	
<b>BOT-101B Keyboard/Document Processing</b>																	
6514	8	1.5	10	0	4	0	0	2	0	0	2	1	1	0	0	0	8 Gillespie, Barbara
6530		1.5	19	0	4	0	0	2	0	0	0	1	11	1	0	0	5 Bryan, Ann
Course Total	29	0	8	0	0	4	0	0	2	2	12	1	0	0	0	13	
<b>BOT-102A Keyboarding/Document Process I</b>																	
6515	8	1.5	11	0	3	0	0	3	0	0	1	0	4	0	0	0	3 Gillespie, Barbara
6532		1.5	6	0	3	0	0	0	0	0	2	1	0	0	0	0	2 Anspach, Kathleen
Course Total	17	0	6	0	0	3	0	0	3	1	4	0	0	0	0	5	
<b>BOT-102B Keyboard/Document Process II</b>																	
6516	8	1.5	2	0	1	0	0	1	0	0	0	0	0	0	0	0	1 Gillespie, Barbara
6533		1.5	5	0	4	0	0	1	0	0	0	0	0	0	0	0	1 Anspach, Kathleen
Course Total	7	0	5	0	0	2	0	0	0	0	0	0	0	0	0	2	
<b>BOT-103A Bldg Keyboarding Skill I</b>																	
6534		.5	31	0	15	0	0	2	0	0	9	1	3	1	0	0	7 Gillespie, Barbara
Course Total	31	0	15	0	0	2	0	0	9	1	3	1	0	0	7		
<b>BOT-103B Bldg Keyboarding Skill II</b>																	
6535		.5	29	0	16	0	0	2	0	0	5	0	6	0	0	0	5 Zuckerman, Annie
Course Total	29	0	16	0	0	2	0	0	5	0	6	0	0	0	5		
<b>BOT-103C Bldg Keyboarding Skill III</b>																	
6536		.5	13	0	6	0	0	2	0	0	2	1	2	0	0	0	1 Zuckerman, Annie

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**Grade Distribution by Division**  
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Course Total		13	0	6	0	0	2	0	0	2	1	2	0	0	0	1		
<b>BOT-104 Filing and Records Management</b>																		
6537	1.0	11	0	3	0	0	2	0	0	2	0	4	0	0	0	1	Sikes, Sandra	PT
6599	8 1.0	20	0	10	0	0	2	0	0	3	1	4	0	0	0	10	Snider, Linda	
Course Total		31	0	13	0	0	4	0	0	5	1	8	0	0	0	11		
<b>BOT-105 Data Entry Skills</b>																		
6538	1.0	5	0	3	0	0	1	0	0	1	0	0	0	0	0	4	Anspach, Kathleen	PT
Course Total		5	0	3	0	0	1	0	0	1	0	0	0	0	0	4		
<b>BOT-106 Effective Job Search</b>																		
6531	8 1.0	15	0	2	0	0	4	0	0	3	0	5	1	0	0	10	Thomas, Sosha	PT
6540	1.0	31	0	24	0	0	4	0	0	2	0	1	0	0	0	0	Leslie, Mary	XP
6598	1.0	16	0	0	0	0	3	3	1	3	4	2	0	0	0	7	Snider, Linda	
Course Total		62	0	26	0	0	11	3	1	8	4	8	1	0	0	17		
<b>BOT-107 Office Systems and Procedures</b>																		
6541	2.0	16	0	9	0	0	3	0	0	3	0	1	0	0	0	0	Pressnall, Mark	
6542	2.0	14	0	10	0	0	1	0	0	0	1	2	0	0	0	0	Pressnall, Mark	
6555	2.0	23	0	12	0	0	2	0	0	5	2	2	0	0	0	11	Pressnall, Mark	XP
Course Total		53	0	31	0	0	6	0	0	8	3	5	0	0	0	11		
<b>BOT-108 Use Calculators/Solve Bus Prob</b>																		
6543	1.0	5	0	3	0	0	2	0	0	0	0	0	0	0	0	3	Anspach, Kathleen	PT
Course Total		5	0	3	0	0	2	0	0	0	0	0	0	0	0	3		
<b>BOT-109 Elementary Accounting</b>																		
6544	3.0	17	0	8	0	0	4	0	0	2	1	2	0	0	0	2	Leslie, Mary	
6545N	3.0	6	0	4	0	0	0	0	0	1	1	0	0	0	0	2	Leslie, Mary	
6546	3.0	5	0	2	0	0	0	0	0	0	1	2	0	0	0	3	Loach, Suzanne	PT

