



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

**AT
OLISTECH COMPUTERS TRAINING INSTITUTE**

***BY*
USMAN BALIKIS**

**Matric Number
ND/23/BFN/PT/0180**

**SUBMITTED TO:

DEPARTMENT BANKING AND FINANCE
KWARA STATE POLYTECHNICS ILORIN.**

**SUPERVISED

MR OLATUNDUN ISSA OLALEKAN

FROM
AUGUST 2024 TO 28TH OCTOBER 2024**

ABSTRACT

This report focuses on my experience and knowledge I gained during the Student Industrial Work Experience Scheme (SIWES) AT “olistech computer training institute where I gathered all experience gained so far within my months of engagement as siwes student, the field work and project carried out. The siwes was designed to develop the students effectives, cognitive and psychomotor domain, it expose student to practical environment that was not available in the lecture room through the siwes students are opportune to have a physical practice of what have been taught in the school. This siwes trained how to become a useful member of the society, the day to day activities was used in the establishment to gain the knowledge of posting of daily abstract of expenditure and arranging of payment voucher. the programmed (siwes) serve as a facilitator of cardinal objectives in the national policy on education i.e self reliance, However through the siwes programmed, it promote the independence of self reliance of the student in the sense that after graduation from school they will be able to married, control and direct their private investment on their own and this will surely aids the purposes and elimination of employment problem in the country.

1. Title page
2. Table of content
3. Acknowledgment
4. Abstract
5. Introduction
6. Review of Related Literature
7. Body of Report
8. Conclusion
9. Recommendations
10. References

ACKNOWLEDGMENTS

All thanks and praises to Almighty Allah that give me the opportunity for writing this SIWES report and also for safety He has for me since my childhood.

My first regard goes to my caring and loving parent Mr and Mrs usman for their support both financially and morally and caring in my education career. i pray to Almighty Allah they should reap the fruit they labour (Ameen).

CHAPTER ONE

1.1 INTRODUCTION

Student industrial work experience scheme (SIWES) is an acronym produced or formed to (S.I.W.E.S), Siwes is a program that is designed, established and finance by the federal government of Nigeria.

It is organized and control by industrial training fund (ITF) under the control of federal government of Nigeria.

1.2 STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES) BACKGROUND

Student industrial work experience scheme (SIWES) , It is a practical programmed that designed to bring the gap between theory and practical, Siwes can be defined as a mean of exposing student to the use of machines equipment tool and production practicing

It can also be defined as a programmed that is geared toward the use of machine in society.

According to AJIBOYE (2005) Siwes is defined as programme that is designed for engineering and all vocational course as the way of leaning Theoretical and practical aspect in ones chosen field.

1.3 AIMS AND OBJECTIVES OF SIWES

1. It gives student the opportunity of putting in the practices some of the skill already acquired
2. It exposes student to work methods.

3. Siwes is a promote of a coordinal objective in the national policy on education l.e self reliance.
4. It promote the interest of student in all import and call of do if your self principal
5. It exposal student to practical environment that are not available in the lecture rooms.
6. It enable student to gain political skill.
7. It exposes learners tow holistic industrial environment.

1.4 BODIES INVOLVED IN THE MANAGEMENT OF SIWES

The following bodies are involved in the management of the Students Industrial Work Experience Scheme (SIWES):

- **Federal Government of Nigeria**

Provides funding for the program and makes it mandatory for organizations to accept students

- **Industrial Training Fund (ITF)**

Formulates policies, provides logistical support, and oversees student placement and supervision

- **National Universities Commission (NUC)**

Ensures the establishment and accreditation of SIWES Units in Institutions under its jurisdiction

- **National Board for Technical Education (NBTE)**

Ensures the establishment and accreditation of SIWES Units in Institutions under its jurisdiction

- **National Commission for Colleges of Education (NCCE)**

Ensures the establishment and accreditation of SIWES Units in Institutions under its jurisdiction

- **Institutions of Higher Learning**

Establish SIWES Coordinating Units, appoint SIWES Coordinators and supporting staff, and prepare and submit Master and Placement Lists

- **Employers of Labour**

Provide places for the attachment of students

CHAPTER TWO

BACKGROUND OF THE ORGANIZATION

2.1 INTRODUCTION

COMPANY'S PROFILE My industrial training was carried out in OLISTECH computer training institute, 32 sobi Road, Ilorin . The establishment seeks to enhance professional usage of computer and other ICT gadgets as ,modern day technology tools

2.1 BRIEF HISTORY OF COMPANY

OLISTECH computer institute located at awodi area, sobi Road along Gambari ilorin, kwara state , which is located in ilorin in ilorin East Local government area of kwara state. The Founder Mr Olatundun Issa Olalekan called olistech , came into existence in the year 2016 with help of Few staffs , which started operation same year in computer training and business centre operation.

