



# **TECHNICAL REPORT**

**ON**

**STUDENTS INDUSTRIAL WORKS EXPERIENCE SCHEMES**

**(SIWES)**

**HELD AT**

**ZENITH ACADEMY,**

**KWARA STATE LIBRARY COMPLEX,**

**ILORIN, KWARA STATE.**

**BY:**

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**SUBMITTED TO:**

**DEPARTMENT OF ACCOUNTANCY,  
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**IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD  
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## **DEDICATION**

I dedicate this project to God Almighty my creator, my strong pillar, my source of inspiration, wisdom, knowledge and understanding. God has been the source of my strength throughout this program and on His wings only have I soared. I also dedicate this work to my parents who has encouraged me all the way and whose encouragement has made sure that I give it all it takes to finish that which I have started.

## **ACKNOWLEDGEMENT**

This SIWES work has been a great journey for me and has helped me to understand an area of work that is vast and wonderful. It has been completed with months of hard work and dedication and would not have been possible if not for the blessing and guidance I have received from a number of people. For this I am particularly indebted to all staffs of Business Administration Department of Kwara Poly who had earlier taught me all the basics involved with workshop practice. Also, I appreciate the rigorous training and teaching from the staff of Zenith Academy.

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### **REFERENCE**

## **CHAPTER ONE**

### **1.0 INTRODUCTION**

The student industrial works experience scheme (SIWES) was established by the industrial training fund (I.T.F) in 1973 and control by the national board for technical education (NBTE). The aims and objectives is to develop student skill and to expose students in the school of engineering, technology, environment, science and agriculture and medical science to the working experience in which they will found themselves in future.

It is integral part of degree and National Diploma programme institute of higher learning in Nigeria. This privilege programme would definitely broaden student chance of learning and would empower his/her academic efficiency.

During my four months Industrial Working Experience Scheme (SIWES) at Federal Ministry of Agricultural and Rural Development, the usefulness of maintenance in Tractor was proved and lot of experience was gained.

### **1.1 DEFINITION OF SIWES**

Student industrial Working Experience (SIWES) is a skill acquisition training programme set up by the Federal and State government across the Nation in collaboration with the body known as Industrial Training Fund (I.T.F) for student to have a working experience and a feel of what it takes to be genius in one discipline before challenges ahead.

### **1.2 FUNCTION OF SIWES UNIT**

By the directive of National Universities Commission (NUC) and Industrial Training Fund (ITF), the Unit is mandated to carry out the following functions.

- i. Supervision of the students placed in the industries located within our ITFzone.
- ii. Processing of students' logbooks, ITF forms and industrial attachment reports upon which is based on the Federal Government funding of supervision and students' allowances.
- iii. Fostering of close links between the university and industries participating in SIWES programme.
- iv. Provision of advisory guidance to participating students on careeremployment opportunities.
- v. Monitoring of compliance with the requirements of SIWES on the part of students in eligible disciplines as a condition for graduation.

### **1.3 AIMS AND OBJECTIVES OF SIWES**

1. It exposes the prepare students of higher institution for the industrial working situation they can likely to meet in the future.
2. It enables student to apply what they have learn theoretically in class into practice in the real world.
3. It makes student to understand the technical implication of their profession.
4. It helps student to express their initiatives, competence and standard in task they have chosen.
5. It enable student to be technically and morally oriented
6. It helps to make transition from school to the working environment easier and to enhance students contact for later job placement.

