

CTE Dual Enrollment Courses in Satchel

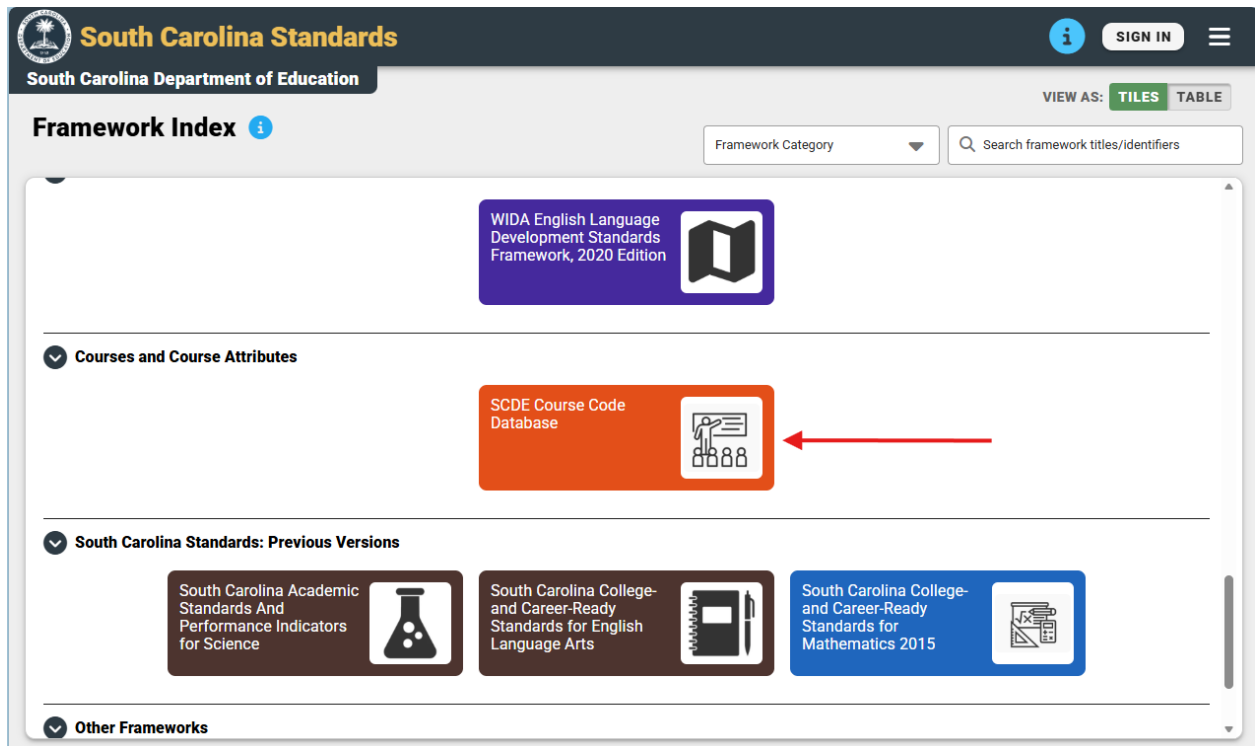
How to Pull a Current List of CTE Dual Enrollment Courses from the Course Code Database in Satchel

