



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

EGO COMPU ELECTRO PRO
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ND/23/BAM/FT/0046

SUBMITTED TO:
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INSTITUTE OF FINANCE AND MANAGEMENT STUDIES KWARA
STATE POLYTECHNIC, ILORIN.

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 business Administration 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 Oyetunji 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), my SIWES supervisor, and also the entire staff of the Department of Business Administration, kwara state Polytechnic Ilorin, I say more grace to your elbow all. I can never forget the unalloyed cooperation of my beloved ones at EGO COMPU ELECTRO PRO, 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

1.0 Introduction

SIWES was established by ITF in 1973 to solve the problems of lack of adequate practical skills preparatory for employment in industries by Nigeria graduate of tertiary institutions.

The student Industrial Working Experience Scheme (SIWES) was fund by the federal government of Nigeria beneficiaries undergraduate students of the following: agriculture engineering, technology engineering, environmental, science, education, medical science and pure and applied science the duration of four month programs for polytechnics and colleges of education and for six months for the universities and other related courses and it is controlled by a body known as NBTE (National Board for Technical Education), the headquarter is located in Kaduna state also with the Industrial Training Fund (ITF) in Jos.

However, this programme was introduce or established to enhance the student idea and learning, especially to expose students to industry based skills necessary for a smooth transition from the classroom to the world of work in their practical aspects, that is, to give the 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 know education strategy. classroom studies are integrated with learning through hand on work experience in a field related to the student's academic major and career goals. Successful internships foster an experiential but provides opportunities for leaners to develop skills necessary to becomes leaders in their chosen profession and them more knowledge to help them to put into practice the theories they already know i.e. banking and finance SIWES Training.

1.1 Definition of SIWES

SIWES is Student Industrial Work Experience Scheme, it can be said to be a training program design to give students practical skills in their field of study. It is design for the student in tertiary institution especially polytechnic student in their second year of study.

1.2 Goals and Objectives of SIWES

- i. To make students integrated leadership development in to the experiential learning process.

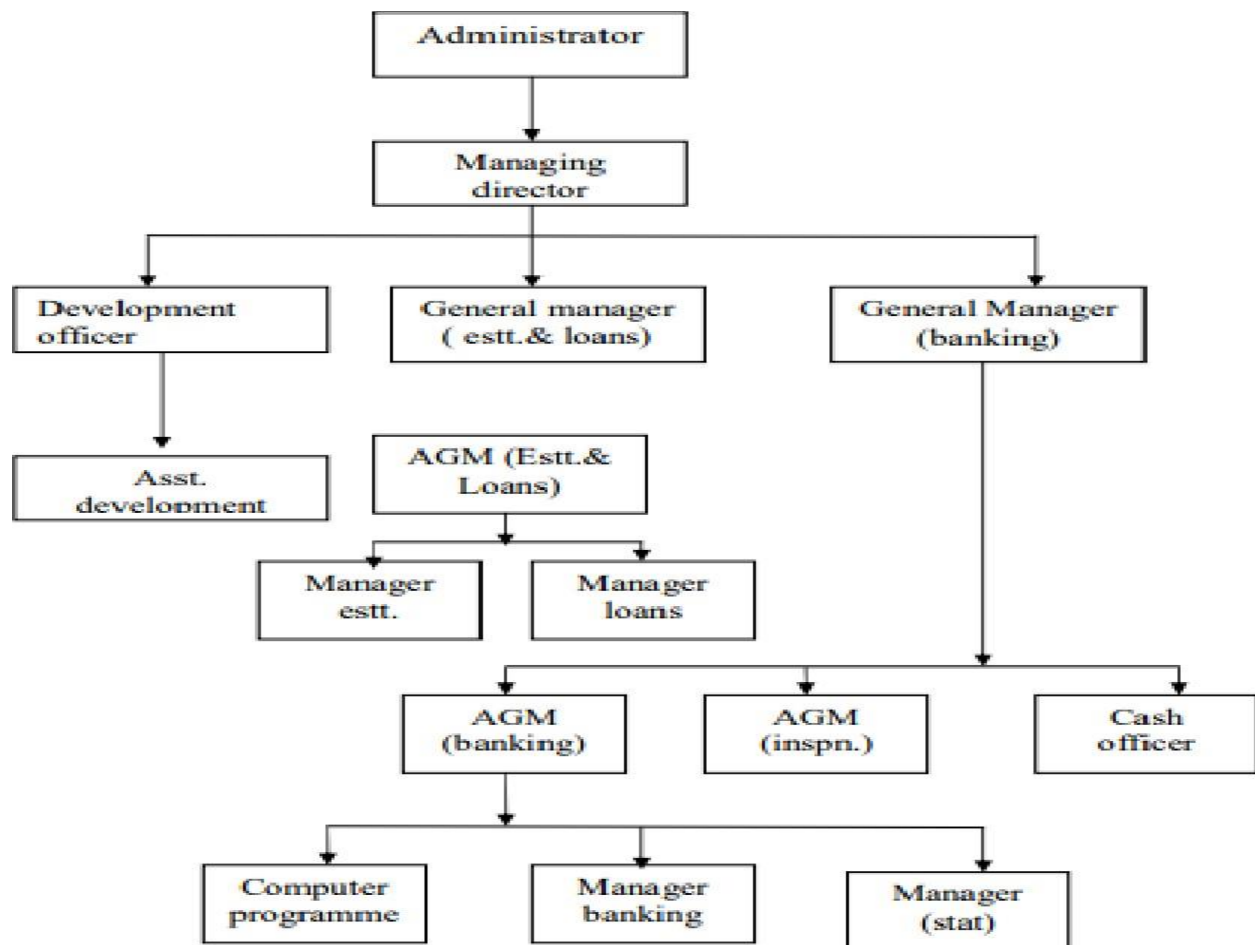
- ii. To make students learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leader.
- iii. To provide students the opportunity to test their interest in a particular career before permanent commitment are made.
- iv. To develop skills in the application of theory to practical work situations.
- v. To develop skills and techniques directly applicable to their careers.
- vi. To make sure students gain practical experience in their field of study to increase a students sense of responsibility exposes student to employment opportunity and possibilities after graduation.
- vii. To make students to able to develop a draft agency or project budget and will be able to identify method of obtaining revenue to support the budget.
- viii. To help students to acquire good work habits.

