



A TECHNICAL REPORT
ON
STUDENT INDUSTRIAL WORKING
EXPERIENCE SCHEME (SIWES)

HELD AT
BRAIN TECH COMPUTER
IKEJA, LAGOS STATE

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DEDICATION

This work is dedicated to Almighty God who gives me strength and the inspiration in the course of this work, also my parents Mr. & Mrs. Reuben.

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All praises go to Almighty God for His blessing and protection over me for giving me the opportunity in this SIWES program. I wish to acknowledge my Humble HOD (Head of Department) Office Technology and Management for his great support and ability for me to gain a lot of things related to my studies. I pray Almighty God will crown their effort.

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CHAPTER ONE

1.0 INTRODUCTION TO SIWES

SIWES (Student Industrial Working Experience Scheme) was established by ITF in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduates of tertiary institutions. The Scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions. Participation in Industrial Training is a well-known educational strategy. Classroom studies are integrated with learning through hands-on work experiences in a field related to the student's academic major and career goals. Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the Industrial Training experience, we hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of the SIWES experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements. It is vital that each internship position description includes specific, written learning objectives to ensure leadership skill development is incorporated.

1.2 HISTORY BACKGROUND OF SIWES

The government's decree No. 47 of 8th Oct, 1971 as amended in 1990, highlighted the capacity building of human resources in industry, commerce and government through training and retraining of workers in order to effectively provide the much needed high quality goods and services in a dynamic economy as ours (Jemerigbo, 2003). This decree led to the establishment of Industrial Training Fund (ITF) in 1973/1974.

The growing concern among our industrialists that graduates of our institutions of Higher learning, lack adequate practical background studies preparatory for employment in industries, led to the formation of students Industrial Work Experience Scheme (SIWES) by ITF in 1993/1994

(Information and Guideline for SIWES, 2002). ITF has as one of its key functions; to work as cooperative entity with Industry and commerce where students in institutions of higher learning can undertake mid-career work experience attachment in industries which are compatibles with student's area of study (Okorie 2002, in Asikadi 2003). The Students Industrial Work Experience Scheme (SIWES) is a skill Training programme designed to expose and prepare students of Agriculture, Engineering, Technology, Environmental, Science, Medical Sciences and pure and applied Sciences for industrial work situation which they likely to meet after graduation. Duration of SIWES is four months in Polytechnics at the end of NDI, four months in College of Education at the end of NCE II and six months in the Universities at the end of 300 or 400 or 500 levels depending on the discipline (Information and Guidelines for SIWES, 2002).

1.3 AIM AND OBJECTIVES OF SIWES

1. SIWES will provide students the opportunity to test their interest in a particular career before permanent commitments are made.
2. SIWES students will develop skills in the application of theory to practical work situations.
3. SIWES will provide students the opportunity to test their aptitude for a particular career before permanent commitments are made.
4. SIWES students will develop skills and techniques directly applicable to their careers.
5. SIWES will aid students in adjusting from college to full-time employment.
6. SIWES will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
7. SIWES will increase a student's sense of responsibility.
8. SIWES students will be prepared to enter into full-time employment in their area of specialization upon graduation.

CHAPTER TWO

2.0 DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

Brain Tech Computer, located in Ikeja, Lagos, is a prominent entity within Nigeria's bustling technology sector. Ikeja, particularly the area known as Computer Village, has long been recognized as a central hub for information and communication technology (ICT) businesses. The evolution of Computer Village from a residential and office area in the early 1990s to a thriving marketplace for tech-related products and services is well-documented.

Within this vibrant ecosystem, Brain Tech Computer has carved out a niche by offering a range of services tailored to meet the needs of both individuals and organizations. Their commitment to excellence is reflected in their diverse service offerings and their ability to adapt to the ever-evolving technological landscape.

