



A TECHNICAL REPORT

ON

**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)**

HELD AT;

SEADORF COMPUTER LINKS & VENTURES

ALONG OKE-OSE PRIMARY SCHOOL L.G.E.A, ILORIN-EAST, KWARA STATE

PRESENTED BY

AFOLAYAN OLUWAFEMI SAMUEL

ND/23/BAM/PT/0922

SUBMITTED TO

**DEPARTMENT OF BUSINESS ADMINISTRATION AND MANAGEMENT
INSTITUTE OF FINANCE MANAGEMENT AND STUDIES
KWARA STATE POLYTECHNIC, ILORIN.**

AUGUST TO NOVEMBER, 2024

TABLE OF CONTENTS

Title Page	i
Dedication	ii
Acknowledgement	iii
Preface	iv
Table of content	V

CHAPTER ONE

- 1.0 Introduction
- 1.1 Definition of SIWES
- 1.2 Purpose of SIWES
- 1.3 Aims and Objectives of SIWES

CHAPTER TWO

- 2.1 History of the Organization
- 2.2 Objectives of the Organization
- 2.3 Various Departments in the Organization

CHAPTER THREE

- 3.1 Inspection of goods
- 3.2 Procedures of Accountability

CHAPTER FOUR

- 4.1 Siwes Experienced Gained
- 4.2 Basic Equipment in Radio Station

CHAPTER FIVE

- 5.0 Conclusion
- 5.1 Personal impression on the Organization and the SIWES programme
- 5.2 Suggestion and Recommendation.

CHAPTER ONE

1.0 INTRODUCTION

SIWES was introduced by the Federal Government of Nigeria for all vocational and science-oriented students in an attempt to broaden their knowledge practically on their various professional fields of study.

SIWES is an acronym which stands for Students Industrial Working Experience Scheme. It was established in 1973 by the federal government of Nigeria.

It is specially designed for all students in university, polytechnics, monotechnic and college of education who offered science and applied science course in various institutions in Nigeria.

It is an important program organized by the federal government of Nigeria together with the Industrial Training Fund (ITF). In order to impact and promote understanding for both the theory and practical aspect of student field of study based on their experience gained in their various institutions.

1.1 DEFINITION OF SIWES

SIWES is a skill development programme designed to prepare students of all institutions for transition from the college environment to work.

SIWES is the Student Industrial Work Experience Scheme. Annually students are out to various professional organizations that are relevant to their course of study with the help of institutions – based on coordinator and supervisor. This is carried out at the end of their first year during the ND programme for science-oriented courses studied in polytechnics (for the polytechnic).

1.2 PURPOSE OF SIWES

In the earlier stage, students from various institutions are graduating without any technical knowledge or working experience. This makes them to undergo further training after securing an employment, with this reason, student industrial work experience was established.

As a result, during the programme the students are expected to get experienced technical assistance and acquire more experience in their chosen field of study and exposing them to use of machine and safety precaution where relevant before the completion of their programme in various institutions to also cause them to have self-confidence of their certificate.

1.3 AIMS AND OBJECTIVES OF SIWES

1. It provides an avenue for students to acquire the industrial skills and experience in their course of study.
2. Enlist and strengthen employer's involvements in the educational process of preparing students for employment in industries.
3. Provide opportunity for students to apply their knowledge in real work situation thereby bridging the gap between theory and practices.
4. Prepare students for post graduation work experience.
5. Expose students to work methods and technique in handling equipment and machine that may not be available in the educational institution.
6. Ease the transition from school to the world of work and enhance student's contacts for better job placements.
7. For student to acquire practical skill on their field of study and to prepare student for further challenges
8. Enable them to be able to relate with other profession of the same field of study.

CHAPTER TWO

2.1 DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

Location and brief history of the establishment location **SEADORF COMPUTER LINKS AND VENTURES** is located at Along Oke-Ose Primary School L.G.E.A, Ilorin-East, Kwara State.

2.2 BRIEF HISTORY OF THE ESTABLISHMENT

SEADORF COMPUTER LINKS AND VENTURES was founded in 2019 with a vision to provide innovative IT solutions to businesses and individuals.

