

TECHNICAL REPORT

ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME(SIWES)

UNDERTAKEN AT

ADEX G BUSINESS HUBS

BY

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**THE PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF
NATIONAL DIPLOMA IN ACCOUNTANCY**

AUGUST TO NOVEMBER 2024

DEDICATION

This siwes report is dedicated to almighty God for his mercy and guidance during my siwes to my lovely parent for their financial support, prayer and encouragement; I pray they reap fruit of their labor

ACKNOWLEDGEMENT

I give thanks to almighty God for his grace over my life and making the work reality. And also for sparing my life to undertake and complete my student industrial work experience scheme (SIWES)

My gratitude goes to my parent for their financial and moral support for the foundation of life and with the help and support of my brothers and sister who are always there for me in term of financial needs may almighty God allow me to pay them back in multiple (Amin).

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CHAPTER ONE

1.1 INTRODUCTION

Student Industrial Work Experience Scheme (SIWES) is the skills training program which form part of the approved minimum academic standard in the various degree program for all tertiary institution in Nigeria. It is the gap between practical aspect and theory of either technological related subject or other professional educational programs in Nigeria. It is the training programme which forms part of the academic standard in the various degree for all Nigeria Tertiary Institutions.

SOME OF AIMS OF SIWES ARE:

1. To provide an avenue for students in institution of higher learning to acquire industrial skills and experience in their approved courses of study
2. To Prepare students for the industrial work situation which they are likely to meet after graduation
3. To Expose students to work methods and techniques in handling equipment and machinery not available in their institution

1.2 BRIEF HISTORY OF SIWES

Student industrial work experience scheme (SIWES) was established by Industrial Training Fund (ITF) in 1973/1974 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduate of tertiary institution.

The SIWES was founded to help be a skilled train and to expose and prepare students of polytechnics, universities, and tertiary institution for the industrial work situation to be met after graduation. This scheme series as a smooth transitions form their classroom to the world of work

and further help in the application of knowledge. The scheme provide students with the opportunity of area acquainting and expressing themselves to the experience.

1.3 IMPORTANCE AND OBJECTIVE OF SIWES

- ❖ To provide an avenue for students in institution of higher learning to acquire industrial skills and experience in their approved courses of study
- ❖ Prepare students for the industrial work situation which they are likely to meet after graduation
- ❖ Expose students to work methods and techniques in handling equipment and machinery not available in their institution
- ❖ Provide students which they are likely to meet after graduation

Expose students to work methods and techniques in handling equipment and machinery not available in their various institutions.

This is also important in media organization they manage office supplies stock and place order also prepare regular report on expenses and office budget and also organize a filing system for important for important and confidential company document

DEPARTMENT PRIMARY ASSIGNMENT CENTRE

- Reportorial
- Editorial
- Current affairs

- A. Reportorial: is also called correspondent and broadcast news analysis and inform the public about news and even happening internationally and locally. They report news for newspapers, magazine, website, television, and radio state.
- B. Editorial: editing is more important to avoid the primary objective of editing is to make a news story for broadcast as such. A popular online journalist "every writer need an editor so an editor need to check and make some correction and still cross check again.
- C. Current affairs: it is a gone of broadcast journal on where the emphasis is on detailed analysis and discussion of news stories that have recently occurred on ongoing at the time on broadcast. The purpose of radio current affairs programme is to inform the public and about issue and event

CHAPTER TWO

2.1 BRIEF HISTORY OF THE COMPANY

ADEX G BUSINESS HUB was established in 2020 and it is a private organization owned by an individual. Their Office located in Kwara State polytechnic Ilorin kwara state Nigeria.

