

PREFACE

This contain a written report of the work done by me during the three months industrial attachment with one of the best media organization at **FLOURISH CEDER COMPUTER BUSINESS CENTER, KWARA STATE, ILORIN**.

The work goes further to shape the experience I had in the computer aspect. This summarize all other things I learnt and problems encountered by me, my recommendations and conclusion of all my work.

DEDICATION

In our lives, four set of people matters the most. First and greatest is the almighty God who created me into the world

The second set is our family, the people that brought us into the world, support us and stay with us no matter what condition we are.

The third set are our friends, the people who helps when we were down and need someone to talk to.

The last set are our teachers, lecturers and mentors. The people that we acquire knowledge from, people that train as and educate us in order to prepare us to achieve our goals.

To them I dedicate my report to.

ACKNOWLEDGEMENT

I thanked God for the glory, honour, mercy and adoration I received during tin-time of my industrial training and course of study.

I also thanked my family and friends for all their support especially financially during my SIWS program.

More so, my appreciation also goes to all single person that contributed to the completion of my industrial training, may the God Almighty bless them all and their households.

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CHAPTER ONE INTRODUCTION

The student Industrial Work Experience Scheme (SIWES) is a skill training program designed to expose and prepare students of universities, polytechnic, college of agriculture and colleges of education for the Industrial work situation they are likely to meet after graduation. The scheme also affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling machinery that are not usually available in their institutions.

1.1 HISTORY OF SIWES

The scheme was first initiated and funded by the Industrial Training fund (ITF) during the formative year 1973/1974. As a result of increasing the number of students enrolment in higher institution of learning. The administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and the scheme was taken over by the Federal Government in 1979 and handed to both the National University Commission (NUC) and the National Board for Technical Education (NBTE). By 1979 the colleges of Education were not part of the scheme and later in 1984 the Federal Government reverted back to the Industrial Training Fund which took over the scheme officially in 1985 with funding provided by the Federal Government.

1.2 GENERAL OBJECTIVES OF SIWES

Siwes is strategized for skill acquisition. It is in fact designed to prepare and expose students of universities, polytechnics and colleges of Education to the real-life work situation they would encounter after graduation.

Therefore, SIWES is key factor required to inject and engender industrialization and economic development in our nation through the induction of scientific and technological skills on students.

1:3 SPECIFIC OBJECTIVES OF THK SCHEME

The specific objectives of the scheme (SIWES) are to:

a. Provide placements in industries for students of higher Institutions of learning approved hv relevant regulating authority (NUC, NBTE. and NCCE) to acquire work experience and skills relevant to their course of study.

- b. Prepare students for the real work situation they will meet after graduation,
- c. Expose students to work methods and techniques in the handling of equipment and machinery that may not be available in school,
- d. Make transition from school to the labour market smooth and enhance students contact to later job placement.
- e. Provide students the opportunity to apply their knowledge in real life work situation thereby bridging the gap between theory and practical, f
- f. Strengthen employer involvement in the entire educational process and prepare students for employment in industry.
- g. Promote the desired technological know-how required for the advancement of the nation.

1.4 THE ROLE OF INDUSTRIAL TRAINING FUND (ITF)

- a) Formulation of guidelines and policies on SIWES.
- b) Organization of orientation programs for students prior to SIWES attachment.
- c) Receive and process master and placement list from institutions.
- d) Provision of logistics and materials necessary for the effective management of the scheme.
- e) Regularly visiting supervising agencies institutions/employers and student on attachment to ensure adherence to guidelines.
- f) Carry research into operation of SIWES and proffer solutions as to improve on them.
- g) Vet and process student's logbooks preparatory to payment of STWES allowances to staff and students.
- h) Supervise students on SIWES attachment.
- i) Disburse supervisory and student allowances.
- j) Organize biennial SIWES national conference and SIWES review meetings, j. Provide insurance cover for students on SIWES attachment.

