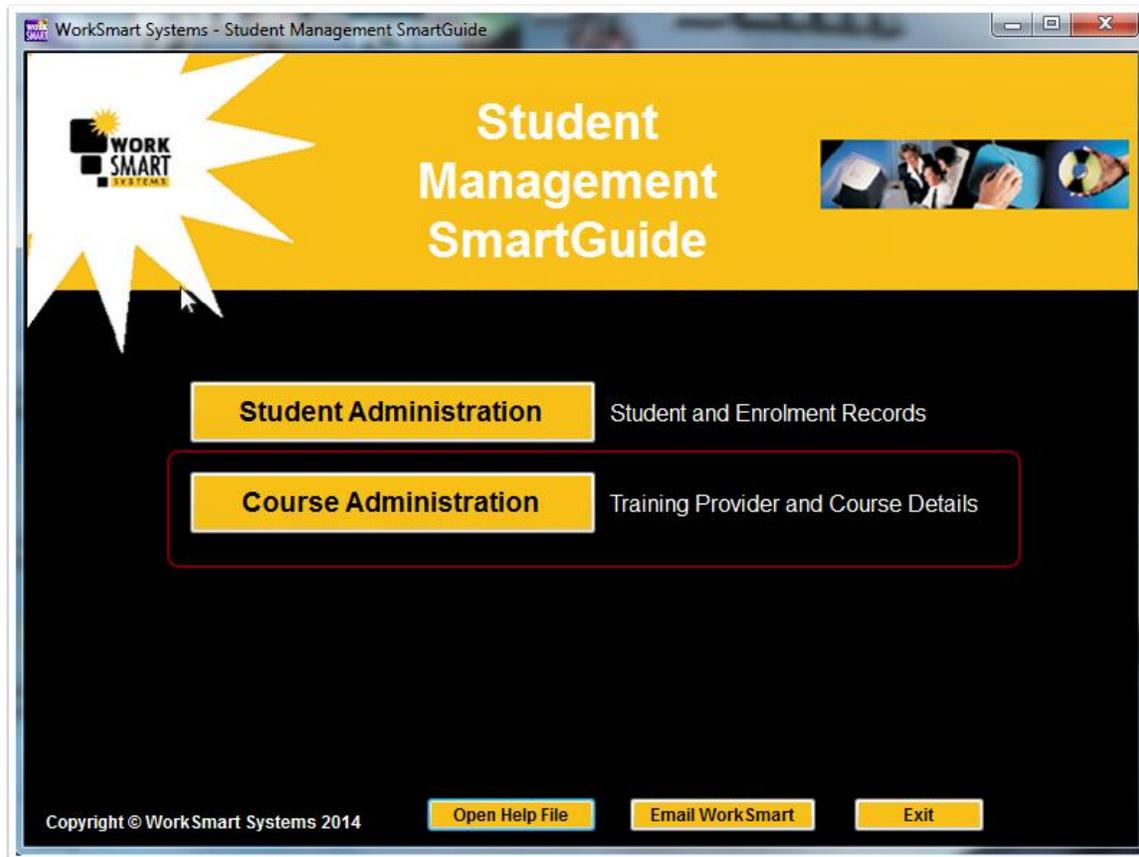# How to enter a Course and Units

How to enter course details and unit details correctly.

1. Click Course Administration button.

2. How to enter Course details.

Go to the List of Courses tab.

1. Enter a Course Code, this is the key field so make sure the code is correct (the ID column is internally generated by the program and does not export, it is also not editable).

2. If you have several courses with the same units in then enter all units for the first course then click the page icon to duplicate the course and all the entered units to save data re-entry.

3. Enter the course title, the title must be accurate and match the Training Package title exactly.

4. Check the 'Is VET? (Course is of Vocational Intent) box.

5. Next complete all the drop down boxes, leaving any blank or putting in an incorrect entry will result in errors.

6. Finally, leave the 'Exclude From AETMISS Files' box unchecked or your course will not be exported in your NAT 30 file.

3. Enter your units or modules.

Go to the Modules / Units tab.

1. Enter your unit codes and titles, don't forget to check either Elective Unit or Core Unit for each one.

2. For each unit check the 'Is VET (Is a VET qualification) box to include in AVETMISS reporting.

3. Make sure you select either Module or Unit of competency check box for each unit.

4. Enter a 'Field of Education Identifier' number into the box for each unit. The number can be found in the Training Packagae documentation for the unit. If you leave blank or put in an incorrect identifier number you will get errors in your NAT 60 file.

5. Finally, leave the 'Exclude from AVETMISS Files' box unchecked or you will not export the unit in your NAT files.