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Siemens Learning Center

Digital Factory Division

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SIEMENS

Expand your horizons; Be a Global Resource

Siemens Learning Center

SAP

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Siemens Learning Centre

Expand Your Horizons, Be A Global Resource!

Siemens Learning Center (SLC) was a revolutionary initiative taken by Siemens Pakistan towards the late 90s to promote high quality IT education in Pakistan which set the benchmark for future IT firms and enabled a turnkey IT solutions culture in the country. It was this pursuit of excellence that resulted in awarding of Authorized Training Center Status by SAP Asia Pacific in 1999 to conduct SAP Training in the country. Since then the ATC has conducted numerous SAP Solution Academies and has played a vital role in producing highly-competent certified SAP consultants.

Siemens Learning Center is a dedicated and state-of-the-art training facility, offering coveted SAP Academy Programs and turnkey IT infrastructure training. SAP is the leading vendor of Enterprise Resource Management solutions in the world. These training and certification programs follow an international curriculum to provide SAP partners, customers and individuals with the highest degree of SAP knowledge.

From training individuals and project team members at the beginning of an implementation to end-users before final go-live and post implementation, SAP and IT infrastructure training courses are available at every stage of the implementation process. Our SLC Education Service Offerings are as following:

- SAP Regular academy
- SAP Customized Training
    - End User
    - Beginners
    - Project team members
- SAP e-Academy

SAP

"Operational Efficiency", "Greater Productivity" and "Reduced Costs" are the buzzwords that spell success for any company. The best run businesses run SAP and experience all of the above, in addition to satisfying levels in ROI and an added competitive edge.

SAP solutions help in increasing efficiency by integrating overall business processes, enabling the company to stay competitive and grab the right opportunities at the right time. SAP includes a comprehensive range of solutions to empower every aspect of business operations.

Serving more than 43,000 customers worldwide, SAP is the world's largest business software company. Today, SAP has its presence in over 50 countries with dedicated professionals and the highest level of customer service and support.

SAP Certification for Individuals & Professionals

Jump - start your career, gain a competitive edge, and enhance your credentials by taking advantage of the newly enhanced SAP® certification program – and enjoy the many benefits of your status as an SAP-certified expert.

SAP Education – Global Certification Program

The world is changing at a furious pace and it's time to catch on. Learning should be a constant, especially to counter the ever-evolving technology. Here, SAP Education provides you with the advantage of being an expert in one of the worlds leading applications.

We are dedicated to equip professionals with technology that's advanced new-age and one that boosts your career. Because, today, no technology demands as much focus as SAP and no professional is as much in demand as an SAP professional. And the fact that SAP professionals are among the highest paid in the industry needs little mention.

SAP Education is # 3 in the worldwide IT training market (source IDC) and trains more than 200,000 learners per year. We provide global consistency and quality in more than 40 countries. A good story becomes better with the fact that tomorrow is waiting for more SAP trained professionals with the numbers in demand getting doubled every year.

The new SAP program now offers three levels of certification: associate, professional, and master-level certification. This new certification program allows you to access an exclusive global community of fellow SAP certified experts, helping you enhance your proficiency in SAP software – and your career.

The market for SAP® consulting services is challenging and competitive. Differentiation is the key. To win critical contracts, consulting companies must find ways to stand out from the crowd. Success depends on the quality of your front-line employees: consultants who have the right knowledge and skills – and can prove it. With SAP certification, your consultants are empowered to demonstrate superior expertise, giving your firm a powerful competitive advantage.

In fact, according to a 2003 research study by IDC, "Worldwide and U.S. IT Certification Forecast and Analysis, 2003–2007," professionally recognized certification can improve customer loyalty and is one of the best differentiators in the IT consulting market.

Facility:

As a SAP Authorized Training Centre, SLC has conducted numerous SAP Academies and has played a leading role in producing highly-competent certified SAP consultants.

SLC is equipped with advance technology to meet the requirements of SAP training. Some of the salient features of the facility are as following: 24 hours Wi-Fi connectivity throughout SLC, Video conferencing, teaching techniques, dedicated SAP consultant for all modules and expert level Module leads.

Trainers:

SLC boasts an experienced and highly competent team of SAP trainers, who have trained SAP consultants for leading companies in the past and continue to do so with the same fervor today as well.

At SLC the trainers constantly update themselves with the latest SAP tools and solutions that in turn are transferred to SAP trainees. Our trainers' practical knowledge enables the trainees to take advantage of live case studies shared by them.

