



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

**HELD AT
MINISTRY OF AGRICULTURE FOOD AND SECURITY
OPPOSITE UNILORIN SECONDARY SCHOOL GATE,
ADEWOLE STREET, ILORIN, KWARA STATE**

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DEDICATION

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success.

ACKNOWLEDGEMENT

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to My Dear Parent Mr and Mrs. Akinsola may God be with you.

My special thanks goes to the Head of Department and the entire staff of Office Technology Management, Institute of Information and Communication Technology, Kwara State Polytechnic for sharing wealth of experience with me in my course of study.

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ABSTRACT

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at

MINISTRY OF AGRICULTURE FOOD AND SECURITY.

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CHAPTER ONE

1.1 INTRODUCTION

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who offer science course or any other practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to four month in which student are expected to be able practices what they are taught.

1.2 AIMS AND OBJECTIVES OF SIWES

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow

- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

1.3 HISTORICAL BACKGROUND OF THE ORGANIZATION

Vision And Mission Statements

To position Kwara as the leading and most efficient food producing State in Nigeria and West Africa by harnessing her enormous agricultural resources,

human capital potentials and strategic geographical location in order to ensure food security, create wealth, decent employment for the teeming youths and women, provide raw materials for secondary production sector as well as produce for domestic and international consumption, thereby leading to Rural development increased IGR of the State and ultimately improving the standard of living of Kwarians.

Policy Thrusts

To see agriculture as a sustainable business through the promotion of Commercial Agriculture, provision of enabling environment for peasant and small holder farmers to profitably engage in farming activity beyond subsistence level and put mechanism in place for the promotion of all-season farming through irrigation.

Aims/Objectives Of The Ministry

The aims and objectives of the Kwara State Ministry of Agriculture and Rural development include:

- the achievement of self-sufficiency in basic food supply and the attainment of food security;
- increased production of agricultural raw materials for industries;
- increased production and processing of export crops, using improved production and processing technologies;
- generating gainful employment;
- rational utilization of agricultural resources, improved protection of agricultural land resources from drought, desert encroachment, soil erosion and flood, and the general preservation of the environment for the sustainability of agricultural production;
- promotion of the increased application of modern technology to agricultural production; and,
- improvement in the quality of life of rural dwellers.

Mandate Of The Ministry

- The Ministry is responsible for the formulation and implementation of government policies on agriculture in the state.

- The development and expansion of agricultural potentials to ensure food security, create wealth, employment and provide raw materials for industries and produce for domestic consumption and export.
- The Ministry is also responsible for clearing and cultivation of farm land including irrigation and land reclamation.
- Dissemination of data collected in relation to agriculture to individuals (student, researchers) and institution such as University and Central Bank of Nigeria.
- The provision of enabling environment for peasant farmers and citizens to engage profitably in mechanized agriculture and promote all-season farming.
- In addition to the above, you will find attached useful relevant documents that provide additional information on the mandates of the Ministry, its departments and agencies.

CHAPTER TWO

2.1 SECTION/UNITS OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTION

Trainee is applicable to all various section in the organization such as photocopying of document, typing in Microsoft word and laminating and lots more.

2.2 STUDENTS INVOLVEMENT AT VARIOUS SECTION/UNIT

Student performed well in the section which he found himself in such as typing, photocopying and taking lesson about the computer peripherals.

2.3 INTERPERSONAL RELATIONSHIPS WITH THE ORGANIZATION

Pertaining to interpersonal relation there was cordial and sustained relationship among the staff, manager and the SIWES students.

2.4 MAJOR ACTIVITIES OF THE ORGANIZATION

The following are the activities that are carried on in the company:

- i. Application Creation
 - ii. Web Designing
 - iii. Marketing
 - iv. Training
- i. **Application Creation:** This is building of application to ease human day to day task e.g. Transaction, Law etc. which will be either for POS(Point of Sale), Pc(Desktop Application) or Mobile(Android app, IOS etc.).
 - ii. **Web Designing:** This is creation of websites for school, bank, company, law etc.
 - iii. **Marketing:** This is advertising of goods, school, hospital, hotel, mall etc. to make public awareness to the masses.

- iv. **Training:** This is training of student for SIWES (Student Industrial Working Scheme), IT (Industrial Training) or as apprentice.

