



**A**  
**TECHNICAL REPORT ON**

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

**HELD AT**

**KENBRAM BUSINESS VENTURES**

**YLGSS YANKARI MARKET ADJACENT MOTION GROUND KWARA STATE POLYTECHNIC/72  
SABOLINE ISALE AMINLEGBE, ILORIN KWARA STATE**

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## **CHAPTER ONE**

### **1.1 Introduction**

Siwes was established by Industrial Training Fund (ITF) in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industrial by Nigerian graduates of tertiary institution.

The scheme exposes students to industry based skill necessary for a smooth transition from the classroom to the world of work. It affords student of tertiary institution the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institution.

### **1.2 Purpose of Siwes**

In the earlier stage, student are graduating without any technical knowledge or working experience and this makes them to undergo further training after securing an employment. With this reason, student industrial training was established.

During this programme, as designed by the ITF, students are expected to get technical assistance and acquire more experience scheme in their chosen field of study and exposed them to the usage of source machine and safety precaution where relevant before the completion of their programme in their various institutions.

### **1.3 Aims and Objectives**

1. To provide an avenue for student in the Nigerian Institution to acquire industrial skills and experience during their course of study.
2. To prepare students for the work situation they are likely to meet after graduation
3. To expose the student to work method and techniques in handling equipment and machinery that may not be available in their institution.
4. To allow the transition phase from school to the world of working environment easier and facilitate students contact for later job placements.
5. To provide student with an opportunity to apply their theoretical knowledge in real work situation thereby bridging the gap between theory and practical.

#### **1.4 Its goals**

- a. It orients student practically.
- b. It helps student to acquire more skills in their fields of specialization.
- c. It helps student to have self-confidence and be self- employed.

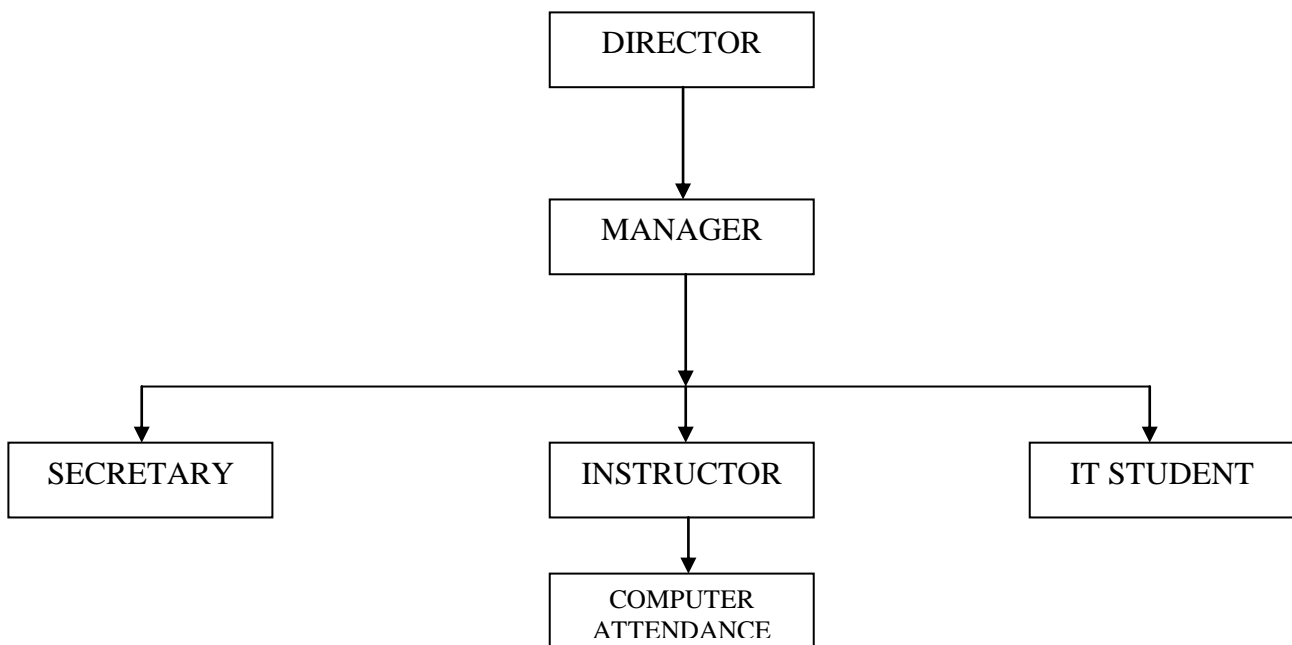
## CHAPTER TWO

### 2.1 Historical Background of the Company

The company Kenbram Cafe was established in the year 2000, it is situated at 24, Onadeko Street Surulere, Lagos State. Then open the branch office in Kwara State Polytechnic in the year 2013 and later change the company name to Kenbram Business Ventures when trying to get the Corporate Affairs Commission registration number **BN3233240**

**Kenbram Business Ventures** was established to enhance the literacy among student in diverse ways. The company have tried its best in education up to 600 students since it inception (12) years ago and it is still struggling to increase the number of students before the year runs out.

