



SGSMC
SDN BHD
(565879-M)



Company Profile

Division I - Education & Training
Division II - Foreign Student Placement

87 Suite 4, Wisma Mohd Ebrahim,
Jalan Tuanku Abdul Rahman,
50100, Kuala Lumpur.

03-2698 1662
03-2698 0662

info@sgsmc.com
www.sgsmc.com
www.sgacademy.com.my



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Fact File

Company Name	:	SGSMC SDN.BHD.
Registration Number	:	565879-M
Date Registered	:	04/12/2001
Address	:	87 suite 4 , Jln Tuanku Abdul Rahman , Wisma Mohd Ebrahim , 50100 K.Lumpur
Company Secretary / Accountant	:	Mr. Thirulakanthan – Thiru & Co.
International Offices	:	India EDUINFOMEDIA PVT. LTD. No. 1760/b Block III, Rajajinagar, Bangalore 21 Tel/Fax: 00-91-80-28393635 Thailand 129/70, M00 14, Sukaphibal 1 Road, Pravait, Bangkok, 10250 Thailand Tel: 02-7267945 Fax: 02-7267934 Sri Lanka 279 1/1, Duplication Road, Colombo 3, Sri Lanka Tel: +94115626093
Accreditations	:	Ministry of Human Resources, Malaysia Ministry of Higher Education, Universiti Sains Malaysia (USM) Pembangunan Sumber Manusia Berhad (Class A Training Provider) City & Guilds Pitman, UK IEEE Education Society



Division I - Education & Training

SG ACADEMY

SG

a c a d e m y

MANAGED BY SGSMC SDN BHD
(565879 - M)

Division I - Education and Training

SG academy had obtained its status as a 'National Vocational Accredited Centre' on the 28th of February, 2002. This made it as the first accredited center to conduct skill-based (vocational) courses / training in Rawang. Long before that, SGSMC was accredited by NCC, UK to conduct their courses. For almost 7 years, SGSMC has fulfilled the needs of Information Communications Technology skills to the youngsters and the working adults. Besides this, SGSMC is also the 'Official Training Provider' for Perodua, situated in Sungai Choh. Several customized trainings have been conducted to Perodua's staff and also other companies.

The current facility at 87 suite 4 , Wisma Mohd Ebrahim , Jln TAR , 50100 ,Kuala Lumpur close to the train and bus station) is safe, equipped with advanced computer equipment, has broadband Internet access and well equipped with training / study materials.

What we offer

In a nutshell, our unique training programs help employees to better themselves in understanding the more advanced features and functions of Microsoft Office applications, namely Excel, PowerPoint, and Access. Knowing the theory is fine but if one can apply the theory and convert it to practical use, then this becomes an added advantage.

Our training programs are highly "hands-on" i.e. all participants are expected to have a personal computer ("PC") each. The trainer shows and explains how a specific function of feature works and how it can be applied in a practical manner for the purpose of decision making.

How will you benefit

Participants attending any of our programs will benefit by saving significant time in creating various types of reports that requires the use of various features and functions; learn to analyze data more in-depth and identify patterns or trends emerging; master the various types of charts that can be used in presentations; manipulate and present data to better serve your audiences; understand techniques in making a presentation better by applying the "wow factor". The above mentioned would vary based on the program attended.



The Need for Training Programs

Training programs are required to allow one to keep abreast with current work practices. Very often, what is learnt at educational establishments are highly academic and may not be applied in the "real world". To counter this, many companies require their new recruits to undergo an "orientation program" where new employees understand the working methodology and processes of the company with the right training. New employees are expected to fit-in immediately once they start their new job. Today, all new employees are expected to know how to handle the personal computers and its popular software. The technology that we have today allows almost everyone to have not one but numerous email addresses!

Thus, it would be hard today to imagine any office still using the traditional "pen and book" method to store, analyze and retrieve data. Yes, there may be some organizations doing it but this is only as a back-up facility. With the growth of technology, one that embraces it quickly will be ahead of its competition. This is clearly the scenario with oil and gas companies, telecommunication service providers, and banking and finance industry. They simply cannot live and perform their work without computers.