2.5 SECTION/UNIT OF THE ORGANIZATION & FUNCTION

MINISTRY OF AGRICULTURE FOOD AND SECURITY has four (4) Sections. These departments are as follows: -

- i. IT Section
- ii. Application and Web Design Section
- iii. Marketing Section
- iv. Training Section

FUNCTION OF THE SECTION/ UNIT

- i. **IT Section:** This section is mainly based on uploading and monitoring of network/ server.
- ii. **Application and Web Design Section:** This Section is based on design and developing of websites, blogs etc. also to develop application for devices.
- iii. **Marketing Section:** This section is mainly based on making public awareness through IT section on what the Application and Web Design build.
- iv. **Training Section:** This section is based on training student for their Student Industrial Working Scheme (SIWES), IT (Industrial Training) etc.

CHAPTER THREE

3.0 STUDENT SPECIFIC INVOLVEMENT AT VARIOUS SECTION/UNIT

The chapter include information about how to boot the system, formatting of text, what we can find when we start our window and some other important things in word processor. Microsoft word is the word processing software which can be use in writing of text, placing of text in column inserting of clip art, creating of text.

HOW TO BOOT A COMPUTER

Booting is the process of starting a computer system for use which means putting on the computer before the user start using it. We have two type of booting namely;

- Cold booting
- Warm booting

The process of switching on or starting the computer system from the power button on the central processing unit (cpu) is called COLD BOOTING while the process of rebooting the computer is performing illegally is called WARM BOOTING.

STEPS REQUIRE TO ACTIVATE MICROSOFT WORD

- Step 1 Boot the system (as state above)
- Step 2 Click start button (or press window on keyboard)
- Step 3 Click on all program
- Step 4 Click on Microsoft office (from the program submenus)
- Step 5 point Microsoft word

CREATING A DOCUMENT

When Microsoft word is started, a basic sheet of electronic paper is displayed on which you can type and text appear in the document and editing occurs.

HOW TO FORMAT A TEXT

Formatting is when you want to change the characters of your text such a font type, size and the thickness. Color or the position which could be superscript or subscript does as following.

- Step 1 Highlight the, it is compulsory to highlight the text you want to modify either by the mouse or keyboard before the operation.
- Step 2 click format
- Step 3 click font

HOW TO SAVE A DOCUMENT

Saving a document can be done in two ways:

To save a new document

- Click file from menu bar
- Click save as
- Type a file your document
- Click on save

To save subsequent document after the first saving

- Then Click file the menu bar
- Click save or use shortcut key from keyboard “ctrl s”

ZOOMING IN AND OUT

- Select zoom tool from the tool-box
- Hold the mouse button down to access to zoom fly –out, and then select the first option
- Move your cursor, which has changed ‘above or below of the object, press the mouse button.
- Release the mouse button, the object will now take up most the screen

HOW TO SAVE

- Create content for the start drawing
- Click file from the menu bar
- Type the name in the file name box
- Click save or press enter on the keyboard

PRINTING OF FILE

- Open the file you want to print
- Click file from the menu bar
- Select print from the file menu
- Click print.

SPELLING AND GRAMMAR CHECKING

- At the beginning of the document click review tab
- Select spelling and grammar from the proofing
- Select the correct word from the suggestion list bar
- Click change.

TO CREATE TABLE

- Position the cursor to where you want the table
- Click insert tab and click table button
- Select insert table from the dialog box.
- Type the number of column in the column box and the number of rows in the rows box
- Select the desired width for each column or select auto
- Click ok.

EXISTING MICROSOFT WORD

- Select the file command from the main menu
- Select exit and click it take you back to the window menu

TO INSERT WORD ART

- From the menu, click insert.
- Highlight function and click word art from the sub menu
- Select the desired word art and click it
- Type the text using the desired font and click ok.

TO INSERT SYMBOL

- Select insert from the main menu
- Select symbol from the sub menu
- Click the desired symbol
- Select close

SEND E-MAIL

- Sign in to your e-mail box
- Click on composed message
- Type the recipient email address in the space provided
- Type the message in the space provided
- Click send

A message will display to show that message was sent successfully

INTERNET BROWSER

The World Wide Web (www) is a global collection of multimedia document and file which are stored on computer to the internet.

Examples of web site are:-

HTTP//WWW. Myway.com, Yahoo.com, Facebook.com etc

The first http:// www is referred to as the protocol (http means hyper text transfer protocol) while the domain is “my way” and the “com” is the domain type

Edu- educational institution

Com- Company or commercial organization

Ng- Nigeria

Org—non – profit organization

Gov--- government organization

INTRODUCTION OF THE EXCEL

Microsoft Excel is a software program produced by Microsoft that allows users to organize, format and calculate data with formulas using a spreadsheet system. This software is part of the Microsoft Office suite and is compatible with other applications in the Office suite.

Excel is a commercial spreadsheet application produced and distributed by Microsoft for Microsoft Windows and Mac OS. It features the ability to perform basic calculations, use graphing tools, create pivot tables and create macros.