### 2.2 ORGANOGRAM OF KENBRAM BUSINESS VENTURES



### 2.3 Major activities of the Organization

- i. Printing and publishing
- ii. Computer Training
- iii. Business Centre
- iv. Computer Maintenance

## **2.4 Section of the Establishment and their Specification**

### **2.4.1 Printing and Publishing**

This section of the establishment deals with the work of printing and publishing of text-books, novels, handouts, slovenlier and other related aspects of printing and publishing.

### **2.4.2 Computer Training**

This unit of the establishment tackles the aspects of training student in computer packages varying from MS Word, MS Excel, Power Point, Adobe, Page Maker, Adobe Photoshop, Corel Draw in particular and other package. The establishment laid emphasis in the aspect of Corel Draw because of its uses and its relationship with the printing and publishing section.

### **2.4.3 Business Centre**

This sector deals with the Business transaction pertaining to Computer section. This unit deals with graphic design as its major area of concentration of the Business centre. Other transaction that took place at the section includes; Scanning, Colour printing, Typing and Desktop publishing.

### **2.4.4 Computer Maintenance**

This section deals with the maintenance and engineering aspects of the establishment.

## CHAPTER THREE

### 3.1 Student's Specific Involvement at Various Section

My involvement is based on computer packages which includes; Microsoft word and excel to mention a few.

#### Starting MS-Word for Windows

Before MS-word packages can be used on the computer systems, it must be properly installed on the operating system. The following steps are required to activate MS-Word.

- Step 1: Boot the System
- Step 2: Click start button (or press windows button on keyboard)
- Step 3: Click on program (to display the program submenus)
- Step 4: Point to MS\_Word and click it.

Or simply double click "MS-Word Icon" on desktop.

#### Elements of MS-Word Screen

- ❖ **Title bar:** This is the upper-most part of the entire MS-word window. It displays the name of the document currently edited. By default, it is usually document 1 for the blank page since the document has not yet saved with any name. At the right end of the title bar are the minimize, maximized and the close button.
- ❖ **Menu Bar:** It is located directly below the title bar. It contains the operation that can be performed in MS\_Word and is presented as menu list. Each menu consist of a list of submenus. Ms\_word menu consist of the following options:
  - i. **File:** it contains any file operations like open, save, save as, close, exit e.t.c.
  - ii. **Edit:** It provides the editing operations like copy, cut paste, undo, find etc.
  - iii. **View:** Can be used for changing how MS\_Word window displays and also to show or hide some components.
  - iv. **Insert:** To insert objects like picture, date and time, page number etc.
  - v. **Format:** It can be used to format the document like font, paragraph, change case etc.
  - vi. **Table:** To insert table, draw table and format the table

- vii. **Tools:** it is used to change words settings like spelling, mail merging and envelop printing.
- viii. **Windows:** It can be used to switch in between a list of opened documents.
- ix. **Help:** to have an in-depth knowledge on how to use MS-Word.
  - ✓ **Tool Bars:** This contains a list of beautifully designed diagrams that illustrate the actions they perform. It includes standard toolbar, formatting toolbar etc.
  - ✓ **Standard Toolbar:** It contains button that can be selected to perform commonly needed tasks such as opening, creating, cut, copy, drawing etc
  - ✓ **Formatting Toolbar:** This contains button that enables common formatting tasks like font's type, font size, bold, italics, underline, alignment, font-colour etc.
  - ✓ **Drawing Toolbar:** It is always at the bottom of the screen and is recognized with features like undo text, pictures, words art etc.
  - ✓ **Rulers:** These are the horizontal and vertical rulers for measuring. It also controls margins, indents and tab stops.
  - ✓ **Scroll Bar:** This is used to move around the document to either up, down, left or right with ease.
  - ✓ **Work area:** This is the area where the document appears. It occupies the central part of the word window.

