



**TECHNICAL REPORT ON  
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME  
(S.I.W.E.S)**

**HELD AT  
MARYAM O. INTERBIZ BUSINESS VENTURES  
MANDATE ESTATE, ALONG LUBCOM JUNCTION, ILORIN KWARA STATE**

**BY  
IBRAHIM ABDULGANIU OLAITAN  
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## **DEDICATION**

This report is dedicated to Almighty Allah for giving me wisdom, knowledge and understanding through the course of study.

It is equally dedicated to my loving parents Mr. and Mrs. Ibrahim for their moral and financial support and my siblings.

## **ACKNOWLEDGEMENT**

I acknowledge this report to those who by one way or the other contributed immensely to the successful of my Industrial Training program.

My first profound gratitude goes to Almighty Allah for his showers of blessing and protection on me throughout the period of training.

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## **TABLE OF CONTENTS**

Title page	i
Dedication	ii
Acknowledgement	iii
Table of Content	iv
<b>CHAPTER ONE</b>	
1.0 Introduction	1
1.1 Definition of SIWES	
1.2 Goals and Objectives	1
<b>CHAPTER TWO</b>	
2.0 Historical Background Of The Company	3
2.1 Organization Chart of Maryam O. Interbiz Business Ventures	
<b>CHAPTER THREE</b>	
3.0 Student specific involvement at the various section/unit	4
<b>CHAPTER FOUR</b>	
4.0 Work Done & Experience Gained	12
4.1 Relevant Experience Gained by student to it field of study	12
<b>CHAPTER FIVE</b>	
5.0 Conclusion	15
5.1 Personal impression about the organization	15
5.2 Suggestion and recommendation to the polytechnic concerning the SIWES program.	15

## **CHAPTER ONE**

### **1.0 INTRODUCTION**

The student industrial work experience scheme (SIWES), also known as **Industrial Training** is a compulsory Skills training program designed to expose and prepare students of Nigerian Universities, and other institutions.

SIWES introduction, initiation and design was done by the Industrial Training Fund (I.T.F) in 1993 to deputize students with the excellent skills of handling employer's equipment and machinery in all useful ways. The Industrial Training Fund (I.T.F) merely funded the scheme during its originative years.

However, due to financial constraints, the fund withdrew from the Scheme in 1978. The Federal Government, noting the significance of the skills training handed the management of the scheme to both the National Universities Commission (N.U.C) and the National Board for Technical Education (N.B.T.E) in 1979. The management and implementation of the scheme were however reverted to the I.T.F by the Federal Government in November 1984 and the administration was effectively taken over by the Industrial Training Fund in July 1985, with the funding solely borne by the Federal government.

The scheme provides students the great eventuality of introducing and showing up themselves to the needed experience in handling the best equipment and machinery that are usually not available in their institution. It supports students and makes them dependent.

Before the foundation of the scheme, there was a growing thought among industrialists that graduate of institutions of higher learning having inadequate practical background studies preparatory for employment in industries.

Thus employers were of the opinion that the theoretical education in higher institutions wasn't liable to the needs of the employers of labor.

### **1.1 AIM AND OBJECTIVES**

The aims and objectives of student industrial work experience (SIWES) are as follows;

- SIWES gives room for students in institutions of higher learning to acquire industrial skills and experiences in their field of study.
- Prepare the students for the industrial work practices they are likely to encounter after graduation.
- Expose students to work methods and techniques in handling equipment and machinery that may not available in their institutions.
- Make the epidemic from school to the world of work easier and enhance the chances of students' contact for later job placement.

- SIWES gives students an opportunity to apply their knowledge in real work scenarios thereby bridging the gap between theory and practice.