If one goes to any office, many employees are seen as working on their computers but do we measure how effectively it is being used? Do employees know how to exploit the current software to maximize productivity level? Do employees know the quickest or shortest way of accomplishing a task? Do employees actually know what they are performing or have they been told to follow a certain routine only?

Studies have shown that many know what the software is all about but do not have sufficient knowledge or have attended proper formal training to exploit it. Too much time is spent trying to figure out how to work a feature or function the "trial-and-error" way. This is where this proposal comes in to fill the gap here. Thus, the aim here is to equip everyone to be proficient with the relevant ICT programs that can help one to increase their office efficiency and productivity levels.

In today's world of rat race, employees are much like captains of seafaring vessels who have embarked on a deep perilous ocean journey. Guiding the organizational vessel toward its business goals requires skilled preparation. One can train the vessel's crew to raise and lower the sails. The safest journey will occur when the crew has learned how their actions affect the maneuverability of the vessel in rough seas, which is often unpredictable, and how to make the right decisions as individuals and as a team. The success of the vessel to reach its intended destination by and large will depend on this.



The Need for Training Programs

With the ever increasing competition from the borderless world of today, one has to be competitive and remain ahead. Decisions have to be made quickly and promptly. It should be a "national mission" of any country to equip its citizens with human capital development for it to sustain and grow its economic success without being overly dependent on others. The "push" has to come from the top starting with the government to train and develop the human capital required for the betterment of the country.

The type of instructional method, topic or content, format and delivery strategy for training and learning services provided helps an organization achieve its goals by increasing the knowledge level of its employees which ultimately increases efficiency at workplace. Very often, the preparation of a workforce for proficiency in specific job roles requires training. Training events, deeply rooted in instruction and drill, are very focused and specific and often are not transferable to other job activities. For many critical processes, good training is essential to performance.

With this in mind, SGSMC aims to cater for employees at all levels wanting to enhance their computer skills to be better prepared for the work force with the proper "hands-on" training.

All of SGSMC courses are 2 day programs and highly "hands-on" with emphasis on computer skills training using different software applications, namely Microsoft Office. Popular courses such as Advanced Microsoft Excel Techniques for Management, Mastering Presentation Techniques using PowerPoint and Excel Charts, Creating and Analyzing Databases using Excel; Application of Financial Functions in Excel; and Effective Usage of Microsoft Access all include a blend of IT.

Participants attending these programs are provided with a PC each. Upon learning a specific topic, participants are expected to perform an exercise based on what has been taught using the PC. Studies have shown that learning without any practical exercises or examples does not reinforce the learning curve. To counter this, participants are expected to perform analysis and exercises using the relevant Microsoft Office software application using its various functions and features that is normally not taught in other programs. This is where the learning process takes place.

Armed with the knowledge and skills gained from our courses, participants can expect to tackle most of their office related issues and problems with a higher level of confidence to take them to greater heights.



Training Programs

Corporate IT Programs (2days Program)

- Increasing Office Efficiency using Microsoft Office Tips & Shortcuts (2 days program)
- Advanced Microsoft Excel Tips and Techniques for Management (2 days program)
- Creating and Analyzing Databases using Microsoft Excel (2 days program)
- Effective Application of Microsoft Access (2 days program)
- Mastering Presentation Techniques using Microsoft PowerPoint and Excel Charts (2 days program)
- Application of Financial Functions in Excel (2 days program)
- Microsoft Excel for Business Decision Making & Reporting (2 days program)
- Advanced Excel Techniques for Financial Modeling and Analysis (2 days program)

Corporate Non-IT Programs

- Telephone Techniques & Courtesies
- Customer Service Excellence
- Sales Negotiation

Short term courses

- Certificate in Office Technology - Basic
- Certificate in Office Technology - Intermediate
- Certificate in PC Hardware & Networking
- Certificate in Multimedia & Web Designing - Basic
- Certificate in Multimedia & Web Designing - Intermediate
- Certificate in Office Administration and Practical Accounting
- Certificate in Microsoft Sharepoint Designer 2007
- Certificate in Business English – Basic / Intermediate / Advanced

Retrenchment Scheme

- Certificate in Microsoft SharePoint Designer 2007
- Certificate in Web Design and Multimedia
- Certificate in Office Technology
- Certificate in Office Administrative and Practical accounting
- Certificate in Sales and Marketing



Participants Trained

Participants from the following Malaysian companies have attended various programs conducted by the trainer (please note that the following is only a partial list of companies).