**Status Line:** It contains information about document being edited. This shows the current page, total number of pages in the document, sections number, default paragraph, cursor position etc.

Microsoft word is an example of word processing package, it is used to type and edit texts.

### **How to launch into Microsoft Word Environment**

1. Click on start button
2. Point to programs
3. Click on Microsoft word

### **To Save Document**

1. Click on file menu
2. Click on save as
3. Type the name you want to save with
4. Click on save

### **To Bold a Text**

1. To highlight the text to bold
2. Click format
3. Click font
4. Click on bold

### **To Underline a Text**

1. Highlight the text
2. Click on format
3. Click on font
4. Click on underline

### **To Create a New File**

1. Click on file menu
2. Click on new

### **To Italics a Text**

1. Highlight the text
2. Click on format
3. Click on font
4. Click on italics

**Microsoft Word:** gives room for checking spellings, changing the font size of texts, inserting pictures e.t.c. to mention a few.

### **In summary of the Experience Gained**

1. I learnt how to type faster
2. I learnt how to make use of the printer
3. I learnt different shortcuts keys in MS Word

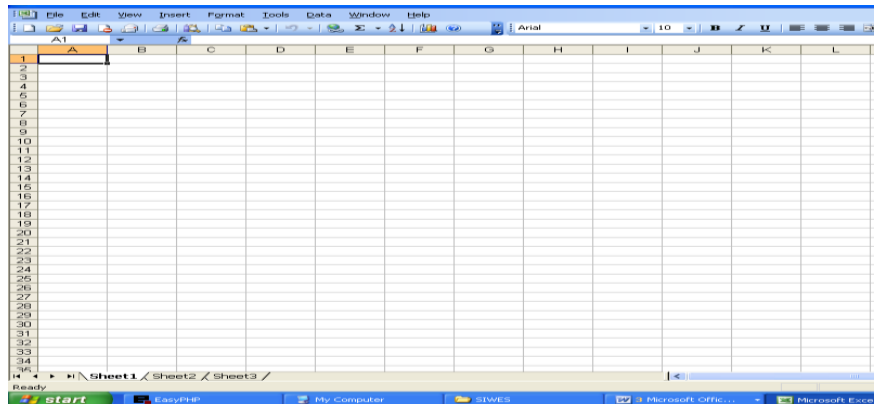
4. I learnt the various functions of the formatting menu, edit menu, file menu, as related to MS Word, to mention a few.

## **I was also Introduced to MS- Excel**

### **Understanding Workbook and Worksheet?**

Excel automatically starts with a new workbook containing three worksheets.

A worksheet is essentially a very large table, consisting of rows and columns. Rows are identified by numbers while columns are identified by letters. This is where you would enter your data. Within Excel, you can have up to 65,536 rows and 256 columns.



A workbook consists of one or more worksheets. The name of the worksheet is displayed on the sheet tabs at the bottom of the Excel window. By default, the worksheets in a new workbook will be named Sheet1, Sheet2, Sheet3.



### **Opening an existing Workbook**

#### **Opening a workbook**

To open a workbook:

- 1 click on the open button on the standard toolbar.
- 2 select the file name from the open dialog box.
- 3 click on open or press enter.

Or

- 1 click on the file menu.
- 2 Click on the open command.
- 3 Select the file name from the open dialog box.
- 4 Click on open or press enter.

### **To open a recently used workbook:**

click on the file name from the file menu.

### **Previewing a worksheet**

To preview a work sheet by the file name:

- 1 Click on the preview tool button in the open dialog box.
- 2 Click on the file you want to open.

### **Searching for a worksheet**

To search for a worksheet by the name:

- 1 In the open dialog box, type in the file name in the file name: field
- 2 Click on the files of type: field.
- 3 Click on the all files option.
- 4 Click on the command and setting tool to search an entire drive.
- 5 Click on the search subfolder command.

### **Copying a worksheet**

To copy a worksheet to a new location in the same workbook:

- 1 Right-click on the worksheet tab you want to copy.
- 2 On the shortcut menu, click on move or copy.
- 3 In the before sheet box, click the sheet before which you want to insert the move or copied sheet.
- 4 Click on the create a copy option at the button of the dialog box.
- 5 Click on ok.

## **Entering formulas**

Tip: you may also click on the function wizard tool button on the standard toolbar. This button is also indicated by the (fx).

## **Using functions**

The auto sum function can be used to add automatically a series of number in a row or column.