2.2 DUTIES AND ROLES

At Brain Tech Computer, the roles and duties are structured to ensure the delivery of high-quality services across various domains:

- **Technology Integration Services:** The team specializes in assisting educational institutions and businesses in seamlessly incorporating technology into their operations. This includes setting up ICT labs, providing training, and supplying necessary systems to enhance teaching and learning experiences.
- **Tutoring Platforms:** They offer platforms that connect learners with expert tutors, facilitating personalized education in areas such as coding and other technological skills. This service aims to empower individuals with the knowledge required to thrive in the digital age.
- **Web and Software Development:** The company is involved in designing and developing websites and software applications, catering to the specific needs of their clients. This encompasses both web-based solutions and desktop applications, ensuring a comprehensive digital presence for businesses.
- **Networking and Computer Maintenance:** Brain Tech Computer provides networking solutions, computer equipment supply, and maintenance services. Their expertise ensures that clients' technological infrastructures are robust, secure, and efficient.

CHAPTER THREE

3.0 SKILLS AND KNOWLEDGE ACQUIRED

3.1 INTRODUCTION TO MICROSOFT WORD

Microsoft word is a window based program, powerful word processing software that makes text preparation quick and easy. It allows user to create, edit and print document. Microsoft word has many features that enable users to create a professionally printing document. Among other features is the wizard feature that has series of questions and then use your answer to automatically prepare a certain type of document. Microsoft word is one of the software of Microsoft cooperation. It is flexible and users friendly

HOW TO LAUNCH MICROSOFT WORD

To launch Microsoft word, the following steps should be taken:

Step 1 - : Drag your mouse to start menu and left click

Step 2 - : Select on All Programs from the dialog box that appears

Step 3 - : Click on Microsoft office and select Microsoft word and click then wait for some seconds for the system to launch the application

MICROSOFT WORD ENVIRONMENT

The Microsoft word environment displays some icons like Title bar, Menu Bar, Standard Tool Bar, Scroll Bar, Ruler and Cursor.

Title Bar - : This is the bar that displays the title of the work that we are currently working on in the Microsoft word.

Menu Bar - : this is the bar that follows the title bar, it consist of File, Home, Insert, Page Layout, References, Mailings, Review and View.

Standard Tool Bar - : This is the bar that is next to the menu bar, it shows the symbol of paste, copy, cut, etc.

Scroll Bar - : This is use to move around the document with mouse pointer.

Ruler - : This controls margin, index and tab.

Cursor - : This is a black arrow blinking at the left hand side immediately you get to the Microsoft word environment.

HOW TO SAVE OUR FILE IN MICROSOFT WORD

To save our typed document in Microsoft word, the following steps should be followed. After typing the document then;

- Drag your mouse to file from the Menu Bar and left click
- Click on Save As from the drop down menu
- Select a directory in a different director (Optional)
- Change the file name to the name you wish to save your document and click OK

OR

Press Ctr + S from the keyboard and a dialog box appear. From the dialog box, you can select the directory which you want to save your text and change the file name to the name you chose to name your document and press OK

INTRODUCTION TO MICROSOFT WORD SHORTCUTS

Ctr +A	Align All
Ctr + B	Bold
Ctr +C	Copy
Ctr + D	Font
Ctr + E	Align center
Ctr + F	Find
Ctr + G	Go To
Ctr + H	Replace
Ctr + I	Italic
Ctr + J	Justify
Ctr + K	Insert Hyperlink
Ctr + L	Align Left
Ctr + M	Right Indent
Ctr + N	New
Ctr + O	Open
Ctr + P	Print
Ctr + Q	Close Line Spacing
Ctr + R	Align Right
Ctr + S	Save
Ctr + T	Move Indent Line Right
Ctr + U	Underline
Ctr + V	Paste

Ctrl + W	Quit
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo

3.2 INTRODUCTION TO MICROSOFT ACCESS

Microsoft Access is a database management system (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools. It can also import or link directly to data stored in other applications and databases.

TABLE

A table is a set of columns and rows. Each column is called a field. Within a table, each field must be given a name and no two fields can have the same name. Each value in a field represents a single category of data

HOW TO CREATE A TABLE

The following steps should be taken in creating a new table

Step1: Click on Start Button and select All Program

Step2: From All Programs, Click on Microsoft Office

Step3: Click on Microsoft Access and select Blank Database

Step4: From the Right hand side, chose the file name and click create

To add fields to a table:

1. Click the Add New Field column label.
2. Activate the Datasheet tab.
3. Click Rename in the Fields & Columns group.
4. Type the field name.
5. Press Enter. Access creates the field.
6. Type the next field name. Access creates the field. Continue until you have created all of the fields in your table.
7. Press Enter without entering a field name to end your entries.

