



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**

HELD AT

**GHI-TECH COMPUTERS
OPPOSITE LASUSTECH FIRST GATE, IKORODU, LAGOS
STATE, NIGERIA.**

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ND/23/OTM/FT/0104**

**SUBMITTED TO
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CERTIFICATION

This is to certify that the report was based on SIWES experience gained by **YUSUF KAFAYAT AYOMIDE** with matric. number **ND/23/OTM/FT/0104** of Department of Office Technology Management, Institute of Information and Communication Technology, Kwara State Polytechnic, Ilorin, Held at GHITECH COMPUTERS, OPPOSITE LASUSTECH FIRST GATE, IKORODU, LAGOS STATE, NIGERIA as Part of the requirement of the course.

DEDICATION

This Technical report is dedicated to Almighty ALLAH, the Author of all Knowledge and it is equally dedicated my Parent (MR. AND MRS. YUSUF) and all my family members for their Spiritual, Moral and Financial Support throughout the period of this programme, wishing them long life and a healthy life (Amen).

ACKNOWLEDGEMENT

I acknowledge the Highest ALLAH for His power and mighty work of love in my life helping me through the years of my studies.

My sincere gratitude and appreciation to my Parent (MR. AND MRS. YUSUF) and all my other family for their moral and financial assistance at all times.

To all my lecturer goes this gratitude creating time to impact knowledge and making understand the importance of studying.

Finally, to my SIWES coordinator who has find time to help me out during the course of the programme.

PREFACE

The writing of this report was motivated by the experience gained during my SIWES attachment GHITECH COMPUTERS, OPPOSITE LASUSTECH FIRST GATE, IKORODU, LAGOS STATE, NIGERIA, This report is meant to be a guideline to every student.

The purpose of writing this report is to relate the various area which I participated during the Industrial Training Attachment in my place of work. It is indeed very encouraging that all students to get acquainted with what is been done in class, so as to be familiar with what is been done in the practical field.

Finally, This Industrial Training Attachment is required for every student because it tends to backup and build the students physically, morally and educationally for the task after graduation.

TABLE OF CONTENT

Cover page

Certification

Dedication

Acknowledgement

Preface

Table of content

CHAPTER ONE

1.0 Introduction

1.1 Definition of SIWES

1.2 General Objectives of SIWES

1.3 Important of SIWES

CHAPTER TWO

2.0 Historical Background of ORGANIZATION

2.1 Department of ORGANIZATION

CHAPTER THREE

3.0 Information on Relevance Training Experience

CHAPTER FOUR

4.0 Experience Gained to Student Field

4.1 Interpersonal Relationship with the Organization

CHAPTER FIVE

4.0 Conclusion and Recommendation

4.1 Personal impression about the organization

4.2 Suggestion and recommendation to the organization and the polytechnic concerning the SIWES programme

CHAPTER ONE

1.0 INTRODUCTION

It has been widely spoken and dispersed in the society that Tertiary Institution graduates are not practically oriented rather theoretical oriented owing to this; it has affected them both on the labour market and the society at large.

As a result of this, the Industrial Training Fund (ITF) came into existence which was founded by decree 47 of 1971 constitution introduced the Student Industrial Work Experience Scheme (SIWES) in 1973. Since its inception, SIWES has a suitable program which has been paving way for student in higher institution of learning to have practical knowledge of what they have been taught in their various institution of learning. It has since then been one of the pre-requisite for the polytechnic.

1.1 DEFINITION OF SIWES

The student industrial work experience scheme (SIWES) can be defined as a technical skill and acquisition of knowledge from the organization, industrial sector. It also serves as a motive that compliments the learning which student have acquired in the classroom or theoretically.

SIWES can be simply defined as a programme established and which is aimed at making a student practically oriented in their respective course of study for labour market and expose them to methods and techniques of handling future occurrence.

1.2 GENERAL OBJECTIVES OF SIWES

Objectives of the Students Industrial Work Experience Scheme include:

1. Provide an avenue for students to acquire industrial skills for experience during their course of study.
2. Expose students to work methods and techniques that may not be available during their course of study.

3. Bridging the gap between theory and practice by providing a platform to apply knowledge learnt in school to real work situations.
4. Enabling the easier and smoother transition from school by equipping students' with better contact for future work placement.
5. Introduce students to real work atmosphere so that they know what they would most likely meet once they graduate.

