

A TECHNICAL REPORT

ON

**STUDENT INDUSTRIAL WORK EXPERIMENT
SCHEME [SIWES]**

HELD AT

**ODIGBO LOCAL GOVERNMENT ORE,
ONDO STATE**

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DEDICATION

The SIWES report is dedicated to GOD Almighty, Mr & Mrs. Oladele for their spiritual and financial support during my SIWES program.

ACKNOWLEDGEMENTS

I take this opportunity to express my profound gratitude and deep regards to the creator of heaven and earth, the one who knows the beginning and the end, the alpha and the omega, the Almighty Allah and also to my guides (MR & MRS OLADELE) and to all those who has helped me during my SIWES programme. The blessings, help and guidance given by them, time to time has carry me so this far and shall carry on the journey of life on which I am about to embark. I also take this opportunity to express a deep sense of gratitude to compliment my mentor for his cordial support valuable information and guidance which helped me in completing my SIWES through various stages.

May Almighty GOD bless, protect, keep, nourish and guide you through all your life's entire journey. And also my regard to the school board of trustees and the staff a very big thank you to all and sundry.

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CHAPTER ONE

1.0 INTRODUCTION

This chapter gives a brief history of SIWES, its aims and objectives, as well as a short narrative on my application and posting. It also introduces Computer Business Centre where I did my SIWES training.

1.1 ABOUT STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME

The students industrial work experience (SIWES) was established in 1973 by the industrial training fund (ITF) founded by the federal government of Nigeria and jointly coordinator by the ITF and the national universities commission. It is a tripartite program involving the students, the university and the industry. It is an accepted skills training program which forms part of the approved minimum academic standard in various degree programs.

The students industrial work experience scheme (SIWES) is a worldwide program practiced in countries like Japan, Australia, USA, Europe, and in African countries too. It is popularly known as co-operative education and referred to as sandwich in Europe. It is a six (6) months students industrial work experience scheme (SIWES) taken in the third year of the degree program, where the students go to various establishments related to their course of study.

The program was initially introduced in Nigeria by the Industrial Training Fund (I.T.F.) which was established under Decree 47 of 1972 by the Supreme Military Council, headed by General Yakubu Gowon. The Decree was billed to take effect from 31 March, 1974 and had as its core objective, the gradual reduction of the percentage of foreign participation in most of Nigeria's economic activities, accompanied by a systematic cooperation of locally oriented skilled manpower into the vast economic sector.

One of the key functions of the ITF is to work as cooperative body with industry and commerce where students in institutions of higher learning can undertake mid-career work experience attachment in industries which are compatible with student's area of study. The students Industrial Work Experience Scheme (SIWES) is a skill Training program designed to expose and prepare students for the Industrial work situation which they are likely to meet after graduation.

Participation in SIWES has become a necessary precondition for the award of diploma and degree certificate in specific disciplines in most institutions of higher learning in the country in accordance with the education policy of government.

1.2 BRIEF HISTORY OF SIWES

The word SIWES (Student Industrial Work Experience Scheme) was introduced by the federal government in the year 1973 to develop the technological, physical and social skill of our nation, through this, adequate and intelligent students are provided the department involved in the actual challenge in various disciplines before they can be awarded a Bachelor Degree.

1.3 AIMS AND OBJECTIVES OF SIWES

- ❖ Provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their approved course of study and also by interacting with people with more experience in the field under consideration.
- ❖ 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 that are mostly not available in their various institutions.
- ❖ Provide students with an opportunity to apply their knowledge in real world situation thereby reducing the gap between theoretical knowledge and practical work.
- ❖ Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment in Industry and Commerce.

1.4 ROLES OF STUDENT

- ❖ Attend SIWES orientation programme before going on attachment.
- ❖ Comply with the establishment's rule and regulation.
- ❖ Arrange living accommodation during the period of attachment.
- ❖ Record all training activity done and other assignment in the log book.
- ❖ Complete SPEI from ITF, FORM 8 and get it endorsed by the employer for submission to the ITF.