Admission Requirement:

The basic requirement for any module is a Bachelors Degree and at least 2 years of relevant experience. Regardless of whether you are already an experienced consultant or have no prior SAP experience, the Academy offers courses that can help develop your skills.

The Academy delivers a hands-on classroom environment followed by intensive studies to discuss implementation requirements of SAP ERP Systems. Certification exams are available to prove your knowledge to the marketplace.

Programs.
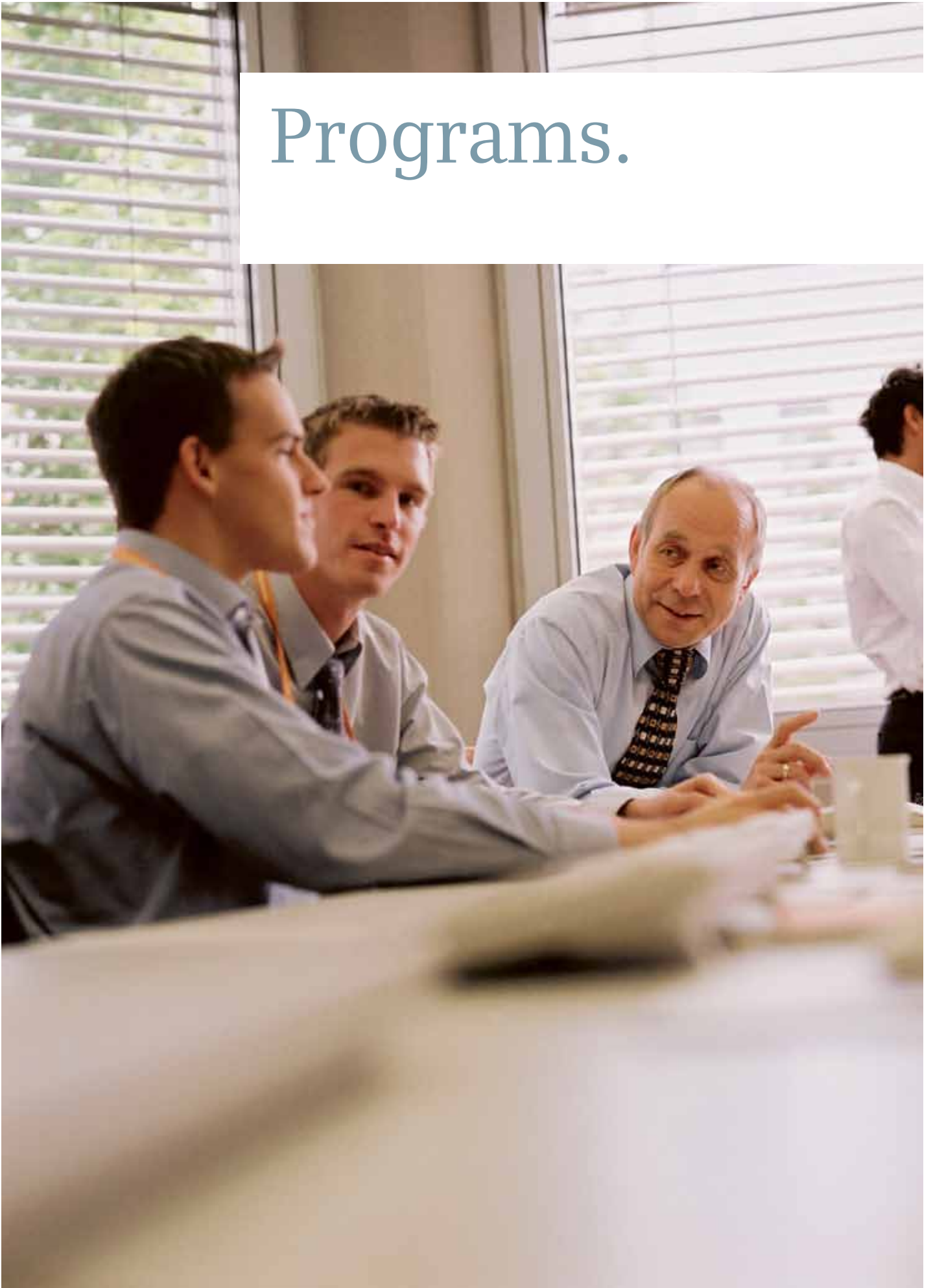
SAP Regular Academy

SAP Regular Academy offers individuals and independent consultants' with comprehensive training in SAP Solutions that lead to certification as an SAP consultant. SAP Regular Academy is designed to complete the 'track' in 20 - 25 working days. This course follows an international curriculum thereafter you will be eligible for a certification exam invigilated by a proctor from SAP. The courses being offered in SAP Regular Academy are as follows:

