



# **A TECHNICAL REPORT**

**ON**

**STUDENT INDUSTRIAL WORK EXPERIMENTENCE  
SCHEME [SIWES]**

**HELD AT**

**M.A BALOGUN COMPUTER ENTERPRISE**

**23, OGUNLADE STREET, ALABA ORO LAGOS STATE**

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**ND/23/BAM/PT/0105**

**SUBMITTED TO THE  
DEPARTMENT OF BUSINESS ADMINISTRATION  
INSTITUTE OF FINANCE AND MANAGEMENT  
STUDIES**

**KWARA STATE POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE AWARD OF NATIONAL DIPLOMA (ND) IN  
BUSINESS ADMINISTRATION,  
KWARA STATE POLYTECHNIC, ILORIN.**

**AUGUST-NOVEMBER 2024**

### **DEDICATION**

The SIWES report is dedicated to GOD Almighty, Mr & Mrs. Samson for their spiritual and financial support during my SIWES program.

### **ACKNOWLEDGEMENTS**

I take this opportunity to express my profound gratitude and deep regards to the creator of heaven and earth, the one who knows the beginning and the end, the alpha and the omega, the Almighty Allah and also to my guides (MR & MRS SAMSON, and to all those who has helped me during my SIWES programme. The blessings, help and guidance given by them, time to time has carry me so this far and shall carry on the journey of life on which I am about to embark. I also take this opportunity to express a deep sense of gratitude to compliment my mentor for his cordial support valuable information and guidance which helped me in completing my SIWES through various stages.

May Almighty GOD bless, protect, keep, nourish and guide you through all your life's entire journey. And also my regard to the school board of trustees and the staff a very big thank you to all and sundry.

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## **CHAPTER ONE**

### **1.0 INTRODUCTION**

This chapter gives a brief history of SIWES, its aims and objectives, as well as a short narrative on my application and posting. It also introduces Computer Business Centre where I did my SIWES training.

### **1.1 ABOUT STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME**

The students industrial work experience (SIWES) was established in 1973 by the industrial training fund (ITF) founded by the federal government of Nigeria and jointly coordinator by the ITF and the national universities commission. It is a tripartite program involving the students, the university and the industry. It is an accepted skills training program which forms part of the approved minimum academic standard in various degree programs.

The students industrial work experience scheme (SIWES) is a worldwide program practiced in countries like Japan, Australia, USA, Europe, and in African countries too. It is popularly known as co-operative education and referred to as sandwich in Europe. It is a six (6) months students industrial work experience scheme (SIWES) taken in the third year of the degree program, where the students go to various establishments related to their course of study.

The program was initially introduced in Nigeria by the Industrial Training Fund (I.T.F.) which was established under Decree 47 of 1972 by the Supreme Military Council, headed by General Yakubu Gowon. The Decree was billed to take effect from 31 March, 1974 and had as its core objective, the gradual reduction of the percentage of foreign participation in most of Nigeria's economic activities, accompanied by a systematic cooperation of locally oriented skilled manpower into the vast economic sector.

One of the key functions of the ITF is to work as cooperative body with industry and commerce where students in institutions of higher learning can undertake mid-career work experience attachment in industries which are compatible with student's area of study. The students Industrial Work Experience Scheme (SIWES) is a skill Training program designed to expose and prepare students for the Industrial work situation which they are likely to meet after graduation.

Participation in SIWES has become a necessary precondition for the award of diploma and degree certificate in specific disciplines in most institutions of higher learning in the country in accordance with the education policy of government.

## **1.2 BRIEF HISTORY OF SIWES**

The word SIWES (Student Industrial Work Experience Scheme) was introduced by the federal government in the year 1973 to develop the technological, physical and social skill of our nation, through this, adequate and intelligent students are provided the department involved in the actual challenge in various disciplines before they can be awarded a Bachelor Degree.

## **1.3 AIMS AND OBJECTIVES OF SIWES**

- ❖ Provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their approved course of study and also by interacting with people with more experience in the field under consideration.
- ❖ Prepare students for the industrial work situation which they are likely to meet after graduation.
- ❖ Expose students to work methods and techniques in handling equipment and machinery that are mostly not available in their various institutions.
- ❖ Provide students with an opportunity to apply their knowledge in real world situation thereby reducing the gap between theoretical knowledge and practical work.
- ❖ Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment in Industry and Commerce.