1.5 OBJECTIVES OF THE REPORT

The objectives of the SIWES report are

- ❖ To make thorough explanation of the work done during my four-month industrial training.
- ❖ To fulfil the requirement for Bachelor of Science in Computer Science.
- ❖ To contribute to the body of knowledge and to enhance the understanding of the writer about a similar or same job.

1.6 THE LOGBOOK

The logbook issued to student on attachment by the institution was used to record all daily activities that took place during the period of attachment, and it was checked and endorse by the industry based/institution-based supervisors and ITF during supervision.

1.7 BRIEF HISTORY OF ODIGBO LOCAL GOVERNMENT ORE, ONDO STATE

Odigbo is a Local Government Area in Ondo State, Nigeria. Its headquarters are in the town of Ore.

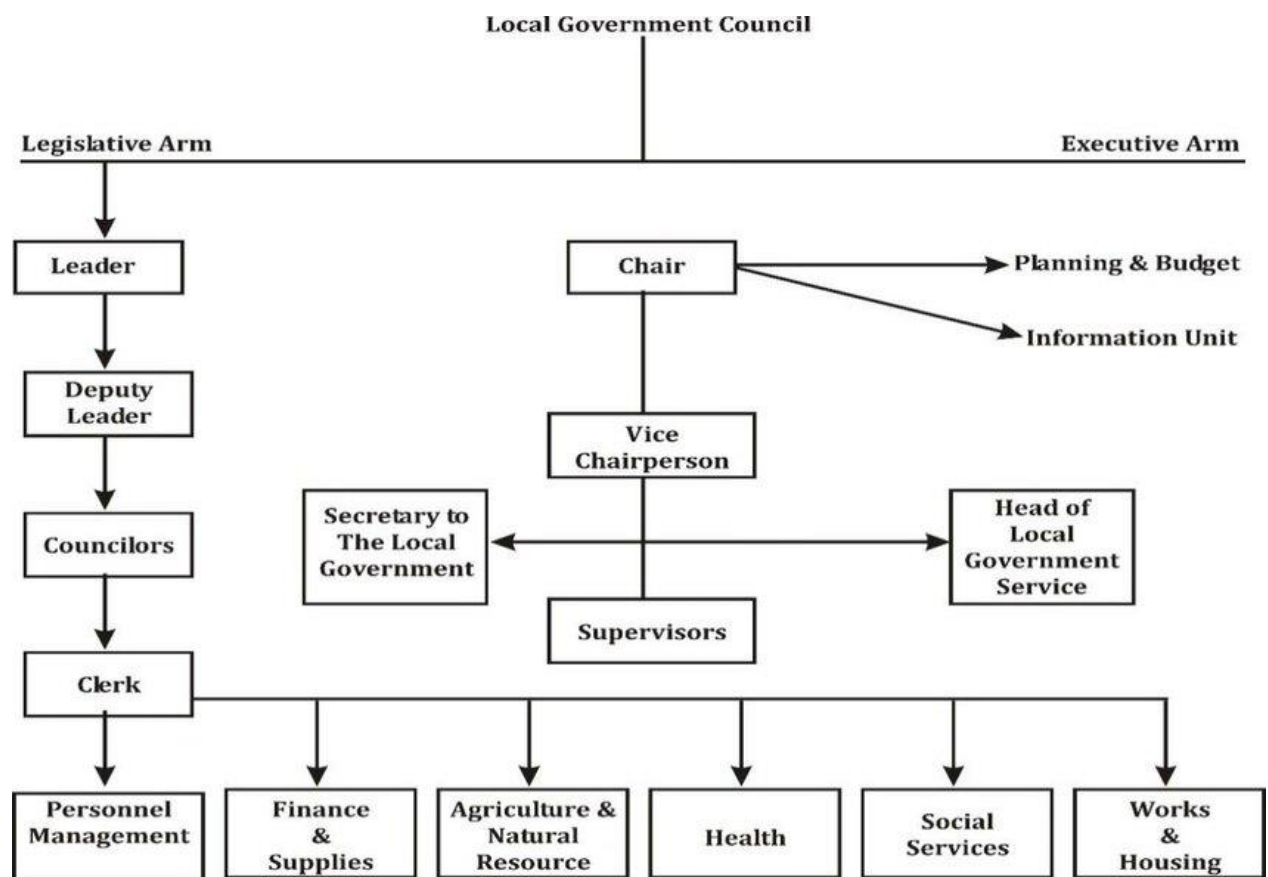
Odigbo local government has two major kingdoms; Odigbo kingdom and Araromi-Obu kingdom. The paramount ruler of Odigbo kingdom is HRM the Orunja of Odigbo while the paramount ruler of Araromi-Obu kingdom is the HRM, the Ajobu of Araromi-Obu. The Major towns in Odigbo local government are Araromi-Obu, Odigbo, Ajue, Ore, etc. Many parts of Odigbo local government are inhabited by non-indigenes like people from Oyo and Osun States and some parts are occupied by the Ikale people of Okitipupa and Irele local government areas of Ondo State. Odigbo is the owner of the bitumen, stated in ondo state.