Purpose

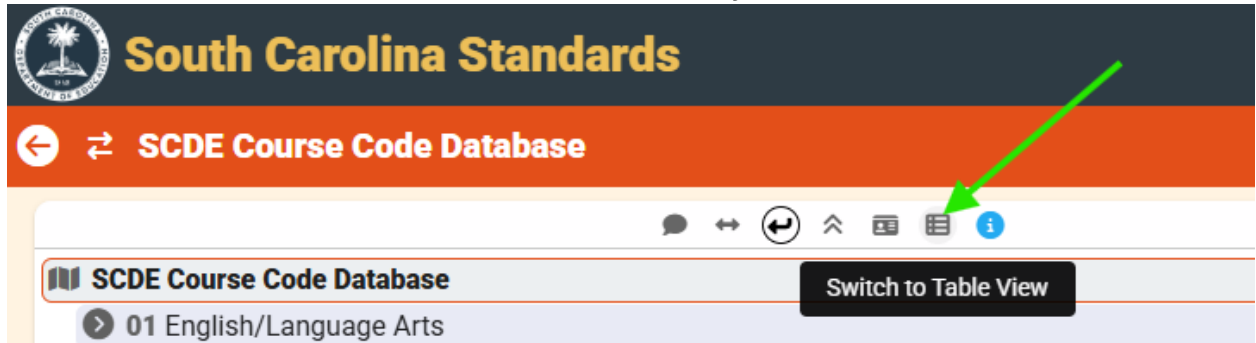
This document provides step-by-step instructions on how to export current Career and Technical Education (CTE) dual enrollment courses from the South Carolina Department of Education's Course Code Database on standards.ed.sc.gov, including selecting specific CTE subjects and the dual-credit weighting filter, and exporting the list as a CSV file for further filtering in spreadsheet software to identify active and completer-status courses. This list is regularly updated, so referencing the latest version is best for current dual enrollment CTE courses.

Instructions

1. Navigate to standards.ed.sc.gov
2. Scroll down and click on the SCDE Course Code Database.



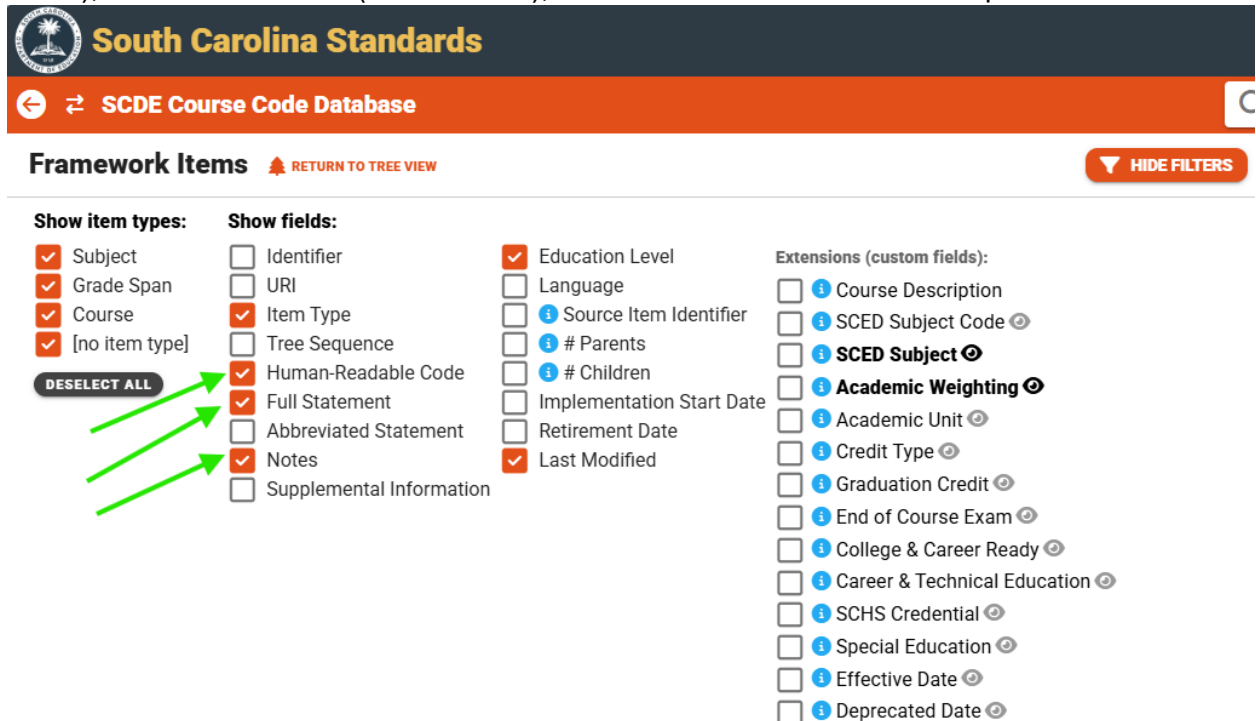
3. Click the “**Switch to Table View**” button if not already in Table View.