## **1.4 ROLES OF STUDENT**

- ❖ Attend SIWES orientation programme before going on attachment.
- ❖ Comply with the establishment's rule and regulation.
- ❖ Arrange living accommodation during the period of attachment.
- ❖ Record all training activity done and other assignment in the log book.
- ❖ Complete SPEI from ITF, FORM 8 and get it endorsed by the employer for submission to the ITF.

## **1.5 OBJECTIVES OF THE REPORT**

The objectives of the SIWES report are

- ❖ To make thorough explanation of the work done during my four-month industrial training.
- ❖ To fulfil the requirement for Bachelor of Science in Computer Science.
- ❖ To contribute to the body of knowledge and to enhance the understanding of the writer about a similar or same job.

## **1.6 THE LOGBOOK**

The logbook issued to student on attachment by the institution was used to record all daily activities that took place during the period of attachment, and it was checked and endorse by the industry based/institution-based supervisors and ITF during supervision.

## **1.7 BRIEF HISTORY OF M.A BALOGUN COMPUTER ENTERPRISE**

M.A Balogun Computer Enterprise is private organization, established in the year 2011. It is owned and manage by Mr. AbeeB Balogun

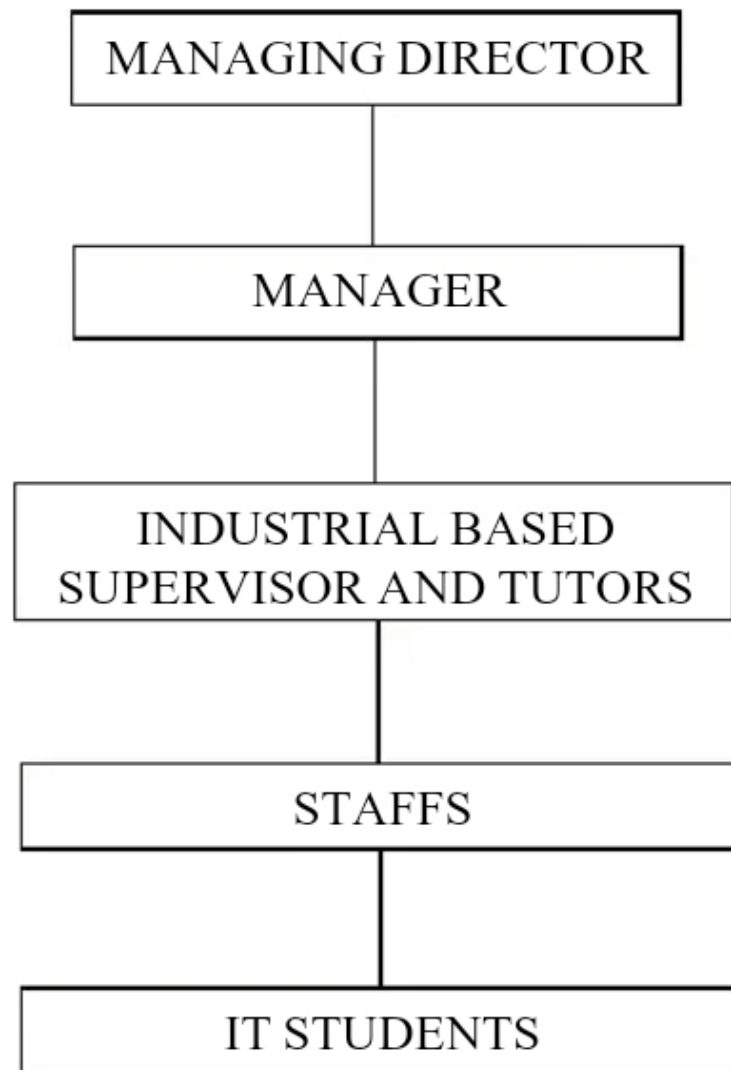
It is a non-governmental organization situated at 23, Ogunlade Street Alaba Oro Lagos State.

They operate Computer Business Centre that covers word processing, instant passport printing.

document printing and photocopy, document transfer, CD burning, online registration, hardware maintenance, software maintenance, printing press, etc.

This company is head by the managing director and manager next to him followed by the industrial based supervisor, staffs and the IT students.

**1.8 ORGANIZATION CHART OF M.A BALOGUN COMPUTER ENTERPRISE**





## **CHAPTER TWO**

### **2.0 EXPERIENCE GAINED DURING THE SIWES EXERCISE**

The student industrial work experience scheme (SIWES) exercise has contributed greatly in my academic carrier, because I have gain some experience which is very useful to my field of study. The first advantage acquire during my SIWES training programme was that I was taught computer component i.e. hardware and software, how to launch computer packages such as: Ms Word, Ms excel etc. including their installation, configuration and troubleshooting. I also learned how to diagnose and fix common problems with computers such as hardware and software issues, network connectivity and security threats.

