



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

HELD AT

AL-MUFFTY BUSINESS VENTURES

No 15 Imam Ojoku Street, Off Markaz Agege, Lagos State

BY

ALEEM FAWAS ADEDAMOLA

ND/23/PAD/PT/0338

**SUBMITTED TO DEPARTMENT OF PUBLIC ADMINISTRATION
AND MANAGEMENT, INSTITUTE OF FINANCE AND
MANAGEMENT STUDIES, (IFMS) KWARA STATE
POLYTECHNIC, ILORIN**

**IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF NATIONAL DIPLOMA (ND) IN PUBLIC
ADMINISTRATION**

SEPTEMBER TO DECEMBER, 2024.

TABLE OF CONTENT

Dedication

Acknowledgment

Abstract

CHAPTRE ONE

1.1 Introduction

1.2 Aims and objectives of SIWES (Definition of SIWES)

1.3 Historical background of the organization

1.4 Organization chart

1.5 Major activities of the organization

CHAPTRE TWO

2.1 Specific function of various section/units of the organization

2.2 Student involvement at various section/ unit

2.3 Interpersonal relationship with the organization

CHAPTER THREE

3.1 Discussion

3.2 Relevance experience gained to the student field study

CHAPTER FOUR

4.1 Conclusion

4.2 Personal Impression about the organization

4.3 Recommendation

Reference

ABSTRACT

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at **Al-Muffty Business Ventures**

.

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

The name of the organization is Al-Muffty Business Ventures, Kwara State Polytechnics Ilorin.

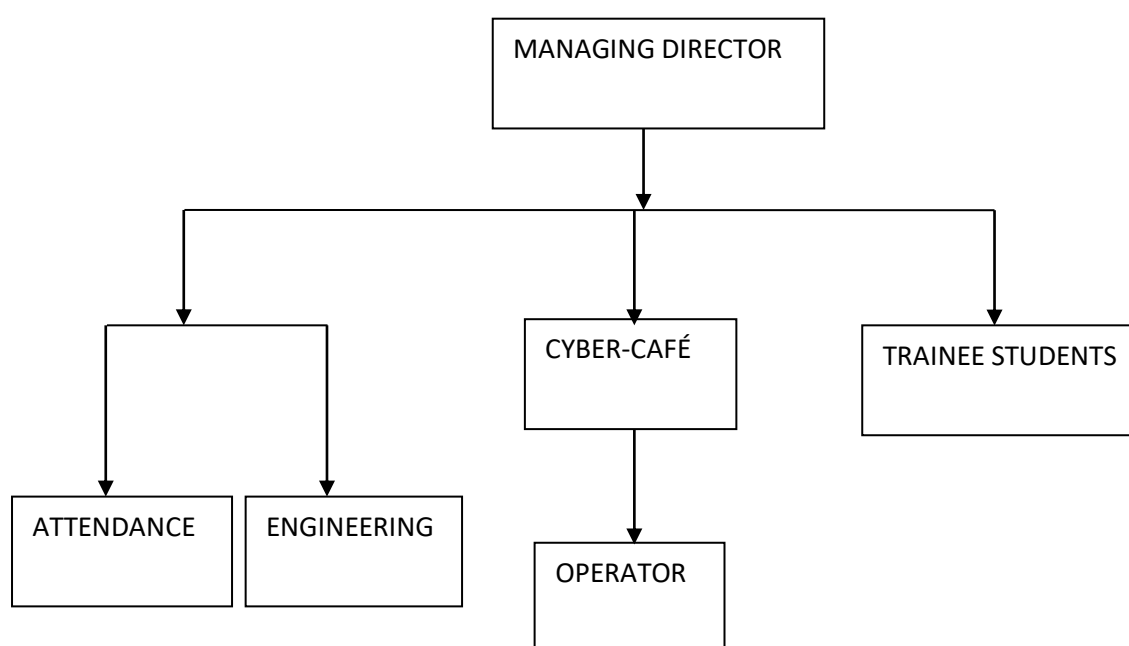
It was created in 2015 and was directed by Mr. Oridara A. A. The aims and objective of the organization is to train both SIWES and its student and also individual in Computer in order for them to know much or deep about and they have taught in their various institutions.

Al-Muffty Business Ventures , which was established in 2005 in Lagos State, has grown to become a great employer of staff. The journey, according to the general manager of the Institute, Mr. A. A. Oridara, experienced some hiccups in the first two years of operation but has stabilized and begun an expansion that will take the Institute to an enviable height.

“The journey had been very strenuous and not too pleasant at the beginning because the owners of the Location were very reluctant to release the land which delayed our settling down. In the first two years of the project, it was at a business center but then the Training was like a department under the Traditional ruler of the area, supervised by a Representative of the community.