Or

1. Right-click the Add New Field column label. A menu appears.
2. Click Rename Column.
3. Type the field name.

4. Press Enter. Access creates the field.

5. Type the next field name. Access creates the field. Continue until you have created all of the fields in your table.

Name and Save a Table

After you create a table, you must name and save it.

To name and save a table:

1. Click the Save button on the Quick Access toolbar. The Save As dialog box appears.
2. Type the name you want to give your table.
3. Click OK. Access names your table

3.3 MICROSOFT POWERPOINT

PowerPoint is Microsoft's presentation software that enables users to create engaging presentations that consist of individual pages, or slides, which may contain text, graphics, sound, movies, hyperlinks, and other objects. PowerPoint enables users to add animation and effects to slideshow elements. Presentations can be printed, displayed, notated, and navigated by the presenter

HOW TO LAUNCH MICROSOFT POWERPOINT

To launch Microsoft PowerPoint, the following steps should be taken:

Step 1 - : Drag your mouse to start menu and left click

Step 2 - : Click on All Programs from the dialog box that appears

Step 3 - : Click on Microsoft office and select Microsoft PowerPoint and click then wait for some seconds for the system to launch the application

WHAT IS A SLIDE?

Definition: A slide is a single page of a presentation created with software such as PowerPoint or Open Office Impress. A presentation is composed of several slides. The best presentations use approximately ten to twelve slides to get the message across.

HOW TO SETUP A NEW SLIDE

To setup a new slide in Microsoft PowerPoint, click on Home from the Menu Bar and select New Slide chose the slide you wish to use OR press Ctr + M

HOW TO ADD EFFECT, ANIMATIONS AND TRANSITIONS IN POWERPOINT

How to Add Effect

After launching your Microsoft PowerPoint, then the following steps should be taken:

Step1. Click on Design from the Menu Bar

Step2. From Design, click on Effects then it will display a menu

Step3. From the menu that displays, select the effect you wish to use and OK

How to Add Animations to our Presentation

After launching your Microsoft PowerPoint, then the following steps should be taken:

Step1. Click on Animations from the Menu Bar

Step2. Select the Animation you wish to use and you can also set the time for your presentation at same time.

How to Add Transitions

After launching your Microsoft PowerPoint, then the following steps should be taken:

Step1. Click on Transitions from the Menu Bar

Step2. Select the Transition you wish to use and click

3.4 INTRODUCTION TO MICROSOFT EXCEL

Excel is powerful and complex spreadsheet software packages used for creating worksheets, charts, and any list you can enter into the computer.

COMPONENTS OF MICROSOFT EXCEL

1. **Menu Bar:** It consists of several Excel menu such as File
2. **Title Bar:** It title displays the name of the current window or work book
3. **Toolbar:** It contains buttons that provide easy access to the commands and functions of Excel
4. **Rows:** They are referred by the numbers.
5. **Columns:** They are referred by the alphabet.
6. **Cell:** It is an intersection of rows and column.
7. **Worksheet:** It contains rows and column and their intersection forms the cells. It consists of 65,536 rows and 256 columns.
8. **Workbook:** It consists of worksheets and it can also be referred to as Excel file.
9. **Formula Bar:** It contains tools for creating and editing formula
10. **Sheet Tab:** It helps to navigate between worksheets in a workbook.

EXCEL FUNCTIONS

Mathematical Functions

Sum(), Product()

E.g. to calculate the cells of values stored in cells C1 to C5, use =SUM(C1:C5)

Statistical Functions

Average(), Max(), Min(), Count(), Round()

E.g. to find the average of the values in cells C1 to C5, use =AVERAGE(C1:C5)

Date and Time Functions

Now(), Today(), Date(), Time()

E.g. =TIME(20,13,5) returns 8:13 P.M

Logical Functions

If(), Not()

E.g. For the formula =If(B2>70, “A”, “B”), grade A is displayed if marks are above 70 and grade B is displayed if marks are below or equal to 70.

