

A TECHNICAL REPORT ON

**STUDENT INDUSTRIAL WORK EXPERIENCE
SCHEME (S.I.W.E.S)**

UNDERTAKEN AT

MLPRIME TECHNOLOGY
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DEDICATION

This SIWES report is dedicated to the Glory of Almighty God and my parents, Mr. and Mrs. Matthew.

ACKNOWLEDGEMENT

All praise and adoration to the Almighty God for providing me wisdom, knowledge and understanding in making this SIWES work a successful one and also for making my dreams come to reality.

In the course of putting this report together I am indebted to my school KWARA STATE POLYTECHNIC for the admission and enabling environment to partake in the SIWES programme.

My sincere gratitude goes to my parents, Mr. and Mrs. mattew for their financial support and prayer.

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CHAPTER ONE

INTRODUCTION

1.1 HISTORY OF SIWES

SIWES (Student Industrial Working Experience Scheme) was established by ITF in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduates of tertiary institutions.

The Scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions. Participation in Industrial Training is a well-known educational strategy. Classroom studies are integrated with learning through hands-on work experiences in a field related to the student's academic major and career goals.

Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the Industrial Training experience, we hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of the SIWES experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements.

It is vital that each internship position description includes specific, written learning objectives to ensure leadership skill development is incorporated.

Participation in SIWES has become a necessary pre-condition for the award of Diploma and Degree certificates in specific disciplines in most institutions of higher learning in the country, in accordance with the education policy of government.

1.2 OPERATORS OF SIWES

Operators - The ITF, the coordinating agencies (NUC, NCCE, NBTE), employers of labor and the institutions.

Funding - The Federal Government of Nigeria

Beneficiaries - Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences.

Duration - Four months for Polytechnics and Colleges of Education, and Six months for the Universities.

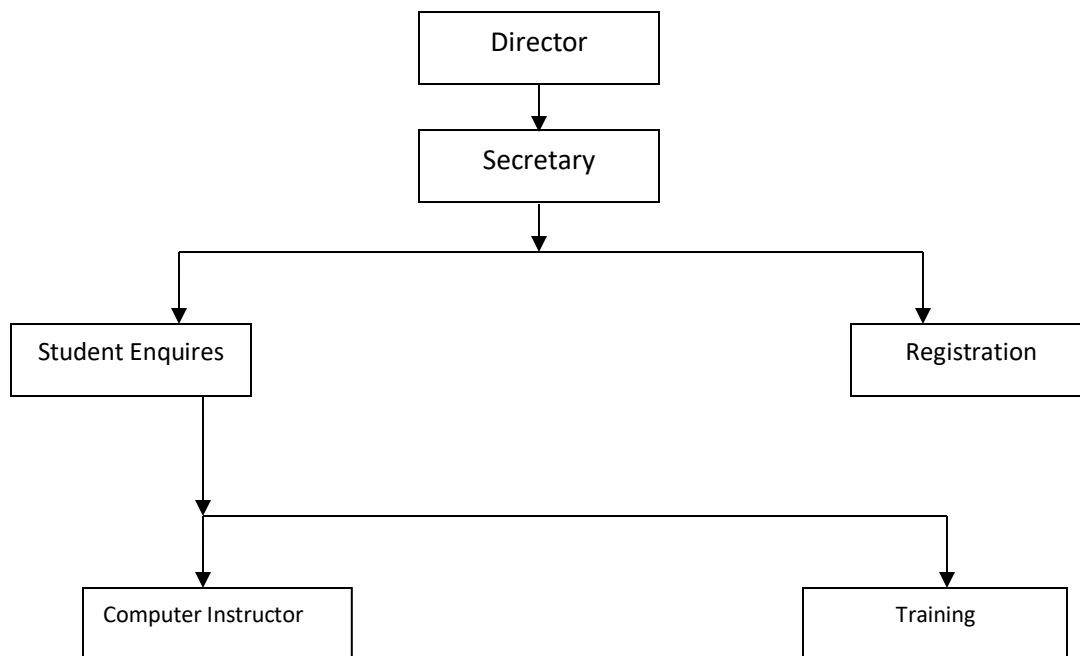
1.3 OBJECTIVES OF SIWES

1. SIWES will provide students the opportunity to test their interest in a particular career before permanent commitments are made.
2. SIWES students will develop skills in the application of theory to practical work situations.
3. SIWES will provide students the opportunity to test their aptitude for a particular career before permanent commitments are made.
4. SIWES students will develop skills and techniques directly applicable to their careers.
5. SIWES will aid students in adjusting from college to full-time employment.