2.2 ORGANIZATIONAL STRUCTURE OF ADEX G BUSINESS HUB

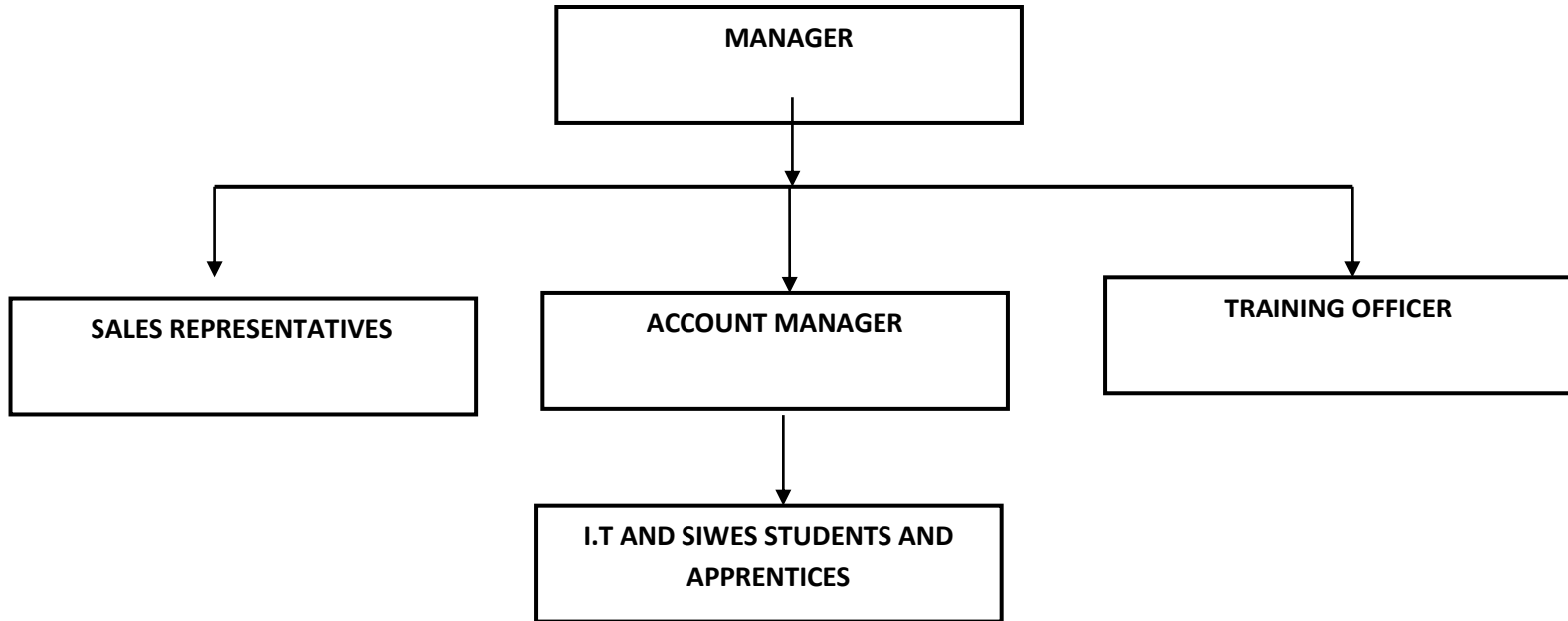


Fig. 2.2 Organizational Structure of ADEX G BUSINESS HUB

In **ADEX G BUSINESS HUB**, I was able to identify the basic types of computers, the components of computers and their uses. Also, I was able to identify and differentiate between inputs and outputs devices as well as their uses. During this period, I was able to also acquire basic knowledge on how to connect a computer to the internet using a modem. Software and Hardware packages were also introduced to us and we were taught on the differences, similarities and how both of them work hand in hand to function or perform tasks. Finally, I was introduced to some office packages and was taught some packages such as: word processing, word presentation and excel spreadsheet.

CHAPTER THREE

3.0 SKILLS AND EXPERIENCE GAINED DURING THE TRAINING

I was assigned to printing and photocopy section where I was taught about Microsoft office suite (Microsoft Word and Microsoft Power Point) then I was also taught how to print and photocopy document.

3.1.0 PRINTING DEVICES

There are various printing devices, some of these are devices are categorized into laser jet, disc jet, dot matrix printer and so on.

3.1.1 PRINTERS

Printing is the process of transferring digital information to a printing device which converts this information into raw facts in form of hard copy. The device which carries out a printing process is called a printer.