New Updated Curriculum - SAP Version ECC (latest version)

Functional Modules
- Financial Accounting
- Managerial Accounting
- Human Capital Management
- Procurement
- Order Fulfillment
- Production Planning / Manufacturing

Technical Modules
- Programming / ABAP
- Business Intelligence (25 Working Days)
- System Administration (25 Working Days)

SAP Regular Academy includes:

- Pre-requisite e-Learning courses
- Certified Instructor
- Access to IDES Server
- Student handbooks

SAP eAcademy

The eAcademies are designed to improve the convenience and cost-effectiveness of SAP training for experienced consultants and professionals seeking a career change.

SAP eAcademy is fully supported to ensure assistance for all units in the module. It provides interactive snapshots of business processes, along with simulations, exercises, mentor tips, pre and post evaluations. You can also seek expert know-how through dedicated online support available to students via web-based chat and global learner discussion boards. The eAcademy also prepares you for the certification exam.

One of the innovative features of the eAcademy is that alongwith the standard web based training feature, there is an assistance at SLC offering hands on advice and guidance on request.

SAP eAcademy includes:

- Pre-requisite e-Learning courses
- Help desk support
- Access to IDES Server
- Student handbooks

SAP Customized Training

SAP provides comprehensive classroom based training for its customers and business partners, from SAP solution introductions to technical business configurations. The vast curriculum of SAP courses incorporates courseware, business models, hands-on exercises and documentation. SAP has a huge portfolio of instructor-led courses which can be customized according to your needs and delivered onsite at your location or at any of our Training Centers. This course is aimed for Beginners, End Users and Project Team Members.

Beginners:
This is a customized program for fresh graduates as well as seasoned professionals who want to have a competitive edge over their peers in the industry. Having knowledge of SAP in their artillery of "management tools" enables them to leverage on it in the job market.

Project Team Members:
Project team members should all go through ‚'level one" functional and/or technical training. The successful outcome of this training is baseline knowledge of SAP, particularly the integration points. This foundational training should put the project team on more equal SAP footing with the consultants from the implementation team.

SAP End-User Training
SAP End-User training is designed for those who may find it difficult to work on the SAP designed solutions. This course will enhance their system usage skills thus resulting in better performance in their respective work fields. SAP End-User training is customized according to the user's requirements i.e. job role.

Course Description

Functional Module

SAP Financial Accounting

SAP Financials provides the tools to help companies comply with accounting standards such as U.S. Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). In addition, it offers benefits such as the ability to generate a set of balanced and reconcilable financial statements by any dimension of the business -- including, business unit, profit center, or geographical location -- along with integrated, enterprise wide financial analytic capabilities.

Training courses in this curriculum enable you to become more efficient through the use of the general ledger, vendor, customer, bank, and asset processes. Plus, you'll discover how to leverage role-specific financial reports to meet ongoing financial and managerial reporting requirements.

SAP Managerial Accounting

With the managerial accounting functionality, you can collect, assign, and analyze costs to evaluate the profitability of markets, channels, products, and customer segments. As a result, you get the detailed information you need to proactively manage global business performance, profit, and growth.

- Training courses for this curriculum will provide you with the knowledge you need to:

- Collect overhead, direct, and indirect costs at the event level

- Assign costs to cost structures in a clear, traceable manner

- Follow a best-practice, structured approach to cost assignments, from overhead management down to the product or market segment

- Drill down into supporting events and documents from high-level, operational results

- Analyze profitability by product, market, customer, service, or channel segment

- Hold managers at all levels of the organization accountable for efficient and effective use of resources

SAP Human Capital Management

SAP provides a complete set of curricula to help you leverage your human capital and maximize their contribution to the success of your business. With these courses, you'll learn how to configure your personnel master data effectively – so you can rely on consistent, predictable access to records.

Plus, you'll learn how to manage payroll, recruit and retain key employees, define roles and access rights and leverage analytics and reporting tools. As a result, you'll be able to apply this knowledge as a solution consultant in a team setting.