1.4 HISTORICAL BACKGROUND OF THE ORGANIZATION

EG 4sons Cafe is a division of JJEM Business Centre and was established 15 years ago with head office at Offa, Kwara State and later had subsidiaries at Ilorin. It was owned by a director named Mr. Yeye Gbenga Emmanuel, managed by Mr. Ajani Daniel and has numerous workers ranging from managers, tutors and computer operators who are competent in computer theories and practical. The ANBJ has several departments, some are printing and publishing department, Cinematography and Photography Studio Department, Computer Works Department which is the department I found interesting in my SIWES programme

1.5 ORGANISATIONAL CHART



1.6 MAJOR ACTIVITIES OF THE ORGANIZATION

- * Computer Sales Unit
- * Training
- * Data Processing (Business Centre)

1.7 SECTION/UNIT OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTION

- **Administration Unit:** this is a unit of organization which controls the activities of other unit of the organization which is the head of all the administration.
- **The Sale/Marketing Unit:** this unit is improved with the sales and purchase of computer item and computer peripherals.
- **Computer Instructor:** this unit involved the unit in which the instructor trains the training students.
- **Training Unit:** this unit involves the unit in which student training for a program in the computer institution are found.

CHAPTER TWO

MICROSOFT EXCEL

2.1 WHAT IS MICROSOFT EXCEL?

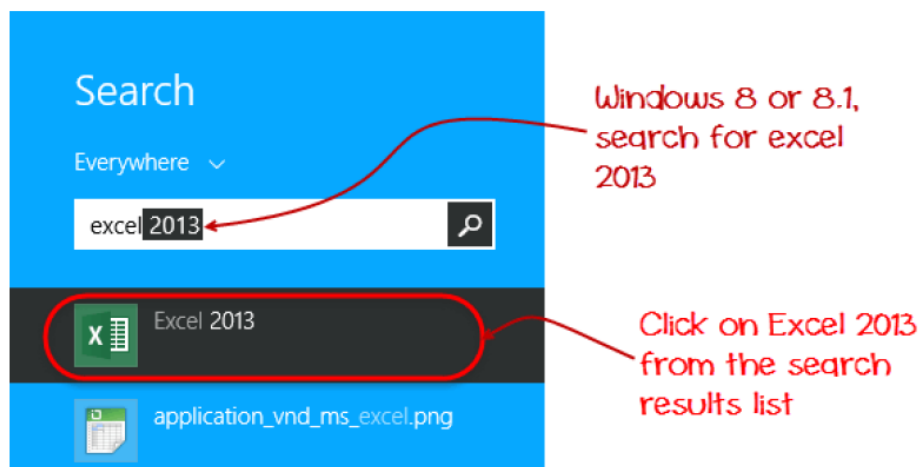
Microsoft Excel is a spreadsheet program that is used to record and analyse numerical data. Think of a spreadsheet as a collection of columns and rows that form a table. Alphabetical letters are usually assigned to columns and numbers are usually assigned to rows. The point where a column and a row meet is called a cell. The address of a cell is given by the letter representing the column and the number representing a row.

2.2 HOW TO OPEN MICROSOFT EXCEL?

Running Excel is not different from running any other Windows program. If you are running Windows with a GUI like (Windows XP, Vista, and 7) follow the following steps.

- Click on start menu
- Point to all programs
- Point to Microsoft Excel
- Click on Microsoft Excel

Alternatively, you can also open it from the start menu if it has been added there. You can also open it from the desktop shortcut if you have created one.