Furthermore, I developed skills in customer service and communication as I interacted with clients on a daily basis to understand their needs and provide appropriate solutions. I also learned about the importance of business development and financial management in running a successful computer business center.

Overall, my training at the computer business center provided me with valuable practical experience and knowledge in the field of computer hardware and software maintenance, it also helped me to develop my technical and interpersonal skills, which I can apply in my future career.

### **2.1 INTRODUCTION TO COMPUTER**

A computer system can be micro, a mainframe or super computer consist of both hardware and software. It is an electronic machine capable of accepting data, process the data into meaningful information as output. The term computer is obtained from the word compute.

A computer is a machine or tool, which is capable of:

1. Taking input data
2. Storing the input data.
3. Processing the input data.
4. Producing the output report on paper or computer store for human being to use.

#### **INPUT AND OUTPUT DEVICES**

Some of the Input Devices include:

1. Keyboard
2. Joystick
3. Mouse

4. Electronic pen

5. Track ball etc.

Output Devices Include:

1. Printer

2. Monitor

3. Plotters

4. Photocopier

### **PARTS OF A COMPUTER**

There are two main parts of computers, hardware and software.

**HARDWARES** are all part of computer you can see and touch ranging from the smallest of chips to the total unit called computer system.

**SOFTWARES** are list of instructions needed by a computer to perform specific tasks. Software is often called a program, most times they are compilation of codes written in specific language. There are types of software such as utility software, application software etc.

### **APPLICATION OF COMPUTER**

Computer has varying applications ranging from the simplest tasks to the highly sophisticated and seemly complicated. Computers can be applied to basic office jobs like typing memos, letters, graphic design, photo imaging and massive data analysis in different fields such as communication, engineering, crime control, medicine and other technology based field.

Computer has made it possible to keep reliable records, to manage large files to conduct near impossible searches, to manage and protect databases and promote secure and efficient payment system.

### **CONNECTING COMPUTER TO POWER**

This is very crucial and never learn it by trial. Let a competent technician demonstrate it to you.

Truth however is that it is as simple as connecting a video player and television set to themselves and then to power. Once the technician has demonstrated this at least twice-then you are good to go. The use of inverter and stabilizer for any computer is recommended, because of power fluctuation.

## **CHAPTER THREE**

### **3.1 INTRODUCTION TO MICROSOFT WORD.**

Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software.

Microsoft word is a computer application used in typing, editing, storing, and printing of professional quality documents, letters, reports, resumes, etc through a computer.

Some important keywords in the definition

1. **Typing:** This is done by using the keyboard. The keyboard as it is known as input device. It has about 108 keys on it. There are five parts of the keyboards namely: function keys c.g. fl-f12, computer keys e.g. Esc, ctrl, shift, cap etc. Typing keys, A-Z, Dedicated keys e.g. page up, page down, Arrow keys and Numeric keypad.
2. **Editing.** This is the act of correcting error(s) in a document. It also involves rearranging the document so as to give a perfect, professional desired output.
3. **Storing:** This is the same thing as saving a document into the permanent memory so as to be able to re-call it any other time. It is needed and should always be done frequently so as to guard against loss of documents due to frequent power failure which can shut down the computer and erase any file that has not been saved.
4. **Printing:** This is the act of getting the soft copy of the document as a hardcopy through a device called a printer using a paper.

### **MICROSOFT WORD**

Loading (Starting Microsoft Word)

Put on the computer and allow it to boot up and display the windows environment or desktop.