- 1 Click on the desired cell.
- 2 Hold the shift down and click on the desired cell.
  - The cells are selected.
- 3 Click the auto sum tool button on the standard toolbar
  - This button is indicated by the sigma sign.
  - The sum will appear in the desired cell.

## **To enter a formula into a cell:**

- 1 Clicks on the desired cell. (this cell will contain the formula.)
- 2 Type an equal sign (=).
  - The text appears in the formula bar and in the selected cell.
- 3 Click on the paste function button on the standard toolbar. The paste function button is indicated by the (fx).
  - A paste function dialog box appears; this is the first of two dialog boxes.
- 4 Click on the most recently used category.
  - A list of function name will display on the right side of the dialog box.
- 5 Click on the sum function name.
  - The sum function will appear in the formula bar and in the selected cell.
- 6 Click on the ok button.
  - The second paste function dialog box will appear
- 7 Type the first argument in the text area labeled number 1.
- 8 Press tab to move the cursor to number 2 text areas.
  - The value appears in the gray box at the end of the text area.

- 9 Type the second argument in the text area labeled number 2 and press tab to move the cursor to the number 3 text area.
  - The value appears in the gray box at the end of the text area.
- 10 Type the text third argument in the text area labeled number 3 and press tab to move the cursor to the number 4 text area.
  - The value appears in the gray box at the end of the text area.
- 11 Type the fourth argument in the text area labeled number4.
  - The value appears in the gray box at the end of the text area.
- 12 Click on the ok button in the second paste function dialog box.
  - The paste function close and you are returned to the worksheet.
- 13 Press enter or click on the enter button beside the formula bar to lock in the formula.
  - After you have pressed enter, the sum will appear in the desired cell.

### **Copying data**

To copy data using the standard toolbar:

- 1 Click on the desired cell.
- 2 Click on the copy tool. (The area is copied to the clip board).
  - This button is indicated by two sheets of paper and is located to the right of the scissors button.
- 3 Click on the desired cell for the new destination.
- 4 Click on the paste tool.
  - This button is indicated by the clipboard and paper. It is located to the right of the copy tool button.
  - The information from the original cell now appears in the destination cell.
- 5 Press enter to lock the text in the new destination.

## **CHAPTER FOUR**

### **4.1 Relevance of Experience gained to Students Field of Study**

The establishment of Kenbram Business Ventures has improve my knowledge in a standardize way in most aspect that is not very clear to me before. After the Siwes program, I gained how to operate in MS Word and a bit experience on how to operate on MS\_excel e.t.c

I can also say, I am an expert of MS Word because my typing sensitive has improved a lot since the conclusion of the program.

Furthermore, I was introduced to other section of the company, I was taught how to do minor installation on a computer system and how a computer system can be maintain day to day.

In a general term, my level of understanding in computer is greatly improved.

### **4.2 Interpersonal relationship with the Organization .**

I really had a good working relationship with the staffs of Kenbram Business Ventures, because they all-accepted me with open arms. They were all ready to teach me one or two things. They always answer me when I have question to ask. Furthermore all student are well related to each other. So the organization could be recommend even for Siwes student to come to have their time at this above mentioned organization.

## **CHAPTER FIVE**

### **5.1 Conclusion**

Even though there was a little hardship especially when the work of the organization is piled up on me and payment was very meager for transportation.

The SIWES program at the organization, give me a wonderful and everlasting experience. The program as readily helped to bridge the gap between the theoretical aspect and the aspect of the practical experienced in the industrial training.

### **5.2 Personal impression about the Organization**

The organization has the potential do increase within hundred time. There is also even tendency that way other standard undergoing SIWES would want to choose the form in future.

The polytechnic is well respected because of integrity in the academic field and that has shown in the respect organization here for her student. The organization should however encourage the Industrial Training (IT) student with payment since they constitute their work force. In this part of the school they should prepared for student industrial funds on time.

### **5.3 Recommendation to the Polytechnic concerning the Siwes Programme**

Since the computer usage cannot be overemphasized, in all aspects in the recent time, I therefore think it is standard enough for any student of computer Statistics to seek for a place for his or her industrial attachment to acquire maximum practical experience to back up the theoretical aspect that he or she might have learnt.

### **5.4 Polytechnic Concerning the Siwes**

There is every tendency for student (IT) to have more knowledge about their field of study thus, preparing them for the future and enabling the students to determine to succeed in their chosen field of study, so I enjoin the polytechnic to continue the SIWES program and not allow it to go into extinction. Also, the supervision of the student in the place of attachment should materialize.