SAP MM – SAP Procurement (Materials Management)

With functionality for direct procurement, SAP Supply Chain Management gives you the power to create and manage end-to-end procurement processes -- from strategic sourcing, to purchase order processing, to invoicing.

The SAP MM procurement curriculum can help you optimize processes such as purchasing, inventory management, invoice verification, external procurement, services, pricing, forecasting, reporting, cross applications, and customizations.

SAP SD – Order Fulfillment (formerly known as Sales & Distribution)

This course will give you a fundamental understanding of the order fulfillment functionality available with SAP Supply Chain Management coupled with SAP ERP 6.0, enabling you to move parts and products at the right time and meet your deadlines.

With this certification, you'll be able to apply this knowledge as a solution consultant in a team setting.

SAP PP – Production Planning/ Manufacturing

SAP ERP uses material requirements planning techniques to create unconstrained production plans in the form of production orders or planned orders.

Training for this curriculum demonstrates how you can use production planning functionality to improve efficiency and customer service, increase revenue, lower working capital, and reduce operating costs. With courses in manufacturing you'll learn about the tools you can use to optimize your end-to-end manufacturing execution processes.

You'll benefit from a thorough understanding of how to plan material requirements and adequately assess capacity and delivery constraints. Plus, you'll see how you can streamline processes such as shop floor control, make-to-order production, mass production, and process manufacturing.

As a result, you'll be empowered to move through order to delivery with accuracy and efficiency.

Technical Modules

Technical Modules - SAP NetWeaver

SAP Education provides a range of courses for the SAP NetWeaver platform. Take advantage of curriculum paths that cover specific SAP NetWeaver components and functionality, including development and administration of enterprise portals, business intelligence, and warehousing.

In addition, you'll see how SAP NetWeaver, the foundation for enterprise service-oriented architecture (enterprise SOA), empowers you to increase the flexibility and scalability of your key business processes and lower TCO.

Business Intelligence

SAP NetWeaver Business Intelligence (BIW) unites a powerful, a comprehensive set of tools, planning and simulation capabilities, and data-warehousing functionality -- delivered through sophisticated and user-centric enterprise portal technology to provide a coherent, comprehensive solution.

In this curriculum, you'll see how you can use SAP NetWeaver BI to integrate data from across and even beyond your enterprise. You'll discover how to transform that data into practical, timely business information -- empowering you to make sound decisions, take targeted action and achieve solid business results.

BASIS - System Administration

This course teaches basic skills for the technical administration of SAP systems. It also covers the administration of the database system as part of an SAP installation.

Prior detailed knowledge of the administration of the relevant database and at least one operating system is an added advantage.

Programming ABAP

Developers, consultants, and project managers working in ABAP (SAP programming language) should consider the Web application development curriculum.

You'll benefit from a full range of Web application development topics, including a broad overview and basic foundation, features and functionality, management and reporting and advanced programming. As a result, you'll be able to take a comprehensive approach to meeting your company's specific needs.

Curriculum

SAP Regular Academy

SAP Financial Accounting		
20 Working Days		
Code	Course Name	Duration
TFIN50	Financial Accounting I	10 DAYS
TFIN52	Financial Accounting II	10 DAYS

SAP Managerial Accounting		
20 Working Days		
Code	Course Name	Duration
TFIN20	Managerial Accounting I	10 DAYS
TFIN22	Managerial Accounting II	10 DAYS

SAP Management / Administration - Human Resources		
20 Working Days		
Code	Course Name	Duration
THR10	Management/Administration I	10 DAYS
THR12	Management/Administration II	10 DAYS

SAP Procurement - Material Management		
20 Working Days		
Code	Course Name	Duration
TSCM50	Procurement I	10 DAYS
TSCM52	Procurement II	10 DAYS

SAP Order Fulfillment - Sales & Distribution		
20 Working Days		
Code	Course Name	Duration
TSCM60	Order Fulfillment I	10 DAYS
TSCM62	Order Fulfillment II	10 DAYS

Programming - ABAP with SAP Netweaver 7.0
20 Working Days

Code	Course Name	Duration
TAW10	ABAP Basics	10 DAYS
TAW12	ABAP Objects and How to Use It	10 DAYS

Business Intelligence with SAP Netweaver 7.0
25 working days

Code	Course Name	Duration
TBW10	BW Enterprise Data Warehousing	05 DAYS
TBW20	BW Reporting & Query Design	05 DAYS
TBW42	BW Advance Enterprise Data Warehousing & Reporting	10 DAYS
TBW45	BW Integrated Planning	05 DAYS