Seadorf Computer Links and Ventures consolidated its services, focusing on its core competencies in IT consulting, software development, and cybersecurity.

The company began to focus on providing IT solutions to small and medium-sized businesses, including managed services, cloud computing, and IT consulting.

2.3 VARIOUS DEPARTMENTS IN THE ORGANIZATION

The organization of **SEADORF COMPUTER LINKS AND VENTURES**. Have many departments in which the operation of the station are divided in order to give room for the smooth running of the organization. These department are:

1. Executive Department

- CEO's Office: Provides overall strategic direction and leadership to the organization.
- Board of Directors: Oversees the organization's strategy, finances, and operations.

2. Administrative Department

- Human Resources: Manages employee recruitment, training, benefits, and relations.
- Finance and Accounting: Handles financial planning, budgeting, accounting, and reporting.
- Facilities and Operations: Oversees the maintenance and management of company facilities and operations.

3. Technical Department

- IT Department: Develops, implements, and maintains the company's technology infrastructure.
- Software Development: Designs, develops, and tests software solutions for clients.
- Data Analytics: Provides data analysis and insights to support business decision-making.

4. Consulting Department

- Management Consulting: Provides strategic advice and guidance to clients on business operations and management.
- IT Consulting: Offers expert advice and guidance on IT strategy, implementation, and management.
- Digital Transformation: Helps clients navigate digital transformation and implement new technologies.

5. Marketing Department

- Marketing Strategy: Develops and implements marketing strategies to promote the company's services.
- Digital Marketing: Handles online marketing, including social media, email marketing, and search engine optimization.
- Brand Management: Oversees the development and maintenance of the company's brand identity.

6. Sales Department

- Sales Strategy: Develops and implements sales strategies to acquire new clients and grow revenue.
- Account Management: Manages existing client relationships and identifies opportunities for growth.
- Business Development: Identifies and pursues new business opportunities.

2.4 OBJECTIVES OF THE ORGANIZATION

Primary Objectives

1. **Provide High-Quality Services:** Deliver exceptional consulting, technology, and outsourcing services that meet or exceed client expectations.
2. **Achieve Customer Satisfaction:** Ensure that clients are satisfied with the company's services and support, as measured through regular feedback and surveys.
3. **Drive Business Growth:** Increase revenue and expand the company's client base through strategic marketing, sales, and business development initiatives.

Secondary Objectives

1. **Develop and Maintain a Strong Brand:** Establish and maintain a strong brand identity that reflects the company's values, mission, and vision.
2. **Foster a Positive and Inclusive Work Culture:** Create a work environment that is inclusive, respectful, and supportive of all employees, and that encourages collaboration, innovation, and growth.
3. **Stay Ahead of the Competition:** Continuously monitor and analyze industry trends, competitors, and emerging technologies to ensure the company remains competitive and innovative.

Operational Objectives

1. **Improve Operational Efficiency:** Streamline processes, reduce waste, and improve productivity to increase efficiency and reduce costs.
2. **Enhance Service Delivery:** Develop and implement robust service delivery processes and systems to ensure high-quality services and support.
3. **Maintain High-Quality Talent:** Attract, retain, and develop top talent to ensure the company has the skills and expertise needed to deliver exceptional services.

Financial Objectives

1. **Increase Revenue:** Achieve steady revenue growth through a combination of new business development, account management, and strategic partnerships.
2. **Improve Profitability:** Maintain a strong profit margin by controlling costs, optimizing pricing, and improving operational efficiency.
3. **Maintain a Strong Balance Sheet:** Ensure the company's financial position remains strong by managing debt, maintaining a healthy cash reserve, and investing in strategic initiatives.

CHAPTER THREE

3.1 ILLUSTRATION ON HOW TO MAKE USE OF MICROSOFTWORD

INTERFACE

1. Ribbon: The ribbon is the toolbar at the top of the screen that provides access to various tools and features.
2. Quick Access Toolbar: The quick access toolbar is a customizable toolbar that allows you to add frequently used commands.
3. Document Area: The document area is where you create and edit your documents.

CREATING DOCUMENTS

1. Creating a New Document: To create a new document, click on the "File" tab and select "New."
2. Saving a Document: To save a document, click on the "File" tab and select "Save As."
3. Opening an Existing Document: To open an existing document, click on the "File" tab and select "Open."