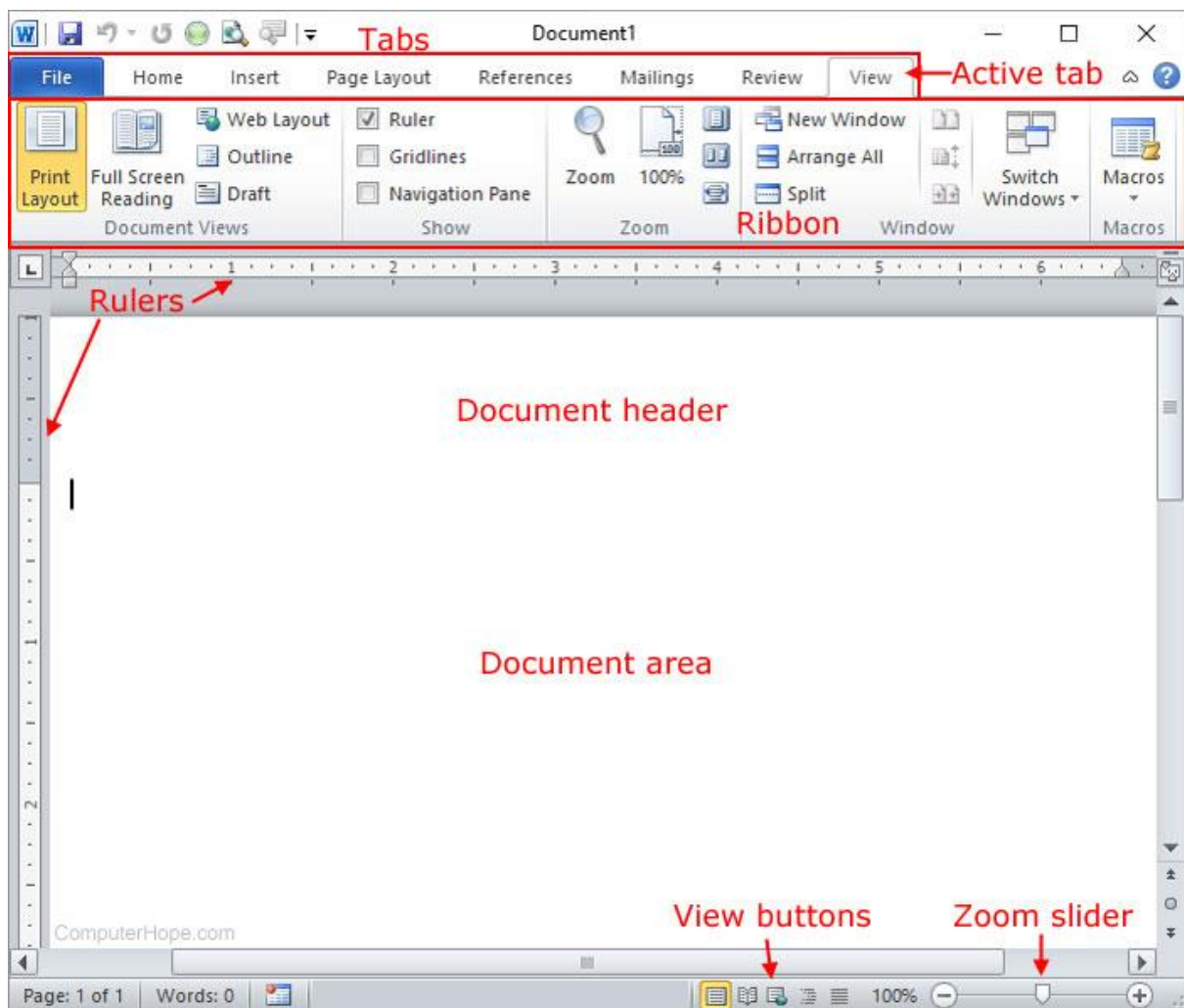
After booting, click on the start button.

Move the mouse to all programs Select Microsoft Word Wait for the loading.

### **Screen Element of Microsoft Word**

1. **Title Bar:** A place where document name of the user appears.
2. **Menu Bar:** A place where all tools name that is use to perform different task appear e.g. File, Edit, Format etc.
3. **Formatting Bar:** A place where icon that is used to change the attribute of our text e.g. B for bold, I for italic, U for underline etc.

4. Standard Tool Bar: This bar show operation symbols that represent a command like new, open, save, print, print preview, copy, cut and so on.
5. Scroll Bar: it is denoted by the triangle icon and it is used to move page up and down, left and right.



## MS WORD TEMPLATE

### **3.2 INTRODUCTION TO MICROSOFT EXCEL**

Microsoft Excel is a spreadsheet program used to record and analyze numerical and statistical data. Microsoft Excel provides multiple features to perform various operations like calculations, pivot tables, graph tools, macro programming, etc. It is compatible with multiple OS like Windows, Mac OS, Android and iOS.

An excel spreadsheet can be understood as a collection of columns and rows that form a table. Alphabetically letters are usually assigned to columns while numbers are usually assigned to rows. The point where a column and a row meet is called a cell. The address of a cell is given by the letter representing the column and the number representing a row.