System Adminstration with SAP Netweaver 7.0
25 Working Days

Code	Course Name	Duration
TADM10	SAP Web AS Implementation & Operation I	10 DAYS
TADM12	SAP Web AS Implementation & Operation II	10 DAYS
TADM51	SAP NetWeaver DB Operation (ORACLE)	05 DAYS

SAP SCM (PLANNING & MANUFACTURING)- PRODUCTION PLANNING
20 WORKING DAYS

Code	Course Name	Duration
TSCM40	PLANNING/MANUFACTURING I	10 DAYS
TSCM42	PLANNING/MANUFACTURING II	10 DAYS

PRODUCT LIFECYCLE MANAGEMENT- PLANT MAINTENANCE
20 WORKING DAYS

| Code	Course Name	Duration
TPLM300	BUSINESS PROCESSES IN PLANT MAINTENANCE	05 DAYS
TPLM305	MANAGING TECHNICAL OBJECTS	03 DAYS
TPLM310	MAINTENANCE AND SERVICE PROCESSING: PREVENTATIVE	03 DAYS
TPLM315	MAINTENANCE PROCESSING: OPERATIONAL FUNCTIONS	03 DAYS
TPLM318	ANALYTICS IN ENTERPRISE ASSET MANAGEMENT	02 DAYS

Note:

- SAP Academy & Short Course offerings are subject to a minimum number of registrations.

- SAP Training Center reserves the right to affect changes in scheduled dates.

- Participants may register for only one track at a time

SAP eACADEMY		
Web-Led-Training (WLT)		
Course Name	Course Code	Duration
Financial Accounting	TFIN5e	200 Hours
Management Accounting	TFIN2e	200 Hours
Human Capital Management	THR1e	200 Hours
Sales & Distribution	TSCM6e	200 Hours
Material Management	TSCM5e	200 Hours
Production Planning	TSCM4e	200 Hours
Plant Maintenance	TPLM3e	200 Hours
ABAP	TAW1e	200 Hours
SAP NetWeaver Business Warehouse 7.0	TBW4e	200 Hours
SAP for Retail	TIRT1e	200 Hours
Implementation and Modelling with SAP HANA	HAIMPe	120 hours
SAP E-Academy SAP Planning and Consolidation 7.5	TBPC5e	200 Hours
SAP ERP Integration of Business Process	TERPe	200 Hours
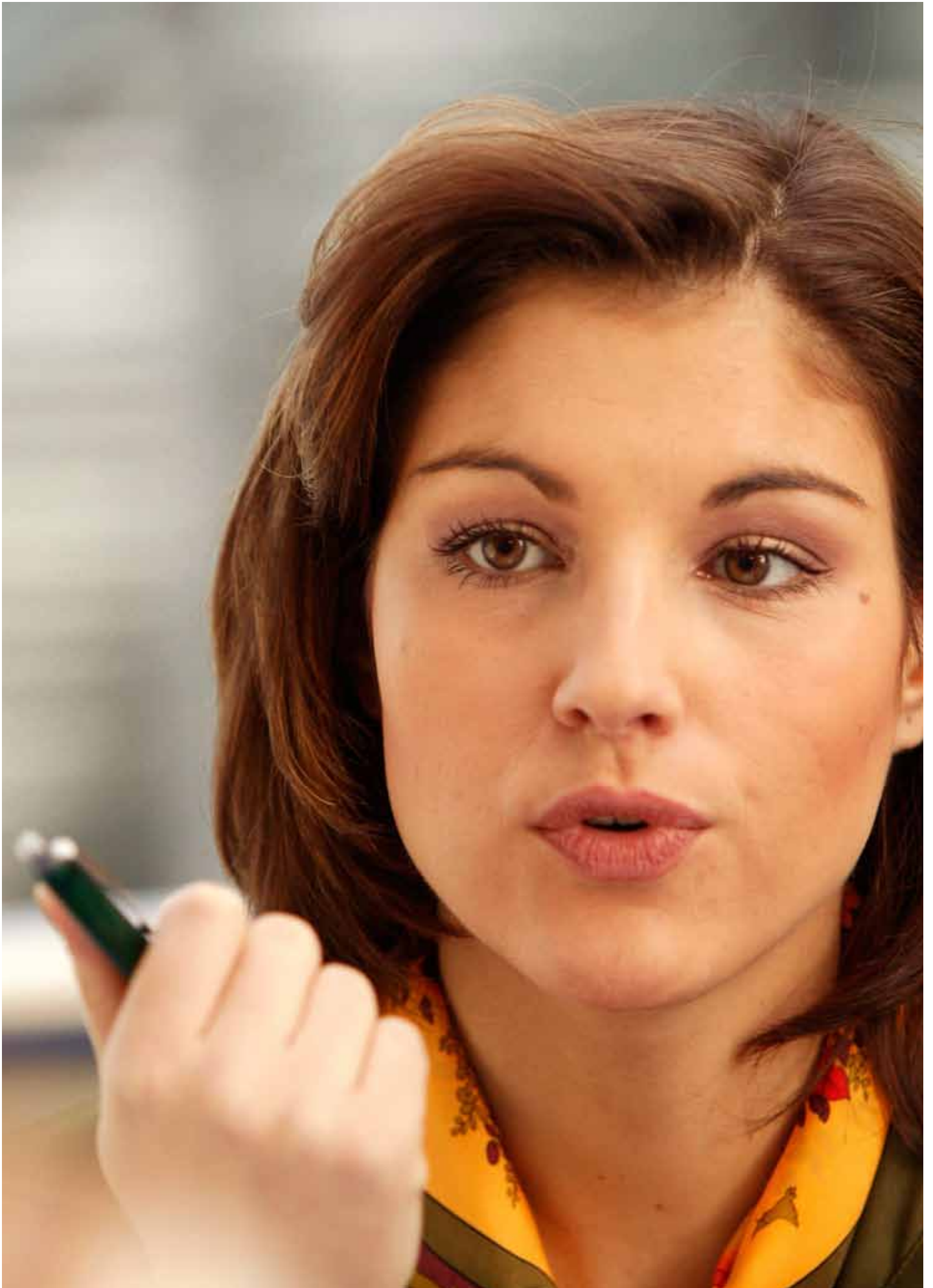
SIEMENS