Excel has the same basic features as all spreadsheet applications, which use a collection of cells arranged into rows and columns to organize and manipulate data. They can also display data as charts, histograms and line graphs.

Excel permits users to arrange data so as to view various factors from different perspectives. Visual Basic is used for applications in Excel, allowing users to create a variety of complex numerical methods. Programmers are given an option to code directly using the Visual Basic Editor, including Windows for writing code, debugging and code module organization.

How to Open Microsoft Excel?

Running Excel is not different from running any other Windows program. If you are running Windows with a GUI like (Windows XP, Vista, and 7) follow the following steps.

- Click on start menu
- Point to all programs
- Point to Microsoft Excel

- Click on Microsoft Excel

Alternatively, you can also open it from the start menu if it has been added there. You can also open it from the desktop shortcut if you have created one.

For this tutorial, we will be working with Windows 8.1 and Microsoft Excel 2013. Follow the following steps to run Excel on Windows 8.1

- Click on start menu
- Search for Excel N.B. even before you even typing, all programs starting with what you have typed will be listed.
- Click on Microsoft Excel

DEFINITION OF WEB DESIGNED

The selection and coordination of available components to create the layout and structure of a Web page.

INTRODUCTION TO INTERNET

The Internet, sometimes called simply "the Net," is a worldwide system of computer networks - a network of networks in which users at any one computer can, if they have permission, get information from any other computer (and sometimes talk directly to users at other computers). It was conceived by the Advanced Research Projects Agency (ARPA) of the U.S. government in 1969 and was first known as the ARPANet. The original aim was to create a network that would allow users of a research computer at one university to "talk to" research computers at other universities. A side benefit of ARPANet's design was that, because messages could be routed or rerouted in more than one direction, the network could continue to function even if parts of it were destroyed in the event of a military attack or other disaster.

STEPS TO BE TAKEN IN CREATING AN E-MAIL ADDRESS

Insert the password with the column by the time software, your cyber café, then click log in

- Click on the internet explorer to get connected to the internet.
- Type the required web address in the address bar of your browser e.g. www. Yahoo.com, facebook.com
- Click on sign up or new user.
- A form displayed where you are required to supply information like first name, user I D, password etc.
- Click the address with term at condition, and then click submits.

HOW TO CHECK E-MAIL BOX

- Click on internet explorer, type your e-mail website address and click go.
- Click on check mail, e-mail or mail.
- Type your user ID and your password in the space provided.
- Click on sign in.
- The page open information you have in your box.
- Click check mail or go to inbox.

WINDOW KEYBOARD SHORTCUT OVERVIEW

Use shortcut key as an alternative to the mouse where working in windows, you can open, close and navigate the start menu , desktop menu dialog box and web page using keyboard fir you interact with the computer.

GENERAL KEYBOARD SHORTCUT

PRESS

Ctrl + A

Ctrl+ B

Ctrl+ C

TO

To select all

To bold

To copy

Ctrl+ D	To change formatting or character
Ctrl+ E	Centralized
Ctrl +F	Open find
Ctrl +I	Italic
Ctrl +J	Justify
Ctrl+ L	Left align
Ctrl+O	OPEN
Ctrl+ N	Open a new document
Ctrl+ P	Print
Ctrl+ R	Right align
Ctrl+ S	Save
Ctrl+ U	Underline
Ctrl+ V	Paste
Ctrl+ X	cut
Ctrl+ Z	Undo
Shift+ Delete	Permanent delete
Delete	Delete item
F2	To rename item

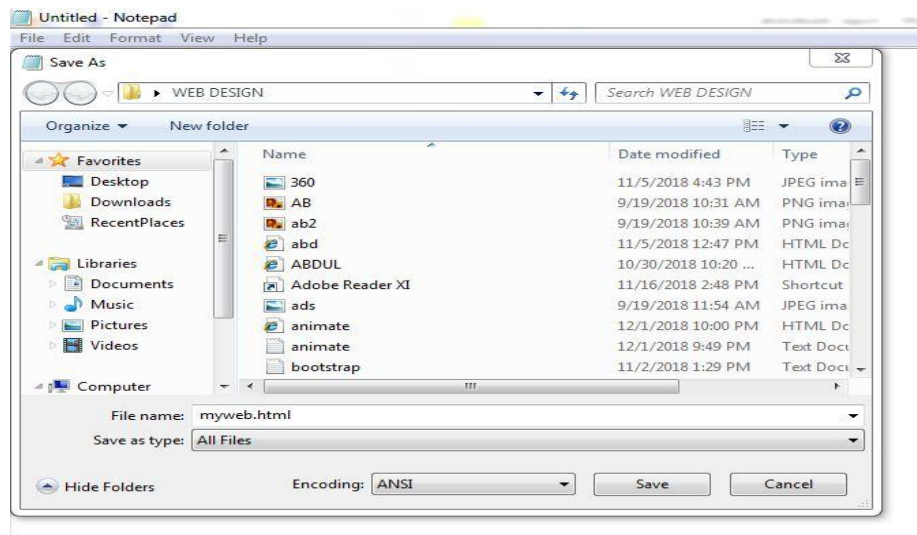
CHAPTER FOUR

4.1 WEB DESIGN

To develop a web page you need Editor such as Notepad, Sublime, Dreamweaver, etc.