## CHAPTER TWO

### 2.0 HISTORICAL BACKGROUND OF THE ORGANIZATION ATTACHMENT

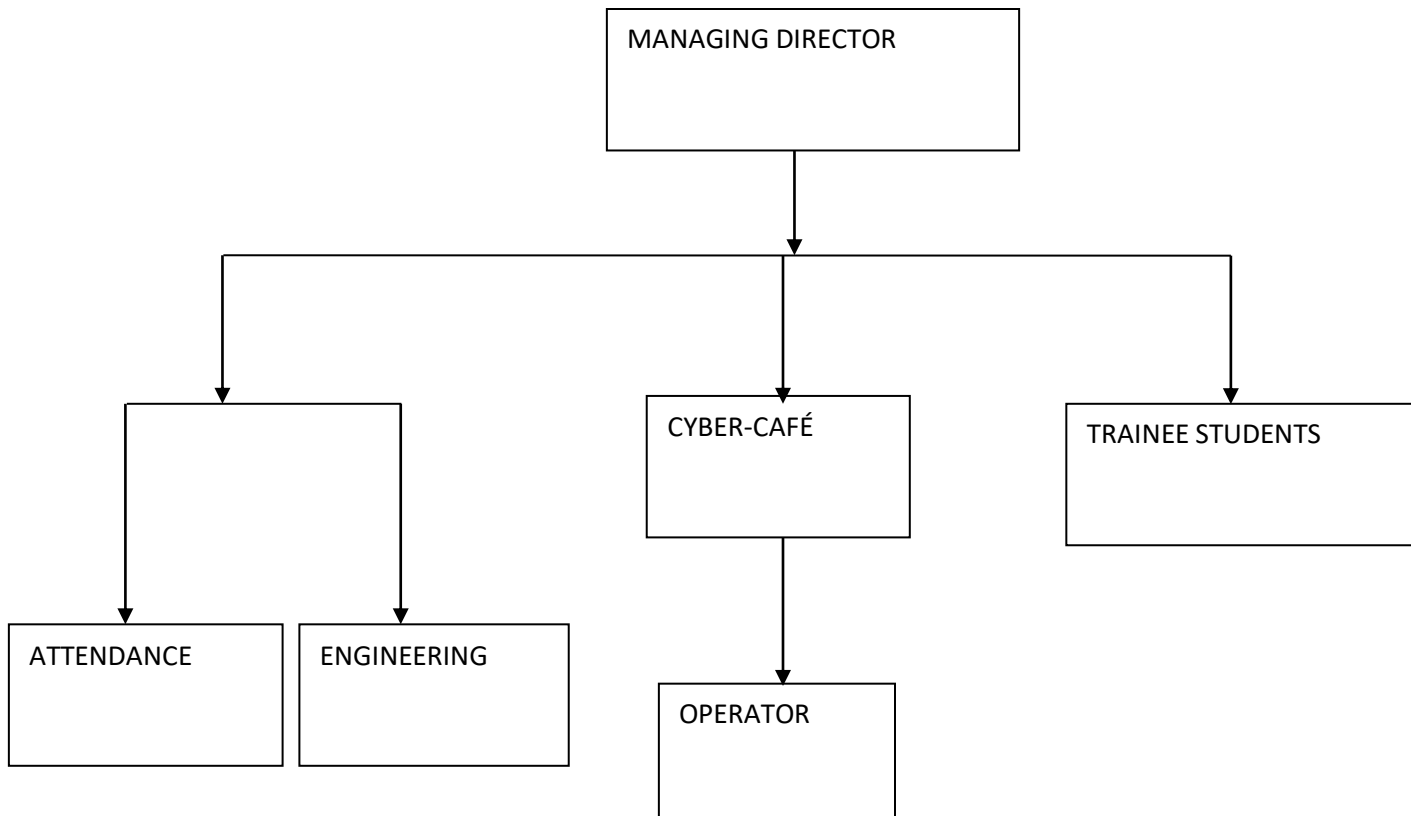
Zenith Academy is a training institute that specializes in impacting knowledge into students. Zenith Academy businesses includes: Zenith School of Advance Studies located in Kwara State and Lagos State, Zenith Mineral Depot located besides Iyi bare filling station, Eleko area, Ilorin and Zenith Block Industry located in Jokolu area, Tipper garage, Oyun, Ilorin, Kwara State. The address of the head office of Zenith Academy is 1<sup>st</sup> Floor, Kwara State Library Complex, Post Office, Ilorin, Kwara State. It was established in the year 2008 and registered with CAC in the year 2010. It is a non-governmental organization and also renders ICT solutions in Ilorin, Kwara State.

