



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

# **SIWES REPORT**

*UNDERTAKEN AT*

**HARWESCHO GLOBAL VENTURES**

*NO 7 ARILEWO STREET, AIRPORT, ILORIN KWARA STATE*

*BY*

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## **DEDICATION**

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in

working toward my success, I also dedicate this report to my parent and the family for their support and to my supervisor for the success of this report.

## **ACKNOWLEDGEMENT**

To God who owns life, I wish to express my sincere appreciation and gratitude for serving me throughout my Siwes Report in Kwara State Polytechnic, and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to my Dear Parent **Mr. & Mrs. Wahab** my God be with you.

My special thanks goes to the head of Department and the Entire staff of Computer Science Department, Institute of Information Communication Technology, Kwara State Polytechnic, Ilorin for sharing wealth of Experience with me in my course of study.

Furthermore, thanks goes to my honorable and diligent supervisor for his advice, guidance and adequate encouragement relish from him which has contribute in no more small measure to the success of completion for this report.

Finally, my sincere gratitude also goes to my lovely friend both within and outside the institution.

## **ABSTRACT**

This report gives a good account of the training and experience which exposed student during the Student Industrial Work Experience (SIWES) at all Information and Communication Institute.

## **CHAPTER ONE**

## INTRODUCTION

The Student Industrial Work Experience Scheme (SIWES) is an integral part of academic training for students in various fields. This report outlines the activities conducted during a SIWES program focused on web development.

It is a program designed to expose students to practical work experiences related to their field of study. This report details the activities undertaken during a SIWES program focused on web development. The program spanned twelve weeks, with each phase dedicated to learning specific concepts and technologies related to Microsoft Excel.

### **Objectives of SIWES:**

1. Skill Development: SIWES aims to provide students with practical exposure to real-world work environments, allowing them to develop industry-specific skills and competencies relevant to their field of study.
2. Industry Integration: The program seeks to foster collaboration between academic institutions and industries by facilitating student placements in various organizations, where they can apply theoretical knowledge to practical tasks and projects.
3. Professional Development: SIWES offers students the opportunity to gain insights into professional practices, work ethics, and workplace dynamics, thereby preparing them for future employment and career advancement.
4. Technology Transfer: Through engagement with industry professionals and exposure to state-of-the-art technologies, SIWES enables students to acquire knowledge of emerging trends and innovations in their respective fields.
5. Career Exploration: The program allows students to explore different career paths and industry sectors, helping them make informed decisions

about their future academic and professional pursuits.

### **Key Components of SIWES:**

1. Industrial Attachment: Students are typically required to undergo a specified period of industrial attachment, ranging from three months to one year, depending on their academic program's requirements. During this period, students work under the supervision of industry mentors and engage in practical tasks relevant to their field of study.
2. Field Reports: Throughout the SIWES program, students are required to submit periodic field reports documenting their experiences, activities, and learning outcomes. These reports serve as a means of assessing students' progress and performance during their industrial attachment.
3. Seminar Presentations: Students may be required to deliver seminar presentations or project reports based on their SIWES experiences, highlighting key learning's, challenges encountered, and recommendations for future improvement.
4. Evaluation and Assessment: At the conclusion of the SIWES program, students are evaluated based on their performance during the industrial attachment, as well as the quality of their field reports and seminar presentations. Assessment criteria may include punctuality, professionalism, technical competence, and adherence to workplace protocols.

### **Benefits of SIWES:**

1. Hands-on Experience: SIWES provides students with hands-on experience in real-world work environments, allowing them to apply theoretical knowledge to practical tasks and projects.
2. Industry Connections: The program enables students to establish valuable connections with industry professionals, potentially leading to



future employment opportunities and career networking.

3. Skill Enhancement: Through exposure to industry-specific skills and technologies, SIWES helps students develop competencies that are highly sought after by employers, enhancing their employability and career prospects.
4. Personal Growth: SIWES fosters personal and professional growth by challenging students to step out of their comfort zones, adapt to new environments, and acquire transferable skills such as communication, teamwork, and problem-solving.
5. Career Readiness: By gaining firsthand experience in the workplace, SIWES equips students with the confidence, resilience, and adaptability required thriving in their chosen career path upon graduation.

