



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

**HELD AT**

**LEGIT GLOBAL MULTIPURPOSE INVESTMENT**  
**COMPANY**

**ADDRESS: ACRA PLAZA OMU ARAN KWARA STATE**

**BY**

**MUSTAPHA OLUWASEUN**  
**(ND/23/OTM/PT/0033)**

**SUBMITTED TO**  
**THE DEPARTMENT OF PUBLIC ADMINISTRATION ,**  
**INSTITUTE OF FINANCE AND MANAGEMENT STUDENTS**  
**(IFMS)**

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**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 Coordinator

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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.

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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

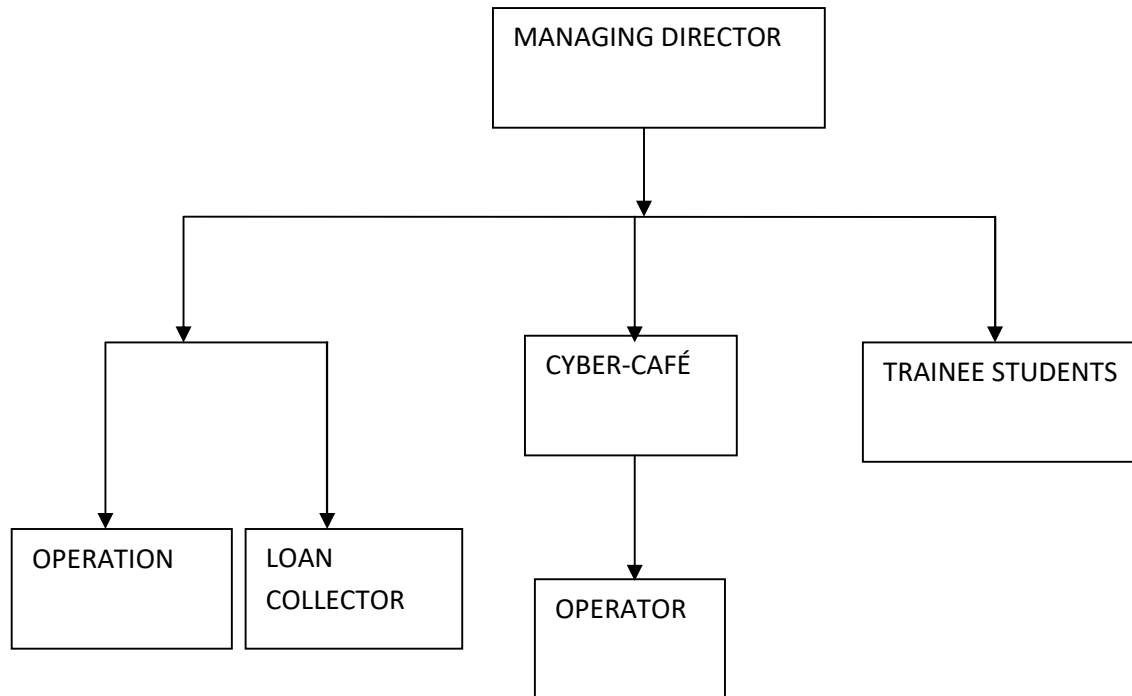
- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it 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 Legit multipurpose investment company Centre; it is located at omu aran along rail way road Kwara State.

It was created in 2010 and was directed by MR. Oladokun Kehinde 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 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 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

<b>PRESS</b>	<b>TO</b>
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

## CHAPTER THREE

### 3.1 NETWORKING

In the world of computers, networking is the practice of linking two or more computing devices together for the purpose of sharing data. Networks are built with a mix of computer hardware and computer software.

Networking devices are units that mediate data in a computer network and that they're also known as network equipment. Some network equipment are;

**Gateway:** this device is placed at a network node and interfaces with another network that uses different protocols. It works on OSI layers 4 to 7.

**Router:** a specialized network device that determines the next network point to which it can forward a data packet towards the ultimate destination of the packet. Unlike a gateway, it cannot interface different protocols. It works on OSI layer 3.

