

**STUDENT INDUSTRIAL WORK EXPERIENCE  
SCHEME (SIWES)**

**HELD AT  
THRILLER PRIVATE BUSINESS VENTURES  
ADE PLAZA, ABULE EKO IJEDE, IKORODU,  
LAGOS STATE.**

**BY  
BOLADALE NAFISAH ENIOLA  
ND/23/BAM/PT/0631**

**A SIWES REPORT SUBMITTED TO THE DEPARTMENT OF  
BUSINESS ADMINISTRATION,  
INSTITUTE OF FINANCE AND MANAGEMENT STUDIES,  
KWARA STATE POLYTECHNIC.**

**IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE  
AWARD OF NATIONAL DIPLOMA (ND) IN BUSINESS  
ADMINISTRATION**

**MARCH, 2025**

## **PREFACE**

The Student Industrial Work Experience Scheme established by the Federal Government of Nigeria aimed at exploring students of Higher Institution to acquire industrial skill and practical experience in their approved courses of study also to prepare the students for the industrial work situation which they are likely to meet after graduation.

This report is based on my 4 months experience at **THRILLER PRIVATE BUSINESS VENTURES**

## **DEDICATION**

This report is dedicated to Almighty God, the source of wisdom and understanding. It is also dedicated to my parent, Mr. and Mrs. **BOLADALE** for their incomparable love and support in my life.

## **ACKNOWLEDGEMENT**

I wish to register my profound gratitude to Almighty God for the guidance and grace throughout my life. I am grateful to the entire staff where I was attached to during my 4 Months industrial training programme.

I will also like to appreciate support of my beloved parent Mr. and Mrs. **BOLADALE.**

## **ABSTRACT**

This is the report of training receive at THRILLER CENTER FOR ICT. Everything contain in the report are based on both practical and theoretical training received at **THRILLER PRIVATE BUSINESS VENTURES**, during the program which includes data processing, software packages and so on. No part of this report is written without the knowledge of the industry based supervisor.

## **TABLE OF CONTENTS**

Cover Page	i
Title page	ii
Declaration	iii
Certification	iv
Dedication	v
Acknowledgment	vi
Abstract	vii
Table of content	viii

## **CHAPTER ONE**

- 1.0 Introduction
- 1.1 Background
- 1.2 Definition of SIWES
- 1.3 Objective of SIWES
- 1.4 The Log Book
- 1.5 Historical Background of the organization
- 1.6 Organizational Chart
- 1.7 Major activities of the organization
- 1.8 Objectives of the Establishment

## **CHAPTER TWO**

- 2.0 Relevant experience acquired in the organization
- 2.1 Introduction to Microsoft word
- 2.2 Introduction to Corel draw
- 2.3 Introduction to Microsoft excel
- 2.4 Introduction to Data processing
- 2.5 Introduction to business data analytical software

## **CHAPTER THREE**

### **3.0 Challenges and Problem encountered**

## **CHAPTER FOUR**

### **4.1 Conclusion**

### **4.2 Recommendation**

## **REFERENCES**

## **CHAPTER ONE**

## **INTRODUCTION**

### **1.1 BACKGROUND**

SIWES was established by the industrial Trust Fund (ITF) in 1973 to solve the problem of inadequate practical skills among Nigerian graduates. The scheme exposes students to industry-based skills necessary for their smooth educational field of study. It also exposes the students to the needed skills required in handling machinery and equipment which are usually not available in most Nigerian educational institution.

The Students' Industrial Work Experience Scheme (S.I.W.E.S) is a system imbued with the ability to provide tertiary-level students with the opportunity of gaining practical-based work experience in relation and addition to what they have learnt in school within the time framework of their undergraduate academic tutelage. It is designed to prepare students for the industrial working situation they will likely face after graduation by bridging the gap between theoretical knowledge and their applications to solve industrial problems.

**Operators** - The ITF, the coordinating agencies (NUC, NCCE, NBTE), employers of labour and the institutions.

**Funding** - The Federal Government of Nigeria.



**Beneficiaries** - Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences.

**Duration** - Four months for Polytechnics and Colleges of Education, and Six months for the Universities.

## **1.2 DEFINITION OF SIWES**

SIWES is refers to a skill development program designed to prepare students of universities, polytechnics, or mono technic and colleges of education for transition from academic environment to labour market.

