

**REPORT ON STUDENT INDUSTRIAL
WORK EXPERIENCE SCHEME (SIWES)
*UNDERTAKEN AT***

**NNAGIZWA ELITE DYNAMIC VENTURES TSARAGI,
Mission Tako Along Lafiagi road Tsaragi.
Email: eliteventures340@gmail.com**

BY

**MUSTAPHA UMAR
ND/23/MKT/PT/0148
MARKETING,
Kwara State Polytechnic Ilorin.**

**Being a report submitted to the SIWES Unit, Kwara State
Polytechnic Ilorin, Kwara State in partial fulfillment of the
requirements for the Student Industrial Work Experience Scheme
(SIWES).**

DECEMBER 2024

TABLE OF CONTENT

Title Page.....	
Dedication.....	
Acknowledgment.....	
Preface.....	
Table of Content.....	

CHAPTER ONE

Introduction	1
Aims and Objectives of Siwes.....	2-3

CHAPTER TWO

History of Organization.....	5
Organization Chart.....	5
Introduction to MS Word.....	6-8
Techniques of using Mouse.....	7
Basic Maintenance of a Computer.....	8
Corel Draw.....	9
Corel Draw Window Component.....	9
Microsoft Word.....	10-11

CHAPTER THREE

Introduction.....	12
Summary.....	12
Recommendation.....	12-13
Conclusion.....	13

CHAPTER ONE

1.0 INTRODUCTION

This chapter gives a brief history of SIWES, its aims and objectives, as well as a short narrative on my application and posting. It also introduces intelligent solution providers (ISP) of Computer, where I had my SIWES training.

1.1 ABOUT STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

The student work experience scheme (SIWES) is a worldwide program practiced in countries like Japan, Australia, USA, Europe, and in African countries too. It is popularly known as co-operative education and referred to as sandwich in Europe. It is a six (6) months students industrial work experience scheme (SIWES) taken in the third year of the degree program, where the students go to various establishments related to their course of study. The program was initially introduced in Nigeria by the Industrial Training Fund (I.T.F.) which was established under Decree 47 of 1972 by the Supreme Military Council, headed by General Yakubu Gowon. The Decree was billed to take effect from 31st March, 1974 and had as its core objective, the gradual reduction of the percentage of foreign participation in most of

Nigeria's economic activities, accompanied by a systematic cooperation of locally oriented skilled manpower into the vast economic sector. One of the key functions of the ITF is to work as cooperative body with industry and commerce where students in institutions of higher learning can undertake mid-career work experience attachment in industries which are

compatible with student's area of study. The students Industrial Work Experience Scheme (SIWES) is a skill Training program designed to expose and prepare students for the Industrial work situation which they are likely to meet after graduation. Participation in SIWES has become a necessary pre-condition for the award of diploma and degree certificate in specific disciplines in most institutions of higher learning in the country in accordance with the education policy of government.

1.2 BRIEF HISTORY OF SIWES

The word SIWES (Student Industrial Work Experience Scheme) was introduced by the federal government in the year 1973 to develop the technological, physical and social skill of our nation, through this, adequate and intelligent student are provided the department involved the actual challenge various discipline before they can be awarded as a National Diploma (ND) graduate.

1.3 AIMS AND OBJECTIVES OF SIWES

- Provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their approved course of study and also by interacting with people with more experience in the field under consideration.
- Prepare students for the industrial work situation which they are likely to meet after graduation
- Expose students to work methods and techniques in handling equipment and machinery that are mostly not available in their various institutions.

- Provide students with an opportunity to apply their knowledge in real world situation thereby reducing the gap between theoretical knowledge and practical work.
- Enlist and strengthen employers' involvement in the entire educational

Process and prepare students for employment in Industry and Commerce.

1.4 ROLES OF STUDENT

- Attend SIWES orientation programme before going on attachment.
- Comply with the establishment's rule and regulation.
- Arrange living accommodation during the period of attachment.
- Record all training activity done and other assignment in the log book.
- Complete SPEI from ITF, FORM 8 and get it endorsed by the employer for submission to the ITF.

1.5 OBJECTIVES OF THE REPORT

The objectives of the SIWES report are;

- To make through explanation of the work done during my four month industrial training.
- To fulfill the requirement for national diploma in computer science.
- To contribute to the body of knowledge and to enhance.