3.5 GRAPHIC DESIGN

Graphic design is the process of visual communication and problem-solving using one or more of typography, photography and illustration.

Important Graphics Programs

Some of the important graphics programs, which are used by designers, are given below:

- CorelDraw
- Corel Photo-Paint
- Adobe photoshop
- Adobe illustrator
- Macromedia Freehand

In this course, we will study CorelDraw and Photoshop

COREL DRAW

Corel Draw is a graphic design application software that deals with vector graphic and bitmap images. It was developed by Core Co Operation, and it was established January 1989. The software is a graphic suite, providing many features for users to edit graphics. These feature include contrast adjustment, color balancing, adding special effects like borders to images, and it is capable of working with multiple layers and multiple pages.

Corel Draw design is the arrangement of lines, text, shapes, colors and images inform to communicate an ideas.

Vector graphic are non resolution dependent object in Corel Draw. Bitmap Image are the resolutions dependent object in Corel Draw.

COREL DRAW INTERFACE

1. Title bar
2. Menu bar
3. Standard tool bar
4. Rule bar
5. Tool bar
6. Color Palette
7. Status bar
8. Design Area

1.3.1 Opening CorelDraw

- switch on the computer and take the following steps:
- Go to Start and select Programs from the list. (The welcome screen at start-up is shown in the next figure).
- Find the Corel section and select CorelDraw.
- Choose Open Graphic for old design. New Graphic creates a new, one page document. Template allows access to professionally created templates from the library. Corel Tutor gives a brief overview of how to use the program.

USE OF COREL DRAW

1. TEXT AND EFFECT:-

- * Adding Color
- * Adding color to each letter
- * Increasing space between letters
- * Power clip into a text
- * Rotate a text
- * Adding outline to a text
- * Fill to Path
- * Adding transparency or fade inside a text

2. BACKGROUND AND EFFECT

- * Download background e.g Wallpaper, splash

- * Apply Mesh effect to a background
- * Adding Transparent effect to a background

3. PICTURES AND EFFECT

- * Power clip into a text
- * Adding picture as a background

COREL-DRAW TOOLS AND FUNCTIONS

1. PICK TOOL :- It is use to select object

2. SHAPE TOOL (F10) :- They are of 3 types:

- * Smudge Brush: It is use to change the image object to draw the outline
- * Roughen Brush :- It is use to distort the image object to draw the outline. The tool serves to edit a line or object to the manipulation point.
- * Free Transform :- It is use to convert free as: using the rotation, change size, angle the object, etc.

3. CROP TOOL:- It is use to remove the unwanted part on the object crop tool, and there are of three (3) types:

- i. Knife:- it is use to cut an object in half
- ii. Eraser:- It is use to remove unwanted areas in objects
- iii. Virtual Segment Delete:- It is use to remove an object that is part of the intersection.

4. ZOOM TOOL:- This tool serves to alter the document window corel; we open, under the zoom to shift the object view without altering the zoom level.

5. FREE HAND TOOL (F5):- This tool is use to draw a curve and a straight line segment, free hand tool is divided into 7 parts:

- * 2- Point Line tool:- It is use to draw a straight line from one point to another
- * BEZIER TOOL:- It is use to draw a curved line segment at a time.
- * ARTISTIC MEDIA TOOL:- It is use to add effect, brush, spray, and pen calligraphy using a cursor freely.
- * PEN TOOL:- It is use to draw a curved line in segments and each segment to see what we have made
- * B-SPLINE TOOL:- It is use to draw curved line by setting control point without damaging the segment.

* **POLY LINE:-** It is use to draw a straight line connection or a continuously curved line in a single action.

* **3- POINT CURVE TOOL:-** It is use to draw curved lines by dragging from the start point, end point, end positioned at the midpoint.

6. SMART FILL TOOL:- It is use to make object from overlapping areas with colors of text. Below this, there is one more tool that is smart drawing tool.