Utar



Citibank



Mardec



texas



star



tabung haji



bac global



Bank Negara



Petronas



Dunlop



ERL



IIC



Intan



KWSP



Kontena Nasional



Pacific & Orient



Produa



Proton



Sumitomo



Shell



Participants Trained

- Accenture
- Allson Klana Resort
- Bank Negara Malaysia
- Barkath Koro Manufacturing
- BAX Global
- Bintulu Port
- BP Clinical Lab
- Cagamas
- Canon Opto
- Citibank
- Dunlop Malaysia
- ERL Services
- ESPEK
- Felda Oil Products
- German Malaysian Institute
- Hoto Stainless Steel Industries
- Hume Cemboard
- INTAN
- International Islamic College
- Ipoh Specialist Hospital
- Jooei Industries
- Jotun
- Kontena Nasional
- Kulim Technology Management
- KWSP
- Lam Soon
- Malayan Pharmaceutical
- Mardec
- Matsuo Industries
- MISC
- Mitsui OSK
- MMC Engineering & Construction
- MTBE
- Muda Paper Mills
- Network Foods Industries
- Pacific & Orient
- Penang Port Commission
- Percetakan Nasional
- Peremba Construction
- Perodua
- Petrofibre Network
- Petronas
- Petronas Carigali
- Petronas Gas
- Price Waterhouse Coopers
- Proton
- Rightgas
- Sabah Forest Industries
- Sarawak River Board
- Sarawak Timber Industry
- Shell Malaysia Trading
- Shell Refining
- Sheraton Subang Hotels & Towers
- Sistem Televisyen Malaysia
- Specific Resources
- STAR Newspaper
- Sumitomo
- Tabung Haji
- Tejana Trading
- Telekom
- Tenaga
- Tenaga Cable Industries
- Tenaga Engineering and Consultancy
- Texas Instruments
- United Paper Board
- Universiti Malaya Medical Centre
- UTAR



Trainer's Biodata

Trainer

Palani Murugappan

majoring in Computer
Science and Statistics
MBA (E-Commerce)(Aust)



Palani Murugappan shares with participants his knowledge and experience culled over 20 years of involvement in the software application and training industry. Today, Palani is a professional trainer who specializes in the areas of increasing office productivity and efficiency skills of employees using Microsoft Office by showing participants how they can best exploit the Office applications rather than learning how to use them.

One of Palani's favorite past time passion is writing. Today, on a personal capacity, this has evolved to a stage where he has written over 40 books on various software applications ranging from Microsoft Windows and Office Suite, Business applications using Microsoft Excel, Internet, Adobe publishing software to AutoCAD. His books are popular as he illustrates most instructions with an appropriate screen capture to reinforce the learning curve.

Amongst Palani's more popular selling book titles are Internet Simplified; Microsoft Excel Functions for the Daily User; Microsoft Excel Statistical and Advanced Functions for Decision Making; Mastering Presentation Skills using Microsoft PowerPoint; Microsoft Office 2007 series; and Malaysian Websites.

