TECHNICAL REPORT

ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (S.I.W.E.S) HELD AT

HIGHCON GLOBAL TECHNOLOGY

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MARCH 2025

DEDICATION

I dedicate this report first and foremost to Almighty Allah who made it possible for me to go through this SIWES program safely and soundly and who has been there from the beginning to this very point also for the opportunity given to me to be in banking and finance department of this citadel of learning and to complete my 4month SIWES.

TO GOD BE THE GLORY.

ACKNOWLEDGEMENT

My deeper appreciation goes to Supreme God for granting me life, health, favor, wisdom knowledge and understanding all through the period of my SIWES program.

With a deep sense of appreciation, respect and gratitude, I want to say a big thank you to my parents, Mr and Mrs Wasiu, brothers, sisters and other relatives and non-relatives friends, for their caring attitude and support from the beginning of my ND program banking and finance to this point.

I will like to express my gratitude to my honourable (H.O.D) in person of Mr Ajiboye, my SIWES supervisor, and also the entire staff of the Department of Banking and Finance, kwara state Polytechnic Ilorin, I say more grace to your elbow all. I can never forget the unalloyed cooperation of my beloved ones at Sweet Bite Company, and other General Department Management team.

My sincere appreciation also goes to everyone that has been by me all this while. THANKS TO ALL

CHAPTER ONE

INTRODUCTION

1.1   Background

The Student Industrial Work Experience (SIWES) is the accepted skills training programme which form part of the approved minimum academic standard in the various degree programme for all the Nigerian Universities and Polytechnics. It is an effort to bridge the gap existing between the theory and practice of Engineering, Technology, Science, Agriculture, Medical and other professional education programmes in Nigeria Institutions.

The minimum duration of the SIWES is 16 weeks for Engineering and Technology program in the Polytechnic. The Scheme has triple program involving the Student, Polytechnic and Industry. The triple program is well recognized throughout Nigeria.

It is found by the Federal Government of Nigeria and jointly coordinated by the Industrial Training Fund (ITF) and the National Association of Universities, Polytechnic and Technical Schools. The major important factor that makes the Federal Government of Nigeria to establish Student Industrial Work Experience Scheme is the development of students brain toward what they have been taught in the school i.e the practical aspect.

1.2   History of student industrial work experience scheme

SIWES was established by Industrial Training Fund in 1997 to solve the problem of inadequate practical knowledge by Nigerian Graduates of Tertiary Institutions.

The Scheme exposes students to industrial based skills necessary for a smooth transition from theory to practical and also its affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in education institutions. Participation in SIWES has become a necessary precondition for award of diploma and degree certificate in specific discipline in most institutions of higher learning in Nigeria, in accordance with the education policy of government.

1.3   The Objectives of SIWES

The objectives of the Industrial Work Experience Scheme are to:-

(i)   Prepare the students for the work situation that they likely to meet after graduation or nearest in the future.

(ii) Provide and avenue for students in the Nigeria Universities, Polytechnics and Technical Schools to transfer theoretical knowledge to practical skills.

(iii) Create room for student to apply the theoretical knowledge which has been promote the technological development and passed from the teacher to the student to the practical work.

(iv) Enlist and strengthen employer's involvement in the education process of preparing Universities, Polytechnic and Technical School graduates for employment in industry.

(v)   Familiar students with work methods and machinery that may not be available in the schools which will help students in machineries and equipment handling.

CHAPTER TWO

2.1 Historical background of the study

Highcon global technology yankari market, along hotel. kwara state Ilorin, establish in the 2000.

3.1 EXPERIENCE GAINED

How to use PowerPoint step by step?

1. Open a blank presentation. ...

2. Add slides to the presentation. ...

3. Add content to your slides. ...

4. Include animations or transitions between slides. ...

5. Consider adding presenter's notes. ...

6. Save your presentation. ...

7. Share your presentation. ...

8. Print accompanying materials.

Basic tasks in Excel

Excel is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text, or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts. Let's go through the basic steps to get you started.

1. Create a new workbook

2. Enter your data

3. Apply cell borders

4. Apply cell shading

5. Use AutoSum to add your data

6. Create a simple formula

7. Apply a number format

8. Put your data in a table

9. Show totals for your numbers using Quick Analysis

10. Add meaning to your data using Quick Analysis

11. Show your data in a chart using Quick Analysis

12. Sort your data

13. Filter your data

14. Save your work

15. Print your work

16. Activate and use an add-in

17. Find and apply a template

3.2 MICROSOFT ENVIRONMENT

A Microsoft environment is a space for storing, managing, and sharing an organization's data. It can also refer to the onscreen work area provided by Windows.

Data environments

- Environments can store data models, application metadata, process definitions, and security constructs

- Environments can be set up to meet an organization's needs for data access, isolation, security, governance, and scalability

- Environments can be used for analytics, process automation, or data-driven productivity applications

Windows environments

- The Windows environment is the onscreen work area provided by Windows

- It's analogous to a physical desktop, and the operating system's core extension points

Power Platform environments

- Power Apps automatically creates a default environment for each tenant

- The default environment is shared by all users in that tenant

- To store more data, you can create a production environment

Microsoft Learn

Microsoft Learn offers training and self-directed learning modules to help users develop skills and achieve their goals.

3.3 HOW TO TYPE IN MICROSOFT WORD

To type in Microsoft Word, you can place your cursor where you want to type and start typing. You can also use the arrow keys to move around the page.