When Microsoft Excel is fully loaded into the computer memory, the following will be seen.

The spreadsheet/worksheet

Rows. Columns and cells

The mouse pointer and cursor

Working menu and bars

#### **PLOTTING OF CHART**

Charts are graphical representation of the data in a worksheet. They are appealing and make it easy for users to set comparisons patterns and trends in data. For instance, rather than having to analyse several columns of worksheet you can see at a glance whatever the student in a given class actually makes the required average to pass.

#### **Steps in plotting chart:**

1. Select the whole data you want to produce its chart/graph.
2. Click on insert on the menu bar
3. On the submenu that appear, click on chart
4. Another dialogue box will appear where you have to select the type of chart you want.
5. Locate and click on finish to complete the process. So the chart will be displayed.

#### **HOW TO CALCULATE SUM**

We use sum when calculating addition in excel and before spreadsheet can respond to any mathematical command. It must be entered as an equation. Therefore, to enter a function as an equation, we must firstly start with "equals to" (=) sign.

#### **Steps in calculating sum:**

1. Firstly, the data must be entered correctly as shown below

2. Then keep your cursor on the location you want sum to be displayed by clicking the mouse there
3. Type "sum and open bracket "(" then, click the mouse on the first cell you want to sum now type ":" click mouse on the last cell containing the data to be sum
4. Then close the bracket ")"5. Press enter on the keyboard.
5. Use the mouse to scroll through the font's dialogue box and click the mouse on the desired fonts size, colour, type etc.

### **INSERTING PERCENTAGE**

One can choose insert percentage to replace a given data.

Steps in inserting percentage:

1. Select the data to be replaced
2. Click on format from the menu bar
3. Click on cell on the submenu displayed
4. On the dialogue box that appears, click on Number
5. Then, locate and click on percentage
6. Click OK

Steps in calculating sum:

1. Firstly, the data must be entered correctly as shown below
2. Then keep your cursor on the location you want sum to be displayed by clicking the mouse there
3. Type "sum and open bracket "(" then, click the mouse on the first cell you want to sum now type ":" click mouse on the last cell containing the data to be sum
4. Then close the bracket ")"5. Press enter on the keyboard.

### **FONT FORMATTING**

Font refers to every typed letter in the computer, while the formatting simply implies beautifying e.g. colouring, bolding, italic, underlining etc.

Steps in formatting text:

1. Select the data by simply clicking on the cell
2. Click on format on the menu bar
3. Click on the cells on the submenu displayed
4. On another box that appears, locate and click on font

5. Use the mouse to scroll through the font's dialogue box and click the mouse on the desired fonts size, colour, type etc.

### **INSERTING ROWS AND COLUMN**

In case you need to type a given line of data in a given rows and column, but discover it has been occupied by another data not worry, you can simply insert another row or column in the same place.

Steps in inserting rows and column:

1. Keep your cursor where you want the row or column
2. Click on insert on the menu bar
3. On the submenu displayed, click on either row or column depending on your choice.

### **TEXT ALIGNMENT**

One can choose to rotate their text to a given angle when working in Microsoft Excel.

Steps in apply text alignment:

1. Select/highlight the text to be aligned
2. Click on format on the menu bar
3. On the submenu displayed, click on cells
4. Locate and click on alignment on the dialogue box displayed
5. Locate degree under orientation, click on the degree type in the rotating angle you want e.g. 15,30,50°,90°
6. Click on OK.

### **SHADING THE CELLS**

You can choose to add pattern or colour to your worksheet to emphasize some certain point or to enhance it appearance.

Steps in shading the cells:

1. Select the cells to be shaded
2. Click on format on the menu bar
3. Click on cells on the submenu displayed.
4. On another dialogue box that appears, select the heading field you want to sort from the available one under sort by
5. Select either ascending or descending depending on your operation