ENROLLMENT FORM
Instructor led

D	D	M	M	Y	Y	Y	Y

Please send your enrollment form as an email attachment to anita.pasha@siemens-its.com or fax + 92 21 5876463. The Training Coordinator will handle your enrolment; an acknowledgement will be emailed to you within four working days. Participants are reminded to read the curriculum paths carefully and have completed the relevant prerequisites as failure to do so can inconvenience other students and you may be requested to leave the course. Please read our Terms and Conditions BEFORE completing the registration form. By submitting a signed registration form to the Siemens Learning Center, you agree to accept these Terms and Conditions.

PHOTOGRAPH

Title	☒ Ms.	☒ Mrs.	☒ Mr.
Full Name (as shown in CNIC)			
Designation			
Department &/Employer			
Total Work Experience			
Academic Qualification			
Residential Address			
City & Zip Code			
Country			
Mobile Number			
Phone (Office)			
Phone (Residence)			
Email (for Academy correspondence)			
Fax			
Academy No. &/ date of training			
Location of training	☒ Karachi	☒ Islamabad	☒ Other
Course Code &/ Name			

SIEMENS

TERMS AND CONDITIONS

To confirm registration, an initial payment of 2000 EUROS should accompany registration form. When the module has been confirmed by the Training Coordinator, remainder payment should be made immediately to access e-learning links (necessary for certification)

Participants from foreign countries should apply for a professional pass at the Pakistan High Commission in their respective country. This pass should be valid for 30 days at least. Administrative issues and costs pertinent to application of this professional pass are sole responsibility of the participant.

Ensure sufficient funds to cover all expenses and incidentals for the duration of the course. Photo Identification is must. (Passport, Driving License, CNIC etc.)

Classes are conducted in English. Class timings are 9:00 am to 5:00 pm (Monday – Friday). Regularity and punctuality are encouraged to obtain maximum benefit from Instructor-led-training.

To facilitate e-learning, the training center will remain opened from 5:00 pm – 7:00 pm (Monday – Friday) Instructors are not obligated to be present during these times.

Participants should read the curriculum paths carefully to ensure they have completed the relevant prerequisites as failure to do so can inconvenience other students and they may be requested to leave the course.

Edibles are strictly prohibited in the classrooms. Any damage in this regard or any other form will be charged accordingly.

For security purpose, student ID card should be worn at all times on the premises.

Laptops or any other gadgets are not allowed in the classroom. Mobiles should be kept on silent during class timings so that others are not disturbed.

