



TECHNICAL REPORT
ON
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

Held At

DE-PRINCE G VENTURES

N0 3, CHESERA STREET, OFF OLD JEBBA ROAD, ILORIN, KWARA STATE.

By

OLUWAGBEMI TOFUNMI ESTHER
ND/23/BAM/PT/0291

SUBMITTED TO:

**BUSINESS ADMINISTRATION DEPARTMENT, INSTITUTE OF
FINANCE AND MANAGEMENT STUDIES (I.F.M.S), KWARA STATE
POLYTECHNIC, ILORIN, KWARA STATE.**

DEDICATION

I dedicated this report to Almighty God, the Alpha and Omega, the founder of everything.

And also to my parents' **MR. AND MRS. OLUWAGBEMI** who happens to be the strong foundation of my academic journey.

ACKNOWLEDGEMENT

All thanks to Allah for making this SIWES a reality. My profound gratitude goes to the Head, Business Administration Department, (**MR. ABDULSALAM**) Kwara State Polytechnic, Ilorin, Kwara State for his word of advice.

I wish to express my sincere appreciation to some of my lecturers, for the great wisdom and knowledge impacted in me.

I also used this medium to appreciate the support of my parents, **MR. AND MRS. OLUWAGBEMI** for their physical, moral, spiritual and financial supports that was given to me during the course of my SIWES programme.

My appreciation will not be completed if I fail to appreciate my SIWES based-coordinator and SIWES based-supervisor (**MR. RASAK GBENGA YUSUF**) other staff in the organization.

ABSTRACT

This report gives the account of the training I undergone at **DE-PRINCE G VENTURES**, Ilorin, Kwara State, Nigeria. It includes all the experience I acquired during the course of my SIWES at the Cyber Café.

TABLE OF CONTENTS

Dedication

Acknowledgement

Abstract

CHAPTER ONE

Introduction

Meaning and Objective of SIWES

History of SIWES in Nigeria

CHAPTER TWO

Overview of the Cyber Café

Brief History of the Cyber Café

Organizational Chart of the Cyber Café

Services Rendered at the cyber café

CHAPTER THREE

Description of the work-done during the SIWES

General Experience acquired during SIWES

Problems/challenges/Obstacles encountered during SIWES

CHAPTER FOUR

Conclusion

Recommendation

References

CHAPTER ONE

INTRODUCTION

Students Industrial Work Experience Scheme (SIWES) is a very big aid and a stepping stone to life after school. It is an opportunity given to students to put into practice most of the things that were taught as theory by lecturers in the Institution.

DE-PRINCE G VENTURES has been a great aid to this programme because it gives more enlightenment on what computer science is all about. As a result of this, SIWES gives students more orientation and exposure to students in their course of training.

MEANING OF SIWES

Students Industrial Work Experience Scheme (SIWES) is the accepted skills training programme, which forms part of the approved minimum academic standards in the various degree programmes for all the Nigerian Universities. It is provided to bridge the gap that exists between the theory and practical.

It is aimed that exposing students to machines and equipment, professional work methods and way of safeguarding the work areas and workers in industries and other organizations.

OBJECTIVE OF SIWES

- To prepare students for the work situations they are likely to meet after graduation
- To provide an avenue for students in the Nigerian Institution to acquire industrial skills and experience in their course of study
- To strengthen employer's involvement in the entire educational process of preparing institution graduates for employment in industry
- To provide students with an opportunity to apply their theoretical knowledge in real work situation, thereby bringing the gap between institution work and actual practice.
- To expose students to work methods and techniques in handling equipment and machinery that they may not available in universities.

HISTORY OF SIWES IN NIGERIA

In the earlier stage of science and technology education in Nigeria, students were graduating from their respective institution without any technical knowledge or working experience. It was in this view that students undergoing science and technology related courses were mandated for students in different institution in the view of widening their horizons so as to enable them have technical knowledge or working experience before graduating from their various institutions. The Students Industrial Training Funds (ITF) 1973 to enable students of tertiary institutions have basic knowledge of industrial works base on their course of study before the completion of their program in their respective institutions. The scheme was designed to expose the students to industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to National economic and technological development after graduation.