EDITING TEXT

1. Typing Text: To type text, simply click in the document area and start typing.
2. Formatting Text: To format text, select the text you want to format and use the tools in the "Home" tab.
3. Cut, Copy, and Paste: To cut, copy, and paste text, use the tools in the "Home" tab or right-click on the selected text.

WORKING WITH IMAGES

1. Inserting Images: To insert an image, click on the "Insert" tab and select "Picture."
2. Resizing Images: To resize an image, select the image and use the tools in the "Picture Tools" tab.
3. Formatting Images: To format an image, select the image and use the tools in the "Picture Tools" tab.

CREATING TABLES

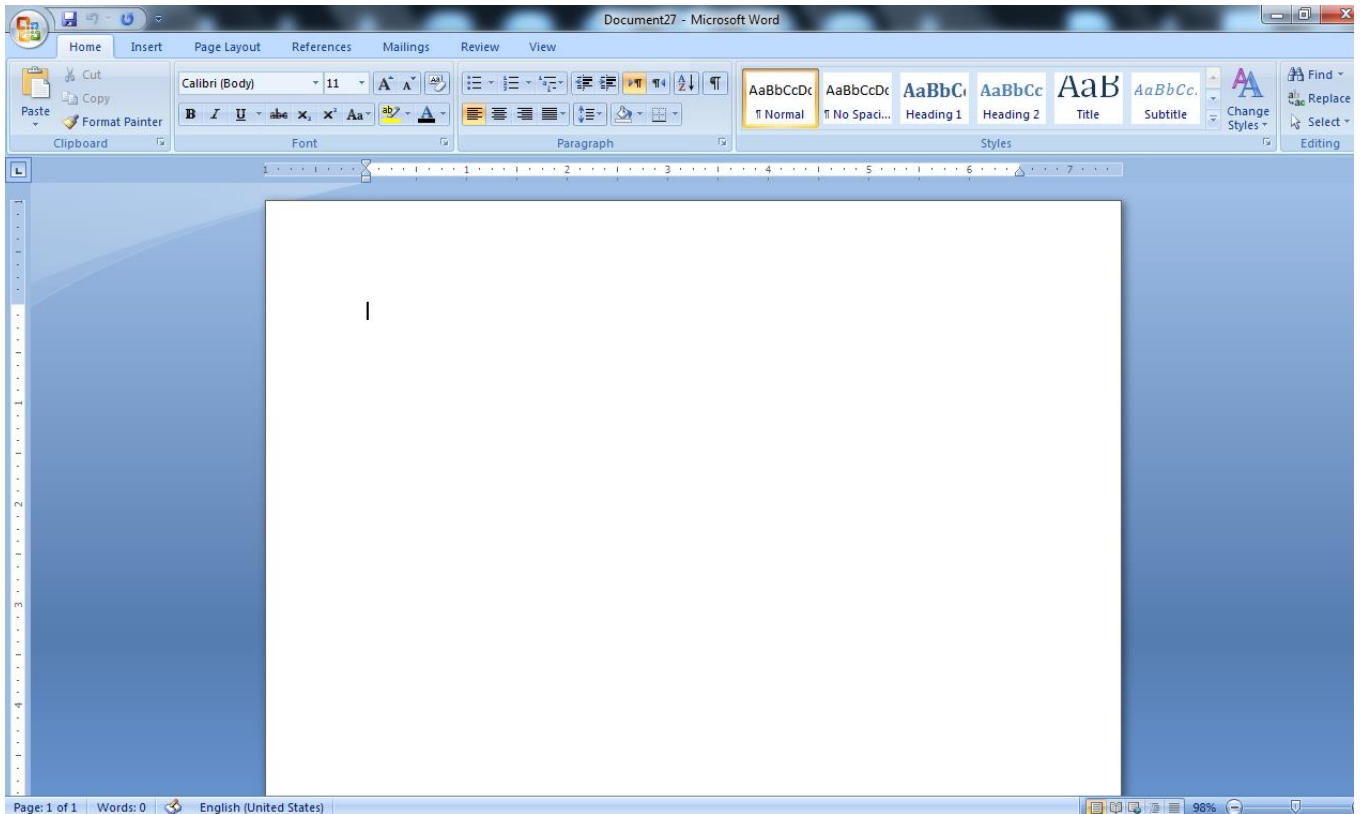
1. Inserting Tables: To insert a table, click on the "Insert" tab and select "Table."
2. Resizing Tables: To resize a table, select the table and use the tools in the "Table Tools" tab.
3. Formatting Tables: To format a table, select the table and use the tools in the "Table Tools" tab.