1.5 ADVANTAGES OF SIWES

- a. It exposes students to secure and safe method of work.
- b. It acts as a source of revenue to some students.
- c. Students might be retained in their place of attachment as a full worker after graduation.
- d. It makes students appreciate the knowledge they obtain from school..

CHAPTER TWO

2.1 BRIEF HISTORY OF FLOURISH CEDER COMPUTER BUSINESS

CENTER is a sole proprietorship owned by Mrs. Monsurat Folake Owolabi, the business operating in the city of Ilorin, Kwara State, it was set-up or establish in the year 2000.

However the lust attempt to actualize the dream of the business was aborted in the year 2003 with the promulgation of CAC certificate to operate which brought the business to an enterprises operating in Ilorin.

However, during the establishment of **FLOURISH CEDER COMPUTER BUSINESS CENTER**, it was set-up during the regime of Olusegun Obasanjo. Chief Olusegun Mattew Okikiola Ogunboye Aremu Obasanjo GCFR who was serve as a Nigeria's head of state from 1976 to 1979 and later as its president from 1999 to 2007.

2.2. OBJECTIVES OF ESTABLISHMENT

VISION STATEMENT

"To be the medium transforming the world through technology.

"To build and sustain a computers that will transform the world technology relationships through professionalism and innovative quality programming.

2.3 DEPARTMENTS AND THEIR FUNCTIONS

Public administration consists of various departments, each responsible for specific functions that contribute to the effective governance and management of public services. Below are some key departments and their functions:

• 1. Ministry/Department of Finance

Manages government revenue and expenditures Prepares and implements the national budget Oversees taxation and public debt management

• 2. Ministry/Department of Health

Provides public healthcare services
Implements health policies and regulations
Manages hospitals, clinics, and disease control programs

• 3. Ministry/Department of Education

Develops and implements educational policies Manages public schools, colleges, and universities

Oversees teacher training and curriculum development

4. Ministry/Department of Public Works & Infrastructure

Constructs and maintains roads, bridges, and public buildings Ensures urban and rural development projects Manages water supply and sanitation infrastructure

• 5. Ministry/Department of Justice

Enforces laws and oversees the judicial system Manages correctional facilities (prisons) Provides legal advice to the government

• 6. Ministry/Department of Environment

Regulates environmental protection and conservation Oversees waste management and pollution control Manages national parks and biodiversity conservation

• 7. Ministry/Department of Agriculture & Rural Development

Supports farmers with subsidies and technical assistance Develops food security policies

Oversees land use and irrigation programs

• 8. Ministry/Department of Defense & Security

Maintains national security and defense Manages military forces and national defense strategies Responds to emergencies and natural disasters

• 9. Ministry/Department of Labor & Employment

Regulates labor laws and workplace safety Oversees job creation and unemployment benefits Manages trade unions and industrial relations

• 10. Ministry/Department of Tourism & Culture

Promotes tourism and cultural heritage Manages national monuments and historical sites Supports arts, entertainment, and creative industries

• 11. Ministry/Department of Transport

Regulates public transportation systems Oversees air, rail, road, and maritime transport policies Manages vehicle licensing and road safety programs

• 12. Ministry/Department of Communication & Information

Manages government media and public relations Oversees digital transformation and cybersecurity Regulates telecommunication and broadcasting

• 13. Ministry/Department of Housing & Urban Development

Develops affordable housing policies Manages urban planning and zoning regulations Oversees slum upgrading and resettlement programs

• 14. Ministry/Department of Energy & Natural Resources

Manages energy production and distribution Regulates mining and natural resource extraction Oversees renewable energy development

• 15. Ministry/Department of Internal Affairs

Manages immigration and citizenship services Oversees law enforcement agencies (police, civil defense) Handles disaster management and emergency response

2.4 LIST OF FLOURISH CEDER COMPUTER BUSINESS CENTER EQUIPMENT

Flourish Ceder Computer Business Center use the below equipments

SHARP MX-2310U

A well equipment know as Sharp MX-231OU is used for printing of office documents such as letter head paper printing, color printing etc., Sharp images have clear, distinct details and high contrast between pixels, while soft images appear blurry with less pronounced details. To capture sharp images, focus on the subject, use a fast shutter speed, and ensure proper lens quality and camera stability.