1.3 IMPORTANCE OF SIWES

All Nigerian students who study technology and science must know about SIWES. Partaking in SIWES has become a prerequisite for the award of diploma and degree certificates in many Nigerian Institutions according to the Nigerian Government Educational policy. Undergraduate students of the following disciplines are expected to be a part of the scheme: Natural sciences, Engineering and Technology, Education, Agriculture, Medical Sciences, Environmental, and pure and applied sciences.

CHAPTER TWO

2.0 HISTORICAL BACKGROUND OF GHITECH COMPUTERS, LAGOS STATE, NIGERIA.

GHITECH COMPUTERS is an ICT hub that provides to an individual and organization such as:

- Internet services
- Computer training
- Web designing
- Printing
- Graphic Design
- Coding booth
- Computer programming
- Games and Phone Applications, Software development and lot more.

GHITECH COMPUTERS is located at No. 168, Opposite Lasustech First Gate, Ikorodu, Lagos State, Nigeria.

2.1 VISION AND MISSION OF GHITECH COMPUTERS

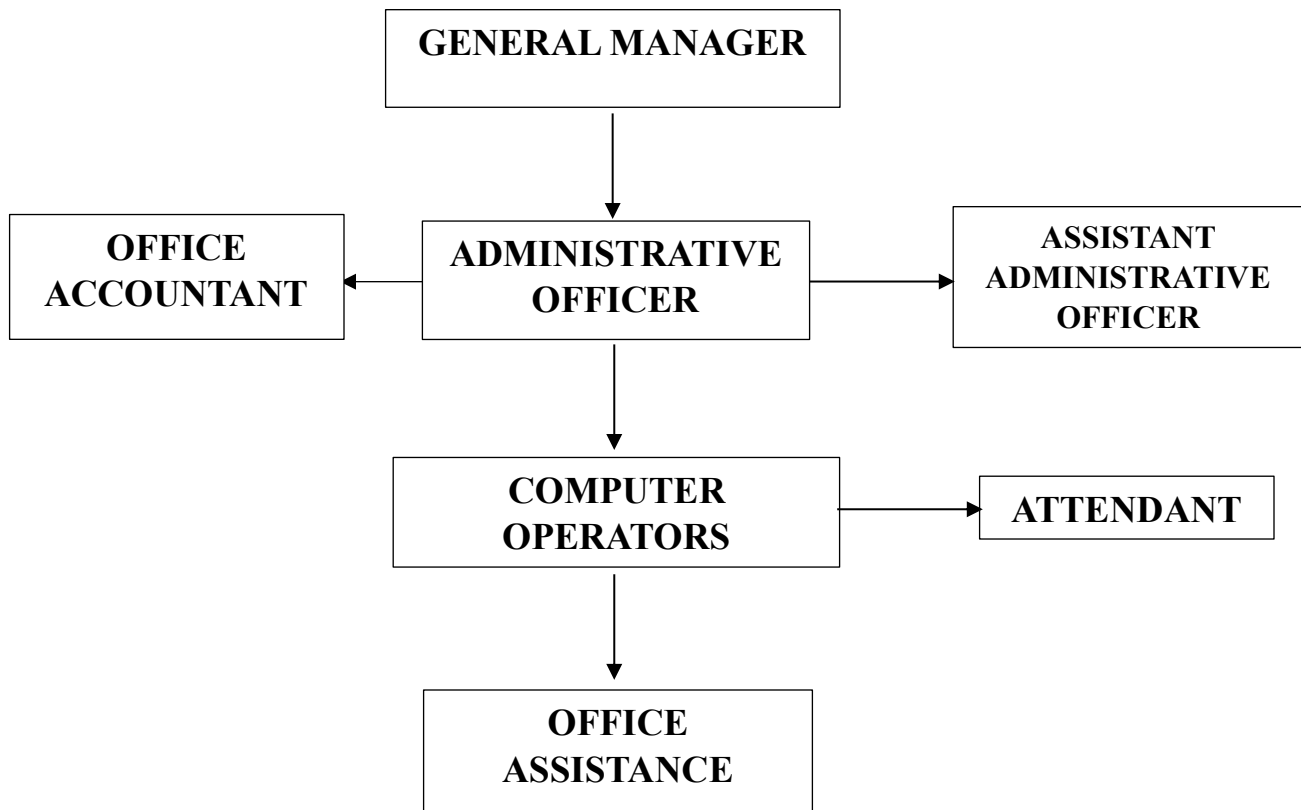
Vision:

To offer affordable and high-performance computing products that enhances everyday experiences for consumers worldwide.

Mission:

To be the most trusted partner in digital transformation, delivering sustainable and adaptive technology solutions that shape the future of businesses worldwide.