It has an area of 1,818 km² (702 sq mi) and a population of 230,351 at the 2006 census. The current census as of 2020 is over 600,000 as Ore Town continue to attract new inhabitants from every part of the country. The people of Odigbo local government are from the [Yoruba](#) lineage and the Furupagha-Ijaws that constituted the Ebijaw ward. These people

include The Odigbos, Ayesan, Araromi Obus and Ajue who largely observe similar customs and uphold the same traditional as other Yorubas while the Ijaws are the Eluju-Iyaradina, Ebijaw, Ebijaw Zion, Taribor, Gbunuwei, Ukuregbene, Abadigbene. The people of Odigbo local government speak a local dialect close to the Ondos. These people cover the towns and the villages of Ore town, Agbabu, Lafe, Modebiayo, Isheba, Oke-Oluwa, Ayetedo, Ago Alaye, Ajebamidele, Ajebambo, Kajola, Ayesan, Oniparaga, Imorun, Laleipa, Okefara, Ayetoro, Sidigi, Oke-Ojakoparun, Lokuta, Araromi-Ayesan oil palm estate, Basola, Agirifon, Adewinle, Aiyetimbo, Koseru, Omowole, Onipetesi, Mile 49, Labon, Akinseye, Temidire, Sokoto, Bolorunduro, Fesojoye, [Oduduwa](#) village, Ajibodu. The Odigbo local government people share boundary with the Ondos in the north, the Ikales in the east, the Ijebus of Ogun State in the [south](#) and [Osun State](#) in the [west](#).

Several villages in Odigbo [local government](#) are inhabited by non-indigenes like people from [Oyo](#) and [Osun States](#) as well as the Ikales people of [Irele](#) and [Okiti pupa](#) local government areas of [Ondo state](#). The biggest town of Odigbo local Government is Ore Town, this town is a major nodal town on one of the busiest highways in the country, the [Shagamu-Ore-Benin](#) Expressway. The Local Government Office is situated in Ore. People from every part of the country live in Ore Town due to its nodal and commercial nature.

1.8 ORGANIZATION CHART OF ODIGBO LOCAL GOVERNMENT ORE, ONDO STATE



CHAPTER TWO

2.0 EXPERIENCE GAINED DURING THE SIWES EXERCISE

The student industrial work experience scheme (SIWES) exercise has contributed greatly in my academic carrier, because I have gained some experience which is very useful to my field of study. The first advantage acquire during my SIWES training programme was that I was taught computer component i.e. hardware and software, how to launch computer packages such as: Ms Word, Ms excel etc. including their installation, configuration and troubleshooting. I also learned how to diagnose and fix common problems with computers such as hardware and software issues, network connectivity and security threats.

Furthermore, I developed skills in public service and communication as I interacted with clients on a daily basis to understand their needs and provide appropriate solutions.

Overall, my training at the personnel management provided me with valuable practical experience and knowledge in the field of computer hardware and software maintenance, it also helped me to develop my technical and interpersonal skills, which I can apply in my future career.