LAPTOP

Description of a Dell Laptop

Dell laptops come in various models, including Inspiron, XPS, and Latitude. They typically feature:

- **High-resolution display** (FHD or 4K)
- Backlit keyboard for ease of typing in low light
- Powerful processors (Intel or AMD)
- Sleek and durable design
- Ample storage and RAM for multitasking

Uses of a Dell Laptop

- **Business & Work** Used for office tasks, presentations, and communication.
- **Education** Ideal for students and online learning.

- **Gaming** High-end Dell models like Alien ware are built for gaming.
- **Entertainment** Watching movies, streaming, and music.
- **Programming & Development** Supports software development and coding.



CANON PASSPORT PHOTOGRAPH

Description

A **Canon passport photograph** refers to a high-quality, printed photo taken using Canon cameras and printers. Canon is known for producing sharp, clear images with accurate colors, making them ideal for official documentation.

Key features of a Canon passport photograph:

- **High resolution** for clear and detailed images
- **Proper lighting** to meet passport photo standards
- Standard size (usually 2x2 inches or 35x45mm, depending on the country)
- Printed on quality photo paper for durability

<u>Uses</u>

Canon passport photographs are commonly used for:

- Official Passports Required for international travel
- Visas & Immigration Needed for visa applications and residency permits
- National ID Cards Used for identification documents
- **Driving Licenses** Mandatory for license applications
- **Job & School Applications** Included in CVs, admission forms, and certificates
- Bank & Security Documents Required for financial accounts and legal records

Kyocera ECOSYS P2135dn

Description

The **Kyocera ECOSYS P2135dn** is a **monochrome laser printer** designed for small to medium-sized businesses and office environments. It is known for its efficiency, durability, and eco-friendly operation.

Key Features:

- **Printing Technology**: Laser, black-and-white printing
- Print Speed: Up to 35 pages per minute
- **Resolution**: Up to 1200 x 1200 dpi for sharp text and graphics
- Connectivity: USB and Network (Ethernet) support
- Duplex Printing: Automatic double-sided printing to save paper
- Paper Capacity: Can hold up to 250 sheets
- ECOSYS Technology: Long-lasting components reduce maintenance costs

Uses

- Office & Business Printing Produces high-quality documents quickly
- Schools & Educational Institutions Used for printing assignments, notices, and reports
- **Government & Legal Documents** Ideal for contracts, legal papers, and official correspondence
- Home Office Use Suitable for professionals who need reliable printing
- Cost-Effective Printing Designed for low running costs and long-term use.



2.5 HIGHLIGHT LESSON LEARNT

1. Practical Computer Skills

- Improved typing speed and accuracy
- Mastered the use of Microsoft Office Suite (Word, Excel, PowerPoint)
- Learned how to format and edit documents professionally

2. Data Management & Organization

- Gained experience in file organization and data backup
- Learned basic data entry techniques
- Understood the importance of maintaining data security and confidentiality

3. Troubleshooting & Maintenance

- Learned to troubleshoot common computer issues (slow performance, software crashes)
- Understood how to install and update software
- Gained basic knowledge of computer hardware components

4. Customer Service & Communication

- Developed good communication skills when assisting users
- Learned how to interact with clients professionally
- Understood the importance of patience and teamwork

5. Time Management & Multitasking

- Balanced multiple tasks efficiently, such as printing, scanning, and typing
- Developed skills in meeting deadlines and managing workloads

6. Cybersecurity Awareness

- Learned the importance of password protection and system security
- Understood the risks of viruses and malware
- Practiced safe browsing and responsible internet usage

7. Professionalism & Workplace Ethics

- Learned the importance of punctuality and discipline
- Understood confidentiality policies when handling sensitive documents
- Gained experience in working as part of a team

3:1 TECHNICAL TRAINING EXPERIENCE/ WORK DONE

This is include all my experience gained in Flourish Ceder Computer Business Center

WEEK 1

Typing and Word Processing – Improved speed and accuracy in typing, document formatting, and editing using Microsoft Word.