We adhere to a strict "No Refund" Policy – applicable to training and certification fees.

If fee is paid and participant cannot attend the Academy for personal reasons. Withdrawal must be made in writing to the Training Coordinator ten working days prior to course commencement. Registration can be forwarded to next academy with a penalty of EUROS 200. Keeping in view that this transfer is for one time only.

The price offers to the participant in the Academy have not been and will not be knowingly disclosed by the participant, directly or indirectly, to any other participant before or after the Academy. In case disclosure is done the participant will have to pay the discounted amount back to Siemens and also attendance certificate will not be issued.

If cancellation is received less than ten working days before the course is due to start, 50% of the course fee will be charged. No refund will be made for cancellation made three (3) working days prior to course commencement or for 'no-show'.

If participant withdraws from the course at any time after the course commences, no refund will be made.

If participant cannot sit for the certification due to personal reasons or illness (these reasons must be documented, and mailed or faxed to the Training Coordinator five working days before exam), you may sit for the next available certification. This is subject to the acknowledgment of receipt by the Training Coordinator. Approval is subject to the sole discretion of the Training coordinator.

Unsuccessful candidates can retake the same examination. Candidates cannot participate in the same examination for the same release more than three times. A candidate who has failed an examination three times for a release may not attempt that examination again until the next release. A candidate may not retake an examination until 30 days after the failure. Candidates pay a fee for all retakes (480 Euros).

If, for organizational reasons, a particular course is cancelled, no claims for compensation will be accepted other than the refund of the course fee.

Management reserves the right to refuse admission or discounts to any participant without assigning any

reason.
Candidates appearing only for certification must have attendance certificate of any SAP Authorized Training Center or having at least 2 years of SAP hands on experience. Fee for certification is 530 EUROS.
All academy material will be issued by Academy in shape of photocopy. No softcopy of any material will be issued.
Instructors are subject to change if required. It is not necessary for one particular instructor to conduct the entire training.
Management reserves the right to deny entrance for any reason which is not acceptable or appropriate.
Liability: Misappropriation of Academy equipment, or damages caused to the Academy furniture, fixtures and/or equipment by student(s)/students caused due to negligence or otherwise, shall be reimbursed to the Academy before the Certification Exam. The Academy is not responsible for the loss of personal belongings of course participants.

I have hereby read and understood all policies and procedures and agree to abide by them.

(PLEASE SIGN AND RETURN TO ACADEMY BEFORE COMMENCEMENT OF COURSE)

Date: _____

Name: _____

Signature: _____

Please Note: All Course Fee should be paid in equivalent Pakistani Rupees (depending on the open market rate for the day) via a pay order made out to "**Siemens Pakistan Engineering Company Limited**". Enrollment form should be accompanied by a pay-order and two recent passport photographs to guarantee admission. Enrollment and payment should be sent to:

Training Coordinator, Siemens Learning Center (Karachi / Islamabad)

Islamabad Office, Siemens Learning Center, 11th Floor, UBL Building, Jinnah Avenue, Blue Area, Islamabad, Phone: +92 51 2812151-59

OR

Karachi Office, Siemens Learning Center, Office Wing, 2nd Floor, Park Towers, Abdullah Shah Ghazi Road, Clifton, Karachi, Phone: +92 21 5876386 +92 35835784

SIEMENS

ENROLLMENT FORM
E Academy

D	D	M	M	Y	Y	Y	Y

Please send your enrollment form as an email attachment to anita.pasha@siemens-its.com. The Training Coordinator will handle your enrolment; an acknowledgement will be emailed to you within four working days. Participants are reminded to read the curriculum paths carefully and have completed the relevant prerequisites as failure to do so can inconvenience other students and you may be requested to leave the course. Please read our Terms and Conditions BEFORE completing the registration form. By submitting a signed registration form to the Siemens Learning Center, you agree to accept these Terms and Conditions.