2.1 INTRODUCTION TO COMPUTER

A computer system can be micro, a mainframe or super computer consist of both hardware and software. It is an electronic machine capable of accepting data, process the data into meaningful information as output. The term computer is obtained from the word compute.

A computer is a machine or tool, which is capable of:

1. Taking input data
2. Storing the input data.
3. Processing the input data.
4. Producing the output report on paper or computer store for human being to use.

INPUT AND OUTPUT DEVICES

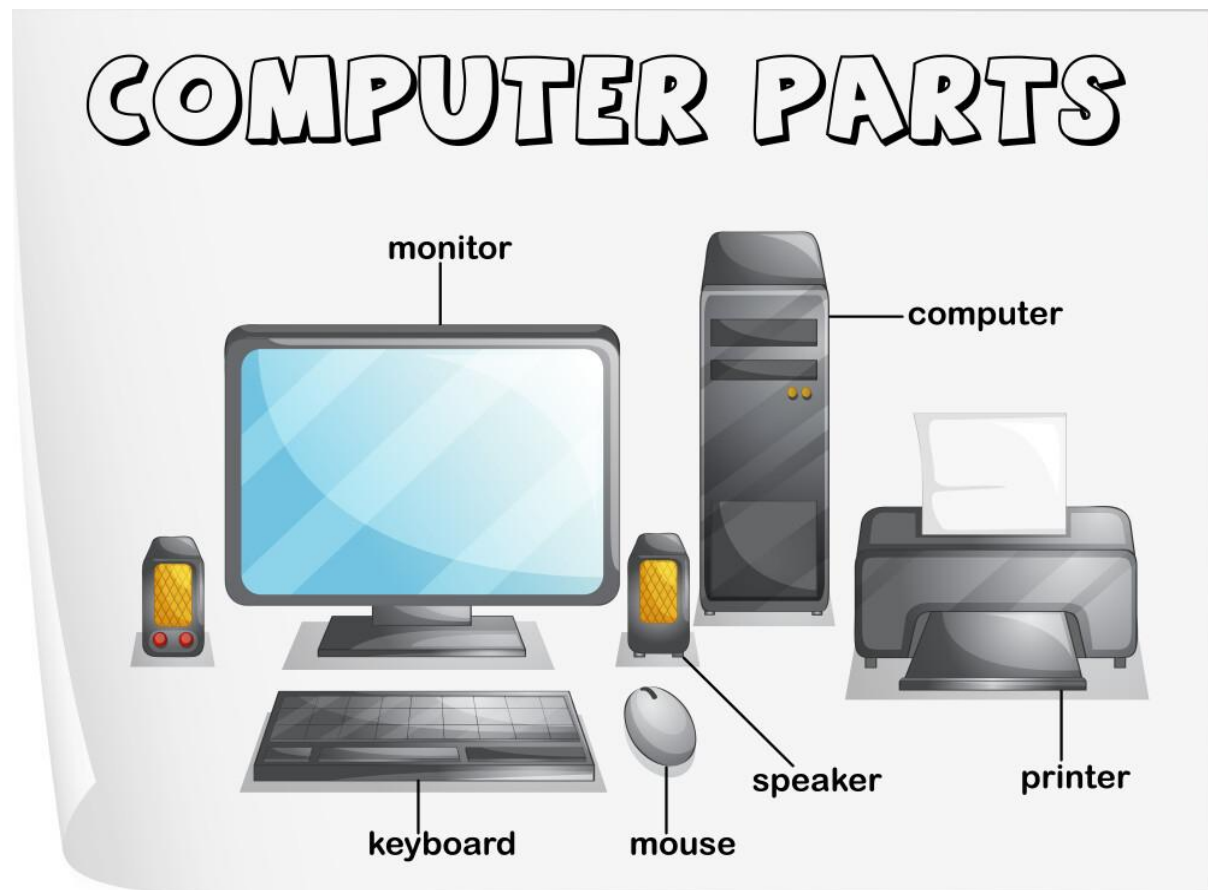
Some of the Input Devices include:

1. Keyboard
2. Joystick
3. Mouse
4. Electronic pen
5. Track ball etc.

Output Devices Include:

1. Printer
2. Monitor
3. Plotters
4. Photocopier

PARTS OF A COMPUTER



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There are two main parts of computers, hardware and software.

