

# SAP S/4Hana CP Basics with certification («SAPGL»)

Step into the world of SAP and get your first SAP certificate. You will gain the basic SAP system knowledge and learn how to apply the most important functionalities in practice under SAP S/4Hana, version 2022.

**Duration:** 2 days

**Price:** 1'800.-

**Course documents:** Original SAP courseware (digital)

## Content

### 1 Logon and logoff

- SAP Logon
- System logon
- Password
- System logoff

### 2 Graphical user interface

- GUI Elements
- SAP Fiori
- Navigation
- SAP Easy Access Menu
- Mode
- Transaction

### 3 Favorites

- Create folder
- Add transactions
- Move, change, delete favorites

### 4 Personalisation

- Own data
- Layout menu options

### 5 Help

- Field help
- Input help
- SAP Library
- Application help

### 6 Reporting

- Starting a report
- Data Selection
- Execute report
- Selection variants
- SAP List Viewer
- Export contents

### 7 Print

- SAP Spooler
- Start printing
- Default settings
- Spool requests

## 8 Basics of the authorisation system

## 9 Exam preparation

## 10 Exam

## Key Learnings

- Learning about SAP (company, applications, business aspects)
- Learning about the different interfaces in the SAP system
- Understanding the processes, dependencies and interrelationships

## Methodology & didactics

From the very beginning, you will focus on the exam in addition to the practical application. You will have enough time to deal with the material in detail and to try out and consolidate the individual steps yourself. The 2nd day in particular will focus on exam preparation. The participants have the opportunity to solve demo exams several times and to consolidate their knowledge.

## Target audience

This course is aimed at anyone who has not yet come into contact with SAP and would like to gain an initial overview. Thanks to the final certificate, you prove your knowledge on the job market. This course is especially valuable for job seekers and employees who are about to work with SAP for the first time. In addition, this course is suitable for people who want to prepare themselves for attending more advanced SAP courses.

## Certification

In the afternoon of the last day of the course you will conclude the course with the exam «SAP Competence Pass – SAP Core BT (Basic Tasks)». It is an online exam with screen simulation (small SAP transactions are processed on the screen), which takes 60 minutes (40 questions) and is held in German. German language skills at C1 level are required. The pass rate is 60%, with 80% with distinction.

The exam is included in the course price. An exam repetition is subject to a fee.

The exam of the on-site and remote participants takes place at the same time. To ensure that technically everything runs smoothly during the remote exam, you will receive further information in advance. System requirements for the exam are:

- PC/notebook (no tablet or mobile device)
- Windows or macOS
- Webcam for PC
- Active microphone

Video and audio must be on throughout the exam. The camera must be pointed at the exam candidate. The exam session will be recorded. Documents may not be used in the exam. The exam will be administered via Zoom. At the end of the exam, the exam result is displayed immediately.

## Additional information

The training takes place on the SAP S/4Hana system, version 2022.

You will receive the course material digitally via our Digicomp App. Please bring your own laptop (recommended) or tablet so that you can read the content and exercises in parallel to the lessons or save the documents in the right place.



## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-business-applications/sap/course-sap-s4hana-cp-basics-with-certification](http://www.digicomp.ch/courses-business-applications/sap/course-sap-s4hana-cp-basics-with-certification)