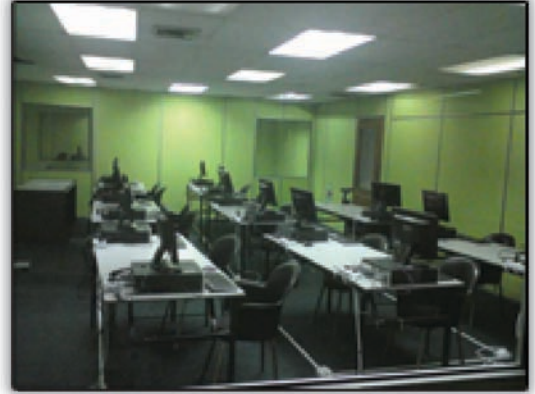
Palani did his undergraduate studies in Mathematics (majoring in Computer Science and Statistics) and an MBA (E-Commerce) from Australia. He also holds the Chartered Institute of Marketing Diploma from the UK.



Training Facilities



LECTURER ROOM



LAB 1



LAB 2



LAB 3



Partners



NCC EDUCATION , UK



UNIVERSITI SAINS MALAYSIA



KEMENTERIAN SUMBER MANUSIA : PSMB



CITY AND GUILDS , PITMANS UK.



Division II - FOREIGN STUDENT PLACEMENT

SGSMC
SDN BHD

Division II - Foreign Student Placement

Another of the company's division is to organise student placements to foreign universities, and to place foreign students in Malaysian universities and other higher educational institutions. We are registered with the Higher Educational Ministry to do student placements abroad and also locally (ref num: KP(PTLN) 7000/01/437/7/Jld. 1 (135)). This division mainly involves in placing students in medical science courses. We have a track record of doing placements for more than 160 students in foreign universities in the past 6 years. In India, Russia and Ukraine, we are affiliated with:

1. Eduinfomedia Pvt. Ltd
2. AB Shetty Institute of Medical Science
3. Mount Carmel College, Bangalore
4. Babuji Dental College
5. AB Shetty Institute of Medical Science
6. Kharkiv Aviation Institute

We are currently collaborating to set up University of Malta in Malaysia. University of Malta being in the European Union is offering various courses including medical science courses. Further, we are also working on a tie-up with Udayana Universitas in Denpasar, Indonesia to provide medical science courses at a more reasonable rate.

Our other future plans are to initiate a tie-up with a Thailand university, a Myanmar university and a university in Uganda.



OBJECTIVE - This division's purposes:

Foreign Educational Services; i.e.

- i) To organise student placements in Indian universities,
- ii) To organise student placements in Malaysian universities and higher educational institutions.
- iii) To organise student placements in the University of Malta.

Projects Since 2001

- Providing skill based training to students' aged 15 to 50 years old with the recognition from MINISTRY OF HUMAN RESOURCES, MALAYSIA.
- Providing corporate training to surrounding factories. (PERODUA , HIGHWAY BRICKS SDN BHD, many other as per demand trainings)
- Providing On the Job Training for students via SJA TRADE Services Sdn Bhd.
- Providing Short and professional courses for students with the recognition from UNIVERSITI SAINS MALAYSIA.
- Providing PERLA,SBL and PROLUS training with the recognition from PEMBANGUNAN SUMBER MALAYSIA BERHAD.
- Providing Graduate Training Scheme with the recognition from PEMBANGUNAN SUMBER MALAYSIA BERHAD.
- Providing training with the recognition from the CITY and Guilds, PITMANS, United Kingdom.
- Providing Induction Course for Foreign Workers with the recognition from Ministry of Human Resources Malaysia.
- Providing training for foreign students from INDIA and MYANMAR.
- Opening of Foreign Consultation office in INDIA and THAILAND.

Future Projects (Implementation Phase)

- To set up foreign consultation office in SENEGAL,MORROCO and INDIA
- To set up English Language centre in INDIA, THAILAND and CAMBODIA
- To set up Higher Education Centre (IPTS) in MALAYSIA (formation of BIOINFORMATICS OF MALAYSIA SDN BHD)
- To set up collaboration centre with INDIA BIOTECHNOLOGY CORPORATION.
- To set up GLOBAL EDUCATION NETWORK to bridge foreign students and local universities in Malaysia



Speech by Pengarah IPT
Ministry Of Higher
Education Malaysia



Student Exchange Programs

PHASE I: STUDENT PLACEMENT FROM INDIA TO MALAYSIA (STATUS : IMPLEMENTED)

Organised placements: 2 batches of foreign students (India)to Malaysia Institute of Non-Destructive Testing (MINDT)

No.	Year	No. of Students	Date Graduated
1	2003	19	18/10/2003
2	2004	26	22/10/2004

Organised placements: 2 batches of foreign students (India) to Malaysia Tafe College, Kuala Lumpur.