Today, olistech computer as rooted in minds of most customers and now involve jn cbt training , online registration, jamb coaching

2.3 STRUCTURE OF THE ORGANIZATION



CHAPTER THREE

EXPERIENCE GAINED

Week 1 introduction to sections at the organization and other staff , after which lecture

Introduction

WEEK 1:

I was introduced to staff and other student of the institute, (Olistech computer training Institute) There are two section, the Training section and computer laboratory, introduction revealed that the establish specification includes, training, and business centre. We joined the existing class on COREL_DRAW, colouring and mixing I was introduced to business centre department where online registration, photocopy, type setting, scanning Lamination as well as general printing were been carried out. We were also introduced to mavis beacon typing tutors , other Microsoft package like word and excel.

Week 2

Training proper, lecture begins introduction to computer _Starting Up, Shutting_ Down, the computer and introduction to other hardware and peripherals. uses of other Hardware e.g Printer, VDC/Monitor, Scanner, Light pen and Webcam

Practical: practice on mavis beacon typing and uses of computer pheripera

Uses of shortcut keys Ctrl A to Z, uses of keyboard Introduction basic function of QWERTY keyboard and practical typing tutorial on arrangement of hands/fingers on keyboard.

Booting and types of booting

We were told to draw diagram of **Mouse**

Introduction to internet connection and uses of browser, also Microsoft lesson took place with existing class , Introduction to window operating system (WOS), function/uses. I was taught the uses of “CONTOL PANEL” setting computer background, setting computer date/time, hide and unhidden icon, icon view, volume setting, start menu and battery indicator located on the taskbar. Drawing of Light pen also indicated.

Introduction to internet and service , uses of wifi for connection, word processing, meaning and function of Ms- word, Microsoft word environments, Bars in Microsoft word, page formation, page orientation, changing front type and size. Uses of CPU, type of computer memory and categories of computer

WEEK 4

Shortcut keys and their functions, Setting page number, using insert menu, text wrapping, inserting picture, graphic into Ms_ word environment, setting column, applying page border, setting page margin, transferring document from flash drive to computer, printing typed document.

Little examination on lessons taught so far and drawing of **keyboard**

WEEK 5:

How to create a folder, subfolder, Introduction to powerpoint on Tuesday, next dat is on Ms_ Excel, Ms_ Excel components, Bars in Ms_ Excel, using formular in excel, rules of using formular in excel, column representation, making text across the cell. Drawing of VDU

WEEK 6:

Printing of 2023 Mau/june NEco results slip for customers , how to purchase token online (scratch card) , making payment online Introduction to internet, history invention and types of network(browser/Mozilla, explorer, chromo) Examine address e.g (NECO, WAEC, JAMB, NABTEB, printing result and checking result) searching for image/downloading video, copying from webcam to Ms_ word, opening different tab and window.

Drawing of Printer

WEEK 7:

Designing of school result sheet , designing of letterhead paper and wedding invitation , Registration of Police recruitment for customers

Meaning and function of Ms_ power point, presentation, and power point environment. Making slide/ inserting and deleting, renaming a slide, giving slide colour and template. inserting title into the slide, formatting font text in the slide, arrange text on the slide, inserting picture, music and video into the slide.

Drawing of Laptop

WEEK 8:

Registration of Nigeria Airforce , resizing pictures and changing resolution Introduction to Ms_ publisher, creating card, business card sample, creating greeting card using template ,creating certificate. Creating calendar with calendar wizard, inserting pictures into calendar, setting calendar colour and date format.

WEEK 9:

Microsoft excel components, , using formular, Autosum, sum, Average, Min, Roman and Using text as word art, colour to text, given shadow to Word art ,using

auto shape, creating different shape and design, grouping shape together, creating different logo and designing of cover page.