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

6547	3.0	3	0	1	0	0	2	0	0	0	0	0	0	0	0	6 Loach, Suzanne	PT
Course Total		31	0	15	0	0	6	0	0	3	3	4	0	0	0	13	
BOT-110 Bus English and Communication																	
6548	3.0	19	0	6	0	0	5	0	0	6	1	1	0	0	0	1 Leslie, Mary	
6549	3.0	25	0	8	0	0	9	0	0	1	3	4	0	0	0	5 Leslie, Mary	
9103	3.0	45	10	8	0	0	7	0	0	2	1	17	0	0	0	3 Buck, Nancy	PT
Course Total		89	10	22	0	0	21	0	0	9	5	22	0	0	0	9	
BOT-111 Virtual Assistant																	
9801	2.0	7	0	2	0	0	0	0	0	1	1	3	0	0	0	12 Smerk, Thomas	PT
Course Total		7	0	2	0	0	0	0	0	1	1	3	0	0	0	12	
BOT-114 Essential Word																	
6550	1.0	22	0	9	0	0	5	0	0	1	0	7	0	0	0	7 Doherty, Marian	PT
6551	14 1.0	22	0	13	0	0	1	0	0	1	2	5	0	0	0	16 Andersen, Andre	PT
6552	1.0	27	0	12	0	0	8	0	0	3	3	1	0	0	0	0 Snider, Linda	
Course Total		71	0	34	0	0	14	0	0	5	5	13	0	0	0	23	
BOT-115 Essential Excel																	
6553	1.0	25	0	9	0	0	4	0	0	1	2	7	2	0	0	11 Thomas, Sosha	PT
6554	1.0	26	0	7	0	0	8	0	0	6	0	5	0	0	0	0 Pressnall, Mark	
6597	14 1.0	27	0	18	0	0	6	0	0	2	1	0	0	0	0	6 Scott, Tanya	PT
Course Total		78	0	34	0	0	18	0	0	9	3	12	2	0	0	17	
BOT-116 Essential Access																	
6556	1.0	16	0	11	0	0	1	0	0	0	1	1	2	0	0	5 Pressnall, Mark	
Course Total		16	0	11	0	0	1	0	0	0	1	1	2	0	0	5	
BOT-117 Essential Powerpoint																	
6558	1.0	25	0	13	0	0	5	0	0	2	0	5	0	0	0	5 Snider, Linda	