PHOTOGRAPH

Title	☐ Ms.	☐ Mrs.	☐ Mr.
First Name (as shown in CNIC)			
Last Name			
Date of Birth			
Birth of Place			
Nationality			
Residential Address			
Country & City			
Postal Code			
Phone (Residence)			
Mobile			
Email (for Academy correspondence)			
Qualification & University			
Start date of Training and End Date of Training			
Course Code &/ Name			
Timings for Training			
Duration	☐ 3 Months	☐ 2 Months	☐ 1 Month
Payment Status & P.O #			

TERMS AND CONDITIONS

To confirm registration, an initial payment of 1500 EUROS should accompany registration form. When the schedule has been confirmed by the Training Coordinator, remainder payment should be made immediately to access e-learning links (necessary for certification)
Participants from foreign countries should apply for a professional pass at the Pakistan High Commission in their respective country. This pass should be valid for 90 days at least. Administrative issues and costs pertinent to application of this professional pass are sole responsibility of the participant.
Ensure sufficient funds to cover all expenses and incidentals for the duration of the course. Photo Identification is must. (Passport, Driving License, CNIC etc.)
To facilitate E-Academy, the training center will remain opened from 9:00 am – 9:00pm (Monday – Friday).
Participants should read the curriculum paths carefully to ensure they have completed the relevant prerequisites as failure to do so can inconvenience other students and they may be requested to leave the course.
Edibles are strictly prohibited in the classrooms. Any damage in this regard or any other form will be charged accordingly.
For security purpose, student ID card should be worn at all times on the premises.
Laptops or any other gadgets are not allowed in the classroom. Mobiles should be kept on silent during class timings so that others are not disturbed.
We adhere to a strict "No Refund" Policy – applicable to training and certification fees.
If fee is paid and participant cannot attend the Academy for personal reasons. Withdrawal must be made in writing to the Training Coordinator ten working days prior to course commencement. Registration can be forwarded to next academy with a penalty of EUROS 200. Keeping in view that this transfer is for one time only.
The price offers to the participant in the Academy have not been and will not be knowingly disclosed by the participant, directly or indirectly, to any other participant before or after the Academy. In case disclosure is done the participant will have to pay the discounted amount back to Siemens and also Attendance certificate will not be issued.
If cancellation is received less than ten working days before the course is due to start, 50% of the course fee will be charged. No refund will be made for cancellation made three (3) working days prior to course commencement or for 'no-show'.
If participant withdraws from the course at any time after the course commences, no refund will be made.
If participant cannot sit for the certification due to personal reasons or illness (these reasons must be documented, and mailed or faxed to the Training Coordinator five working days before exam), you may sit for the next available certification. This is subject to the acknowledgment of receipt by the Training Coordinator. Approval is subject to the sole discretion of the Training coordinator.
Unsuccessful candidates can retake the same examination. Candidates cannot participate in the same examination for the same release more than three times. A candidate who has failed an examination three times for a release may not attempt that examination again until the next release. A candidate may not retake an examination until 30 days after the failure. Candidates pay a fee for all retakes (460 Euros).
If, for organizational reasons, a particular course is cancelled, no claims for compensation will be accepted other than the refund of the course fee.
Management reserves the right to refuse admission or discounts to any participant without assigning any reason.
Candidates appearing only for certification must have attendance certificate of any SAP Authorized Training Center or having at least 2 years of SAP hands on experience. Fee for certification is 530 EUROS.

All academy material will be issued by Academy in shape of photocopy. No softcopy of any material will be issued.
Instructors Hours can be bought by paying the charges 40USD/hr. You cannot buy more than 20 Instructor hours during the duration of your training.
Candidate should compete 180 hrs within 3 months of the start date of the e academy (weekend excluded); incase he/she fails to complete within the given timeframe, he/she will have to register for the academy again.
Management reserves the right to deny entrance for any reason which is not acceptable or appropriate.
Liability: Misappropriation of Academy equipment, or damages caused to the Academy furniture, fixtures and/or equipment by student(s)/students caused due to negligence or otherwise, shall be reimbursed to the Academy before the Certification Exam. The Academy is not responsible for the loss of personal belongings of course participants.

I have hereby read and understood all policies and procedures and agree to abide by them.

(PLEASE SIGN AND RETURN TO ACADEMY BEFORE COMMENCEMENT OF COURSE)

Date: _____

Name: _____

Signature: _____

Please Note: All Course Fee should be paid in equivalent Pakistani Rupees (depending on the open market rate for the day) via a pay order made out to "**Siemens Pakistan Engineering Company Limited**". Enrollment form should be accompanied by a pay-order and two recent passport photographs to guarantee admission. Enrollment and payment should be sent to:

Training Coordinator, Siemens Learning Center (Karachi / Islamabad)

Karachi Office, Siemens Learning Center, Office Lobby, 2nd Floor, Park Towers, Abdullah Shah Ghazi Road, Clifton, Karachi, Phone: +92 21 5876386