CREATING LISTS

1. Creating Bulleted Lists: To create a bulleted list, select the text and use the tools in the "Home" tab.
2. Creating Numbered Lists: To create a numbered list, select the text and use the tools in the "Home" tab.

COLLABORATION

1. Tracking Changes: To track changes, click on the "Review" tab and select "Track Changes."
2. Commenting: To comment, select the text and use the tools in the "Review" tab.
3. Sharing Documents: To share a document, click on the "File" tab and select "Share."



(MICROSOFTWORD IMAGE)

3.2 ILLUSTRATION ON HOW TO MAKE USE OF MICROSOFT EXCEL

INTERFACE

1. Ribbon: The ribbon is the toolbar at the top of the screen that provides access to various tools and features.
2. Quick Access Toolbar: The quick access toolbar is a customizable toolbar that allows you to add frequently used commands.
3. Worksheet Area: The worksheet area is where you create and edit your spreadsheets.

CREATING SPREADSHEETS

1. Creating a New Spreadsheet: To create a new spreadsheet, click on the "File" tab and select "New."
2. Saving a Spreadsheet: To save a spreadsheet, click on the "File" tab and select "Save As."

3. Opening an Existing Spreadsheet: To open an existing spreadsheet, click on the "File" tab and select "Open."

EDITING CELLS

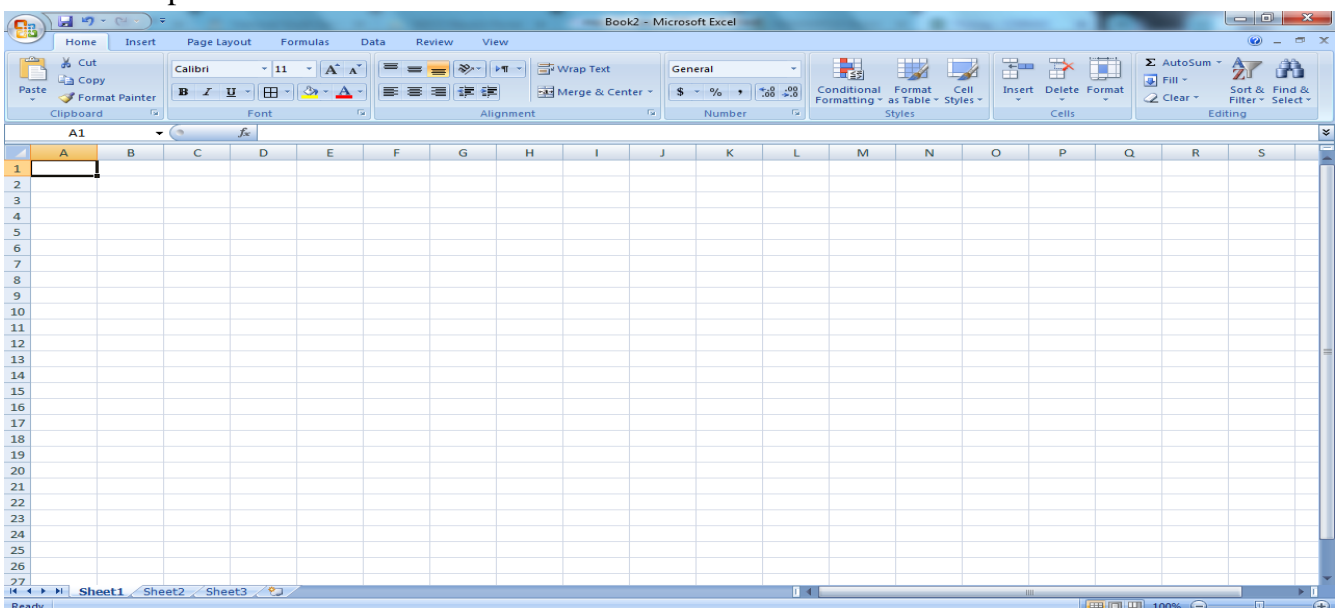
1. Typing Data: To type data, simply click in a cell and start typing.
2. Formatting Cells: To format cells, select the cells you want to format and use the tools in the "Home" tab.
3. Cut, Copy, and Paste: To cut, copy, and paste data, use the tools in the "Home" tab or right-click on the selected cells.