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

6596	14	1.0	19	0	9	0	0	0	1	0	0	4	0	5	0	0	0	21	Andersen, Andre	PT
Course Total			44	0	22	0	0	6	0	0	6	0	10	0	0	0	0	26		
BOT-118 Integrated Office Projects																				
6559		1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	McManus, Ilyana	PT
Course Total			1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1		
BOT-120 Comprehensive Word Level I																				
6560		1.0	19	0	9	0	0	8	0	0	1	0	1	0	0	0	0	6	Thomas, Sosha	PT
Course Total			19	0	9	0	0	8	0	0	1	0	1	0	0	0	0	6		
BOT-121 Comprehensive Word Level II																				
6561		1.0	11	0	6	0	0	0	0	0	3	0	2	0	0	0	0	1	Lee, Jolene	PT
Course Total			11	0	6	0	0	0	0	0	3	0	2	0	0	0	0	1		
BOT-122 Comprehensive Word Level III																				
6562		1.0	4	0	3	0	0	0	0	0	0	0	1	0	0	0	0	1	Lee, Jolene	PT
Course Total			4	0	3	0	0	0	0	0	0	0	1	0	0	0	0	1		
BOT-123 Comprehensive Excel Level I																				
6563		1.0	13	0	5	0	0	3	0	0	1	0	4	0	0	0	0	10	Anspach, Kathleen	PT
Course Total			13	0	5	0	0	3	0	0	1	0	4	0	0	0	0	10		
BOT-124 Comprehensive Excel Level II																				
6564		1.0	8	0	3	0	0	3	0	0	1	0	1	0	0	0	0	3	Sikes, Sandra	PT
Course Total			8	0	3	0	0	3	0	0	1	0	1	0	0	0	0	3		
BOT-125 Comprehensive Excel Level III																				
6565		1.0	3	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	Sikes, Sandra	PT
Course Total			3	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0		
BOT-126 Comprehensive Access Level I																				
6566		1.0	9	0	8	0	0	1	0	0	0	0	0	0	0	0	0	1	Sikes, Sandra	PT
Course Total			9	0	8	0	0	1	0	0	0	0	0	0	0	0	0	1		

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BOT-127 Comprehensive Access Level II																		
6567	1.0	3	0	1	0	0	1	0	0	1	0	0	0	0	0	0	McManus, Ilyana	PT
Course Total		3	0	1	0	0	1	0	0	1	0	0	0	0	0	0		
BOT-128 Comprehensive Access Level III																		
6568	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	McManus, Ilyana	PT
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-129 Comprehensive Powerpoint Level I																		
6569	1.0	8	0	4	0	0	1	0	0	0	0	3	0	0	0	4	Sikes, Sandra	PT
Course Total		8	0	4	0	0	1	0	0	0	0	3	0	0	0	4		
BOT-130 Comprehensive Powerpoint Level II																		
6570	1.0	7	0	0	0	0	3	0	0	2	0	2	0	0	0	3	McManus, Ilyana	PT
Course Total		7	0	0	0	0	3	0	0	2	0	2	0	0	0	3		
BOT-131 Comprehensive Powerpoint Level III																		
6571	1.0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	McManus, Ilyana	PT
Course Total		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
BOT-150 Using Microsoft Publisher																		
6572	1.0	5	0	1	0	0	2	0	0	0	0	1	1	0	0	2	Anspach, Kathleen	PT
Course Total		5	0	1	0	0	2	0	0	0	0	1	1	0	0	2		
BOT-151 Using Microsoft Outlook																		
6573	8 1.0	13	0	8	0	0	2	0	0	0	0	3	0	0	0	16	Andersen, Andre	PT
6574	1.0	20	0	10	0	0	5	0	0	1	0	4	0	0	0	10	Gillespie, Barbara	
Course Total		33	0	18	0	0	7	0	0	1	0	7	0	0	0	26		
BOT-161 Medical Terminology																		
6575	3.0	52	0	46	0	0	0	0	0	1	0	5	0	0	0	3	McFadden, Lanette	PT
6576N	3.0	41	0	25	0	0	9	0	0	5	2	0	0	0	0	7	Finch-Payne, Diane	PT