Printer diagram

3.1.2 Photocopying

Photocopying is the process of photographically reproducing a document of text, illustrations, or other graphic material. A photocopier is a machine that duplicates a document into many copies by combining scanning and printing technologies. It first scans the document and keeps the content volatile memory then reproduces the

document by sending the content in its memory back to the printing device. There are various types of photocopying machines and some are capable of scanning, printing, editing and duplicating documents.



Photocopy diagram

3.2 MICROSOFT OFFICE SUITE

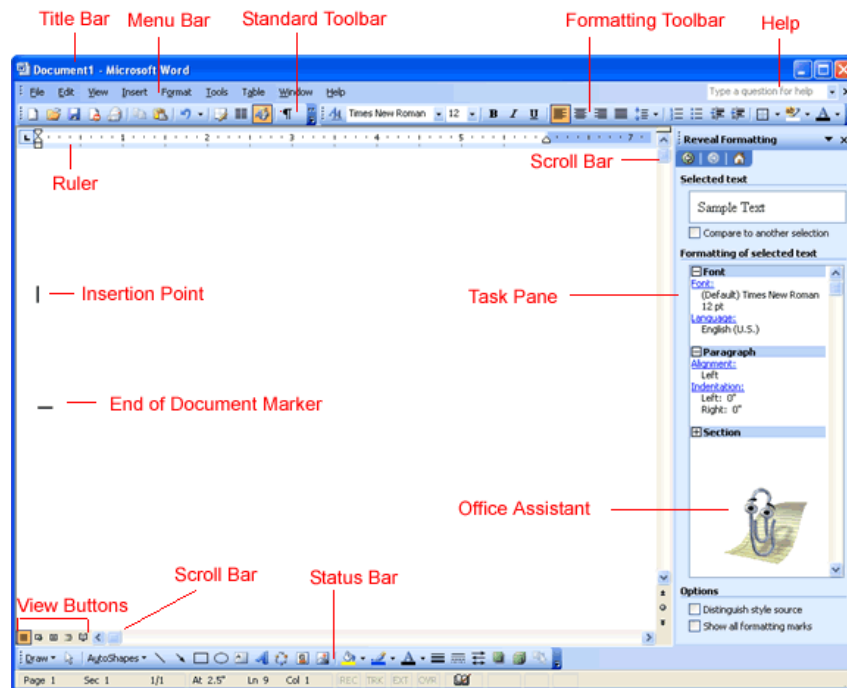
I was also introduced to Microsoft office suite where I was taught Microsoft word and Microsoft power point. Microsoft Office is the collective name for Microsoft's set of home and business productivity software. The MS suite of programs includes Microsoft Word, a word processing tool; Microsoft Excel, a spreadsheet program; Microsoft PowerPoint, used for creating interactive presentations; Microsoft Outlook, used for email and calendar management; Microsoft Access, a database management program; and Microsoft OneNote, a note-taking application.

Microsoft Office Certified Professional



3.2.1 MICROSOFT WORD

Microsoft Word or MS-WORD (technologically advanced by Microsoft) is a Graphical word Processing program that users can type with. It is made by the computer company Microsoft. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents.



Microsoft Word Processing

3.2.2 MICROSOFT WORD WINDOW ELEMENTS

- Title bar
- Menu Bar
- Toolbars
- Status Bar

TITLE BAR

The title bar contains the name of the file or application. In many graphical user interfaces, including the Macintosh and Microsoft Windows interfaces.

MENU BAR

The Menu bar lists File, Edit, View, Insert, Format, Tools, Table, Window, Help. Point with your mouse to any of those words and then click your mouse button to display the particular menu.

STATUS BAR

The status bar is the area at the bottom of the word window that indicates information about the current document. It displays information about what page you are on, as well as your line number on the page and character number on the line.

3.3 MICROSOFT POWER POINT

Microsoft PowerPoint is a powerful presentation tool developed by Microsoft. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools. The program uses slides to convey information rich in multimedia.

3.3.1 ELEMENTS IN MICROSOFT POWERPOINT

There are five elements in Microsoft word PowerPoint which are listed below

- **User Interface**

The most visible element of PowerPoint is its user interface—the screens, dialog boxes, buttons, panes, and other parts of the application window. The biggest part of the interface is the pane for creating and editing slides.