WORKING WITH FORMULAS

1. Creating Formulas: To create a formula, type "=" in a cell and then select the cells you want to use in the formula.
2. Using Functions: To use a function, type the function name followed by the cells you want to use in the function.
3. Using AutoSum: To use AutoSum, select the cells you want to sum and click on the "AutoSum" button in the "Formulas" tab.

CREATING CHARTS

1. Creating a Chart: To create a chart, select the data you want to chart and click on the "Insert" tab.
2. Customizing Charts: To customize a chart, select the chart and use the tools in the "Chart Tools" tab.
3. Using Chart Templates: To use a chart template, select the data you want to chart and click on the "Chart Templates" button in the "Insert" tab.



(MICROSOFTEXCEL IMAGE)

CHAPTER FOUR

4.0 SIWES EXPERIENCE GAINED

I gained a lot during my SIWES Programme at **SEADORF COMPUTER LINKS AND VENTURES**, my experiences were uncountable pleasantly, academically, technologically and morally. These includes:

- I was taught more about being to communicate clearly verbal, non-verbal, written and visual
- I learnt more about how to handle paper work and other tasks accurately
- I learnt more about creating and updating the customer information data base
- Being an administrator, I learnt more about specific software or computer programs a company uses and any policies
- Knowing more about maintaining a good working relationship with company's customers
- I learnt more being proficient with Microsoft office and calendaring programs
- I was taught how to used Microsoft word to typed document
- I learnt more about the menu of Microsoft word and their features
- I was taught how to make us of home menu such as (font size, bold, italics, colours, subscripts, superscripts, bullet and numbering)
- I learnt how to save documents from Microsoft word to the save folder
- I was taught how to make use of shortcuts of keyboard and their features how to works
- I learnt more about how to use undo and redo features.
- I was taught how to makes use of Microsoft excel for stock keeping and recording
- I learnt more about the spreadsheet (cells, columns and rows).
- I learnt more about using social media platforms (Facebook, Twitter, Instagram) for sale promotion
- I was taught more about customer relationship management (CRM) software

CHAPTER FIVE

5.0 CONCLUSION

In the course of my industrial program I have acquired wealth of practical experience in various aspect of my profession.

I hereby conclude that the student industrial work experience scheme (SIWES) is very beneficial to all incoming student who will like to step into this course. This is a note of advise that industrial raining programme is not a waste of time because through the training, you will be exposed to many thins relating to the course.

Finally, I give thanks to Almighty God for a lot of experience I gained during my four (4) months period of attachment held at **SEADORF COMPUTER LINKS AND VENTURES**

5.1 PERSONAL IMPRESSION ABOUT THE ORGANIZATION

SEADORF COMPUTER LINKS AND VENTURES as a bundle of lovable and caring people working over there. I was highly impressed because I was given the privilege to being addressed as a staff.

I participate in many activities and I was given the opportunity to ask question relating to my profession in fish farming, they are always ready to answer questions, also there is no room for discrimination of the authority. There is also unity among the staffs.

5.2 SUGGESTION/RECOMMENDATION TO THE ORGANIZATION AND THE POLYTECHNIC CONCERNING SIWES PROGRAMME

My recommendation on the programme is that the polytechnic should persuade and insist that all Business Administration and Management students should partake in the four (4) months SIWEs training programme, because it widen the students knowledge and skills in their various field of study. Excellently, this programme is highly motivate to the extent that it maximize our skill in achieving personal goal by broaden and deepen exercise. It shows some senses of assistance on the students side as it aimed at promoting and enhancing their knowledge on what they are to be banding with in future.