## **1.3 OBJECTIVES OF SIWES**

The following are some objectives of SIWES:

1. To provide an avenue for students in Nigerian tertiary institutions to acquire industrial skills and experience during their course of study.
2. To bridge the gap between the theory and practice of engineering, technology, and science-related disciplines in tertiary institutions in Nigeria
3. To uncover students to practical world of learning outside classroom, thus connecting the theoretical and practical knowledge of student in their field of study.

4. To expose the students to work methods and techniques in handling equipment and machinery that may not be available in their institution.

## **1.4 HISTORICAL BACKGROUND OF THE ORGANIZATION**

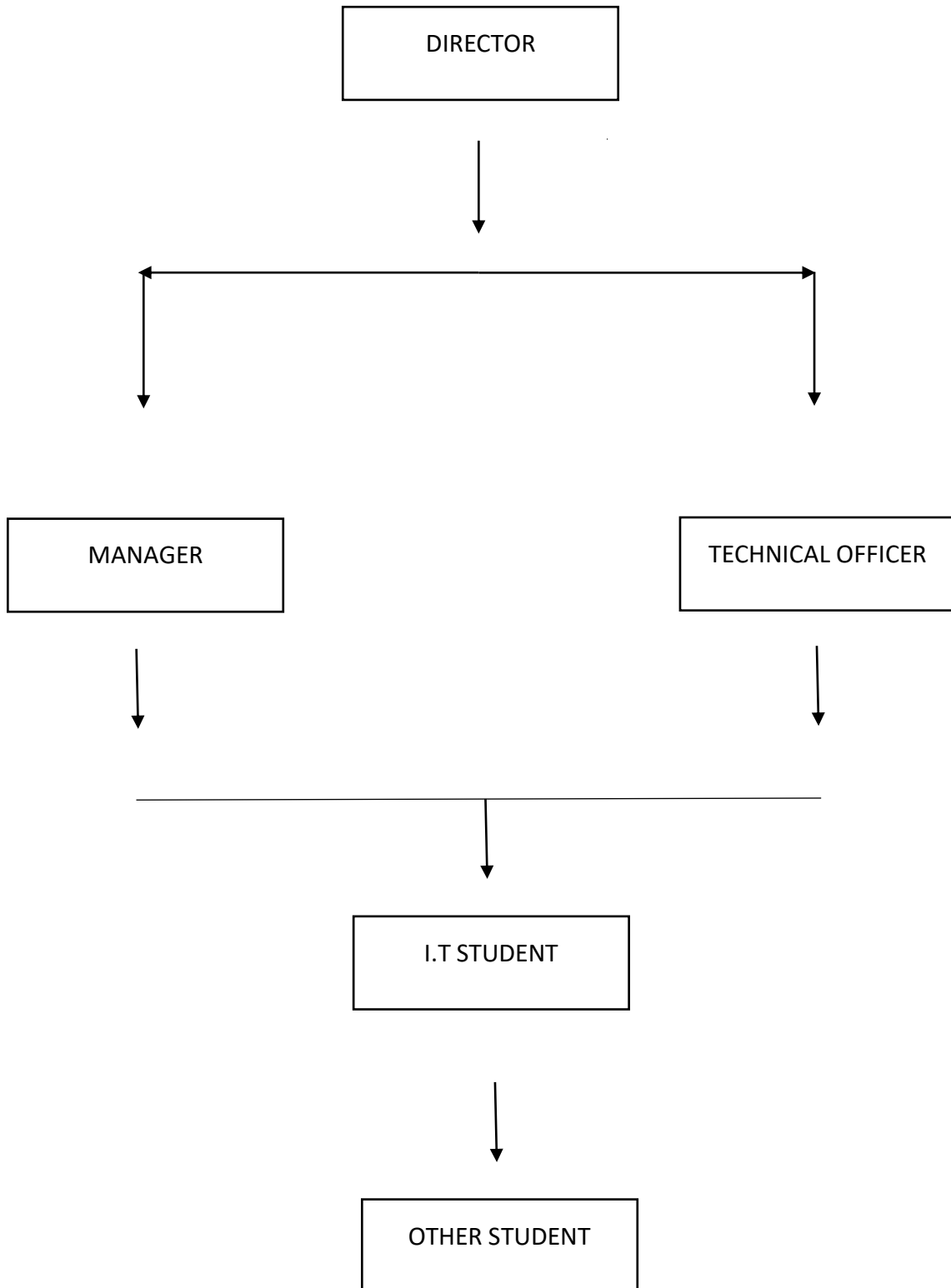
**THRILLER PRIVATE BUSINESS VENTURES**, Abule eko way ikorodu Lagos state main aim and objective is to serve as a co-working space for Computer Programmers and IT Enthusiasts. The THRILLER CENTER FOR ICT was established to provide training services for those who like to be computer programmers and enable them to learn from the field practitioners about how they can make their professional careers a realistic one with the help of IT using the various advanced technology as a tool for effective operation.