- **Slides**

The slide is the PowerPoint element on which you insert text, graphics, audio, video, and animations. You can create new slides by pressing “Ctrl -M” or by clicking “New Slide” on the Home tab.

- **Content**

PowerPoint's content types include static text and graphics, audio, video, and animation created inside PowerPoint itself. Most of the commands for creating content are on the Insert tab.

- **Formatting**

Formatting commands are the PowerPoint element with which you decorate the content on your slides.

- **Presentation Playback**

The final slide presentation will be the only PowerPoint element that your audience sees, if you've saved the presentation with the extension PPSX.

3.4 DEFINITION OF LOGICAL TERMS

MICROSOFT WORD

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with Word, Excel and other Office productivity tools. The program uses slides to convey information rich in multimedia.

3.5 SHORTCUTS USED IN MICROSOFT WORD

SHORTCUT DESCRIPTION

Ctrl + A Select all contents of the page.

Ctrl + B Bold highlighted selection.

Ctrl + C Copy selected text.

Ctrl + D Open the font preferences window.

Ctrl + E Aligns the line or selected text to the center of the screen.

Ctrl + F Open find box.

CHAPTER FOUR

TECHNICAL REPORT

WEEK ONE

I learnt how to operate system and I also learnt how to print, we print exist form, we do photocopy, I was taught how to type. And I was told to print out some document on the system. I type project and also learnt our to edit.

WEEK TWO

We make some online payment i.e binding payment and I was told to printout the payment receipt for the person. And we also taught how to make a table on the Microsoft word, and excel. We upload project on school portal and I was also taught how to check result on portal.

WEEK THREE

We learn how to register for all exam example WAEC, NECO and NABTEB. We taught how to laminate, print colour printout and CorelDraw, we also learnt PowerPoint.

WEEK FOUR AND WEEK FIVE

The coordinators ask us to practice out to type, the manager ask us to make payment on portal, we practice Corel-Draw, we do cover page of textbook. We learnt how to put page number in the document, we learn how to type to use micro-soft word, we learn how to use ruler in the Microsoft word. We learn how to use symbol and equation in the Microsoft word. We learnt how to do word to portrait and landscape on micro-soft word.

WEEK SIX

We learnt how to put page borders, the cover page of assignment. We leant how to put water make on the document. We were teach how to use page break on Microsoft word.

We learn those hardware that we have each are:

- Computer Components, Motherboard, RAM, HPD, Troubleshooting hardware issue etc

WEEK SEVEN

We learnt about the networking that we have (Network fundamentals (LAN, WAN, WIFI), Network Protocols (TCP, IP, HTTP, FTP)

We learnt data Base Management which refers to the Process of designing, implanting and maintaining a data storage and manage efficient.

WEEK EIGHT

We teach about software Application. Microsoft Office (word, Excel, Power Point), Google Suite (Doc, Sheets, Slides) Email Client (Outlook, Gmail), we learnt how to turn word to PDF, we learn how to turn picture to PDF, we are teach about security features that are commonly found in laptop systems. (1) Hardware- Based Security, (2) Software- Based Security (3) User Authentication Security

WEEK NINE AND TEN

We learn how to resize project, we learn how to print on letter headed, we learn how to print on letter headed, we learnt how to do photocopy and we also practice Corel-Draw.

We learnt to edit passport, bind project, colour printing and PowerPoint. And they also teach us how to copy document from flash-Drive.

WEEK ELEVEN AND TWELVE

We learnt how to use internal mouse, internal keyboard, we leant the shortcut keys etc

We leant how to do cover page, lamination, scan document etc.

CHAPTER FIVE

CHAPTER FIVE

5.1 RECOMMENDATION

Going through some experience gained during the programme I will recommend that there is need for improved on some of the activities both in the media organization where served and the school

- The time duration for the programme should be extended more than three months
- Media organization should create more practical knowledge for the student for them to acquire more knowledge from their versatile staff.

5.2 CONCLUSION

SIWES was established to provide opportunities for students to involve in the industrial training. I gained a wide range of experience from the various assignments undertaken such as news and reporting, news alignment, news commentary and editing process. All the experience gained help to fulfill the objective of siwes