Zenith School of Advance Studies prepares students for both internal and external examinations. They train students in the following examination categories: JUPEB, IJMB, JAMB, WAEC,NECO, NABTEB,CAMBRIDGE etc.

Zenith Mineral Depot sells all kinds of non alcoholic drinks in wholesales, which includes; crate of coke, crate of fanta, packs of plastic water, coke, fanta, malt, fayrouz etc, 5alive, yoghurt etc.

Zenith Block Industry engages in selling brick block and cement. They produce fine and strongest brick block that is affordable. They sell brick block and cement to customers within and outside Ilorin Metropolis.

### 2.1 Organization Chart of the Organization



## CHAPTER THREE

### 3.0 INTRODUCTION TO TECHNICAL TRAINING IN THE ORGANIZATION

Sandcrete blocks comprise of natural sand, water and binder. Cement, as a binder, is the most expensive input in to the production of sandcrete blocks.

Zenith bricks and block is in the business of making concrete blocks for modern construction. They produce quality bricks and blocks of uniform quality and at a fair price for mansory, builders and construction agents. Their product are used in the construction of residential, industrial and commercial buildings.



FIGURE ONE: PICTORIAL VIEW OF BRICK BLOCKS PRODUCTION





FIGURE TWO: PICTORIAL VIEW OF BRICK BLOCKS



FIGURE THREE: PICTORIAL VIEW OF WETING OF BRICK BLOCKS

### **3.0.2 ZENITH MINERAL DEPOT**

Zenith also operate a mineral drinks depot located besides Iyibare Filling station, along kwarapoly road, eleko area, Ilorin, kwara state.



### **3.3**

## **INTRODUCTION TO COMPUTER**

A computer system, be it 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. 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

The term computer is obtain from the word compute. A computer is an electronics device that inputs (take in) facts (known as data) and then processes (does something to or with it).  
Afterward

### **Introduction Technology**

In simple language, information technology (I.T) is the overall technical where withal required for an efficient gathering, storage, processing utilizing computers, the internet and other electronic tools like camcorders, mobile or cell phone etc.

### **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 (VDU)

### 3. Plotters

## **Part of a Computer**

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

### **Hardware**

These are all part of computer that you can see and touch or visible part of a computer which means, it is the physical device one can see and touch. This ranges from the smallest of chips to the total unit called computer system.

### **Software**

These are list of instructions needed by a computer to perform specific tasks. Software is often called a programme, most times they are compilation of codes written in specific language i.e. jargons and conventions developed by man to achieve certain ends. There are types of software such as utility software, application software etc.

## **Application of Computer**

Computer has varying applications ranging from the most mundane and simple tasks to the highly sophisticated and seemly 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 to mention but few.

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.

### **3.1 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

### **3.2 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

### **3.3 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



## CHAPTER FOUR

### WORK DONE/ EXPERIENCE GAINED

I worked closely with their ICT teacher Mr. Gbolagbade Azeez who is very friendly and easy to work with. It was a 4 hours class (10am-2pm) which was very interesting and progressive. The student industrial work experience scheme (SIWES) exercise has contributed greatly in my academic carrier, because I have gain some experience which is very useful to my field of study. The first advantage acquire during my industrial training programme was that I was taught computer component i.e. hardware and software, how to launch computer packages such as; CorelDraw, Ms Word, Ms Excel e.t.c.

Finally, my perception about office profession has been greatly widely broaden. It gives me the opportunity to gain first experience of the profession even though it was not easy.