**THRILLER PRIVATE BUSINESS VENTURES** specializes in training for the following programs namely, Programming with python, Programming with business analytics data Visual Basic, Web development and Digital Marketing.

## **1.5 OBJECTIVES OF THE ESTABLISHMENT**

- i. To provide world class training services for computer students and IT enthusiast
- ii. To provide a co-working space for experts to work and network
- iii. To provide a community of like-minded technological experts
- v. To create a platform where students of tertiary institutions can put classroom knowledge into real life practice

## 1.6 ORGANIZATION CHART



## **1.7 MAJOR ACTIVITIES OF THE ORGANIZATION**

**THRILLER PRIVATE BUSINESS VENTURES** is specialized on software development Such as office packages, web development, mobile application, desktop application, graphics packages Such as, Corel draw and Digital marketing and other IT service.

## **CHAPTER TWO**

### **RELEVANT EXPERIENCE AQUIRED IN THE ORGANIZATION**

In this chapter, different experience, skill and practices acquired in the student field of study was noted. It also consists of the operation and maintenance training receives and the specific work done.

#### **2.1 INTRODUCTION TO MICROSOFT WORD**

##### **❖ CREATING A DOCUMENT**

When Microsoft word is started, a basic sheet of electronic paper is displayed on which you can type and text appear in the document and editing occurs.

##### **❖ HOW TO FORMAT A TEXT**

Formatting is when you want to change the characters of your text such a font type, size and the thickness. Color or the position which could be superscript or subscript does as following.

- Step 1 Highlight the, it is compulsory to highlight the text you want to modify either by the mouse or keyboard before the operation.
- Step 2 click format
- Step 3 click font

##### **❖ HOW TO SAVE A DOCUMENT**

Saving a document can be done in two ways:

To save a new document

- Click file from menu bar
- Click save as
- Type a file your document
- Click on save

To save subsequent document after the first saving

- Then Click file the menu bar
- Click save or use shortcut key from keyboard “ctrl s”

#### ❖ **PRINTING OF FILE**

- Open the file you want to print
- Click file from the menu bar
- Select print from the file menu

#### ❖ **SPELLING AND GRAMMER CHECKING**

- At the beginning of the document click review tab
- Select spelling and grammar from the proofing
- Select the correct word from the suggestion list bar
- Click change.

### ❖ **TO CREATE TABLE**

- Position the cursor to where you want the table
- Click insert tab and click table button
- Select insert table from the dialog box.
- Type the number of column in the column box and the number of rows in the rows box
- Select the desired width for each column or select auto
- Click ok.

### ❖ **EXISTING MICROSOFT WORD**

- Select the file command from the main menu
- Select exit and click it take you back to the window menu

### ❖ **TO INSERT WORD ART**

- From the menu, click insert.
- Highlight function and click word art from the sub menu
- Select the desire word art and click it
- Type the text using the desired font and click ok.