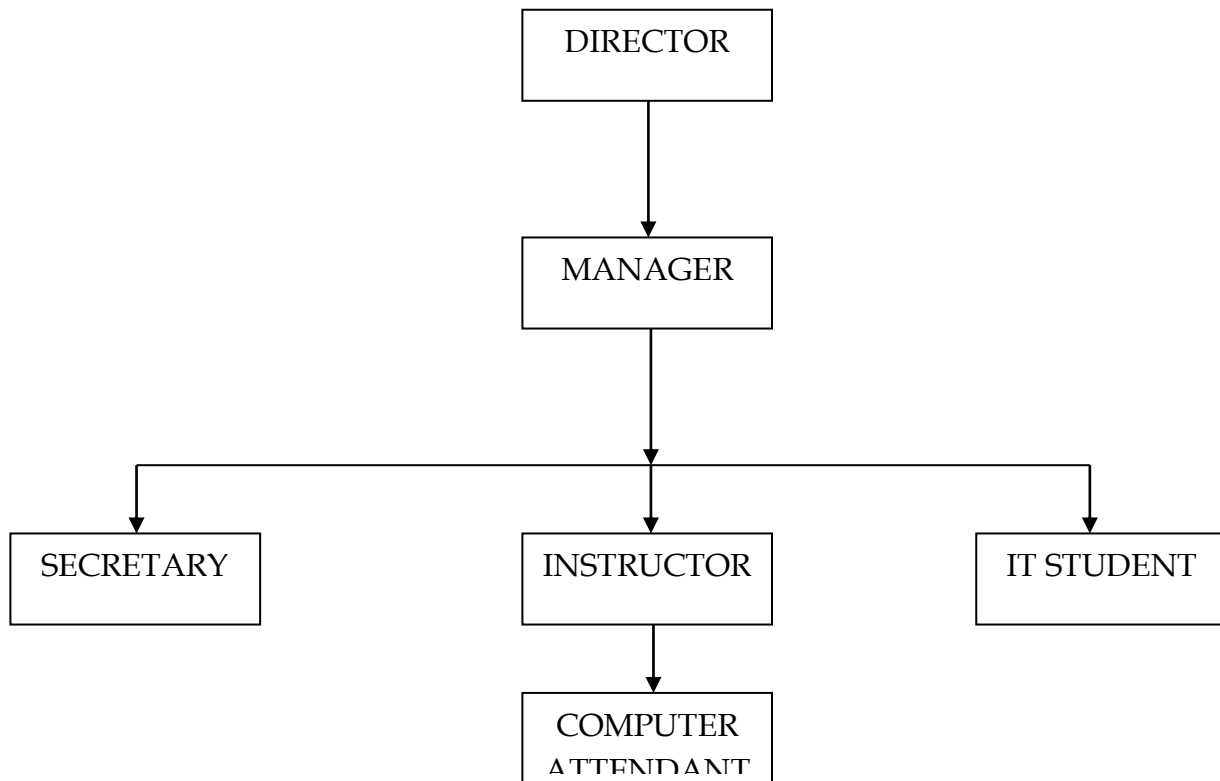
## CHAPTER TWO

### 2.0 HISTORICAL BACKGROUND OF THE COMPANY

The company Maryam Cyber Cafe was established in the year 2010, it is situated at Kwara State University, Ilorin Mini Campus. Then open the branch office in Mandate Estate, Along Lubcon Junction, Ilorin Kwara State in the year 2022 and later change the company name to Maryam O. Interbiz Business Ventures when trying to get the Corporate Affairs Commission registration number. **7297772**

**Maryam O. Interbiz Business Ventures** was established to enhance the literacy among student in diverse ways. The company have tried its best in education up to 20 students since it inception (10) years ago and it is still struggling to increase the number of students before the year runs out.

### 2.1 ORGANIZATION CHART OF MARYAM O. INTERBIZ BUSINESS VENTURES



### 1.5 MAJOR ACTIVITIES OF THE ORGANIZATION

- i. Printing and publishing
- ii. Computer Training
- iii. Business Centre
- iv. Computer Repairing

## CHAPTER THREE

### 3.0 STUDENT'S SPECIFIC INVOLVEMENT AT VARIOUS SECTION

My involvement is based on computer packages which includes; Microsoft word and excel to mention a few.

#### STARING MS-WORD FOR WINDOWS

Before MS-word packages can be used on the computer systems, it must be properly installed on the operating system. The following steps are required to activate MS-Word.

Step 1: Boot the System

Step 2: Click start button (or press windows button on keyboard)

Step 3: Click on program (to display the program submenus)

Step 4: Point to MS Word and click it.

Or simply double click "MS-Word Icon" on desktop.

#### ELEMENTS OF MS-WORD SCREEN

- ❖ **Title bar:** This is the upper-most part of the entire MS-word window. It displays the name of the document currently edited. By default, it is usually document 1 for the blank page since the document has not yet saved with any name. At the right end of the title bar are the minimize, maximized and the close button.
- ❖ **Menu Bar:** It is located directly below the title bar. It contains the operation that can be performed in MS\_Word and is presented as menu list. Each menu consist of a list of submenus. Ms\_word menu consist of the following options:
  - i. **File:** it contains any file operations like open, save, save as, close, exit e.t.c.
  - ii. **Edit:** It provides the editing operations like copy, cut paste, undo, find etc.
  - iii. **View:** Can be used for changing how MS\_Word window displays and also to show or hide some components.
  - iv. **Insert:** To insert objects like picture, date and time, page number etc.
  - v. **Format:** It can be used to format the document like font, paragraph, change case etc.
  - vi. **Table:** To insert table, draw table and format the table
  - vii. **Tools:** it is used to change words settings like spelling, mail merging and envelop printing.
  - viii. **Windows:** It can be used to switch in between a list of opened documents.
  - ix. **Help:** to have an in-depth knowledge on how to use MS-Word.
- ❖ **Tool Bars:** This contains a list of beautifully designed diagrams that illustrate the actions they perform. It includes standard toolbar, formatting toolbar etc.