CHAPTER TWO

2.1 BRIEF HISTORY OF THE ORGANIZATION

EGO-COMPU-ELECTRO PRO LTD was incorporated in AKUTE, Nigeria with Registration Number 1379929. It was registered on 13 Dec 2016 and it's current status is unknown. Company's registered office address is SUITE C 12, ADEGOKE AJAYI SHOPPING COMPLEX, OFF AKURE, AJUWON ROAD, AKUTE, and LAGOS.

2.2 ORGANIZATIONAL STRUCTURE/CHART



2.3 Major Activities of the Organization

- i. Computer business
- ii. Record keeping
- iii. Good and service

CHAPTER THREE

3.0 EXPERIENCED GAINED

3.1 HOW TO PROMOTE GOOD AND SERVICE

To effectively promote goods and services, you can utilize strategies like: identifying your target audience, building a strong brand identity, leveraging social media marketing, creating engaging content, running targeted ads, utilizing email marketing campaigns, offering special promotions and discounts, partnering with influencers, optimizing your website for search engines (SEO), and actively gathering customer reviews and testimonials; always ensuring your marketing aligns with your unique selling proposition (USP).

Key promotional methods:

- **Digital Marketing:**
- **Social Media:** Utilize platforms like Facebook, Instagram, Twitter, and LinkedIn to share updates, visuals, and engage with your audience.
- **Content Marketing:** Create blog posts, videos, and infographics to educate and inform potential customers about your products/services.
- **Email Marketing:** Build an email list to send targeted newsletters and promotional offers.
- **Paid Advertising:** Run targeted ads on social media platforms and search engines to reach a specific demographic.
- **SEO Optimization:** Optimize your website to rank higher in search engine results.
- **Offline Marketing:**
- **Public Relations:** Issue press releases, participate in industry events, and build relationships with media outlets.
- **Networking:** Attend industry conferences and events to connect with potential customers and partners.
- **Flyers and Brochures:** Distribute printed materials in relevant locations
- **Promotional Strategies:**

- **Special Offers:** Provide limited-time discounts, free trials, or bundled packages to incentivize purchases.
- **Loyalty Programs:** Reward repeat customers with exclusive benefits and discounts.
- **Contests and Giveaways:** Generate excitement by hosting contests on social media or through email campaigns.
- **Referral Programs:** Encourage existing customers to refer friends and family by offering incentives.
- **Influencer Marketing:** Collaborate with relevant influencers to promote your products to their audience.

Important Considerations:

- **Target Audience:**

Clearly define your ideal customer to tailor your marketing efforts accordingly.

- **Unique Selling Proposition (USP):**

Identify what sets your product or service apart from competitors and highlight it in your messaging.

- **Brand Consistency:**

Maintain a consistent visual identity and messaging across all marketing channels.

- **Data Analysis:**

Track key metrics to measure the effectiveness of your marketing campaigns and make adjustments as needed.

INCOME AND EXPENDITURE

Income is the money you earn, and expenditure is the money you spend. Tracking income and expenditure is important for managing finances.

Income and expenditure in businesses

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- **Income**

Also known as revenue, this is the money a business receives from selling goods or services.

- **Expenditure**

This includes the costs of running a business, such as materials, subscriptions, repairs, and rent.

- **Income and expenditure account**

This is a summary of a business's income and expenses for a specific period of time. It's similar to a profit and loss account.

Income and expenditure in households

- **Consumption schedule**

This describes the relationship between income and expenditure in households. It shows how consumers buy more goods when they have more money.

- **Aggregate expenditure**

This is the total amount of spending in an economy, including household consumption, investment, government spending, and net exports.

Calculating income and expenditure

To calculate income, you can subtract your expenses from your revenue.