2.3 UNDERSTANDING THE RIBBON

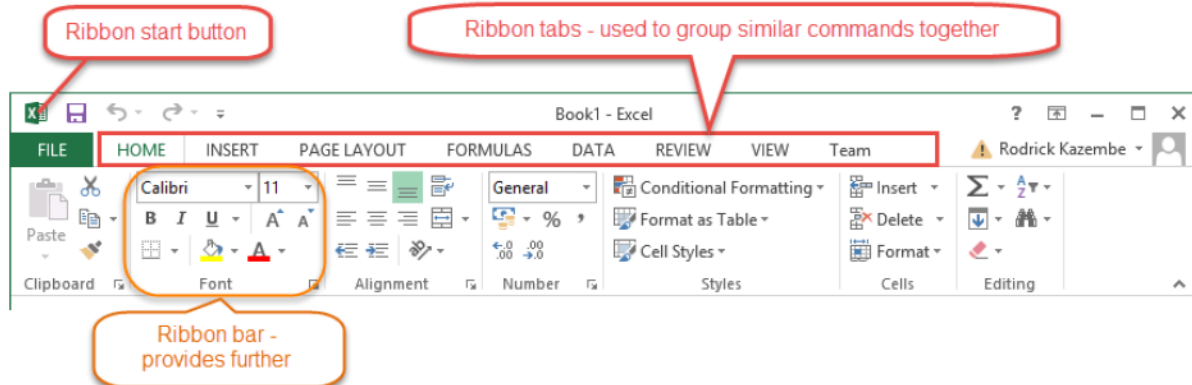
The ribbon provides shortcuts to commands in Excel. A command is an action that the user performs. An example of a command is creating a new document, printing a document, etc.

Ribbon Components Explained

Ribbon start button - It is used to access commands i.e. creating new documents, saving existing work, printing, accessing the options for customizing Excel, etc.

Ribbon tabs – the tabs are used to group similar commands together. The home tab is used for basic commands such as formatting the data to make it more presentable, sorting and finding specific data within the spreadsheet.

Ribbon bar – the bars are used to group similar commands together. As an example, the Alignment ribbon bar is used to group all the commands that are used to align data together.

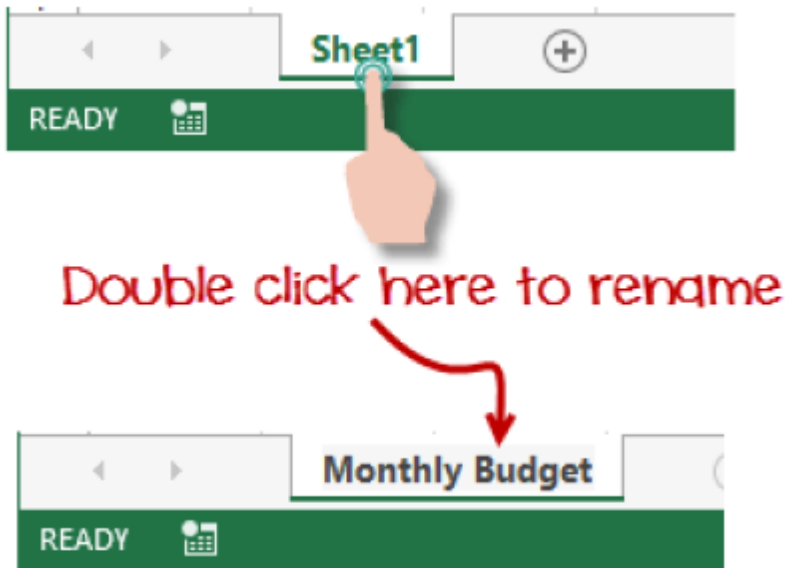


2.4 UNDERSTANDING THE WORKSHEET

(Rows and Columns, Sheets, Workbooks)

A **worksheet** is a collection of rows and columns. When a row and a column meet, they form a cell. Cells are used to record data. Each cell is uniquely identified using a cell address. Columns are usually labelled with letters while rows are usually numbers.