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

9204	3.0	30	0	16	0	0	7	0	0	2	0	4	1	0	0	8	Finch-Payne, Diane	PT
Course Total		123	0	87	0	0	16	0	0	8	2	9	1	0	0	18		
BOT-163 Intro to Basic Insurance Princ																		
6577	3.0	13	0	6	0	0	3	0	0	3	0	1	0	0	0	5	Captain, Robert	PT
Course Total		13	0	6	0	0	3	0	0	3	0	1	0	0	0	5		
BOT-165 Medical Insurance Billing																		
6578	4.5	31	0	24	0	0	3	0	0	4	0	0	0	0	0	5	Hollyfield, Julie	PT
Course Total		31	0	24	0	0	3	0	0	4	0	0	0	0	0	5		
BOT-167 Medical Coding																		
6579	4.0	32	0	18	0	0	11	0	0	1	1	1	0	0	0	7	Hollyfield, Julie	PT
Course Total		32	0	18	0	0	11	0	0	1	1	1	0	0	0	7		
BOT-170 Medical Office Procedures																		
6580	6.0	37	0	35	0	0	0	0	0	0	0	2	0	0	0	2	McFadden, Lanette	PT
Course Total		37	0	35	0	0	0	0	0	0	0	2	0	0	0	2		
BOT-172 Intro Microcomputer Applicatns																		
6581	8 2.0	20	0	8	0	0	8	0	0	2	0	2	0	0	0	3	Kellenberger, Fred	PT
Course Total		20	0	8	0	0	8	0	0	2	0	2	0	0	0	3		
BOT-176 Computerized Acct Application																		
6582	2.0	21	0	16	0	0	1	0	0	3	0	1	0	0	0	1	Gillespie, Barbara	
6595	2.0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	3	Gillespie, Barbara	
Course Total		22	0	16	0	0	1	0	0	3	0	2	0	0	0	4		
BOT-179 Computerized Accounting Lab																		
6583	1.0	24	0	18	0	0	1	0	0	3	0	2	0	0	0	1	Gillespie, Barbara	
Course Total		24	0	18	0	0	1	0	0	3	0	2	0	0	0	1		
BOT-223 Office Work Experience																		
6592	1.0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	Gillespie, Barbara	XP

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**Grade Distribution by Division**

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9964	3	1.0	7	0	7	0	0	0	0	0	0	0	0	0	0	0	0	1 Gillespie, Barbara	XP
Course Total			9	0	9	0	0	0	0	0	0	0	0	0	0	0	0	1	
BOT-298 Intro Banking & Financial Serv																			
9980		3.0	11	0	6	0	0	2	0	0	1	0	1	1	0	0	0	0 Doyle, Shirley	PT
Course Total			11	0	6	0	0	2	0	0	1	0	1	1	0	0	0		
Subject Total			1385	10	678	0	0	243	3	1	141	39	219	40	11	0	429		
Division Total			1385	10	678	0	0	243	3	1	141	39	219	40	11	0	429		

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2011SP -- 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>																			
6511		.5	16	0	0	0	0	0	0	0	0	0	0	10	6	0	9	Gauldenhill, Josolyn	PT
Course Total			16	0	0	0	0	0	0	0	0	0	0	10	6	0	9		
<b>BOT-095 Keyboarding Skill Reinforcemt</b>																			
6517		1.0	19	0	0	0	0	0	0	0	0	0	0	18	1	0	8	Anspach, Kathleen	PT
Course Total			19	0	0	0	0	0	0	0	0	0	0	18	1	0	8		
<b>BOT-096 Computer Basics for the Office</b>																			
6518		1.0	8	0	0	0	0	0	0	0	0	0	0	5	3	0	16	Thomas, Sosha	PT
Course Total			8	0	0	0	0	0	0	0	0	0	0	5	3	0	16		
<b>BOT-097 Windows Basics for the Office</b>																			
6519		1.0	13	0	0	0	0	0	0	0	0	0	0	9	4	0	8	Thomas, Sosha	PT
Course Total			13	0	0	0	0	0	0	0	0	0	0	9	4	0	8		
<b>BOT-100 Basic Keyboarding</b>																			
6522		1.0	62	0	39	0	0	16	0	0	3	1	3	0	0	0	16	Anspach, Kathleen	PT
6524	8	1.0	11	0	1	0	0	6	0	0	4	0	0	0	0	0	1	Pressnall, Mark	
6525	8	1.0	38	0	20	0	0	6	0	0	3	1	8	0	0	0	11	Andersen, Andre	PT
6557	8	1.0	39	0	22	0	0	7	0	0	5	0	4	1	0	0	32	Andersen, Andre	PT
Course Total			150	0	82	0	0	35	0	0	15	2	15	1	0	0	60		
<b>BOT-101 Keyboarding/Doc Processing</b>																			
6512		3.0	22	0	8	0	0	7	0	0	4	1	2	0	0	0	6	Gillespie, Barbara	
6527		3.0	5	0	4	0	0	1	0	0	0	0	0	0	0	0	0	Pressnall, Mark	
Course Total			27	0	12	0	0	8	0	0	4	1	2	0	0	0	6		