### ❖ **TO INSERT SYMBOL**

- Select insert from the main menu
- Select symbol from the sub menu

- Click the desired symbol
- Select close

### ❖ **STEPS REQUIRE TO ACTIVATE MICROSOFT WORD**

- Step 1 Boot the system ( as state above )
- Step 2 Click start button ( or press window on keyboard)
- Step 3 Click on all program
- Step 4 Click on Microsoft office ( from the program submenus)
- Step 5 point Microsoft word

## **2.2 INTRODUCTION TO COREL DRAW**

CorelDraw is a vector graphics editor featuring a wide toolset to create unique images or edit them. This software enables users to perform various tasks, like **adding special effects or making a page layout**, etc.

### **USES OF GRAPHICS DESIGN**

- Corporate design
- Editorial design
- Environmental design
- Advertising design
- Communication design



## **CORELDRAW FEATURES**

- Title bar
- Menu bar
- Standard tool bar
- Property tool bar
- Ruler bar
- Text bar
- Colour palettes

## **2.3 INTRODUCTION TO MICROSOFT EXCEL**

Microsoft excel is a spreadsheet program that was created by Microsoft and can be used on computer tablet, phones. It allows people to conveniently share their work with other organized data. In the modern era, many business collect data from multiple source which include store transaction, online sales and social media.

## **MICROSOFT EXCEL FEATURES**

- Title bar
- Formatting bar
- Formula bar
- Standard bar

## **FUNCTIONS OF MICROSOFT EXCEL**

- Protection of document
- Previewing of document before printing
- It's a spreadsheet for calculation
- Its used for data arrangement and storing of data

## **2.4 INTRODUCTION TO DATA PROCESSING**

Data processing is the series of operations performed on data to transform, analyze, and organize it into a useful format for further use.

Various stages and methods are used to manipulate raw data into relevant or consumable formats. These stages often include collecting, filtering, sorting, and analyzing the data.

The goal is to extract pertinent information that can be applied in decision-making processes or support existing technologies. To achieve this, data engineers and data scientists employ a range of data processing tools and techniques, ensuring that the output is both accurate and valuable.

- **6 (SIX) STEPS IN DATA PROCESSING**

### **1. Data collection**

The first stage of data collection involves gathering and discovering raw data from various sources, such as sensors, databases, or customer surveys. It is essential to ensure the collected data is accurate, complete, and relevant to the analysis or processing goals. Care must be taken to avoid selection bias,

where the method of collecting data inadvertently favors certain outcomes or groups, potentially skewing results and leading to inaccurate conclusions.

## **2. Data preparation**

Once the data is collected, it moves to the data preparation stage. Here, the raw data is cleaned up, organized, and often enriched for further processing. This stage involves checking for errors, removing any bad data (redundant, incomplete, or incorrect), and enhancing the dataset with additional relevant information from external sources, a process known as data enrichment. Data preparation aims to create high-quality, reliable, and comprehensive data for subsequent processing steps.

## **3. Data input**

The next stage is data input. In this stage, the clean and prepped data is fed into a processing system, which could be software or an algorithm designed for specific data types or analysis goals. Various methods, such as manual entry, data import from external sources, or automatic data capture, can be used to input data into the processing system.

## **4. Data processing**

In the data processing stage, the input data is transformed, analyzed, and organized to produce relevant information. Several data processing techniques, like filtering, sorting, aggregation, or classification, may be employed to process the data. The choice of methods depends on the desired outcome or insights from the data.

## **5. Data output and interpretation**

The data output and interpretation stage deals with presenting the processed data in an easily digestible format. This could involve generating reports, graphs, or visualizations that simplify complex data patterns and help with decision-making. Furthermore, the output data should be interpreted and analyzed to extract valuable insights and knowledge.

## **6. Data storage**

Finally, in the data storage stage, the processed information is securely stored in databases or data warehouses for future retrieval, analysis, or use. Proper storage ensures data longevity, availability, and accessibility while maintaining data privacy and security.

## **2.5 INTRODUCTION TO BUSINESS DATA ANALYTICAL SOFTWARE**

Business analytical data refers to the collection of information gathered from various sources within a company, used to analyze trends, patterns, and insights to inform better decision-making, optimize operations, and ultimately drive strategic business improvements through data-driven approaches; essentially, it's the raw material used to extract valuable knowledge about a business by examining past and current data.

