

User Certification

from the book

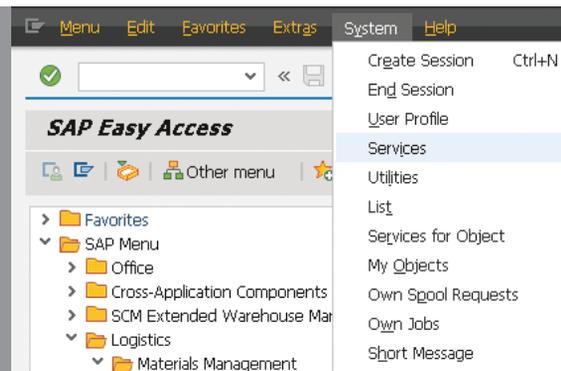
Using SAP®

An Introduction for Beginners and Business Users

by Olaf Schulz



“Learn how to work in
the world of SAP!”



User Certification

You want to get an SAP certification? Congratulations! This book can help you prepare for the certification, but it can't substitute classroom training with a trainer. However, because I've already prepared entire courses for SAP certifications, I can provide some tips for the preparation.

The Various Certifications

Who benefits from which certification? SAP differentiates between user certification and consultant certification. The book *Using SAP—An Introduction for Beginners and Business Users* is designed for the *Foundation Level—System Handling* user certification. This certification is offered by SAP Education partners, found at <https://training.sap.com/content/bp>.

Note

For a similar, official SAP certification, see the SAP Certified Application Associate – Business Foundation and Integration with SAP ERP 6.07, exam code C_TERP10_67. This is available at https://training.sap.com/certification/c_terp10_67-sap-certified-application-associate---business-foundation--integration-with-sap-erp-607-g.

For test-taking resources for C_TERP10_67, see <https://training.sap.com/trainingpath/Applications-Integration-SAP+ERP>.

The SAP certification *Foundation Level* certifies that you have basic knowledge of the operation of an SAP ERP system. It's a globally accepted certificate, and it can only be obtained from SAP. You should add the certification to your application documents. It depends on your professional qualification and experience whether you have better chances for a job offer, but the certification is certainly an advantage for your application. Whether the certification lands you the well-paid job of your dreams also depends on your

experience and qualifications. The certification by itself is rather useless without any knowledge of the SAP system.

The *Foundation Level* user certification belongs to the beginner category, but the SAP certification, like all other certifications, isn't easy. That means you can't simply get prepared in passing. Instead, you have to allow for a certain amount of preparation time.

The same applies to consultant certifications. There is no such thing as a difficult or less difficult certification. All exams are kind of tricky. But don't worry—directed preparations help you pass the certification exam. Basically, the following types of preparation exist.

Attending Courses and Trainings

You attend one or more courses at an SAP education partner or at SAP. This has the following advantages:

- You're provided with a maintained and up-to-date training system during the course.
- You can ask questions of your contact partner, that is, a trainer.
- The courses have an organized structure.
- You only obtain original SAP documents as a course participant at an SAP education partner or at SAP itself.
- The courses and training doesn't require much time.

On the other hand, cost is the main disadvantage of courses.

Self-Study

Of course, you can also do the complete study yourself. This has the following benefits:

- You can schedule your time as you like.
- You can prepare yourself at home.
- You don't have to adapt to a group.

- There are no costs for courses and possible travel expenses, just the costs for the certification.

However, there are some major disadvantages:

- Self-study requires a high level of self-motivation and willpower.
- You have to take care of the training system yourself.
- You're responsible for the course documents yourself.

Combination

You prepare for the certification yourself and attend a preparatory course at an SAP education partner. This includes the following advantages:

- Flexible time management during the preparation period
- Low costs
- Useful certification preparation in the training

Disadvantages are as follows:

- You have to take care of the SAP system yourself during the preparation period.
- You have to obtain the learning material yourself before the preparation period.
- Here, too, you must be able to motivate yourself.

Certification Process

You register at SAP or are registered as a course participant for certification. The certification takes place online: Each certification participant sits in front of a computer and has to authenticate himself. The supervisor may not know you personally, so you have to bring a valid ID along at the exam. After the introduction, you have exactly 60 minutes to answer 60 questions. The countdown is running. When you're done and click on **Finish Exam**, the exam is completed, and there is no return. The exam is automat-

ically terminated after the 60 minutes have elapsed. You immediately receive the result. If the screen reads **Congratulations!**, everything is fine. You passed the exam! Otherwise, you can repeat the exam twice. If you passed the exam, the SAP certificate is sent to you within a few weeks.

Different Types of Questions

The certification includes the following three types of question.

Open Questions

In case of open questions, you have to enter the answer into a text field using the keyboard. The following shows an example.

The system displays Transaction WXYZ. What do you have to enter in the command field to start Transaction ABCD in a new session?

Enter the correct character string: _____

One Answer Is Correct

Some questions require you to select one answer only. Here is an example.

The system displays Transaction WXYZ. What do you have to enter in the command field to start Transaction ABCD in a new session?

- | | |
|-----------------------|--------|
| <input type="radio"/> | /OWXYZ |
| <input type="radio"/> | /OABCD |
| <input type="radio"/> | /NABCD |

One or More Answers Are Correct

In some cases, you have to select the correct and wrong answers, respectively. The following are examples from some real-world companies.

The system displays Transaction WXYZ. What do you have to enter in the command field to start Transaction ABCD in a new session?

Correct /OWXYZ

Incorrect

Correct /OABCD

Incorrect

Correct /NABCD

Incorrect

The Cut Score

You have to provide correct answers to at least 70% of the questions to pass the exam. SAP doesn't reveal what scores you receive for which question. If one answer to a question with multiple answers is wrong, you don't get any scores. The *Foundation Level* certification includes 60 questions in 60 minutes. If you provide correct answers to more than 42, you're on the safe side, but keep in mind that the questions are weighted differently.

Tips for the Certification

- Try to stay calm.
- Don't terminate the exam prematurely unless you're absolutely sure.
- Don't try to copy from other exam participants. If the examination supervisor notices this, you may be excluded from the exam.
- If you're stuck with a question, highlight it accordingly, and get back to it at the end.
- Try to answer questions by elimination.

Good luck with the certification!