WEEK 10:

Using Chart in excel , Pie chart, coloumn, X and Y axis , and using Databade , day letter we were introduced to Introduction to CorelDraw, tools in CorelDraw, bars in CorelDraw, shapes tool and it uses, using of text tool and spiral, drawing a symmetrical shapes, drawing a polygon, star, rectangle, circle. Changing a polygon to star, curving side of a rectangle and using shadow tool.

WEEK 11:

Scanning of documents , setting page, Applying line colour to a draw object or text, mixing colour to form another colour, designing of background, setting up page and size, breaking text apart , using and creating watermark, grouping and ungrouping text.

WEEK 12:

Application of loan scheme for customers, Palliative scheme, using of scanner and others, Evaluation on Microsoft word and keyboard, shortcut keys, Microsoft Excel packages and Microsoft power point, evaluation on CorelDraw, Practical,

We were taught Online registration as we assist on Federal Government Loan registration for customers. Revision , Questions And Answer and prayer

WEEK 13:

Introduction to computer maintenance , computer pheripheral and hardware component, assembling of computer. The RAM, HDD , Motherboard, CMOS battery, Fan , Cooler,

WEEK 14:

Saving documents as PDF, using total converter to convert document to MP4, MP3
JPG GIF and compressing video and other documents

WEEK 15:

Using paper cutter, to convert paper to different sizes such as A4, A3, Envelop, legal
and other, removing JAMMED paper from printer.

Printer and tonner, refilling tonner from, filling ink, tober inserting catridge,
inserting roller, blade, drum and other part of printer

WEEK 16:

Revision on work done so far, questions and answers, practice on mavis beacon
typing tutors.

Chapter Four

Project carried out

Using Microsoft excel formula to create result sheet

20 students and names with 10 subjects were recommended to be used.

Subject to be used includes , Mathematics, English, Biology , Chemistry, Physics ,
Agricultural science, Civil Education, Further maths. Geography

Names include, yahaya, Mashood, Peter, Mike, nuah, Timothy, Wasiu, Dauda,
Christian ah, Joshual, Vincent, Audu, Ganiyu, Jimoh! Sarafa, Hammed, Qodir,
Jamiu, Awwal, Amarachi

Steps

Open a spread sheet of excel,

Label the column as follow,

Names, English , Math, Agric, Chem, Phys, Geography, Biology etc

Go to immediate row and label downward to cover all names of students and stops at row 21.

Under each student insert their scores in each subject to cover all the subjects

At the last column leave an empty column and jump to Next column , then label it at total

Then find the total score of each student in All subjects

Copy the total and repeat the same step for all the student

Save the spreadsheet at exam sheep

CHAPTER

Challenges face

Problems Encountered

1. One of the challenges I faced during my siwes was transportation. I engaged myself in some outdoor activities that requires me to transport myself to and fro. S
2. I found it difficult to understand some terminologies in the first week of my siwes programme but I was able to adapt days after
3. I was afraid to face crowd during interview but now I am adapted to it

Conclusion

This report has been able to vivid, explain the entire work experience gain my me during my siwes programme at Kwara state polytechnic, Ilorin, which is a course scheme in ITF saddled with the responsibility of strengthened the effective teaching and learning of skills based course such as mass communication.

I therefore imply that the proper and the effective administration of siwes will. Fo along with in boasting and enhance the competence of the work force of the country . I also conclude that siwes is confronted with series of challenges and this may have hindrance the relaxation of the goals and objectives of the scheme and it therefore need to me given attention by all concerned stakeholders.

RECOMMENDATION.

In view of the relevance of the siwes programme it is important that it is sustain by the government through the Industrial training fund (ITF) as it exposes the students to work tools facilities that may not be available in their respective institutions in relation to their course of studies.

To the end , I recommended that the following underlisted points should be implemented

1. Regular monthly allowance for the students on attachment should, be paid properly
2. Organization should also accept students for siwes and subsequently assign them to relevant job
3. There should more funding for the scheme by the government in order for it to be more effective
4. The company attached to , should put in place all the necessary facilities needed to enhance the knowledge of the students in the industrial attachment
5. It will be of great benefit if the institute can create a platform where y students can explore pre-siwes knowledge or excursion programme before embarking on the training
6. Siwes needs to be strengthen by all concerned stakeholders in order for its objective to be fully realised.

ATTESTATION

The bearer _____ who is a student of Kwara state college of education Ilorin attended and completed her SIWES programme from OLitech computer and during her stay, she proved to be discipline and punctual, I hereby attest to her siwes report to be authentic and duly supervised by me _____