**Grade Distribution by Division**  
**School: Grossmont College -- Term: 2011SP -- Division: All Divisions -- Subject: BOT -- Course: All Courses**

BOT-101A Keyboard/Document Processing																			
6513	8	1.5	18	0	8	0	0	4	0	0	0	2	4	0	0	0	3	Gillespie, Barbara	
6528		1.5	22	3	6	1	2	4	1	0	1	3	1	0	0	0	14	Doherty, Marian	PT
6529	8	1.5	8	0	4	0	0	4	0	0	0	0	0	0	0	0	2	Pressnall, Mark	
Course Total			48	3	18	1	2	12	1	0	1	5	5	0	0	0	19		
BOT-101B Keyboard/Document Processing																			
6530		1.5	15	0	3	0	0	7	0	0	1	0	4	0	0	0	10	McManus, Illyana	PT
Course Total			15	0	3	0	0	7	0	0	1	0	4	0	0	0	10		
BOT-102A Keyboarding/Document Process I																			
6515	8	1.5	8	0	3	0	0	2	0	0	1	1	0	0	1	0	2	Gillespie, Barbara	
6532		1.5	4	0	1	1	0	1	0	0	0	0	1	0	0	0	7	Doherty, Marian	PT
Course Total			12	0	4	1	0	3	0	0	1	1	1	0	1	0	9		
BOT-102B Keyboard/Document Process II																			
6516	8	1.5	6	0	3	0	0	1	0	0	1	1	0	0	0	0	0	Gillespie, Barbara	
6533		1.5	5	0	3	0	1	1	0	0	0	0	0	0	0	0	0	Bryan, Ann	PT
Course Total			11	0	6	0	1	2	0	0	1	1	0	0	0	0	0		
BOT-103A Bldg Keyboarding Skill I																			
6534		.5	23	0	10	0	0	5	0	0	1	4	3	0	0	0	8	Gillespie, Barbara	
Course Total			23	0	10	0	0	5	0	0	1	4	3	0	0	0	8		
BOT-103B Bldg Keyboarding Skill II																			
6535		.5	21	0	13	0	0	3	0	0	5	0	0	0	0	0	8	Pressnall, Mark	
Course Total			21	0	13	0	0	3	0	0	5	0	0	0	0	0	8		
BOT-103C Bldg Keyboarding Skill III																			
6536		.5	9	0	6	1	0	0	0	1	0	1	0	0	0	0	1	Bryan, Ann	PT
Course Total			9	0	6	1	0	0	0	1	0	1	0	0	0	0	1		

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**BOT-104 Filing and Records Management**

6537	1.0	9	0	6	0	0	1	1	0	0	1	0	0	0	0	6	Snider, Linda
6599	8 1.0	35	0	16	1	0	4	0	0	4	3	7	0	0	0	12	Snider, Linda
<b>Course Total</b>		<b>44</b>	<b>0</b>	<b>22</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	

**BOT-105 Data Entry Skills**

6538	1.0	11	0	4	2	0	3	0	0	1	0	1	0	0	0	2	Snider, Linda
<b>Course Total</b>		<b>11</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	

**BOT-106 Effective Job Search**

6531	8 1.0	26	0	2	0	0	8	0	0	2	3	9	1	1	0	14	Thomas, Sosha	PT
6540	1.0	25	0	18	0	0	4	0	0	2	0	1	0	0	0	4	Leslie, Mary	XP
6598	1.0	23	0	0	1	0	3	1	2	7	3	6	0	0	0	2	Snider, Linda	
<b>Course Total</b>		<b>74</b>	<b>0</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>6</b>	<b>16</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>20</b>		