* **SMART DRAWING TOOL:-** This tool serves to change, convert your scribbles pointer image into the form of objects or lines form a smooth curve.

7. RECTANGLE TOOL:- It is use to draw rectangles or squares simply by drag and click your mouse. Below this there is one more tool namely 3-Point Rectangle:- It is use to form a rectangular box with arranging and pertitik.

8. ELLIPSE TOOL:- It is use to draw an ellipse and a circle just by drag and click your mouse. Below this there is one more tool namely 3-Point Ellipse:- It is use to draw an ellipse and a circle with arranging pertitik.

9. POLYGON TOOL:- It is use to draw a square shape a lot, just by drag and click the mouse. It also have 4 more tools namely: * Star Tool:- it is use to draw various shapes of star

* **Complex Star Tool:-** It is use to draw a star shape with a lot of side pieces

* **Graph Paper Tool:-** It is use to draw shapes such as squares arrangement nets.

* **Spiral Tools:-** It is use to draw circles or logarithmic spirals symmetrically.

10. BASIC SHAPES TOOL:- It is use to accelerate the process of drawing a triangle, circle, cylinder heart, and many other forms. There are 4 types of the tools namely:-

* **Arrow Shapes Tool:-** It is use to draw shapes in variety of arrows .

* **Flow Chart Shapes Tool:-** It is use to facilitate drawing a chart (chart).

* **Banner Shapes Tool:-** It is use to draw a ribbon shape or form blast.

* **Callout Shapes Tool:-** It is use to draw the speech bubble shapes (illustrated talk) and label

CHAPTER FIVE

5.0 SUMMARY, RECOMMENDATION AND CONCLUSION

5.1 SUMMARY

Challenges that I was confronted with at the helpdesk were mainly centered on poor inter-personal relationship between the IT students. This was put in check via the intervention of our superiors through discussion and meeting. Also, when users call in, some of them are either rude and talk impolitely, or most do not even know how to table their complaint. So I was told to try and be patient and understanding with some of these users.

At the workshop, the major problems were due to the fact that the software we use was outdated. And there was a problem getting genuine software and applications for users. As such we resulted in purchasing substandard software or downloading them from the internet, which takes a lot of time. There was also a time when the number of IT students at the workshop was small and this resulted to some students being overworked. More students were however brought on during the course of my stay. One of the major points in my IT was that we were divided into groups and given project topics on which we were to source for materials either from the internet or libraries after we are to deliver a presentation and this really afforded us the opportunity to gain things which the staff(s) will not be able to teach us due to the nature of their job.

5.2 CONCLUSION

This industrial training has afforded me the basic practical and theoretical knowledge that I may not have gotten from the lecture room. It also gave me the opportunity to have a feel of what it would be like after graduation when I start working.

After my internship with (Ar-rasheed global computer)

- I can effectively handle the demands a help desk of any Organization I find myself in future.
- I can effectively assist in the presentation of data and information
- I can effectively plan, control and supervise any organisation and it will held positive result
- I can carry out repair works on computer systems and accessories, which includes printers and scanners.

Other benefits include:

Good working ethics: As a result of the close working relationship I had with the ICT manager, I have been able to imbibe good working ethics. These ethics includes been able to handle situation with little or no help, being able to provide solutions to lingering problems, etc.

Career Path: I have been able to use this training to explore various avenues available at my disposal career-wise. It has given me the opportunity to have a look into the future and assess my readiness for employment or entrepreneurship. Finally the internship has bridged the gap between academic theory and practical and has built a good degree of confidence especially in my abilities to perform. It has also given me a first-hand experience of the entire information and communications technology industry

I can confidently say that the experience gotten from this training was a worthwhile experience.

5.3 RECOMMENDATION

For subsequent trainees being taken up by the company, I strongly recommend a more stringent supervision of their training program, especially by the Human Resources Department. This will go a long way in ensuring that trainees do not lose focus and will constantly remind them that their services to the company remain valuable.

Also I suggest ITF should liaise with some companies where they will take up students for industrial training. This will help students who find it difficult to find attachments or who end up in companies where they do nothing.