USING NOTEPAD

On your system, go to start menu and select notepad after the page show up then locate the top bar and click on field and then select save or press ctrl s and the save dialogue will appear, after writing what you want to save it with then add (".html") as shown below: -



4.2 CLASSIFICATION OF WEB DESIGN

I was taught the following under Web Design: -

- i. HTML (Hyper Text Markup Language)
 - ii. CSS
- i. HTML (Hyper Markup Language): - HTML stands for Hyper Text Markup Language. A markup language is a set of markup tags.

4.3 HTML ATTRIBUTES

Attributes provide additional information about HTML elements

CHARACTERISTICS HTML ATTRIBUTES

- Attributes provide additional information about an element
- Attributes are always specified in the start tag
- Attributes come in name/value pairs like: name="value"

Examples are shown below: -

S/N	ATTRIBUTE	FUNCTION
1.	Font Size="12"	To increase the font size to 12
2.	Font Color="red"	To give the font red color with "red" been the value
3.	Font family="tahoma"	To give it Tahoma font style

4.4 HTML STYLE/ CASCADING STYLING SHEET (CSS)

Cascading Styling Sheet (CSS): This is adding style to HTML. There are 3 ways of adding style to HTML using CSS, these are:

- Internal CSS
- Inline CSS
- External CSS
- **Internal CSS:** Internal styling is used to define a style for one HTML page. **Internal styling** is defined in the **<head>** section of an HTML page, within a **<style>** element. Example is shown below:

Using Notepad, these are the syntax in writing internal CSS whereby styles are defined in the <head>tag.

```
<html>
```

```
<head>
```

```

<style>
body {background-color:lightgrey;}
h1 {color:blue;}
p {color:green;}
</style>
</head>
<body>
<h1>This is a heading</h1>
<p>This is a paragraph.</p>
</body>
</html>

```

- **External Style CSS:** An external style sheet is used to define the style for many pages. With an **external style sheet**, you can change the look of an entire web site by changing one file!

To use an external style sheet, add a link to it in the **<head>** section of the HTML page:

i.e `<head>`

```

<link rel="stylesheet" href="styles.css">
</head>

```

An external style sheet can be written in any text editor. The file should not contain any html tags. The style sheet file must be saved with a .css extension.

Here is how the "styles.css" looks:

```

body { background-color: orange;}
h1 {color: blue;}
p {color:yellow;}

```

- **Inline Style CSS: Inline styling** is used to apply a unique style to a single HTML element. Inline styling uses the **style** attribute.

This example changes the text color of the <p> element to green:

<p style= “color:green;”>This is greenish in color </p>

Different between Style and Link

Style: Defines style information for an HTML document while Link: Defines a link between a document and an external resource

S/N	CSS STYLE TAG	DESCRIPTION
1.	font-family	Use to give text font type
2.	font-size	Use to give text font size
3.	Color	Use to give font color
4.	Padding	Use to give space inside the border
5.	Border	Use to give type of border to use and its thickness
6.	Margin	Use to give space outside the border
7.	Text-align	Align the text in an element to either right, left, center or justify
8.	Letter-spacing	Increase of decrease the space between characters
9.	Text-decoration	Adds decoration to text such as none, underline, over line or line through
10.	Text-transformation	Controls the letters in an element such as none, capitalize, uppercase, lower case.

CHAPTER FIVE

5.1 CONCLUSION

In conclusion, student industrial work experience scheme program (SIWES) has given the opportunity to have at least some knowledge about my course of study and program has provided me an abridgement of gap.

5.2 PERSONAL IMPRESSION ABOUT THE ORGANIZATION

Though the organization is a growing firm, yet it is of standard. It is standard enough to impact great and immeasurable knowledge to students who have chosen computer science as a field of study.

5.3 RECOMMENDATION

I hereby recommend that the school management should promote proper orientation on the program for the student who lacks it for high rate of student un-involvement.

I will be glad if the programmer student industrial training experience scheme (SIWES) period is extended more than four months, so that the student might have enough time to learn practical aspect of what have learnt in their various institutions.