HARDWARES are all part of computer you can see and touch ranging from the smallest of chips to the total unit called computer system.

SOFTWARES are list of instructions needed by a computer to perform specific tasks. Software is often called a program, most times they are compilation of codes written in specific language. There are types of software such as utility software, application software etc.

APPLICATION OF COMPUTER

Computer has varying applications ranging from the simplest tasks to the highly sophisticated and seemingly complicated. Computers can be applied to basic office jobs like typing memos, letters, graphic design, photo imaging and massive data analysis in different fields such as communication, engineering, crime control, medicine and other technology-based field.

Computer has made it possible to keep reliable records, to manage large files to conduct near impossible searches, to manage and protect databases and promote secure and efficient payment system.

CONNECTING COMPUTER TO POWER

This is very crucial and never learn it by trial. Let a competent technician demonstrate it to you.

Truth however is that it is as simple as connecting a video player and television set to themselves and then to power. Once the technician has demonstrated this at least twice-then you are good to go. The use of inverter and stabilizer for any computer is recommended, because of power fluctuation.

CHAPTER THREE

3.1 INTRODUCTION TO MICROSOFT WORD.

Microsoft word is a word processor software developed by Microsoft in 1983. It is the most commonly used word processor software.

Microsoft word is a computer application used in typing, editing, storing, and printing of professional quality documents, letters, reports, resumes, etc through a computer.

Some important keywords in the definition

1. **Typing:** This is done by using the keyboard. The keyboard as it is known as input device. It has about 108 keys on it. There are five parts of the keyboards namely: function keys c.g. fl-f12, computer keys e.g. Esc, ctrl, shift, cap etc. Typing keys, A-Z, Dedicated keys e.g. page up, page down, Arrow keys and Numeric keypad.
2. **Editing.** This is the act of correcting error(s) in a document. It also involves rearranging the document so as to give a perfect, professional desired output.
3. **Storing:** This is the same thing as saving a document into the permanent memory so as to able to re-call it any other time. It is needed and should always be done frequently so as to guide against loss of documents due to frequent power failure which can shut down the computer and erase any file that has not been saved.
4. **Printing:** This is the act of getting the soft copy of the document as a hardcopy through a device called a printer using a paper.

MICROSOFT WORD

Loading (Starting Microsoft Word)

Put on the computer and allow it to boot up and display the windows environment or desktop.