Steps

1. Open Microsoft Word

2. Click the New tab

3. Click Blank document

4. Place your cursor where you want to type

5. Start typing

Tips

- To move the cursor to a new paragraph line, press Enter

- To move the cursor between characters on the same line, use the left and right arrow keys

- To move the cursor between paragraph lines, use the up and down arrow keys

- To move the cursor quickly between words, press Ctrl+Left or Ctrl+Right

- To format text, you can change the font, font size, font color, or make the text bold, italic, or underline

- To copy formatting, select the text with the formatting you want to copy, click Format painter, and then select the text you want to copy the formatting to

You can also watch this video to learn how to add and edit text in Microsoft Word:

3.4 FEATURE OF MICROSOFT WORD

Microsoft Word has many features, including mail merge, macros, spell check, styles, tables, word count, and find and replace.

Mail merge

- Combines data like contact lists with a document template

Macros

- Automates tasks by grouping commands and instructions into a single command

Navigation pane

- Displays all document pages as thumbnails to help navigate quickly

Spell checker

- Checks spelling and grammar, and provides suggestions

Styles

- A set of formatting choices that includes colors, fonts, and effects

Tables Organizes data into rows and columns.

Word count

- Counts the number of words, pages, paragraphs, lines, and characters in a document

Find and replace

- Finds and replaces words or formats in a document

Themes

- A set of formatting choices that includes colors, fonts, and effects

Charts

- Represents numerical data to help readers understand complex information

Word count

- Counts the number of words, pages, paragraphs, lines, and characters in a document

Locate the Audio Jack: Identify the 3.5mm output port for audio output (for speaker) and the input port (for microphone). Plug in your Device: Plug the 3.5mm connector for the speaker into the green port on the computer and the microphone connector into the pink port (if available).

3.5 HOW TO USE SCANNER

Scanners are used to create digital copies of documents and images, which can be stored, edited, and shared on a computer. Scanners are used in many settings, including offices, homes, schools, and businesses.

Uses of scanners

- **Document management**

  Scanners are used to create digital copies of important documents, such as contracts, invoices, and reports.

- **Graphic design and photography**

  Scanners can digitize photographs, drawings, and other visual content for editing and manipulation.

- **Archiving**

  Scanners can be used to archive important documents, such as old photographs and paperwork.

- **Education**

  Scanners can be used to access learning materials, such as course materials.

- **Business**

  Scanners can be used to digitize business documents, such as contracts, invoices, and reports.

- **Healthcare**

  Scanners can be used to digitize medical records and other important documents.

- **Finance**

  Scanners can be used to digitize financial documents, such as invoices and reports.

  There are different types of scanners, including flatbed scanners, sheet-fed scanners, and portable scanners.

CHAPTER FOUR

4.1 MOUSE AND ITS USES

A mouse is a hand-held device used to control a computer's graphical user interface (GUI). It's used to select items on the screen, open programs, and move items around.
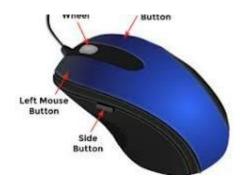
How a mouse works

- The mouse is moved across a surface, which moves the cursor on the screen

- The user clicks the left button to select items or perform actions

- The user clicks the right button to open a menu of options

- The user can also keep a button depressed while moving the mouse to "click and drag" items

Mouse features

- Most mice have two buttons, a left and right button

- Many mice also have a scroll wheel for scrolling web pages

- Some mice have extra buttons

- Some mice have a touch-sensitive panel instead of a scroll wheel

History of the mouse

- American inventor Douglas Engelbart invented the mouse in 1963–64

- The mouse became widely used after Apple made it standard on the Macintosh

- Most modern mice use optical movement detection instead of moving parts

  Other uses of the word "mouse":

CHAPTER FIVE

5.0   RECOMMENDATION AND CONCLUSION

5.1   RECOMMENDATION

I use this means to make the following recommendations concerning the training of students in Industrial Attachments

i.   I would like to recommend that the Engineering curriculum in the Polytechnics to adjust such as would provide going on industrial attachments for a longer period of time as opposed to 4 months or making the program to occur twice throughout an engineering degree program.

ii.   Allowances should be paid to students during their programme just like NYSC and not after. This would help them a great deal to handle some financial problems during their training course.

iii.   The SIWES coordinator and the polytechnic authority should try to stop the habit of rejecting students for SIWES program by the industries

iv.   The institution supervisor should make it a priority to visit their designated students in the various organization to update the student's logbook

v.   Adequate space part should make available to save equipment from deplore condition.

vi.   More machines should be made available

vii.   Visiting of students during the SIWES program should be ensured by the Industrial Training Fund officials and college coordinators in order to ensure that students get necessary exposure and to boost their morale.

5.2   CONCLUSION

My 6months SIWES program was a huge success and a great time of acquisition of knowledge and skills. Through my training I was able to appreciate my chosen course of study even more, because I had the opportunity to blend the theoretical knowledge acquired from school with the practical hands-on application of knowledge gained here to perform very important tasks that contributed in a way to my productivity in the company. My training here has given me a broader view to the importance and relevance of civil Engineering in the immediate society and

the world as a whole, as I now look forward to impacting it positively after graduation. I have also been able to improve my communication and presentation skills and thereby developed good relationship with my fellow colleagues at work. I have also been able to appreciate the connection between my course of study and other disciplines in producing a successful result.

The Student Industrial Work Experience Scheme (SIWES) is an interesting program that adds more value to students view and objectives of their fields of study.

The Student Industrial Work Experience Scheme (SIWES) has made a great impact in the life of every student that diligently and faithfully participated in the exercise, as a matter of fact, I particularly I'm living testimony to the training.

I hereby encourage and advice every student to be committed to the training scheme, having it in mind that the journey of a thousand miles begins with a footstep.