**BOT-107 Office Systems and Procedures**

6541	2.0	17	0	6	0	0	5	0	0	5	0	1	0	0	0	3	Pressnall, Mark
6542	2.0	14	0	10	0	0	3	0	0	0	0	1	0	0	0	2	Pressnall, Mark
6555	2.0	27	0	10	0	0	7	0	1	7	1	1	0	0	0	13	Pressnall, Mark
<b>Course Total</b>		<b>58</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	

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

6543	1.0	4	0	3	0	0	0	0	0	0	1	0	0	0	0	3	Snider, Linda
<b>Course Total</b>		<b>4</b>	<b>0</b>	<b>3</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>0</b>	<b>3</b>	

**BOT-109 Elementary Accounting**

6544	3.0	10	0	4	0	0	1	0	0	3	1	1	0	0	0	3	Leslie, Mary	
6545N	3.0	2	0	0	0	0	1	0	0	0	1	0	0	0	0	1	Leslie, Mary	
6546	3.0	11	0	8	0	0	1	0	0	1	0	1	0	0	0	3	Loach, Suzanne	PT
<b>Course Total</b>		<b>23</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>		

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**BOT-110 Bus English and Communication**

6548	3.0	19	0	5	0	0	4	0	0	6	2	2	0	0	0	1 Leslie, Mary	
6549	3.0	14	0	4	0	0	6	0	0	2	1	1	0	0	0	8 Leslie, Mary	
9103	3.0	39	11	14	0	1	5	0	0	3	1	4	0	0	0	8 Buck, Nancy	PT
Course Total		72	11	23	0	1	15	0	0	11	4	7	0	0	0	17	

**BOT-111 Virtual Assistant**

9801	2.0	10	0	4	0	0	1	0	0	2	2	0	0	1	0	19 Smerk, Thomas	PT
Course Total		10	0	4	0	0	1	0	0	2	2	0	0	1	0	19	

**BOT-114 Essential Word**

6550	1.0	23	0	13	1	1	1	1	1	0	3	2	0	0	0	12 Bryan, Ann	PT
6551	14 1.0	29	0	7	0	0	8	0	0	8	0	5	0	1	0	8 Andersen, Andre	PT
6552	1.0	20	0	5	2	0	4	2	1	6	0	0	0	0	0	4 Snider, Linda	
Course Total		72	0	25	3	1	13	3	2	14	3	7	0	1	0	24	

**BOT-115 Essential Excel**

6553	1.0	32	0	5	0	0	10	0	0	6	3	6	1	1	0	16 McManus, Illyana	PT
6554	1.0	22	0	7	0	0	5	0	0	8	0	2	0	0	0	2 Pressnall, Mark	
6597	14 1.0	18	0	6	0	0	4	0	0	3	0	4	1	0	0	12 Scott, Tanya	PT
Course Total		72	0	18	0	0	19	0	0	17	3	12	2	1	0	30	

**BOT-116 Essential Access**

6556	1.0	11	0	3	1	0	4	0	0	3	0	0	0	0	0	6 Sikes, Sandra	PT
Course Total		11	0	3	1	0	4	0	0	3	0	0	0	0	0	6	

**BOT-117 Essential Powerpoint**

6558	1.0	18	2	2	3	1	6	0	0	0	3	1	0	0	0	11 Sikes, Sandra	PT
6596	14 1.0	14	0	8	0	0	2	0	0	2	0	2	0	0	0	9 Andersen, Andre	PT
Course Total		32	2	10	3	1	8	0	0	2	3	3	0	0	0	20	