No.	Year	No. of Students	Date Graduated
1	2002	39	15/06/2003
2	2003	34	07/07/2004

PHASE II : STUDENT PLACEMENT FROM MALAYSIA TO INDIA (STATUS :IMPLEMENTED)

Organised Malaysian student placements in Indian Universities/Colleges (as stated above) in the field of Medical Sciences (Medicine, Biotechnology and Physiotherapy)

No.	Year	No. of Students	
1	2002	39	
2	2003	12	
3	2004	18	
4	2005	26	
5	2006	78	
6	2007	82	

PHASE III: STUDENT PLACEMENT FROM OVERSEAS COUNTRIES TO MALAYSIAN UNIVERSITIES/COLLEGES (STATUS : IN PROGRESS)

To organise student placement from Sri Lanka, Thailand, India, Myanmar and Cambodia in Malaysian Universities/Colleges.



Our Services

Our Services

SGSMC offers to Malaysian and other international students an opportunity to study in new destinations previously unknown in South East Asia. These new destinations include some of Europe's oldest universities, as well as other new ones in European countries including the UK and elsewhere. The studies conducted are at high level of learning and include various subjects at foundation, undergraduate and postgraduate levels courses at reasonable cost. Complimentary with the new destinations SGSMC will also be offering courses in traditional destination to Malaysian and international students.

SGSMC objective is to offer a complete counselling package to prospective students wishing to study abroad. This include some unique post graduate courses in a number of subjects in European countries, many of which have never been available to Malaysian students, as well as other traditional courses at undergraduate levels. Traditional course offered at foundation and undergraduate levels include subjects such as in Dentistry and Surgery, Medicine and Surgery, Pharmacy and other Health Care subjects, as well as courses in the fields of Engineering, Management, Arts, Sciences and other subjects. We have selected a number of educational institution partners whom we know that they will serve our students requirements and vice-versa in different countries.

Benefits to Registered Students of SGSMC Sdn Bhd

It is our objective to assist our clients in furthering their education and career by giving a comprehensive service to our student's clients at all stages of their studies and to this end; we try to improve our services consistently. We offer an all inclusive service consisting of advisory, application, processing and during and after study service. The present benefits for registering with SGSMC includes the following;

1. Pre-application counselling.
2. Verification and attestation of documents, duplication, telephone calls etc.
3. Submission of application, and communication with the Educational Institution.
4. Assistance with information and applications for possible scholarships
5. A selection of suitable educational courses and international universities
6. Assistance with the research proposal for postgraduate courses when required.
7. Obtaining and negotiating with the Educational Institute the letter of offer.
8. Advice with travelling, visa application and accommodation.
9. Pre-departure advice.
10. Advice/counselling/newsletters and updates during the study period for the relevant degree.



Our Services

SGSMC primary purpose is to offer students quality study options. The following are some of the services available to students:

- Assistance in selecting the most suitable location and course.
- Managing the application process.
- Receiving regular updates on application progress.
- Visa preparation and application management.
- Assistance in finding accommodation in the desired country.
- Pre-departure briefings. Place student to the desired career in their desired country.
- Friendly, honest and efficient service
- Place student to the desired career in their desired country

We are here to help you:

- select the most suitable location and course,
- manage the application process,
- receive regular updates on application progress,
- receive visa counseling and visa application management,
- find suitable accommodation,
- prepare for life as an international student.