“We started experiencing progress when the Institute became a full fledged limited liability company and since then it has been one success story after another.

1.4 ORGANIZATION CHART



1.5 MAJOR ACTIVITIES OF THE ORGANIZATION

The major activity of the organization is operating of cyber-café, troubleshooting of system, of system, working on Microsoft Word and also students teaches about computers in general. The organization also accommodate SIWES student.

Other activities performed by the organization are:

1. The organization based on graphic design and internet application.
2. The organization also based on training student in practical aspect.
3. The organization also goes about installation of software.

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.

CHAPTER THREE

3.0 STUDENT SPECIFIC INVOLVMENT AT VARIOUS SECTION/ UNIT

INTRODUCTION TO MICROSOFT WORD

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 as 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 GRAMMER 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 desire 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 win 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 store 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

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.

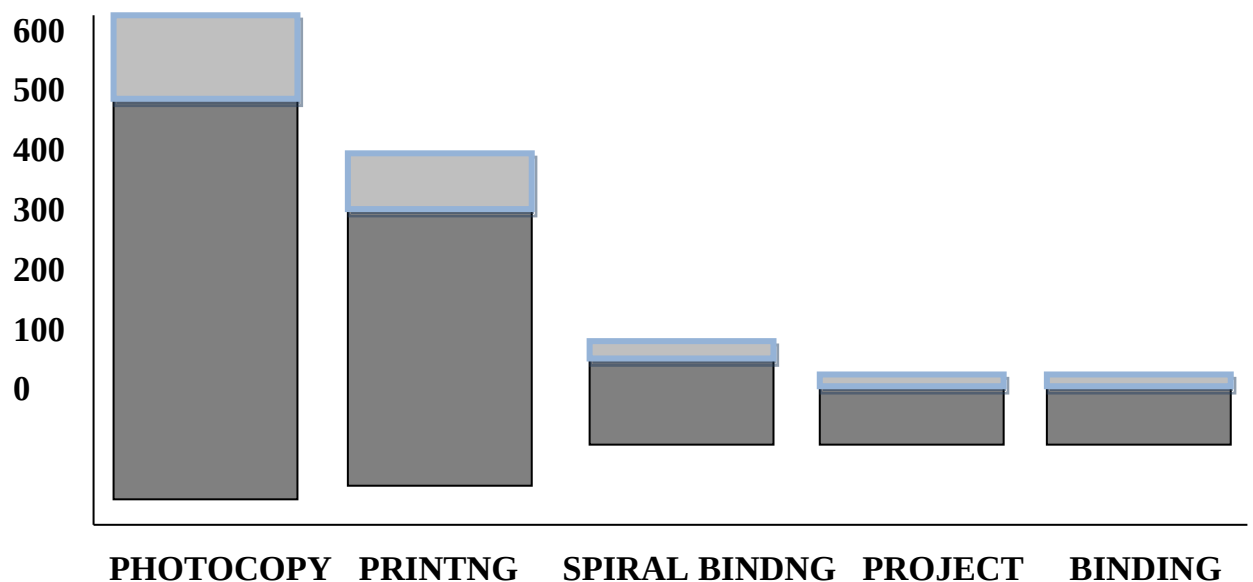
GENERAL KEYBOARD SHORTCUT

PRESS	TO
Ctrl + A	To select all
Ctrl+ B	To bold
Ctrl+ C	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

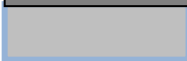
Ctrl+ R	Right align
Ctrl+ S	Save
Ctrl+ U	Underline
Ctrl+ V	Paste
Ctrl+ X	cut
Ctrl+ Z	Undo
Shift+ Delete	Permanent delete
Delete	Delete item
F2	To rename item

DATA COLLECTION

SERVICES	FEBRUARY	MARCH	TOTAL
PHOTOCOPIES	500	600	1100
PRINTING	300	400	700
BINDING	100	120	220
SPIRAL BINDING	100	110	210



FEBERUARY: 

MARCH: 

CHAPTER FOUR

4.1 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.

4.2 PERSONAL IMPERSSION 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.

4.1 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.

REFERENCES

- Oridara A. A. (2018). Computer Appreciation and Application. Katsina, Nigeria
- "Microsoft Corporation Form 10-K". U.S. Securities and Exchange Commission. July 27, 2023. pp. 9, 58, 60.
- "Microsoft Investor Relations - FAQs". Microsoft.
- "Fortune 500 Companies 2019: Who Made the List". Fortune. Retrieved July 1, 2022.
- Warren, Tom (October 13, 2023). "Microsoft completes Activision Blizzard acquisition, Call of Duty now part of Xbox". The Verge. Retrieved November 1, 2023.