Data analytics software (often called BI or business analytics software) uses statistical techniques to cluster, segment, and interpret business data from multiple sources and present them in a simple format so people can make better decisions.

An Organizational View introduces business analysis concepts, activities, tools, techniques, skills and how they're applied when establishing business data analytics capabilities for the organization. Business data analytics has become an area of great interest for organizations, as it has been recognized as a means

by which organizations can obtain valuable insights from data; supporting more informed business decision-making. As a result, more organizations are investing in business data analytics as a means to deliver on their strategic imperatives, innovate, and obtain competitive advantages in the marketplace. Such investments are driving the demand for more skilled professionals with business data analytics knowledge and experience.

I was taught that this software package can be use effectively by a Public Administrator in an organization to;

1. A Public Administrator can use Business Data Analytics software to gain insights into various aspects of their operations, enabling data-driven decision making by analyzing customer behavior, market trends, sales performance, operational efficiency, and employee productivity, ultimately helping them optimize strategies, identify new opportunities, and improve overall business performance

2. Customer Analysis:

- Identify customer segments and their preferences.
- Analyze customer lifetime value and predict churn.
- Personalize marketing campaigns based on customer data.
- Track customer feedback and sentiment analysis.

3. Sales Performance:

- Monitor sales trends and identify areas for improvement.
- Analyze sales funnel performance and identify bottlenecks.
- Predict future sales based on historical data.

- Evaluate sales team performance and identify top performers.

### 3. Market Analysis:

- Identify emerging market trends and opportunities.
- Analyze competitor activity and market share
- Understand customer demographics and psychographics.

### 4. Operational Efficiency:

- Analyze supply chain data to optimize inventory management.
- Identify inefficiencies in production processes
- Monitor cost drivers and identify areas for cost reduction.

## **CHAPTER THREE**

### **CHANLLENGES AND PROBLEM ENCOUNTERED**

The challenges and problems that I encountered during my SIWES training in the organization were:

- The location of the organisation is too far from my area, which cost me a lot money and stress.
- No internet access to siwes student, which could have help me to make more research of what I been thought. Unless I borrowed a friends phone
- The office space could not occupy all student at once, which make them to group us into batches.

## **CHAPTER FOUR**

### **CONCLUSION AND RECOMMENDATIONS**

#### **CONCLUSION**

As a result of my stay with **THRILLER PRIVATE BUSINESS VENTURES**, I was exposed to the practical aspect of what so far I have learnt while in school, I can boldly say that I have been furnished and equipped with essential and substantial information and experience as regards practicing in the field of my study.

I was well equipped with essential software application packages as well as hardware component which could aid me later in future as a Public Administrator.

Am very much impressed about the operations they perform in the organization and I will be glad if the employees can still continue with their ideas, aims and objectives to take the organization to higher grade or level. The organization is unique and also well organized in their performances and some other operations, their workers are highly oriented through which they have skilled employees with good qualification, they handle their area of concentration perfectly without any obstacles



## **RECOMMENDATION**

The SIWES program is a very fascinating program for National Diploma (ND) students; it is a four month program at the middle of the first and second section.

### **TO THE DEPARTMENT**

I strongly recommend that the department of BUSINESS ADMINISTRATION should see to it that a strong link exists between them and this organization so that the progress of the students can be properly enhanced.

### **TO THE POLYTECHNIC**

The polytechnic should form a strong link with the industrial via the departments to solve the problem of student's placement. I also recommend a review of the duration of SIWES training because it is evident that the scheduled time is in-sufficient to acquire all necessary practical knowledge before student graduation.

### **TO THE INDUSTRIAL TRAINING FUND (ITF)**

I strongly recommend that the industrial training fund and the Federation Government of Nigeria organize and sponsor exhibition of technological discoveries among undergraduates in the Nigeria Polytechnic. In addition, the industrial training fund (ITF) and the federal government should see to a better

structure for paying the stipulate amount to the students immediately after training.

## **REFERENCES**

**MR. ATANDA J. (2024), THRILLER PRIVATE BUSINESS VENTURES,  
ABULE EKO WAY, IJEDE, Ikorodu Lagos state, SIWES report.**