1.6 THE LOGBOOK

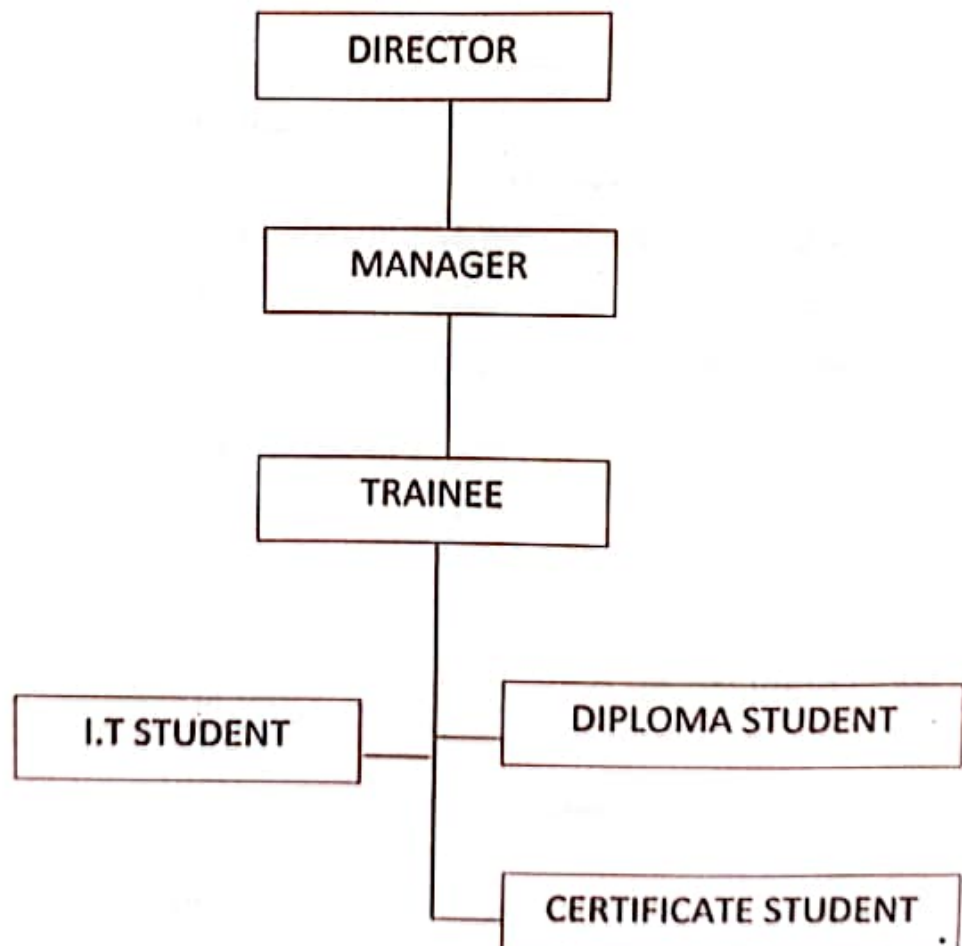
The logbook issued to student on attachment by the institution was used to record all daily activities that took place during the period of attachment, and it was checked and endorse by the industry based/institution based supervisors and ITF during supervision.

CHAPTER TWO

2.0 HISTORY OF ORGANISATION

Elite computer institute was established in year 2009. It is a non-governmental organization in Kwara State. They operate ICT situated at Old Market Square Tsaragi Kwara State.

2.1 ELITE ORGANIZATIONAL CHART



2.3 INTRODUCTION TO MICROSOFT WORD

Microsoft word is the typing, editing, storing, and printing of texts through an electrochemical device called computer. It can also be define as the act of manipulation characters to create a professional looking document through the computer.

Some important keywords in the definition

1. **Typing:** This is done by using the keyboard .The keyboard as it is known as input device. It has about 108 keys on it. There are five partof the keyboards namely: function keys e.g. f1-f12, computer keys e.g. Esc, ctrl, shift, e.t.c Typing keys A-Z, Dedicated keys e.g. page up, page down, Arrow keys and Numeric keypad.
2. **Editing:** This is the act of correcting error (s) in a document. It is also involves rearranging the document so as to give a perfect, desire, and professional.
3. **Storing:** This is the same thing as saving a document into the permanent memory so as to able to re-call it any other time. It is needed this should always be done frequently so as to guide against frequently power failure which can shutdown the computer and erase any file that has not been saved.
4. **Printing:** This is the act of getting the hard copy or the soft copy of the document through a device called a printer using paper.