3.2 HOW TO USE MICROSOFT WORD

Microsoft Word is a program that lets you create, edit, and format documents. You can use it to write letters, reports, resumes, and more.

Getting started

1. Open the Start menu

2. Find and click Word in the list of applications
3. If this is your first time using Word, you might need to agree to the Microsoft Software License Agreement

Creating a document

1. Select File > New
2. Choose a template or start with a blank document
3. Click on the new page and type your text

Formatting

1. Highlight your text
2. Select the Home tab
3. Choose formatting options like bold, italic, bullets, and numbering

Adding media

1. Select the Insert tab
2. Add images, symbols, tables, or charts to your document

Saving and opening

1. Select File to open, save, or start documents
2. You can find a list of your recently used documents in the left column when you start Word

Learning more

- You can try a learning guide like "Welcome to Word" or "Insert your first table of contents"
- You can take a free course to learn more about Microsoft Word

3.3 DUTY OF SECRETARY

A secretary performs administrative tasks to support an organization's smooth running. Their duties include answering phones, scheduling appointments, and managing correspondence.

Communication

- Answering and directing phone calls
- Responding to emails and inquiries
- Drafting, receiving, and distributing letters, memos, and emails
- Keeping records of communications

Scheduling

- Maintaining schedules and diaries
- Scheduling appointments, meetings, and events
- Ensuring there are no conflicts in schedules

Organization Organizing and maintaining documents and files, Organizing meetings and taking minutes, Preparing agendas for meetings, and Maintaining and ordering office supplies.

Other tasks

- Greeting clients and guests
- Documenting financial information
- Helping with project tasks
- Supervising staff and new employees
- Coordinating with other organizations
- Implementing administrative procedures

- Preparing reports
- Running errands

Secretaries often work in an office setting and support other professionals within an organization.

Skills

Secretaries should have good typing skills, basic computer literacy, and familiarity with office software. They should also be adept at managing schedules, organizing files, and handling correspondence.

3.4 BUSINESS PLANNING

The key steps in creating a business plan typically include: an executive summary, company description, market analysis, competitive analysis, product/service description, marketing and sales plan, organization and management, financial projections, and an appendix with supporting documents.

Breakdown of the steps:

- **Executive Summary:**

A concise overview of your business concept, highlighting key points like the problem you solve, target market, and potential for success.

- **Company Description:**

A detailed explanation of your business including its mission, vision, history, and legal structure.

- **Market Analysis:**

Research on your target market, including demographics, needs, trends, and market size.

- **Competitive Analysis:**

Identifying your main competitors, analyzing their strengths and weaknesses, and outlining your competitive advantage.

- **Products or Services:**

A comprehensive description of your offerings, highlighting their features, benefits, and unique selling points.

- **Marketing and Sales Strategy:**

How you plan to reach your target market, including marketing channels, pricing strategies, and sales tactics.

- **Organization and Management:**

Details about your company structure, key personnel, roles and responsibilities, and management team.

- **Financial Projections:**

Forecasted financial statements like income statements, cash flow projections, and balance sheets.

- **Appendix:**

Supporting documents like permits, licenses, market research data, and legal agreements.

Important points to remember:

- **Tailor your plan:** Adapt your business plan to your specific industry and target audience.

- **Conduct thorough research:** Gather accurate data on your market, competitors, and potential customers.
- **Be realistic:** Base your financial projections on sound assumptions and market trends.
- **Keep it concise and focused:** Present information clearly and avoid unnecessary details.

HOW TO USE EXCEL

To use Microsoft Excel, you can enter data, format cells, and use formulas.

Enter data

1. Click an empty cell
2. Type text or a number
3. Press Enter or Tab to move to the next cell

Format cells

1. Click the Home tab
2. Click Format as Table
3. Choose a table style

Use conditional formatting

1. Apply formatting to cells based on their value
2. Highlight cells that meet certain conditions

Use formulas

1. Select an empty cell
2. Type = and then type a function
3. Type an opening parenthesis
4. Select the range of cells
5. Type a closing parenthesis
6. Press Enter to get the result

Open a file

1. Click the File tab

2. Click Open
3. Select the location where the file is saved
4. Select the file you want to open
5. Click Open

Learn more

You can learn more about Excel by creating basic calculations, learning common functions, and reading books.

RECORD KEEPING

Record keeping is the practice of documenting and storing information about a person or organization's activities. It is a vital skill for administrative assistants and is often used in business and accounting.

How is record keeping done?

- Record keeping involves creating and storing records in a consistent and formal way
- Records can be in the form of written documents, photographs, or recordings
- Records can be organized into files or folders

Why is record keeping important?

- Record keeping helps businesses monitor their progress and identify areas for improvement
- Record keeping helps ensure that data is properly organized, described, and preserved
- Record keeping helps organizations preserve their institutional memory

Types of records:

Administrative records, Legal records, Fiscal records, Historical records, Research records, and Electronic records.

Principles of record keeping:

Accountability, Transparency, Integrity, Protection, Compliance, Accessibility, Retention, and Disposition