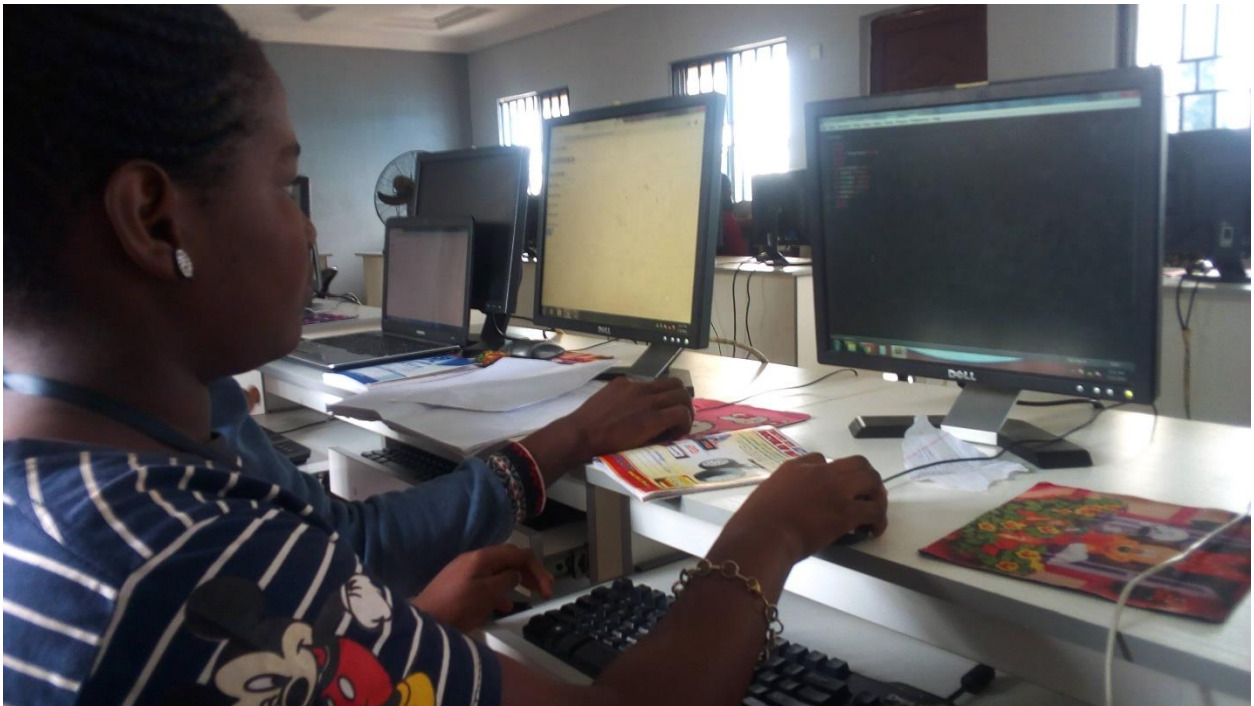


Figure 1.1 A student on her desktop using CorelDraw





At the end of the program, I was able to efficiently use CorelDraw, Excel Package, Microsoft word, browsing on the system and do many task given to me using the computer.

## **CHAPTER FIVE**

### **RECOMMENDATION AND CONCLUSION**

#### **5.1 CHALLENGES ENCOUNTER**

Despite the knowledge, experience and exposures acquires during this period. The following are some of the challenges encountered.

- Difficulty in findings a place for industrial training is a big problem for students on SIWES program.
- 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 experience.
- The combination of the Industrial training together with the course work was so challenging and stressful.

#### **5.2 RECOMMENDATION**

I would recommend that the organization should appeal to the federal government to make provision for necessary equipment for the effectiveness of the programme.

I would recommend that the organization should provide transport facilities for SIWES students so as to ease their mobility.

#### **5.3 CONCLUSION**

The SIWES programe is an efficient an effective program which has bring much improvement to my field of study. I have gained a lot of experience from the various works done such as using of Excel package and Microsoft, internet and browsing . It is a programe that bridges the gap between theory and practical aspect, so therefore it has made me to have technical knowledge about what I have learnt theoretically in class.

## **REFERENCE**

www.google.com

[www.wikipedia.com](http://www.wikipedia.com)

My training log book

Machines and laboratory manuals