



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

**HELD AT**

**HARWESCHO GLOBAL VENTURE ARILEWO  
STREET AIRPORT ILORIN, KWARA STATE**

**BY  
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ND/23/BAM/PT/0941**

**SUBMITTED TO  
THE DEPARTMENT OF BUSINESS ADMINISTRATION ,  
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES (IFMS)  
KWARA STATE POLYTECHNIC, ILORIN  
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NATIONAL DIPLOMA IN BANKING AND FINANCE**

**AUGUST – NOVEMBER, 2024**

## **CERTIFICATION**

This is to certify that the bearer has successfully completed the Student Industrial Work Experience (SIWES).

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Department Cordinator

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Date

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SIWES Director

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Date

## **DEDICATION**

This report is dedicated to the almighty God, the giver and sustainer of life, for His unconditional love and mercy granted to me throughout the period of my Industrial Training.

## **ACKNOWLEDGEMENTS**

I give thanks to Almighty God, who gave me the gift of life, and made everything possible and to my beloved parent Mr and Mrs ABDULRASAQ

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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

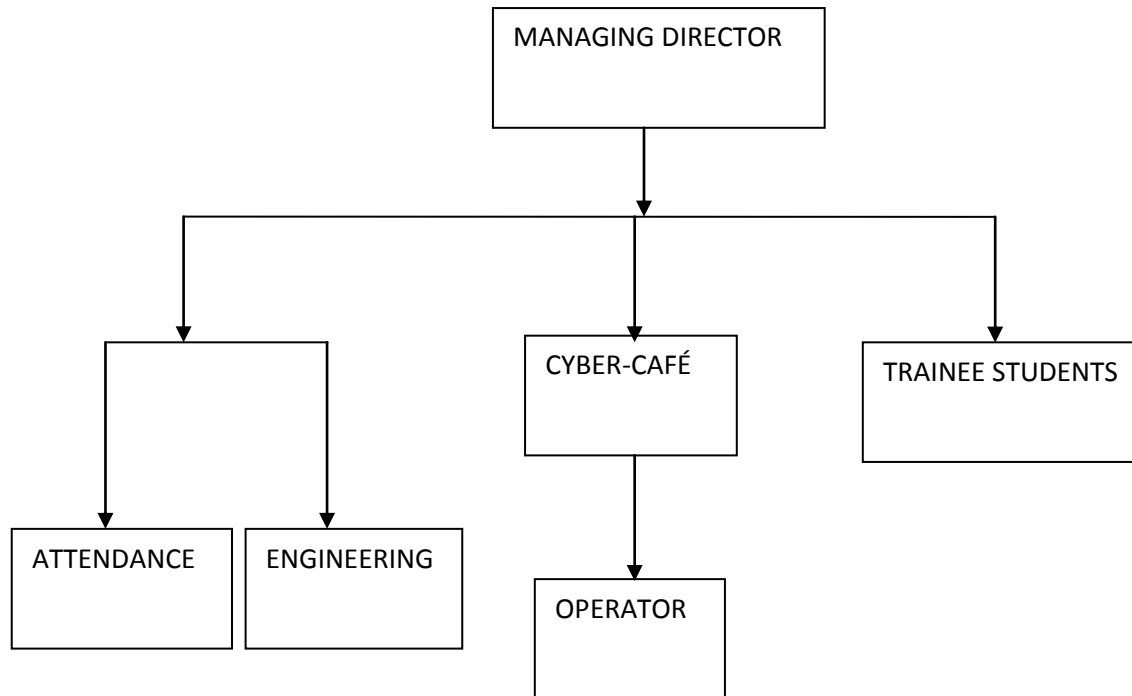
- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it 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**

The name of the organization is Ridwanullahi Information Technology it is located at Kankatu ,Okelele Area, Ilorin Kwara State.

It was created in 2000 and was directed by MR.Abdulraheem Yusuph Olatunji. The aims and objective of the organization is to train both SIWES and its student and also individual in networking in order for them to know much or deep about and they have taught in their various institutions.

## 1.4 ORGANIZATION CHART



## 1.5 MAJORACTIVITIES 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**

### **2.0 STUDENT SPECIFIC INVOLVMENT AT VARIOUS SECTION/ UNIT**

#### **INTRODUCTION TO COMPUTER**

The chapter include the definition of computer, type of computer by size and three stages of computer.ss

I was taught that computer is an electronic device that accept data ,input processing data and give us an output in a short time as an information.

Computer system has three stage

1. Input
2. Processing
3. Output

INPUT – This is where the user enter data into the computer system

PROCESSING – This is where the operation in computer take place such as arithmetic,logic and so on.

OUTPUT – This is where all the input to the computer display

I was told we have type of computer by nature of Data

1. Analogue Computer
2. Digital Computer
3. Hybrid Computer

Part of computer and Their function

MONITOR- is an output device that displays information in pictorial or egotextual form. Computer monitor has categorized into

1. LCD- Liquid crystal display
2. CRT- Cathode Ray Tube.

KEBOARD – Is a peripheral input device modeled after the typewriter keyboard which is use as an arrangement of button or keys to act as



mechanical level of electronics switches. Its has different keys such as alphabet and numeric keys

### **PART OF COMPUTER**

1. Monitor
2. CPU
3. Mouse
4. Keyboard
5. Printer
6. Joystick
7. Compact Disk
8. Flash Drive
9. Modem

### **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; six and three stages of computer

- 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 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

## **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+0	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 THREE**

### **3.1 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.

### **3.2 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.

### **3.3 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.