6. Click on OK.

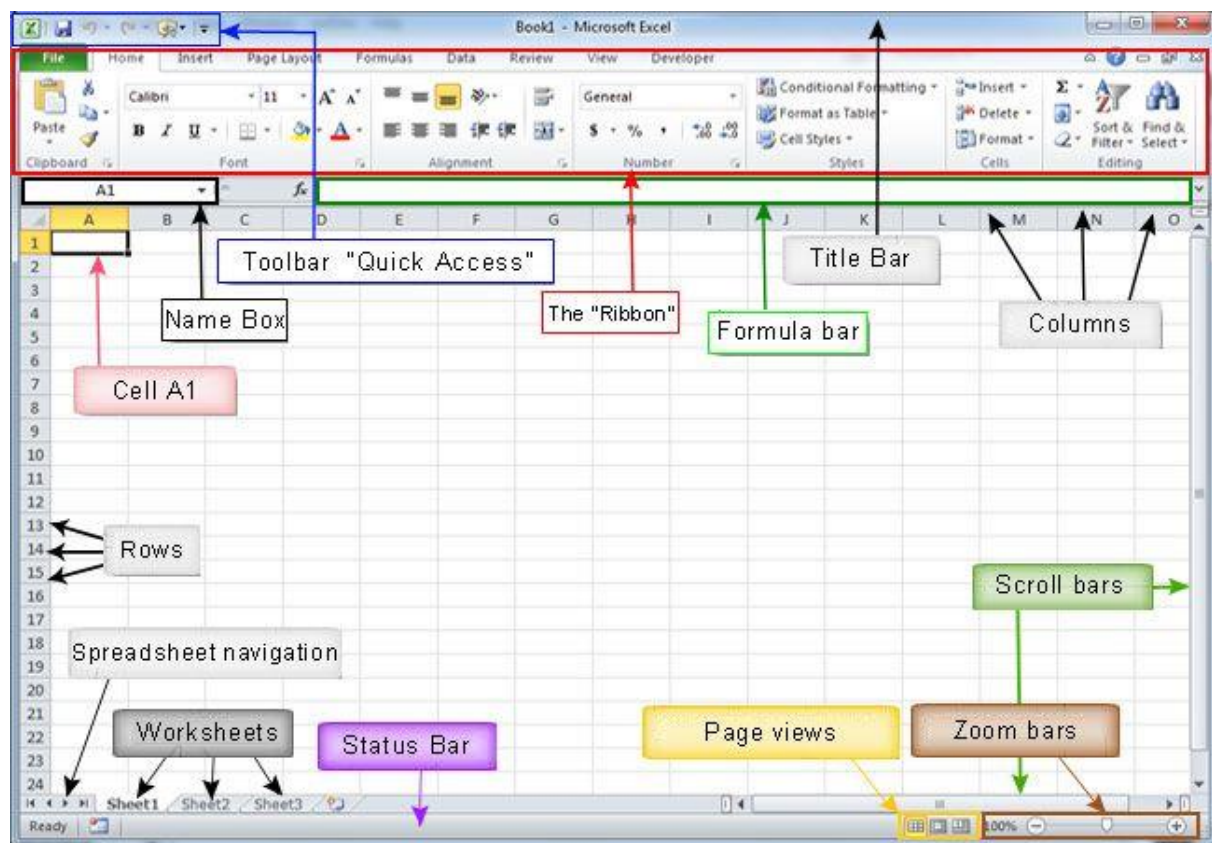
### **AUTO FILL**

If you have lines of text that need to be numbered, you don't actually need to waste much time numbering it one after the other while you can use automatic filling to fill the numbering to any destination of your choice in the worksheet.

Steps to auto fill:

1. Keep your cursor on the cell numbering will start
2. Click on edit on the main menu
3. Select fill from the submenu displayed.
4. On another submenu that appear, click on series.
5. On another dialogue box that appears, click inside the step value box type where numbering should start
6. Click inside the stop value box, type where the numbering should stop
7. Select where it should be filled in row or columns under series in box
8. Click on OK to complete the process.





**MS EXCEL ENVIRONMENT TEMPLATE**

## **CHAPTER FOUR**

### **4.0 SUMMARY**

During the SIWES programme which I did at M.A Balogun Computer Enterprises. I was exposed to the practical aspect of the theoretical knowledge gotten in school, the SIWES programme although challenging and stressful has been a great impact to my course of study (Business Administration). I learnt how to operate a computer. Microsoft word and Micro Excel, troubleshoot faulty hardware and software, burn files to a CD, print and photocopy documents etc.

### **4.1 CONCLUSION**

In conclusion, my industrial training at the computer business center was a valuable and enriching experience. It provided me with hands-on experience in computer hardware and software maintenance, as well as the opportunity to develop my technical and interpersonal skills. I am grateful for the guidance and support of the computer business centers staffs that helped me to learn and grow during my training.

### **4.2 RECOMMENDATION**

I would like to use this medium to encourage the federal Government at all stage to take this SIWES program more seriously seeing that the students of financial management studies as a virtual improvement in future of technology.

Government should also ensure a proper supervision of SIWES student so that the purpose of the programme will be achieved.