4. Click the “**Show Filters**” button.



5. Under “Show Fields”, be sure to check the boxes next to “**Human-Readable Code**” (Course Code), “**Full Statement**” (Course Title), and “**Notes**”. Other fields are optional.





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6. Under “Extensions,” click the **eye icon** next to “**SCED Subject**.”

☒ Education Level
☐ Language
☐ Source Item Identifier
☐ # Parents
☐ # Children
☐ Implementation Start Date
☐ Retirement Date

Extensions (custom fields):
☐ Course Description
☐ SCED Subject Code
☒ **SCED Subject**
☐ Academic Weighting
☐ Academic Unit

HIDE FILTERS

7. Check all the CTE course subjects:

- Military Science**
- Information Technology**
- Communication and Audio/Visual Technology**
- Business and Marketing**
- Manufacturing**
- Health Care Services**
- Public, Protective, and Government Services**
- Hospitality and Tourism**
- Architecture and Construction**
- Agriculture, Food, and Natural Resources**
- Human Services**
- Transportation, Distribution, and Logistics**
- Engineering and Technology**

☐ Religious Education and Theology
☐ Physical, Health, and Safety Education
☒ Military Science
☒ Information Technology
☒ Communication and Audio/Visual Technology
☒ Business and Marketing
☒ Manufacturing
☒ Health Care Sciences
☒ Public, Protective, and Government Services
☒ Hospitality and Tourism
☒ Architecture and Construction
☒ Agriculture, Food, and Natural Resources
☒ Human Services
☒ Transportation, Distribution, and Logistics
☒ Engineering and Technology
☐ Miscellaneous
☐ Non-Subject-Specific

Extensions (custom fields):
☐ Course Description
☐ SCED Subject Code
☒ **SCED Subject**
☐ Academic Weighting
☐ Academic Unit
☐ Credit Type
☐ Graduation Credit
☐ End of Course
☐ College & Career
☐ Career & Technical
☐ SCHS Credential
☐ Special Education
☐ Effective Date
☐ Deprecated Date

ion and Audio/Visual
Instruction, Agriculture
g and Technology; Aca
Notes
This course is not eligible for use as a course credit for computer science.

8. Click anywhere outside the selection box.



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9. Under “Extensions,” click the **eye icon** next to “**Academic Weighting**.”

☒ Education Level

☐ Language

☐ *i* Source Item Identifier

☐ *i* # Parents

☐ *i* # Children

☐ Implementation Start Date

☐ Retirement Date

Extensions (custom fields):

☐ *i* Course Description

☐ *i* SCED Subject Code *🔍*

☐ *i* **SCED Subject** *🔍*

☐ *i* **Academic Weighting** *🔍*

☐ *i* Academic Unit *🔍*

HIDE FILTERS

10. Check the box for “**E**” (this is dual-credit weighting)

11. Click anywhere outside the selection box.

12. Click the “**Export**” button.

Search

HIDE FILTERS **EXPORT** **ITEMS** **ASSOCIATIONS**

13. Click “**Proceed.**”

14. The list of courses will be exported as a CSV file. Locate your file and open it in Excel or another spreadsheet app.

Notes:

- The list will contain all dual-enrollment courses associated with CTE.
- You may wish to use your spreadsheet app to filter out the courses with notes that contain the text “**This course will be deactivated.**”
- If you would like to see just the dual enrollment courses that can be used toward completer status, filter for notes that contain the text “**This course is equated to**”