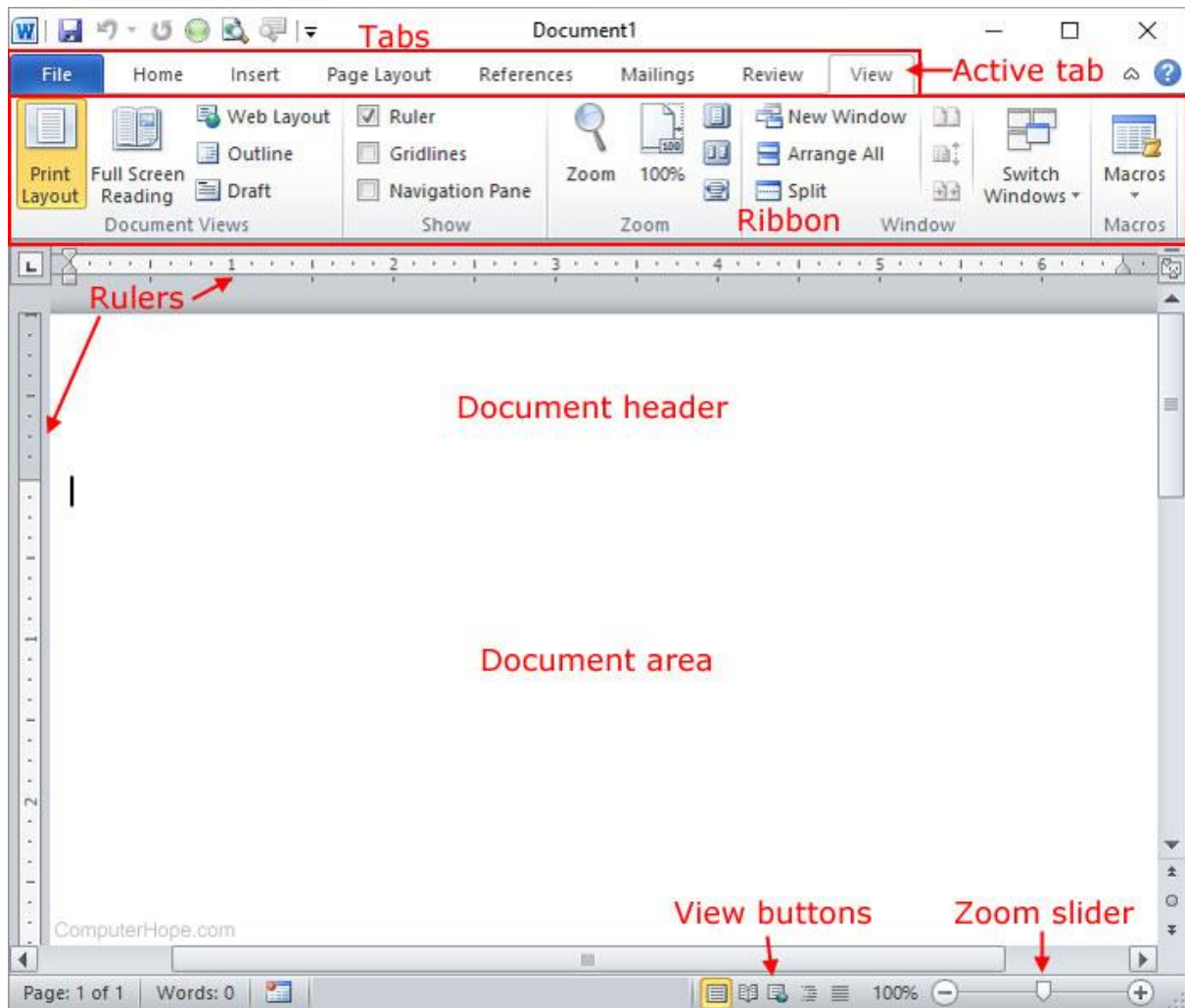
After booting, click on the start button.

Move the mouse to all programs Select Microsoft Word Wait for the loading.

Screen Element of Microsoft Word

1. **Title Bar:** A place where document name of the user appears.
2. **Menu Bar:** A place where all tools name that is use to perform different task appear e.g. File, Edit, Format etc.
3. **Formatting Bar:** A place where icon that is used to change the attribute of our text e.g. B for bold, I for italic, U for underline etc.

4. Standard Tool Bar: This bar show operation symbols that represent a command like new, open, save, print, print preview, copy, cut and so on.
5. Scroll Bar: it is denoted by the triangle icon and it is used to move page up and down, left and right.



MICROSOFT WORD TEMPLATE

CHAPTER FOUR

4.0 SUMMARY

During the SIWES programme which I did at personnel management unit of Odigbo Local Government Ore, Ondo State. I was exposed to the practical aspect of the theoretical knowledge gotten in school, the SIWES programme although challenging and stressful has been a great impact to my course of study (Business Administration). I learnt how to operate a computer. Microsoft word and troubleshoot faulty hardware and software, burn files to a CD, print and photocopy documents etc.

4.1 CONCLUSION

In conclusion, my industrial training at the local government was a valuable and enriching experience. It provided me with hands-on experience in computer hardware and software maintenance, as well as the opportunity to develop my technical and interpersonal skills. I am grateful for the guidance and support of the head of unit and staffs of the personnel management unit that helped me to learn and grow during my training.

4.2 RECOMMENDATION

I would like to use this medium to encourage the federal Government at all stage to take this SIWES program more seriously seeing that the students of financial management studies as a virtual improvement in future of technology.

Government should also ensure a proper supervision of SIWES student so that the purpose of the programme will be achieved.