Loading (Starting Microsoft Word)

- Put on the computer and allow it to boot up and display the windows environment or desktop.
- After booting, click on the start button.
- Move the mouse to all programs

- Select Microsoft Word
- Wait for the loading.
- How to View Ms Word Using Keyboard
- Press start button from the keyboard
- Press 'p' Key
- Press down arrow key to highlight Ms-Word.
- Press enter key

Visual Display Unit / Monitor (V. D. U)

- Key board
- Mouse
- Speaker
- Scanner
- Printer

2.4 TECHNIQUES OF USING MOUSE

There are four techniques of using the mouse are:-

- Right click
- Left click
- Double click
- Clicking and Dragging

RIGHT CLICK:-This is a command used to call up a sub menu or from any window base application

LEFT CLICK:-This is a method used to supply a command in window environment. It perform the command the same function with enter key on keyboard

DOUBLE CLICK:-This is a short form of counting up to catch up a program

CLICKING AND DRAGGING:-This is used to move and object from one place to another in window environment

2.5 BASIC MAINTENANCE OF A COMPUTER

Maintenance is a work done regularly to keep a machine especially computer system in good condition

- Never put a computer system in rain
- Ensure appropriate (stable) power supply before booting up the computer
- Blow off the dust particles on computer regularly
- Install every hardware/software drives and devices regularly
- Back up the system data not regular intervals in case of hardware / software failure
- Do not expose main board to any device that emits radiations.

2.6 MICROSOFT WORD

This is an application package that allows the user to type in text document on the application window which can be formatted, edited and printed as an output for the user

HOW TO LOAD MICROSOFT WORD

- From the start button, click on all programs
- Click on Microsoft office
- Select and click on Microsoft word

CHANING PAPER ORIENTATION

- From page layout, click on orientation
- Select either landscape or portrait

PAGE SET UP

- Go to page layout. Click on margin
- Select the margin type or simply click normal

SAVING A TEXT DOCUMENT

- Go to office button at the left hand side of the computer screen
- Type in the file name you want in the box
- And finally, click on save

OPENING A TEXT DOCUMENT

- From office button
- Click on open
- Type in the file name of your choice in the box
- And click on open.

DELETING A SAVE DOCUMENT

- Click on documents
- Move to the document you want to delete and select
- Click on delete to delete the document

2.7 COREL – DRAW

CorelDraw is desktop publishing software which allows users to perform task on both text and graphics in order to create a professional looking document for business, education and small offices professional. The users who want to create high quality publication such as brochures and newsletters can get started with templates, graphics and design tools.

VERSIONS OF COREDRAW

There are different versions of CorelDraw which includes; CorelDraw 9, CorelDraw 11, CorelDraw 12, CorelDraw X3 and CorelDraw X5 e.t.c

2.8 COREL DRAW WINDOW COMPUTER

- **Standard Toolbar:** you can customize this or any other toolbar to create additional toolbar
- **Property Bar:** the property bar is dynamic property options changes depending on what you are working on. This enable you to access commands that are specific to current tool you are using
- **Ruler:** it shows the current mouse cursor location as you move in work area on the CorelDraw application window
- **Color Palettes:** the color palettes by default are located to the right of the work window. You can chose from preset palettes of colors
- **Status Bar:** it is used to gives you information about cursor movement's symbol properties such as fill or size
- **Page Navigator:** it is used to add and move between pages when a file contains many pages
- **Dockers Tabs:** this allow access to effect, style, color and many other features of CorelDraw

CHAPTER THREE

3.0 INTRODUCTION

This chapter talks about the summary, recommendations and conclusion.

3.1 SUMMARY

At the time of my SIWES, I was trained on Computer analysis, Microsoft word, Microsoft Excel and Microsoft PowerPoint etc.

This SIWES program has really impacted on me the important of SIWES to a tertiary institution.

This is not merely the medium of putting into use the machines but also, it prepares all students for the kind of work they will meet after course of study or graduation, providing them with different skills as they work in different field of study which is very important before going out on labor market.

3.2 RECOMMENDATIONS

Due to the shortcoming I experienced during my SIWES, the following recommendations are hereby made;

1. Government should try and renovate area development office Tsaragi to make it more conducive for working.
2. Government should provide area development office Tsaragi with computers for better performance.
3. Government should organize training for revenue collectors, assessors, as well as those managing the financial control system so as to equip them with the required knowledge, skills and tools.
4. Workers salary and other entitlements should be paid on time in order to motivate them.

5. The tax payers should be adequately enlightened on the need and manner in which the money collected from them is going to be spent.
6. There should be enough infrastructure facilities to the public like construction of good road, drainage and supply of drinkable water into the surrounding villages and towns in the local government administration.

3.3 CONCLUSION

In conclusion, student industrial work experience scheme SIWES is of greater advantage to all students of various departments in higher institution to gain practical and technical skills on their course of study. And above all, these as really aid in various ways as a program of engaging student to put the knowledge to practical.