A **workbook** is a collection of worksheets. By default, a workbook has three cells in Excel. You can delete or add more sheets to suit your requirements. By default, the sheets are named Sheet1, Sheet2 and so on and so forth. You can rename the sheet names to more meaningful names i.e. Daily Expenses, Monthly Budget, etc.



CHAPTER THREE

CUSTOMIZATION MICROSOFT EXCEL ENVIRONMENT

- Customization the ribbon
- Setting the colour theme
- Settings for formulas
- Proofing settings
- Save settings

3.1 ADDING CUSTOM TABS TO THE RIBBON

You can also add your own tab, give it a custom name and assign commands to it. Let's add a tab to the ribbon with the text habeeb074.

1. Right click on the ribbon and select Customize the Ribbon. The dialogue window shown above will appear
2. Click on new tab button as illustrated in the animated image below
3. Select the newly created tab
4. Click on Rename button
5. Give it a name of habeeb074
6. Select the New Group (Custom) under habeeb074 tab as shown in the image below
7. Click on Rename button and give it a name of My Commands
8. Let's now add commands to my ribbon bar
9. The commands are listed on the middle panel
10. Select All chart types command and click on Add button
11. Click on OK



3.2 SETTING THE COLOUR THEME

To set the color-theme for your Excel sheet you have to go to Excel ribbon, and click on à File à Option command. It will open a window where you have to follow the following steps.

1. The general tab on the left-hand panel will be selected by default.
2. Look for colour scheme under General options for working with Excel
3. Click on the colour scheme drop-down list and select the desired colour
4. Click on OK button

3.3 SETTINGS FOR FORMULAS

This option allows you to define how Excel behaves when you are working with formulas. You can use it to set options i.e. autocomplete when entering formulas, change the cell referencing style and use numbers for both columns and rows and other options.

If you want to activate an option, click on its check box. If you want to deactivate an option, remove the mark from the checkbox. You can this option from the Options dialogue window under formulas tab from the left-hand side panel

3.4 PROOFING SETTINGS

This option manipulates the entered text entered into excel. It allows setting options such as the dictionary language that should be used when checking for wrong spellings, suggestions from the dictionary, etc. You can this option from the options dialogue window under the proofing tab from the left-hand side panel.

3.5 SAVE SETTINGS

This option allows you to define the default file format when saving files, enable auto recovery in case your computer goes off before you could save your work, etc. You can use this option from the Options dialogue window under save tab from the left-hand side panel

3.6 IMPORTANT EXCEL SHORTCUTS

Ctrl + P used to open the print dialogue window

Ctrl + N creates a new workbook

Ctrl + S saves the current workbook

Ctrl + C copy contents of current select

Ctrl + V paste data from the clipboard

SHIFT + F3 displays the function insert dialog window

SHIFT + F11 Creates a new worksheet

F2 Check formula and cell range covered

CHAPTER FOUR

CHALLENGES, CONCLUSION AND RECOMMENDATION

4.1 CHALLENGES ENCOUNTERED DURING MY SIWES PROGRAMME

1. Distance from my home to my place of attachment.
2. Lack of payment from the ITF.
3. Lack of Transport Fare.
4. Traffic Congestion
5. Discrimination between Polytechnic Students and University.

4.2 CONCLUSION

I give God all the glory for his grace for making me to finish the SIWES programmed without any problem and also thanks go to the Statistics Department of Kwara State Polytechnic, Ilorin. Also, I am not ungrateful to the contribution of EG 4sons Enterprise. So I thank God for his wonderful knowledge and wisdom given to me.

Finally my appreciation goes to ITF office for organizing this programme.

4.3 RECOMMENDATIONS

I will suggest that the ITF should keep the SIWES program going so that students in the higher institution of learning can gain more practical experience which will prepare them ahead of the labour market demands.

I will also like to recommend EG 4sons Enterprise to student for SIWES programme. They are just not training student only on computer, but to grace the challenges out there and also their career, for them to know what Information Technology (IT) is all about. They give the right IT skill.

REFERENCES

Mlrime Tech Enterprise Handout/Lecture Notes

SIWES Logbook

Wikipedia