- ❖ **Standard Toolbar:** It contains button that can be selected to perform commonly needed tasks such as opening, creating, cut, copy, drawing etc
- ❖ **Formatting Toolbar:** This contains button that enables common formatting tasks like font's type, font size, bold, italics, underline, alignment, font-colour etc.
- ❖ **Drawing Toolbar:** It is always at the bottom of the screen and is recognized with features like undo text, pictures, words art etc.
- ❖ **Rulers:** These are the horizontal and vertical rulers for measuring. It also controls margins, indents and tab stops.
- ❖ **Scroll Bar:** This is used to move around the document to either up, down, left or right with ease.
- ❖ **Work area:** This is the area where the document appears. It occupies the central part of the word window.

**Status Line:** It contains information about document being edited. This shows the current page, total number of pages in the document, sections number, default paragraph, cursor position etc.

Microsoft word is an example of word processing package, it is used to type and edit texts.

### **HOW TO LAUNCH INTO MICROSOFT WORD ENVIRONMENT**

1. Click on start button
2. Point to programs
3. Click on Microsoft word

### **TO SAVE DOCUMENT**

1. Click on file menu
2. Click on save as
3. Type the name you want to save with
4. Click on save

### **TO BOLD A TEXT**

1. To highlight the text to bold
2. Click format
3. Click font
4. Click on bold

### **TO UNDERLINE A TEXT**

1. Highlight the text
2. Click on format
3. Click on font

4. Click on underline

### **TO CREATE A NEW FILE**

1. Click on file menu
2. Click on new

### **TO ITALISE A TEXT**

1. Highlight the text
2. Click on format
3. Click on font
4. Click on italics

**MICROSOFT WORD:** gives room for checking spellings, changing the font size of texts, inserting pictures e.t.c. to mention a few.

### **IN SUMMARY OF THE EXPERIENCE GAINED**

1. I learnt how to type faster
2. I learnt how to make use of the printer
3. I learnt different shortcuts keys in MS Word
4. I learnt the various functions of the formatting menu, edit menu, file menu, as related to MS word, to mention a few.

### **COREL DRAW**

Corel Draw is a application software that belongs to a group called graphic application. It is an essential tool in creating a class document/graphic with the ability to apply special effect and fills, document (graphical are designed in a neat and more composed style). Corel Draw Graphical uses extension (CDR) for all its associated files and (BAK) for an automatic back-up of Corel Draw files. There are also different type of Corel Draw some of which include; Corel 9, Corel 10, Corel 11, Corel 12, and Corel X3 which is the latest version of Corel Draw.

### **SOME FEATURES OF COREL DRAW**

The features of Corel Draw are the tools used in performing graphical function in Corel. Some of which includes;

**TITLE BAR:** It displays the title of the current application program. It also display the name of the current file and to minimize, restore and close icon button.

**MENU BAR:** The menu bar displays the menu that contains all the series command that is use in performing, creating, formatting and editing graphics.

**TOOL BAR:** The tool bar is the major type of tool use in creating professional art work. It comprises of standard tool bar and property tool bar.

**TOOL BAR:** The tool bar in Corel Draw contain different tools some of which includes pick tool, share tool, zoom tool, pencil tool, rectangle tool, circle tool.

### **STARTING COREL DRAW**

- Click on start on the screen
- Select program from the menu being display
- Click on current graphics suit folder
- Click on the version of Corel Draw

**NOTE:** The difference between the versions of Corel Draw is some additional features and tools.

### **WHAT COREL DRAW WILL FIRST DISPLAY**

1. **NEW GRAPHIC:** This is used to start a new graphical publication in Corel Draw.
2. **OPEN LAST EDITED:** This will automatically open the last graphic file that is being operated on, before the program is closed.
3. **OPEN GRAPHIC:** this will display list of files that are being save on system in Corel Draw, in which you can click on one that you want to operte on, and click on opens
4. **TEMPLATE:** this Will open some graphic design that are being save on the version on the Corel draw by the manufacturer which can use in designing
5. **COREL TUTOR:** The option will display an existing write ups that are capable of teaching you how about to go about in Corel draw
6. **WHAT'S NEW:** This option will likewise display the feature tht makes the version of Corel draw you are working on to be different from other version.

