



REPORT ON STUDENT INDUSTRIAL WORKEXPERIENCE

SCHEME (SIWES)

HELD AT

EAGLE INTERIOR

AFEYIN, Old Jebba Road, Poly Road, Ilorin Kwara, State

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ND/23/BAM/PT/0386

SUBMITTED TO

DEPARTMENT OF BUSINESS ADMINISTRATION

INSTITUTE OF FINANCE AND MANAGEMENT STUDIES

KWARA STATE POLYTECHNIC, ILORIN

IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE

AWARD OF NATIONAL DIPLOMA (ND)

AUGUST – DECEMBER 2024

DEDICATION

This report is dedicated to Almighty God, the Most Merciful.
I also dedicate it to my lovely and caring parent Mr. & MRS. BUSAYO

ACKNOWLEDGMENT

My acknowledgment goes to Almighty God, for his protection and provision during my SIWES program.

My appreciation also goes to my Parent Mr. & Mrs. BUSAYO for their support, words of advice and helping hand she rendered me, I pray that the Almighty God will preserve their life in Jesus name (Amen).

I also wish to acknowledge my sibling my love, relatives and all my colleagues

May God Almighty reward you all in manifolds. (Amen).

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CHAPTER ONE

1.1 INTRODUCTION

Student Industrial Work Experience Scheme also known as (SIWES) was established by Industrial Trust Fund (ITF) in the year 1973 to solve the problem of inadequate practical skills among students in tertiary institution in their course of study to make them employable after graduation. It is a period in which students undergoes training to acquire skills needed in their course of study in an establishment.

It exposes the student on the opportunity of being familiarized with the practical knowledge on their course of study for easy transition from academic environment to the world of employment. It also give students the privilege of being exposed to the needed skills required in handling machinery and equipment that are not usually available in most tertiary institution in Nigeria.

1.2 DEFINITION OF SIWES

Student industrial work experience scheme can be defined as a program designed to prepare students in tertiary institution to acquire practical knowledge in their course of study for smooth transition from academic environment to labor market. The scheme was funded by Federal Government of Nigeria and jointly coordinated by the National Universities Commission (NUC) and Industrial Training Fund (ITF).

1.3 AIMS AND OBJECTIVES OF SIWES

- a. To prepare students for the work situation they are likely to meet after graduation.
- b. To expose the students the methods and techniques in handling equipment and machinery that may not be available in their institution.
- c. It helps the students to understand better what has been taught theoretically in the class.
- d. To help student acquire industrial skills and experience during their course of study.

- e. To allow easy transition from academic environment to the world of working environment and facilitate students contact for later job placement.

1.4 **THEROLEOFTHESTUDENT ANDTHEINSTITUTION**

The role of the student is to partake in the program in such a way that he/she will achieve maximum benefit from the program. The student is advised to ask questions, be submissive, and adhere to all the rules and regulations of the organization where he is attached. Identification of placement opportunities, funding of SIWE S supervisors and assessment of the student are some of the roles played by the institution to ensure smooth running of the program.

CHAPTER TWO

2.0 COMPANY'S PROFILE

AR-RAHAM TECHNOLOGY AND ENTERPRISE is located at Idi Ori, Old Jebba Road, Opposite Healthway Pharmacy, Ilorin, Kwara State. It is a company establish in rendering services like computer centre, online registration, computer training and services to telecommunication companies for smooth transmission of data.

2.1 UNDERSTANDING A COMPUTER SYSTEM

What is a computer system?

A computer system can be defined as an electronic device that accepts data through the input devices such as keyboard, scanner etc, process it in the system unit known as CPU and give out accurate information according to data through output devices such as monitor, printer, speaker etc.

In other words, a computer system is a multipurpose device that consists of different electronic parts working together as a whole body towards achieving a certain goal.

2.2 SKILLS ACQUIREDDURING SIWES PROGRAM

- I learnt on how to use Microsoft word to type set document and many more. Details information below.
- I learnt on how to use Microsoft Excel to prepare quotation, calculate and many more. Details information below.
- I learnt on how to use Microsoft Power Point for presentation. Details information below.
- I learnt on how to use Microsoft Outlook to prepare document, send mails etc. Details information below.
- I was trained on how to use Corel Draw for designing of letter head, complimentary card, logo and many more. Details information below.