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BOT-118 Integrated Office Projects																		
6559	1.0	1	0	1	0	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		
BOT-120 Comprehensive Word Level I																		
6560	1.0	12	1	0	3	1	1	2	0	0	1	2	1	0	0	9	Sikes, Sandra	PT
Course Total		12	1	0	3	1	1	2	0	0	1	2	1	0	0	9		
BOT-121 Comprehensive Word Level II																		
6561	1.0	11	0	6	1	0	2	0	0	0	0	1	1	0	0	5	Sikes, Sandra	PT
Course Total		11	0	6	1	0	2	0	0	0	0	1	1	0	0	5		
BOT-122 Comprehensive Word Level III																		
6562	1.0	10	1	1	4	0	1	0	0	0	1	2	0	0	0	2	Sikes, Sandra	PT
Course Total		10	1	1	4	0	1	0	0	0	1	2	0	0	0	2		
BOT-123 Comprehensive Excel Level I																		
6563	1.0	9	0	5	0	0	1	0	0	1	1	1	0	0	0	5	Lee, Jolene	PT
Course Total		9	0	5	0	0	1	0	0	1	1	1	0	0	0	5		
BOT-124 Comprehensive Excel Level II																		
6564	1.0	8	0	2	0	0	3	0	0	1	0	2	0	0	0	6	McManus, Ilyana	PT
Course Total		8	0	2	0	0	3	0	0	1	0	2	0	0	0	6		
BOT-125 Comprehensive Excel Level III																		
6565	1.0	4	0	2	0	0	1	0	0	1	0	0	0	0	0	1	McManus, Ilyana	PT
Course Total		4	0	2	0	0	1	0	0	1	0	0	0	0	0	1		
BOT-126 Comprehensive Access Level I																		
6566	1.0	6	0	4	0	0	0	0	0	1	0	1	0	0	0	0	McManus, Ilyana	PT
Course Total		6	0	4	0	0	0	0	0	1	0	1	0	0	0	0		
BOT-127 Comprehensive Access Level II																		
6567	1.0	4	0	1	0	0	3	0	0	0	0	0	0	0	0	3	McManus, Ilyana	PT

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Course Total			4	0	1	0	0	3	0	0	0	0	0	0	0	3			
BOT-128 Comprehensive Access Level III																			
6568	1.0		4	0	2	0	0	0	0	0	2	0	0	0	0	0	0	McManus, Illyana	PT
Course Total			4	0	2	0	0	0	0	0	2	0	0	0	0	0	0		
BOT-129 Comprehensive Powerpoint Level I																			
6569	1.0		6	0	3	0	0	1	0	0	0	0	1	0	0	1	2	Sikes, Sandra	PT
Course Total			6	0	3	0	0	1	0	0	0	0	1	0	0	1	2		
BOT-130 Comprehensive Powerpoint Level II																			
6570	1.0		7	0	1	0	0	2	0	0	0	0	3	0	0	1	1	Sikes, Sandra	PT
Course Total			7	0	1	0	0	2	0	0	0	0	3	0	0	1	1		
BOT-131 Comprehensive Powerpoint Level III																			
6571	1.0		2	0	1	1	0	0	0	0	0	0	0	0	0	0	1	Sikes, Sandra	PT
Course Total			2	0	1	1	0	0	0	0	0	0	0	0	0	0	1		
BOT-150 Using Microsoft Publisher																			
6572	1.0		9	0	4	1	0	3	0	0	1	0	0	0	0	0	3	Sikes, Sandra	PT
Course Total			9	0	4	1	0	3	0	0	1	0	0	0	0	0	3		
BOT-151 Using Microsoft Outlook																			
6573	8	1.0	14	0	3	0	0	7	0	0	0	0	3	1	0	0	15	Andersen, Andre	PT
6574		1.0	17	0	9	0	0	5	0	0	1	0	2	0	0	0	1	Pressnall, Mark	
Course Total			31	0	12	0	0	12	0	0	1	0	5	1	0	0	16		
BOT-161 Medical Terminology																			
6575		3.0	51	0	47	0	0	3	0	0	0	0	1	0	0	0	1	McFadden, Lanette	PT
6576N		3.0	40	0	27	0	0	5	0	0	2	0	6	0	0	0	10	Finch-Payne, Diane	PT
9204		3.0	36	0	18	0	0	8	0	0	4	1	5	0	0	0	8	Finch-Payne, Diane	PT
Course Total			127	0	92	0	0	16	0	0	6	1	12	0	0	0	19		