The major background behind the embankment of students in SIWES was to expose them into industrial environment and enable them develop occupational competencies so that they can readily contribute their quota to national economical and technological development after graduation. The major benefit acquiring to students who participate consistently in SIWES are skills and competencies they acquired.

The relevant production skill remain the part of the recipients of industrial training as long as assets which cannot be taken away from them. This is because the knowledge and skills acquired through training are internalized and become relevant when required to perform jobs or functions.

CHAPTER TWO

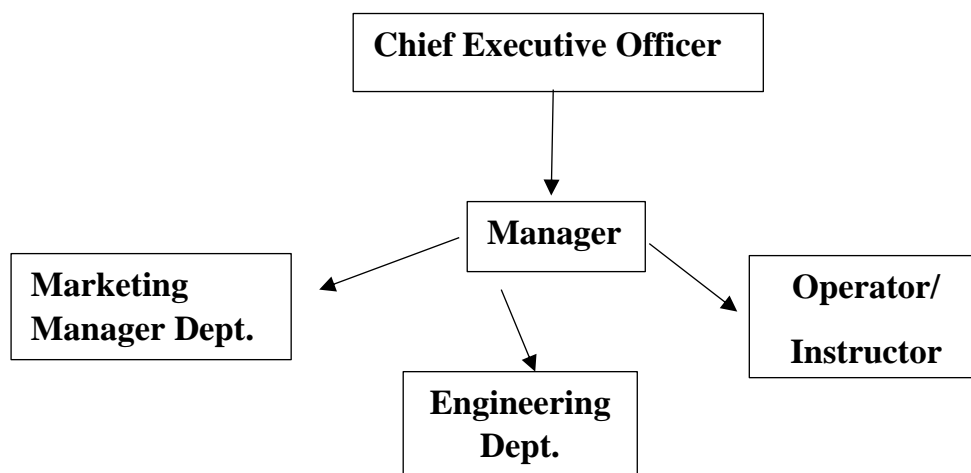
OVERVIEW OF DE PRINCE G VENTURES

DE PRINCE G VENTURES has been a great assets to this programme because it gives more enlightenment and practical aspect of what computer science as a course really up to. It gives students more practical aspects of what computer is all about. As a result of this, SIWES gives students more orientation and exposure to students in their course of training.

BRIEF HISTORY OF DE PRINCE G VENTURES

DE-PRINCE G VENTURES is an organization that provides practical solution to SIWES/I.T students, the organization was established in the year 2008 by **Mr. Rasak Gbenga Yusuf** and it location is *at NO 3, Chesera Street, off Old Jebba Road, Iloirn, Kwara State.*

ORGANOGRAM OF DE PRINCE G VENTURES



SERVICES PROVIDED BY DE PRINCE G VENTURES:

- Graphic Design
- Ms-Word
- Ms-Excel
- Ms-Powerpoint
- Online Research Work

CHAPTER THREE

DESCRIPTION OF WORKDONE

During my SIWES programme, I learnt about what cyber café is all about. I started with arrangement of paper into the printer and photocopy machine. Typing and correction of documents. I also learnt how to make a good and accurate files arrangement.

I also worked under the software of graphic design where I specialized on logo creation. I was taught o how to make presentable logo design. I was also taught how to make logo design of different formats.

I also work on how to make used of computer to program or stock goods and product on the system for easy access of price to the customers or clients. I work on how to record a file on the computer. I also learnt how to identify different categories of system software on the computer.

Under the teaching of Microsoft word, I learnt how to type, edit documents or files, save a copy of workdone, open an existing documents and printing of document with different shortcuts to be used for fast and effective work to aid timing difficulty. I also typed pages of work under the usage of Microsoft word. I was also taught how to draw lines and create tables.

I also worked on the second part of Microsoft word which is Microsoft Excel (Ms-Excel). I was taught how to create a name files on the system under Ms-Excel. I also learnt about the press and drag more arrow to all borders. Border adjustment was also part of what I undergone as a siwes student at the café.