### **OBJECT ON TOOLBOX**

- a) To pick: This looks like the normal mouse pointer and it is black on default. It is used to pick and select object.
- b) Shape tool: as the same implies, it is used in shaping object or form a perfect curve or special bent.
- c) Zoom Tool: this is used to pub the zoom tool bar, this can be use to zoom in or out of the printable page.
- d) Free-hande: this is used in drawing free form object. other tools under it are; Bezier, artistic media, dimension connector and interactive connector.
- e) Rectangle tool: this is used in drawing rectangle and square easily.
- f) Eclipse tool: this tool is used in drawing circles of different shape and size without stress.
- g) Interactive fill tool: this is used in applying special fill effects like shadow of different forms in application.

- h) Outline tool: this is used for creating and assigning outlines of an object.
- i) Color fill: this tool is used for filling object with different color pattern and texture.

## **WORKING ON COREL DRAW**

### **1. SAVING FILE:**

- a) Click on file from the menu bar
- b) Click on save as
- c) Type the name you want to use in saving the document on the dialog box being displayed.
- d) Click on save.

### **2. OPENING AND EXISTING DOCUMENT**

Press CTRL+O on the keyboard

- a) Search for the name used in saving the document from the dialog box being displayed.
- b) Click on the file and click on open.

### **2 IMPORTING A FILE**

- a) Click on file
- b) Select import from the menu you want to import
- c) Locate the file or the object you want to import
- d) Click on the object and click on import

### **4. EXPORTING FILES**

- a) Click on file
- b) Select export
- c) Select a location to save the exported file.
- d) Type a file name to be exported
- e) Click on export and follow the instruction that will be displayed after

### **5. UNDO, REDO AND REPEAT**

These are task that is being created by mistake can be undo, redo and repeated

- a) Click on edit
- b) Select undo (ctrl+shift+z) or
- c) Select repeat(ctrl+r)

### **6. DROPPING A GAP**

- a) Type the text to be formatted in the f8 typing border
- b) Select the paragraph you want to edit

- c) Press (ctrl t) on the keyboard
- d) Click on effect from the dialog box being displayed
- e) Under the effect click on effect type
- f) Then click on dropping cab
- g) Click on apply and then click ok

## **7. DRAWING AND ARC/SECTOR**

- a) Select the eclipse tool (f7)
- b) Draw an eclipse
- c) Select the shape
- d) Point to the node, click and drag to an ard/sector

## **8. DUPLICATING OF AN OBJECT**

- a) Select the object
- b) Select duplication
- c) Drag the dsvuplicated object to its desired position

## **9. SKEWING**

- \* Click on the object twice to bring the skewing and rotate node
- \* Point to any of the middle node
- \* Click on up/down for vertical skewing or right/left for horizontal skewing.

## **10. Cloning Object**

- \* Select the object to the clone
- \* Click on Edit
- \* Select clone
- \* Drag the clone to a new location

**Note:** In case is any change on the original objects, the changes will automatically be apply to the clone one.

## **11. Switching Page Orientation**

- \* Click on layout
- \* Select switch page orientation

(Its function is to change the current setting of a page and there is only two ways of doing it, it is either in landscape or portrait).

## **12. Inserting page**

- \* Click on layout
- \* Select Insert page

- \* Specify the number of page(s) to be inserted
- \* Specify whether it should be before or after the current page
- \* Select an oriented form (Landscape or portrait)
- \* Select a paper size (A4, A3, Letter and Custom)
- \* Specify the width and the height value for the customized paper
- \* Click OK

### **13. GROUPING OBJECT (CTRL + G)**

- \* Select two or more object
- \* Click on Arrange
- \* Select Group

### **14. UNGROUPING OBJECT (CTRL+L)**

- \* Click on the grouped object
- \* Click on Arrange
- \* Select Ungroup

### **15. COMBINING OBJECT (CTRL + L)**

- \* Select two or more different objects
- \* Click on Arrange
- \* Select Combine

### **16. SEPERATING OBJECT (CTRL + K)**

- \* Click on the combine object/text
- \* Click on Arrange
- \* Select Break Apart

### **17. BITMAPPING IN CORELDRAW**

- \* Select the object or picture you want to bitmap
- \* Click on Bitmap
- \* Select convert to bitmap
- \* Click on the option of the bitmap either Grayscale (Black or White), RCG (Red, Green, Blue) or CMYB (Cyan, Magenta, Yellow, Black) and click on OK.