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BOT-163 Intro to Basic Insurance Princ																		
6577	3.0	20	0	4	0	2	7	0	0	3	1	3	0	0	0	1	Captain, Robert	PT
Course Total		20	0	4	0	2	7	0	0	3	1	3	0	0	0	1		
BOT-165 Medical Insurance Billing																		
6578	4.5	32	0	25	0	0	2	0	0	2	0	3	0	0	0	3	Hollyfield, Julie	PT
Course Total		32	0	25	0	0	2	0	0	2	0	3	0	0	0	3		
BOT-167 Medical Coding																		
6579	4.0	27	0	14	0	0	7	0	0	4	0	1	1	0	0	8	Hollyfield, Julie	PT
Course Total		27	0	14	0	0	7	0	0	4	0	1	1	0	0	8		
BOT-170 Medical Office Procedures																		
6580	6.0	37	0	36	0	0	1	0	0	0	0	0	0	0	0	2	McFadden, Lanette	PT
Course Total		37	0	36	0	0	1	0	0	0	0	0	0	0	0	2		
BOT-172 Intro Microcomputer Applicatns																		
6581	8 2.0	19	0	8	0	0	4	0	0	5	0	2	0	0	0	5	Kellenberger, Fred	PT
Course Total		19	0	8	0	0	4	0	0	5	0	2	0	0	0	5		
BOT-176 Computerized Acct Application																		
6582	2.0	13	0	9	0	0	3	0	0	0	1	0	0	0	0	1	Gillespie, Barbara	
6595	2.0	9	0	3	0	0	3	0	0	0	1	2	0	0	0	7	Gillespie, Barbara	
Course Total		22	0	12	0	0	6	0	0	0	2	2	0	0	0	8		
BOT-179 Computerized Accounting Lab																		
6583	1.0	12	0	12	0	0	0	0	0	0	0	0	0	0	0	2	Gillespie, Barbara	
Course Total		12	0	12	0	0	0	0	0	0	0	0	0	0	0	2		
BOT-201 Adv Keyboarding/Doc Processing																		
6585	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		



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BOT-203 Office Project Coordination																			
6586	1.0	2	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	McManus, Ilyana	PT
Course Total		2	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0		
BOT-216 Intro to Medical Transcription																			
6155	3.0	6	0	3	0	0	1	0	0	1	0	1	0	0	0	0	7	Prigmore, Edna	PT
Course Total		6	0	3	0	0	1	0	0	1	0	1	0	0	0	0	7		
BOT-219 Healthcare Documentation I																			
6156	4.0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	Prigmore, Edna	PT
Course Total		2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1		
BOT-223 Office Work Experience																			
6592	1.0	3	0	1	0	0	1	0	0	1	0	0	0	0	0	0	2	Gillespie, Barbara	XP
9964	3 1.0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	1	Gillespie, Barbara	XP
Course Total		8	0	6	0	0	1	0	0	1	0	0	0	0	0	0	3		
BOT-229 Healthcare Documentation III																			
7477	4.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	Prigmore, Edna	PT
Course Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
BOT-298 Intro Banking & Financial Serv																			
7717	3.0	14	0	0	0	0	0	0	0	0	0	0	13	1	0	1	Doyle, Shirley	PT	
Course Total		14	0	0	0	0	0	0	0	0	0	0	13	1	0	1			
Subject Total		1307	18	584	24	9	251	8	6	141	51	130	63	20	2	461			
Division Total		1307	18	584	24	9	251	8	6	141	51	130	63	20	2	461			