**Switch:** a device that allocates traffic from one network segment to certain lines (intended destination(s)) which connect the segment to another network segment. Unlike a hub, a switch splits the network traffic and sends it to different destinations rather than to all systems on the network. It works on OSI layer 2.

**Bridge:** a device that connects multiple network segments along the data link layer. It works on OSI layer 2.

**Hub:** a device that connects multiple Ethernet segments, making them act as a single segment. When using a hub, every attached device shares the same broadcast domain and the same collision domain. Therefore, only one computer connected to the hub is able to transmit at a time. Depending on the network topology, the hub provides a basic level 1 OSI model connection among the network objects (workstations, servers, etc.). It provides bandwidth which is shared among all the objects, in contrast to switches, which provide a connection between individual nodes. It works on OSI layer 1.

**Repeater:** a device which amplifies or regenerates digital signals received while sending them from one part of a network into another. It works on OSI layer 1.

### **3.2 ETHERNET STANDARD OT CABLING**

Ethernet is a network through which a twisted cable is used. There are two standard of cabling according to Ethernet which are

1. T568A: this implies the code Wg G Wo B Wb O Wbr Br  
The above means [white OF Green][green] [white of orange][blue][white of blue][orange][white of brown][brown]

2. T568B: this implies the code Wo O Wg B Wb G Wb B  
the above means [white of orange] [orange][white of green][blue][white of blue][green][white of blue][blue]

straight thru cable as T568B AT BOTH END WHILE CROSS OVER HAS T568B AT ONE END, AND HAS T568B AT THE OTHER END. CROSS OVER CABLE CONNECT LIKE DEVICES SUCH AS

1. PC to PC
2. Switch to Switch
3. Router to Router

**STRAIGHT THROUGH CONNECT UNLIKE DEVICES SUCH AS,**

1. PC to router
2. Switch to router
3. Switch to PC

### **3.3 NETWORK TOPOLOGY**

Network which is also known as Physical Topology refers to the configuration of cables, computers, and other peripherals.

#### **Logical Topology**

Definition: Logical topology is the method used to information between workstations.

The term Topology refers to the layout of connected devices on a network. Network Topology are categorized into the following basic types;

- Star Topology
- Mesh Topology
- Ring Topology
- Bus Topology
- Hierarchical/Tree Topology

- **Star Topology:** A star Topology network features a central connection point called a “hub” that maybe a hub, switch or router. Devices typically connect to the hub with unshielded twisted pair (UTP) Ethernet.

- **Mesh Topology:** Mesh topology involves the concept of routes, unlike other topologies, message sent on a mesh network can take any of several possible path from source to destination some WANs, most notably the internet, employ mesh routing.

- **Ring Topology:** in a Ring network, every devices has exactly two neighbors for communication processes. All messages travel through a ring in the same direction. A failure in any cable or devices breaks the loop and can take down the entire network.

- **Bus Topology:** in Bus network, all stations are attached to a single cable. When a station send a message, it is broadcast down in both directions. Terminators at the end of the cable prevent the signal from reflecting back to the sender. All stations can be constantly monitor for messages meant for them. When a station detects a message meant for it, reads the message from the cable and the other stations will ignore it.

Since all station are sharing the same cable some form of control is needed to make sure which station will transmit when otherwise there will be a collision.



### **Advantages of Bus Network**

- ✓ It is easy to wire.
  - ✓ Quick response and less expensive.
  - ✓ If only one station dies, it has no effect on the total network.
- **Hierarchical Topology:** in Hierarchical Network, the wires that are used to connect different nodes are collapsed into a central unit, called Hub. Hub does not perform switching function. It consists of repeaters that transmit all the signal from nodes to all other nodes in the same way. The multipoint nature of this topology gives rise to several problems. The access control is fairly difficult to determine the time slot for each node. Another problem with multipoint is signal balancing.

## **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.

### **4.3 RECOMMENDATION**

I hereby recommend that the school management should promote properorientation 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.