We have a wide selection of universities and colleges for you to choose from and our contacts here are experts at dealing with the requirements of international students. You can rest assured that your application will be dealt with efficiently

Authorization letter from
Ministry of Higher Education Malaysia



Authorization letter from
City & Guilds International Examination



Authorization letter from
Ministry of Human Resource Malaysia



Authorization letter from
Aerospace University



Authorization letter from
Ministry of Public Health Ukraine



Authorization letter from
Ministry of Higher Education Malaysia



Partner Universities

University of Malta (UM)

The University of Malta (UoM) has a staff of over 990 serving a student population of about 10,000 out of which 10% are foreign students from 80 different countries, including the USA and Europe. The university has its foundation since 1592 and is the second oldest university within the Commonwealth outside Britain. The medium of instruction is English and its degrees are recognised throughout Europe and beyond. It offers 33 undergraduate courses including (medicine and surgery) and 14 post graduate courses in various subjects. It has ten faculties, fourteen institutes, four European Centres and also the home to four International Centres including the renowned Edward De' Bono Institute and the European Centre for Gerontology and Geriatric.

Cyprus International University (CIU)

Cyprus International University (Turkish Cyprus) is an ambitious and innovative institution establish in 1997 for the purpose of providing students a centre of excellence and distinction to satisfy the needs of a modern technological society. It has internationally accredited programmes, dedicated facilities and a modern campus attracting students from different countries. It offers 17 undergraduate courses in English within its five faculties consisting of; The Faculties of Communications, Economics & Administrative Sciences, Arts and Sciences, Engineering and Fine Arts as well as a Graduate School for postgraduate studies. These offers energetic discussion oriented classes, dedicated faculty members who distinguished themselves in academic programmes and luxurious residence halls with variety of social activities. The university has a number of collaborative agreements with other universities in the USA, Asia, and Europe. This university also offers a modern Muslim environment compatible with Malaysian culture and probably it the most economical value for money package of programmes available for Malaysian students to study abroad.

The Cyprus International Institute of Management (CIIM)

Cyprus International Institute of Management (CIIM) is a renowned European Management Institute of learning, having world renowned visiting gurus from the USA and Europe. The teaching is in English and offers a unique accredited AMBA and flexible MBA together with Masters in Public Sector Management and Maritime Logistic Studies. Ex-students of the MBA programmes are employed by the leading global companies. Cyprus is the third largest island in the Mediterranean Sea and hence like Malta has a moderate climate all the year round.



Partner Universities

The Cecos London College

CECOS London College (CLC) is located at the heart of London and is a high standard educational institute providing the state of the art knowledge in the field of Computer Sciences, Business, Management, Accounting, Hotel & Tourism Management, and English Language. This includes 18 Diploma, 9 Under Graduates, and 10 Post Graduates courses and ACCA part 1, 2, and 3 courses. The college is a modern, dynamic institution at the forefront of academic innovation to study in rich diverse modern courses environment. It has an excellent reputation for its teaching and attracts students from various parts of the world. It is a member of UCAS and accredited by a number of professional bodies in the UK and probably the most economical study package available to Malaysian students wishing to study in the UK.

Rome Link Campus, Italy

Link Campus in Rome (LCR) is an international institution with various links with other foreign universities in Europe, the USA and other parts of the world, the University of Malta being one of the major Link Campus universities. It offers under graduate and post graduate degree courses some of which are delivered in English only and some in Italian and English. Rome besides being the capital city of Italy it is the one of the main centre of European civilisation and architecture.

Frederick Institute of Technology, Cyprus

Cyprus Frederick Institute of Technology (FIT) was founded in 1965 and is well respected nationally and internationally for its academic excellence and leading edge research. It is an energetic and vibrant educational institute and one of the largest private institutions in the Republic of Cyprus, and offers a broad range of 24 diplomas, 13 degrees and 7 masters' courses in the area of sciences, engineering, business, tourism, arts, media and education within its two campuses in Nicosia and Limassol. The institute has also a number of collaborative agreements with a number of universities in the UK namely; Kingston University, Roehampton University and Heriot Watt University.