## **A SIMPLE DESIGN IN COREL DRAW**

### **DRAWING OF MTN LOGO**

- Using the tool to draw a square of equal length and breadth
- Place it on the printable area on your document
- Fill the square with Yellow color

- Use the eclipse tool to draw an eclipse inside the square that is first drawn.
- Fill the Eclipse with royal blue colour (100%, Red & 100% Blue)
- Use the text tool to write MTN inside the Eclipse
- Break the text using CTRL + K
- Give the M & N of the text white color
- The remaining letter T fills it with Yellow color
- At the lowest part of the letter T, use the rectangle tool to draw a small square and place it at the bottom of the letter T giving the square a Fire Red Color (100% Magenta and 100% Yellow)
- Group the logo together using CTRL + G and save it as MTN logo.

## CHAPTER FOUR

### 4.0 WORK DONE & EXPERIENCE GAINED

This chapter covers the information on experience gained from various departments. We were advised and lectured that the importance of safety cannot be overemphasized in any company or establishment. So, we were drilled on the safety procedures, processes, and the use personal protection equipment by the HSE department in our first few weeks of internship. Before any activities are carried out in any department, we were evaluated on our knowledge of the safety procedures and processes. The scope of work done, and experience gained is analyzed below on each of the department visited in order of visitation.

### 4.1 TRAINING DEPARTMENT

In our first few days in the training department, we were made to understand the design and working principles of computers' components, it is important to have the design knowledge of both laptop and desktop computers before proceeding into their hardware repair and software installations. The manufacturer of computers must know what brand of computer to produce for a targeted market. We were made to understand that there are three components of a computer, these are:

- i. Hardware
- ii. Software
- iii. Human ware

#### *1. COMPUTER HARDWARE*

The hardware refers to the physical components and the devices which make up the visible computer. It can be divided into two: Central Processing Unit (CPU) and the Peripherals. The CPU is responsible for all processing that the computer does while the peripherals are responsible for feeding data into the system and for collecting information from the system.





## 2. COMPUTER SOFTWARE

Software basically refers to programs written to control the operations of computer hardware. A program consists of sequence of coded instructions showing the logical steps required to accomplish a well-defined task. It also refers to the instructions, programs, data, and protocols which run on top of hardware(Alfred, 2021). Examples of such tasks include:

1. Finding the average score of a student
2. Computing the net pay of an employee
3. Solving a set of simultaneous linear equations

It is the software that enables the hardware to be put into effective use; i. e the software that makes the computer versatile. There are two main categories of software – System software and Application software.

- i. **System software** are programs commonly written by computer manufacturers, which have direct effect on the control, performance and ease of usage of the computer system. Examples are Operating System, Language Translators, and System Utilities Programs.



## 3. HUMANWARE

The human ware component refers to the person that uses the computer. More specifically, it is about the individual that makes hardware and software components productive. Typically, a great deal of testing is done on software packages and hardware parts to ensure they enhance the end-user experience to aid in creating documents, musical and video recordings, and all forms of raw and finished data (Alfred, 2021).



## **CHAPTER FIVE**

### **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 as readily helped to bridge the gap between the theoretical aspect and the aspect of the practical experienced in the industrial training.

### **5.1 PERSONAL IMPRESSION ABOUT THE ORGANIZATION**

The organization has the potential do increase within hundred time. There is also even tendency that way other standard undergoing SIWES would want to choose the form in future.

The polytechnic is well respected because of integrity in the academic field and that has shown in the respect organization here for her student. The organization should however encourage the industrial training (IT) student with payment since they constitute their work force. In this part of the school they should prepared for student industrial funds on time.

### **5.2 RECOMMENDATION TO THE ORGANISATION**

Since the computer usage cannot be overemphasized, in all aspects in the recent time, I therefore think it is standard enough for any student of computer science to seek for a place for his or her industrial attachment to acquire maximum practical experience to back up the theoretical aspect that he or she might have learnt.

### **5.3 POLYTECHNIC CONCERNING THE SIWES**

There is every tendency for student (IT) to have more knowledge about their field of study thus, preparing them for the future and enabling the students to determine to succeed in their chosen field of study, so I enjoin the polytechnic to continue the SIWES program and not allow it to go into extinction. Also, the supervision of the student in the place of attachment should materialize.