I learnt about mouse usage. How to drag and move the cursor on the system to aid the movement on the workdone for proper and easy operation. I was taught the usage of keyboards and the uses of each keys on the keyboard. I also learnt about the different system window on the system (window 7, 8, 10, etc).

I was taught on how to make business plan or strategy. I also learnt about the arrangement of files into the cabinet. I was taught how to manage a business. I also worked on web design. I learnt how to send letters and any other documents via email. I was asked to make research on a project and seminar topics which I am glad I could do it.

I also learnt how to make memo, allocation and numbering of files for the programme manager.

I learnt about the record all relevant information in the file and have it saved on the system. I also list indexing files. I was able to give attention to details and able to track details. I was taught how to record goods. I also print an invoice of a sale. I also learnt how to apply for intership and how to meet a target as a business man.

I also worked on the second part of Microsoft word which is Microsoft Excel (Ms-Excel). I was taught how to create a name files on the system under Ms-Excel. I also learnt about the press and drag more arrow to all borders. Border adjustment was also part of what I undergone as a siwes student at the café.

I was also taught how to manage, report and prepare documents, also typing and printing of meeting minutes. I was also taught how to organize and schedule a meeting on zoom. I also learnt how to maintain schedule and calendars. I learnt how to send bulk sms, online job application and other related online research work.

TECHNICAL SKILLS ACQUIRED

Below are list of skills I acquired during my **Student Industrial Work Experience Scheme** at **DE-PRINCE G VENTURES**

- Deep knowledge in understanding computer software.
- Ability to create tables through Ms-Words
- Ability to create websites with the help of HTML and CSS.
- Ability to create a standardize files with the help of Ms-word and Ms-Excel.
- Debugging errors and been create in arrangement of codes.
- Learning how to work with designed Templates and creating Templates.

SOCIAL AND FUNCTIONAL SKILLS ACQUIRED

- ✓ Enhanced communication skills.
- ✓ Ability to identify and solve problems relating to web design.
- ✓ Decision making critical thinking, organizing and planning.
- ✓ Ability to work with team.
- ✓ Enhanced teaching and effective learning skills.
- ✓ Good customers services orientation skill

PERSONAL INPUT TO THE CAFÉ

- Teaching and assisting students (Clients) through their lessons.
- Assist students with their codes when not running.
- Running of errands to boost activities in the workplace.
- Check and work on colleague's systems when challenge with an error code.
- Help in installing various development applications to colleagues and client.

CHALLENGES ENCOUNTERED

- ❖ Difficulty in seeking for SIWES attachment
- ❖ Lack of transportation fee.
- ❖ Lack of good facilities for web design.
- ❖ I was not paid either by SIWES or the place of my attachment.
- ❖ There are no standard equipment's for learning and practical.
- ❖ The company lacks proper SIWES orientation on how to train student.

CHAPTER FOUR

CONCLUSION AND RECOMMENDATIONS

CONCLUSION

My three (3) months Student Industrial Work Experienced Scheme at **DE-PRINCE G VENTURES** was a huge success and a great time of acquisition of knowledge and skills. Through my training I was able to appreciate my chosen course of study even more, because I had the opportunity to blend the theoretical knowledge acquired from school with the practical hands-on application of knowledge gained here to perform very important tasks that contributed in a way to my productivity in the company.

My training here has given me a broader view to the importance and relevance of Computer Science in the immediate society and the world as a whole, as I now look forward to impacting it positively after graduation, I have also been able to improve my communication and presentation skills and thereby developed good relationship with my fellow colleagues at work. I have also been able to appreciate the connection between my course of study and other disciplines in production a successful result.

RECOMMENDATIONS

- School should provide a place of attachment for student
- Allowances should be paid to students during their programme just like NYSC and not after. This would help them a great deal to handle some financial problems during their training course.
- Supervisor should always visit student weekly in their various places of attachment.

REFERENCE

PAPER WORK

- Student industrial work experienced scheme 2020/2021 handbook
- Web design manual by industrial supervisor
- Web design and advance manual by industrial based supervisor

LINK

- <http://www.w3schools.com>
- <http://www.tutorialpoint.com>
- <http://geeksforgeeks.com>
- <http://www.tizag.com/CSS>