University Sains Malaysia

University of Asiapacific institute of InformationTechnology (A.P.I.I.T)

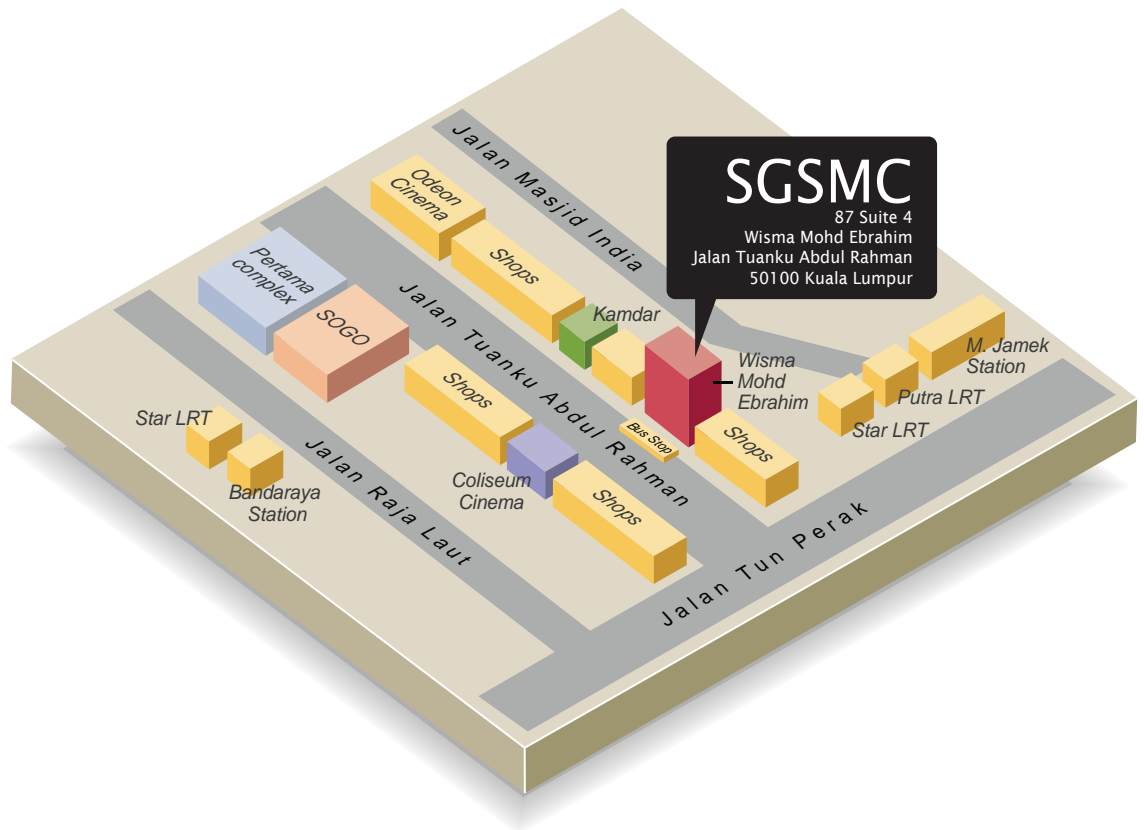
Asia Pacific Institute of Information Technology (APIIT)

Akademi Laut Malaysia



◀ Deputy Minister of
Health Myanmar

Contact Us

**SGSMC SDN.BHD.**

Registered with Ministry of Higher Education KP(PTLN)7000/01/437/7
Registered with Ministry of Finance (357-0212709)

MANAGEMENT OFFICE

87 Suite 4, Wisma Mohd Ebrahim, Jalan Tuanku Abdul Rahman, 50100 Kuala Lumpur.

Tel: +603 2698 1662

Fax: +603 2698 0662

Email: info@sgsmc.com

Website: www.sgsmc.com

TRAINING SUITE

87 Suite 2, Wisma Mohd Ebrahim, Jalan Tuanku Abdul Rahman, 50100 Kuala Lumpur.



SGSMC
SDN BHD



info@sgsmc.com
www.sgsmc.com
www.sgacademy.com.my