2.1 ORGANOGRAM OF GHITECH COMPUTERS, OPPOSITE LASUSTECH FIRST GATE, IKORODU, LAGOS STATE, NIGERIA.



2.2 GHITECH COMPUTERS DEPARTMENTS AND THEIR FUNCTIONS

- ✓ **GENERAL MANAGER**
- ✓ **ADMINISTRATIVE OFFICER**
- ✓ **ASSISTANT ADMINISTRATIVE OFFICER**
- ✓ **OFFICE ASSISTANT**
- ✓ **COMPUTER OPERATORS**
- ✓ **ATTENDANT**

1. **General Manager:** plays a critical role in driving the success of a computer company, overseeing various aspects of the business, and making strategic decisions to drive growth and innovation.
2. **Administrative/Assistant Officer:** They are saddled with the responsibilities of getting daily updates from each farms and report to the General manager. They approve or disapprove managers request. They monitor the activities going on in the company.
3. **Office Assistance:** plays a vital role in supporting the administrative functions of the computer company, ensuring smooth operations, and providing excellent customer service.
4. **Computer Operator:** plays a critical role in ensuring the smooth operation of computer systems, networks, and equipment in the computer company.
5. **Attendants:** plays a vital role in providing administrative support, maintaining office operations, and ensuring a secure and welcoming environment for visitors and staff members in the computer company.

CHAPTER THREE

3.0 INFORMATION ON RELEVANCE TRAINING EXPERIENCE

INTRODUCTION TO MICROSOFT WORDS

Microsoft Word is a popular word processing software developed by Microsoft. It allows users to create, edit, and print documents, including letters, reports, resumes, and more.

Key Features of Microsoft Word

1. Document Creation: Create new documents from scratch or use templates.
2. Text Editing: Edit text, including font, size, color, and alignment.
3. Formatting: Apply formatting options, such as bold, italic, and underline.
4. Graphics and Images: Insert images, charts, and other graphics.
5. Tables and Charts: Create and edit tables and charts.
6. Mail Merge: Merge data from external sources into documents.
7. Collaboration: Collaborate with others in real-time using co-authoring.

Uses of Microsoft Word

1. Business Documents: Create professional documents, such as reports, proposals, and resumes.
2. Academic Papers: Write and format academic papers, including essays, research papers, and theses.
3. Personal Documents: Create personal documents, such as letters, invitations, and greeting cards.

Benefits of Microsoft Word

1. Ease of Use: User-friendly interface makes it easy to create and edit documents.
2. Flexibility: Supports various file formats, including .docx, .doc, and .pdf.
3. Collaboration: Enables real-time collaboration and commenting.
4. Customization: Offers various templates, themes, and formatting options..

INTRODUCTION TO MICROSOFT EXCEL

Microsoft Excel is a powerful spreadsheet software developed by Microsoft. It allows users to store, organize, and analyze data in a tabular format.

Key Features of Microsoft Excel

1. Spreadsheet Creation: Create new spreadsheets or edit existing ones.
2. Data Management: Store, organize, and analyze data in rows and columns.
3. Formulas and Functions: Perform calculations using formulas and functions.
4. Charts and Graphs: Visualize data using various chart types.
5. PivotTables: Analyze and summarize large datasets.
6. Conditional Formatting: Highlight cells based on specific conditions.
7. Data Validation: Restrict data entry to specific formats or ranges.

Uses of Microsoft Excel

1. Budgeting and Financial Planning: Create personal or business budgets.
2. Data Analysis: Analyze and visualize data for business or academic purposes.
3. Reporting: Create reports using Excel data and charts.
4. Scientific and Engineering Applications: Perform complex calculations and data analysis.

Benefits of Microsoft Excel

1. Data Analysis: Powerful tools for data analysis and visualization.
2. Automation: Automate repetitive tasks using formulas and macros.
3. Collaboration: Share and collaborate on spreadsheets with others.
4. Flexibility: Supports various file formats, including .xls, .xlsx, and .csv.

INTRODUCTION TO MICROSOFT POWERPOINT

Microsoft PowerPoint is a popular presentation software developed by Microsoft. It allows users to create engaging and informative presentations, including slides, images, audio, and video.

Key Features of Microsoft PowerPoint

1. Slide Creation: Create new slides or edit existing ones.

2. Text and Image Editing: Edit text and images, including formatting and alignment.
3. Transitions and Animations: Add visual effects to slides and objects.
4. Themes and Templates: Choose from various pre-designed themes and templates.
5. Collaboration: Collaborate with others in real-time using co-authoring.
6. Presentation Mode: Deliver presentations with confidence using presenter view.