In summary, the SIWES program plays a crucial role in preparing students for the demands of the modern workforce, fostering a culture of lifelong learning, and promoting industry-academia collaboration for mutual benefit. Through its emphasis on practical training, skill development, and professional exposure, SIWES serves as a cornerstone of experiential education in Nigeria's higher education system.

## MAJOR ACTIVITIES OF SOLUTECH CITY SOFTWARE

HARWESCHO GLOBAL VENTURES, situated at No 7, Arilewo Street, Airport, Ilorin Kwara State was founded to address specific technical needs in the center and its vicinity.

The organization engages in a variety of major activities aimed at providing comprehensive office technology solutions. Here's a breakdown of each activity:

1. **Office Software Development:** Software development involves the creation, design, coding, and maintenance of software applications. It encompasses the entire process of developing software from conceptualization to implementation.
2. **Web Development:** Web development refers to the building and maintenance of websites and web applications. It includes tasks such as web design, content development, client-side/server-side scripting, and network security configuration.
3. **Data Processing:** Data processing involves the collection, transformation, and manipulation of data to produce meaningful information. It includes activities such as data entry, data cleaning, data analysis, and data visualization.
4. **Information Technology Consultancy (IT):** Information Technology Consultancy entails providing expert advice and solutions in the field of information technology.
5. Consultants may offer guidance on system design, software selection, infrastructure; and other IT-related matters.
6. **Computer Training in Both Certificate and Diploma (Advance) Courses:** Computer training involves imparting knowledge and skills related to computer usage.

## **CHAPTER THREE**

**Weeks1-2: Introduction to File, Register and Registration of File:**

During the initial two weeks, We embarked on a journey to grasp the foundational concepts of Files. We delved into variables, data types, control structures, and functions in various files. Through hands-on exercises and coding challenges, they solidified their understanding of these fundamental principles.

### **Understanding the Concept of File:**

Filing means keeping documents in a safe place and being able to find them easily and quickly. Documents that are cared for will not easily tear, get lost or dirty.

A filing system is the central record-keeping system for an organisation. It helps you to be organised, systematic, efficient and transparent. It also helps all people who should be able to access information to do so easily.

### **Meaning of Files**

a written and complete record containing regular entries of items and details on a particular set of objects, often used for administrative or statistical purposes.

### **Registration of Files:**

Records Office staff must deal promptly and accurately with many different types of correspondence. Incoming correspondence will reach the Records Office in a number of different ways. Some will come through the traditional mail, some by hand, and some by telex, fax or electronic mail. There will also be differences in the way in which items are addressed. Some will be addressed to a ministry, department or agency and some to individuals either by name or by title of office. Other items may be inadequately or illegibly addressed. A smaller number of items will bear security or privacy markings, such as 'confidential' or 'personal.' Some mail may contain cheques, money or other valuables which will need to be carefully recorded and accounted for in the Records Office.

### **Weeks3-4: File**

Reward" encompasses any form of compensation, both monetary and non-monetary, given to employees to motivate performance and encourage desired behaviors, contributing to organizational goals and employee satisfaction.

## Weeks5-6: Preparation of Salary Voucher

Salary Payment Voucher Format			
ABC Company			
4215, Emerson Road, Colhoun, Louisiana			
Date		Jan-22	
Employee Name	Michael Scott	Total Working Days	30
Employee ID	DM0001	LOP Days	4
Designation	Regional Manager	Fold Days	25
Department	Human Resources	Bank Name	BY2 Bank
Date of Joining	1/1/2009	Bank A/c No	621200856
Gross Salary	\$ 15,000.00		
Earnings		Deductions	
Basic Salary	\$ 8,000	EPF	\$ 700
House Rent Allowances	\$ 2,140	Health Insurance/ESI	\$ 88
Conveyance Allowances	\$ 1,187	Professional Tax	\$ -
Medical Allowances	\$ 1,083		
Special Allowances	\$ 2,140		
Net Salary	\$ 18,000	Total Deductions	\$ 880
Net Pay			\$ 12,201