WEEK 2

Printing and Photocopying – Operated laser and inkjet printers for document printing and handled photocopying tasks efficiently.

WEEK 3

Scanning and Document Digitization – Used scanners to convert hardcopy documents into digital formats (PDF, JPEG, etc.).

WEEK 4

Laminating and Binding – Learned to laminate documents for durability and bind reports or booklets for professional presentation.

WEEK 5

Graphic Design Basics – Designed simple flyers, business cards, and certificates using CorelDRAW and Canva.

WEEK 6

Spreadsheet Management – Created tables, handled data entry, and performed calculations using Microsoft Excel.

WEEK 7

Internet and Email Services – Assisted customers with email account creation, sending emails, and online applications.

WEEK 8

Software Installation and Troubleshooting – Installed and updated essential software like Microsoft Office, Adobe Reader, and antivirus programs.

WEEK 9

System Maintenance – Performed basic troubleshooting for slow computers, virus scanning, and system updates.

WEEK 10

Customer Service & Communication – Attended to clients' requests, provided technical support, and maintained professional interactions.

WEEK 11

Cybersecurity Awareness – Ensured safe handling of client data, prevented unauthorized access, and followed security best practices.

WEEK 12

Time Management & Multitasking – Efficiently handled multiple tasks such as typing, printing, and customer inquiries simultaneously.

CHAPTER 4

4.1 EXECUTIVE SUMMARY

The Students Industrial Work Experience Scheme (**SIWES**) is a training fund in 1973 to bridge the gap between theory and practical oriented among student of Engineering, Technology, Social Science and Medical Science in Nigeria Higher Institutions of learning

It provides job practical experience for students as they are expose to work method and machines that may not be available in their institution.

At inception in 1974, the scheme started with 784 from 2 institutions and 104 eligible course by 2008.210,390 students from 219 institutions participated in the scheme with over 112 eligible course. 4.2

4.2 List of Programs in Flourish Ceder Computer Business Center

- 1. Tying
- 2. Photographer
- 3. Photocopy
- 4. Printing
- **5.** Internet Service
- 6. Graphic deign
- 7. Lamination
- 8. Scanning
- 9. Binding
- **10.** Spreadsheet
- 11. Power point

CHAPTER 5

51 CHALLENGES ENCOUNTER

Difficulty in findings a place for industrial training is a big problem for students on SIWES program.

There are situations whereby you will write a company aptitude test but because you do not know anybody within the company or that no one can speak on your behalf then you will lose the placement.

Another challenge is transport fare issues. After eventually getting a company for the SIWES program, to finance my transport fare to my place of work is a very difficult challenges and where I stayed to the organization is far and untreked.

Many more other challenges I encountered but few are mentioned here

5.2 RECOMMENDATION

It is been recommended that organizations or company owners who accept SIWES students should endeavor to fully digitize their organization.

It is also been suggested to organizations to make the SIWES student fully involve in the way the organization are been run or operated,

Federal government of Nigeria and state government should provide infrastructure that would help organization owners to fully digitize their companies.

Also, institution management should also organize supervisors to inspect students in their vary SIWES placement.

5.3 CONCLUSION

There is every need to appreciate and recognize the advent of SIWES program and agree ithas brought about dynamism into learning system, The SIWES program brings new learning services and practical interactivity on the side of the students.

My SIWES report findings my experience and all I learned during my SIWES program at the Flourish Ceder Computer Business Center, Ilorin.

My report also revealed the history of my SIWES placement and the aims and important of SIWES. However, my report is detailed with my experience and what I learned during the period.