- I learnt on how to use the internet to create email account, send mails, save contacts on the internet and many more. Details information below.
- I learnt on how to troubleshoot a computer System with different techniques like reinstall and boot strap approach. Details information below.

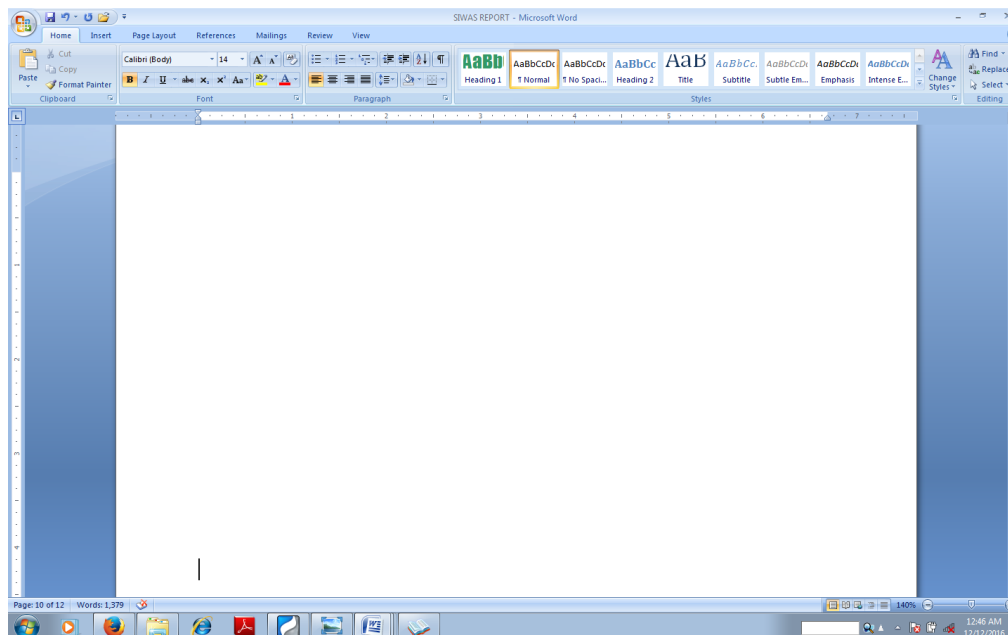
2.3. MICROSOFT WORD (MS-WORD)

Microsoft Word is a word processing packages used in typing of letters, creating newsletter writing of reports and to prepare memo.

2.3.1. STARTING MICROSOFT WORD

How to activate Microsoft word in window 7 operating system

- I. Boot the computer
- II. Click on the start button.
- III. Click on “All Program”
- IV. Click on Microsoft Office and locate Microsoft word
- V. Click on Microsoft word



CHAPTER THREE

3.0 DESCRIBING MICROSOFT EXCEL ENVIRONMENT

When Microsoft Excel is fully loaded into the computer memory, the following will be seen.

- The spreadsheet/worksheet
- Rows, Columns and cells
- The mouse pointer and cursor
- Working menu and bars

PLOTTING OF CHART

Charts are graphical representation of the data in a worksheet. They are appealing and makes it easy for users to set comparisons patterns and trends in data. For instance, rather than having to analyze several columns of worksheet you can see at a glance whatever the student in a given class actually make the required average to pass.

Steps in plotting chart:

1. Select the whole data you want to produce it's chart/graph.
2. Click on insert on the menu bar
3. On the submenu that appear, click on chart
4. Another dialogue box will appear where you have to select the type of chart you want
5. Locate and click on finish to complete the process. So the chart will be displayed.

HOW TO CALCULATE SUM

We use sum when calculating addition in excel. And before spreadsheet can respond to any mathematical command. It must be

entered as an equation. Therefore, to enter a function as an equation. We must firstly start with “equals to “ (=) sign.

Steps in calculating sum:

1. Firstly, the data must be entered correctly as shown below
2. Then keep your cursor on the location you want sum to be displayed by clicking the mouse there
3. Type =sum and open bracket “(“ then, click the mouse on the first cell you want to sum now type “:” click mouse on the last cell containing the data to be sum
4. Then close the bracket “)”
5. Press enter on the keyboard.

FONT FORMATTING

Font refers to every typed letter in the computer, while the formatting simply implies beautifying e.g. coloring, bolding, italic, underlining etc.