Uses of Microsoft PowerPoint

1. Business Presentations: Create professional presentations for meetings, conferences, and clients.
2. Academic Presentations: Create presentations for lectures, seminars, and projects.
3. Personal Presentations: Create presentations for events, parties, and gatherings.
4. Training and Development: Create presentations for training and development programs.

Benefits of Microsoft PowerPoint

1. Engaging Presentations: Create visually appealing presentations that engage audiences.
2. Easy to Use: User-friendly interface makes it easy to create and edit presentations.
3. Collaboration: Collaborate with others in real-time using co-authoring.
4. Flexibility: Supports various file formats, including .pptx, .ppt, and .pdf.

OTHER MACHINES FOUND AT THE COMPUTER COMPANY

Printing and Imaging Machines

1. Printers: Laser printers, inkjet printers, and 3D printers for printing documents, images, and objects.

2. Scanners: Flatbed scanners, document scanners, and barcode scanners for digitizing documents and images.
3. Photocopiers: Multifunctional photocopiers that can print, scan, and copy documents.

Networking and Communication Machines

1. Routers: Network routers that connect devices to the internet and manage network traffic.
2. Switches: Network switches that connect devices within a local area network (LAN).
3. Modems: Dial-up modems, DSL modems, and cable modems that provide internet connectivity.

Server and Storage Machines

1. Servers: File servers, database servers, and application servers that store and manage data.
2. Storage Arrays: Network-attached storage (NAS) devices and storage area networks (SANs) that provide data storage and backup.
3. Tape Drives: Tape drives that provide data backup and archiving.

Security Machines

1. Firewalls: Network firewalls that protect against unauthorized access and malicious attacks.
2. Intrusion Detection Systems: Systems that detect and alert against potential security threats.
3. Biometric Authentication Devices: Devices that use fingerprints, facial recognition, or other biometric data for secure authentication.

Other Machines

1. Shredders: Paper shredders that securely dispose of sensitive documents.

2. Binding Machines: Machines that bind documents, reports, and presentations.
3. Laminators: Machines that laminate documents, images, and other materials for protection and preservation.

CHAPTER FOUR

4.0 EXPERIENCE GAINED TO STUDENT FIELD

After the SIWES program I gained how to operate in a computer computer and a bit experience on how to manage office in general.

Furthermore, I was introduced to other section of the organization, where I was taught how to engage to different works, such as:

- a. I learn about the application and how to operate Microsoft Excel, Data input, Creating charts, Data management with others uses of the application.
- b. Learning about how to operate Microsoft word, Editing Text, Inserting Picture and others uses of the application.
- c. I also taught about the Microsoft Power point, creating slides, adding sound and other presentation slide concerning the application.
- d. I also taught about the different types of maintenance practices for all machine regarding computer company.
- e. Learning about the component parts of the Printer, Photocopy machines, Scanner, etc and their functions and uses.
- f. I was taught about the important of communication on how to relate to staff and customers in a company.

4.1. INTERPERSONAL RELATIONSHIP WITH THE ORGANIZATION

During my stay at the **GHITECH COMPUTERS, LAGOS STATE**, I enjoy every bit of it until the last hour of my departure as a SIWES student.

Starting with the Manager, Board-members to all the staffs, and my supervisor showed love and care to me like parent to his daughter.

My cordial relationship with the instructor in my section helps me a lot in the sense that, he never relent in answering my question both theoretical and practical.

CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.0 CONCLUSION

Even though there was a little hardship especially when the work of the organization is piled up on me and payment was very meager for transportation.

The SIWES program at the organization give me a wonderful and everlasting experience. The program is readily helped to bridge the gap between theoretical aspect and practical work in the industrial training.

5.1 RECOMMENDATION TO THE ORGANIZATION

Since the SIWES cannot be overemphasized in all aspects in the recent times, I therefore think it is standard enough for any student of agricultural Technology to be giving opportunity after school in this organization to serve and possible employed if he/she deem it.

5.2 SUGGESTION FOR IMPROVEMENT OF THE SCHEME

Base on the experience and knowledge acquired at the course of the SIWES training, I hereby give the following recommendation base on my observations;

- Proper orientation should be given to the students by the Polytechnic before they go on SIWES.
- The placement letter should be given to students early enough so as to avoid attachment in irrelevant organization.
- Institution should ensure that students are attached at relevant establishment for effective training, experience and exposure.
- Government, ITF and the Institution should ensure that students do not pay any amount of money before accepted in any organization. This organization should be sensitized on the objective of SIWES training and the need why they should not collect money before accepting students.