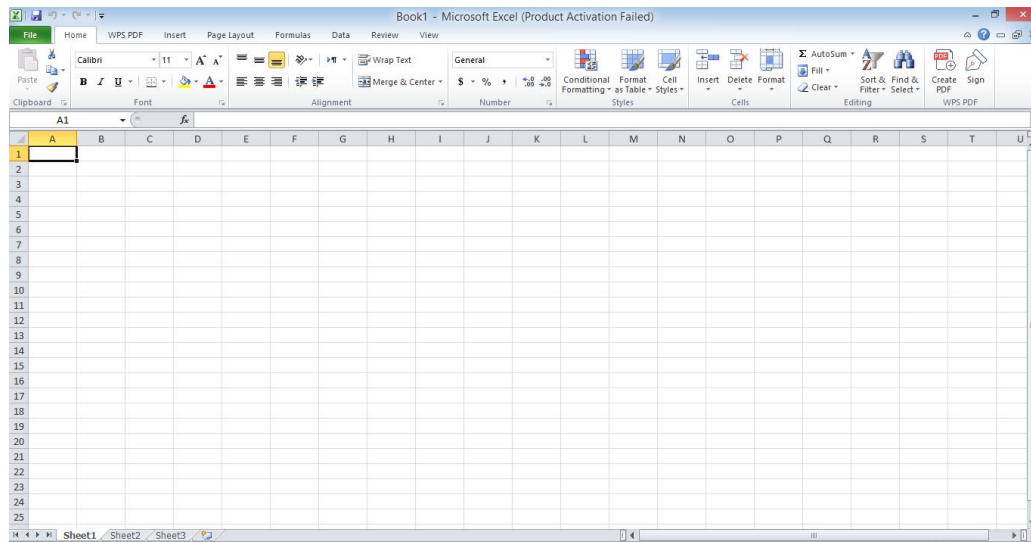
## Weeks7-8: Receipt Voucher

### Sample Receipt Voucher

A Receipt Voucher (RV) is used to record the accounting entries in the general ledger and cash book (Sub-section 3.3.3).

The Owners Incorporation of XXX Building			
			No. _____
<b>RECEIPT VOUCHER</b>			
Account Code	Particulars	Debit HK\$	Credit HK\$
<b>TOTAL</b>			
Prepared by : _____ Signature : _____ Date : _____			
Approved by : _____ Signature : _____ Date : _____			
Recorded by : _____ Signature : _____ Date : _____			

## Weeks9-10: INTRODUCTION TO MICROSOFT EXCEL



## Weeks11-12: FORMAT OF CLAIM & PAYMENT VOUCHER

# CASH PAYMENT VOUCHER

Paid To: \_\_\_\_\_

Paid By: \_\_\_\_\_

Date: \_\_\_\_\_

VOUCHER NO. \_\_\_\_\_

ACCOUNT NO.	DESCRIPTION	AMOUNT

Prepared By: \_\_\_\_\_

Payment By: \_\_\_\_\_

Approved By: \_\_\_\_\_

**Conclusion:**

The SIWES program provide us with a comprehensive learning experience in Files, Register, Incoming Registration, Outgoing Registration, Voucher Salary, Excel Etc. Through a combination of theoretical knowledge and hands-on practice, We acquired the skills and confidence to tackle real-world web development challenges. The program's structured curriculum, hands-on projects, and expert guidance fostered a conducive learning environment, empowering participants to embark on successful careers in web development.

**Recommendations:**

Based on the experiences gained during the SIWES program, it is recommended to incorporate more real-world projects and industry-relevant tasks into future training modules. Additionally, providing opportunities for collaboration and mentorship with experienced professionals can further enrich students' learning experiences and facilitate their transition into the workforce.

**Acknowledgments:**

We extend our gratitude to the organizers, instructors, and industry partners who facilitated the SIWES program and contributed to the success of the learning experience.

**References:**

Any textbooks, online resources, or materials used during the SIWES program



should be referenced accordingly.

This technical report serves to document the activities, learning outcomes, and recommendations derived from the software development SIWES program, providing insights in to the practical aspects of training in the field of software development.