Steps in formatting text:

1. Select the data by simply clicking on the cell
2. Click on format on the menu bar
3. Click on the cells on the submenu displayed
4. On another box that appears, locate and click on font
5. Use the mouse to scroll through the fonts dialogue box and click the mouse on the desired fonts size, colour, type etc.

INSERTING PERCENTAGE

One can choose insert percentage to replace a given data.

Steps in inserting percentage:

1. Select the data to be replaced

2. Click on format from the menu bar
3. Click on cell on the submenu displayed
4. On the dialogue box that appears, click on Number
5. Then, locate and click on percentage
6. Click OK

INSERTING ROWS AND COLUMN

In case you need to type a given line of data in a given rows and column, but discover it has been occupied by another data not worry, you can simply insert another row or column in the same place.

Steps in inserting rows and column:

1. Keep your cursor where you want the row or column
2. Click on insert on the menu bar
3. On the submenu displayed, click on either row or column depending on your choice.

TEXT ALIGNMENT

One can choose to rotate their text to a given angle when working in MS-Excel.

Steps in apply text alignment:

1. Select/highlight the text to be aligned
2. Click on format on the menu bar
3. On the submenu displayed, click on cells
4. Locate and click on alignment on the dialogue box displayed
5. Locate degree under orientation, click on the degree type in the rotating angle you want e.g. 15⁰,30⁰,50⁰,90⁰
6. Click on OK.

SHADING THE CELLS

You can choose to add pattern or color to your worksheet to emphasize some certain point or to enhance its appearance.

Steps in shading the cells:

1. Select the cells to be shaded
2. Click on format on the menu bar
3. Click on cells on the submenu displayed
4. On another dialogue box displayed, click on patterns
5. Then, click on the color you want
6. Locate the arrow in front of pattern and click on it, where you will choose the pattern
7. Click on OK.

SORTING

Sorting means arrangement of data either in ascending or descending order. When ascending it implies that the data will be arranged alphabetically while descending starts with the last alphabet coming first.

Steps in sorting:

1. Select all the data to be sorted
2. Click on start on the menu bar
3. Click on sort on the submenu displayed
4. On another dialogue box that appears, select the heading field you want to sort from the available one under sort by
5. Select either ascending or descending depending on your operation
6. Click on OK.

AUTO FILL

If you have lines of text that need to be numbered, you don't actually need to waste much time numbering it one after the other while you can use automatic filling to fill the numbering to any destination of your choice in the worksheet.

Steps to auto fill:

1. Keep your cursor on the cell numbering will start
2. Click on edit on the main menu
3. Select fill from the submenu displayed
4. On another submenu that appear, click on series
5. On another dialogue box that appears, click inside the step value box to type where numbering should start
6. Click inside the stop value box, type where the numbering should stop
7. Select where it should be filled in row or columns under series in box
8. Click on OK to complete the process.

CHAPTER FOUR

4.0 THE PROBLEMS OF THE PROGRAMS

I thank God who give me the privilege to see the end this SIWES program and also I thank God for the organizers of this type of program, although it look stressful and entail some financial challenges to buy practical material for use. Sometime no much facility to teach and enroll on practical, and sometime don't know what to do

4.1 RELEVANCE OF THE PROGRAMME

My experience during the programme will surely help me as office technology management student, in other to improve my skills.

The programme is beneficial to me as student and it prepares me to know more in the aspect of my study and also in the aspect of technology.

It also exposes me to work experience, and how to relate with people and my supervisor. I learnt how to apply knowledge in oral work situation.

I gained more knowledge especially when its practical aspect of the training. I learnt so many things on my SIWES and some theoretical aspect, which I did not know before but with the help of this programme it really exposes me to many things.

CHAPTER FIVE

5.0 RECOMMENDATION AND CONCLUSION

5.1 RECOMMENDATION

I recommend this (SIWES) that government should try to pay for the I.T students and also provide equipments for them to aid effective learning and more learning experience.

5.2 CONCLUSION

Student Industrial Work Experience Scheme (SIWES) was organized by federal government of Nigeria to give much experience and exposing of higher institution in various fields of life. This programme is mainly organized for higher institution students in much department to acquire the students with practical music experience on the field, to prepare students towards the possible challenges after graduation, and also to be exposed to some equipments or instruments that may not be available in the school which develop our practical form of learning.