**TECHINCAL REPORT ON STUDIENT INDUSTRAIL WORK EXPERIENCE SCHEME (SIWES)**

**HELD AT**

**KAN’ANS COMPUTERS,**

**KARU, NASSARAWA STATE**

**FROM: 4TH JANUARY, 2023**

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**BY**

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**DEDICATION**

This report is dedicated to Almighty God whose guidance and wisdom mad this report a reality and also to my loving parents and siblings for their support.

**ACKNOWLEDGEMENTS**

First of all, my sincere thanks and unqualified gratitude goes to Almighty God who through His guidance gave me the energy to conceive this report. I wish to extend my profound gratitude to my families, friends and well-wishers who supported me financially in all aspects during my industrial Training. I will also like to appreciate Mr. and Mrs. Istifanus Attawa my parents, and the CEO and staff of Kan’ans Computers One Man Village, Nasarawa State.

**ABSTRACT**

*This report is based on the student industrial work experience scheme (SIWES)held at* ***Kan’ans Computers*** *located at shopping centre One Man Village, Karu L.G.A Nasarawa State. It provides a brief explanation about the SIWES program such as it history, objectives, aims while also giving a description of the work done in* ***KAN’ANS COMPUTERS INSTITUTE.*** *It further focuses on the technical exposure gained from each department, and training department. It finally gives account to some of the machine and equipment used in the various departments as well as it functions. It also provides insight in some of the challenges faced and gives a few recommendations on how to further improve the program.*

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**CHAPTER ONE**

**1.0 INTRODUCTION**

The Student Industrial Work Experience Scheme (SIWES) is an accepted skill training scheme which from part of the approved minimum academy standards in various degree scheme for all Nigerian universities and polytechnics to acquire industrial skills and experience in their various course of study.

**1.1 THE SCOPE OF SIWES**

The scheme is aimed at bridging the existing gap between theory and practice of Sciences, Agriculture, Medical Sciences (including Nursing), Engineering and Technology, Management, Information and communication technology, and other professional educational programs in the Nigerian tertiary institutions.

**1.2 AIM AND OBJECTIVES OF SIWES**

1. Provide an avenue for student in institutions of higher learning to acquire industrial skills and experience in their approved course or study and also by interacting with people with more experience in the field under consideration.
2. Prepare students for the industrial work situation which they are likely to meet after graduation.
3. Expose student to work methods and techniques in handling equipment and machinery that are mostly not available in their various institutions.
4. Provide student with an opportunity to apply their knowledge real world situation thereby reducing the gap between theoretical knowledge and practical work.
5. Enlist and strengthen employer’s involvement in the enter educational process and prepare student for employment in Industry and commerce

**1.3 REASONS WHY SIWES WAS ESTABLISHED**

SIWES was established by Industrial Training Fund (ITF) in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian graduates or tertiary institutions.

**1.4 BACKGROUND OF THE SIWES**

The Student Industrial Work Experience Scheme (SIWES) was established in 1973, the scheme is a scheme involving student, the higher institution and the industry (employer) .it is funded by the Federal Government of Nigeria and jointly coordinated by the Industrial Training Found (ITF) and the National Universities Commission (NUC). This training scheme is also an effort to budge the gap existing between theory and practice of Engineering, Science, Agriculture, Management and other professional educational programs in Nigerian tertiary institution.

**1.5 SUCCESSS RECRODED BY SIWES**

The scheme has recorded tremendous since its creation among which are:

1. It has been able to restore students, making them assumed their competence.
2. It has also help student get acquitted to the method of the various career.
3. SIWES enhance the competency of student in their academic activities, prepares them for future job challenges and creates employment opportunities.
4. It had helped student by exposing them to practical knowledge of things they were taught in the classroom.

**CHAPTER TWO**

**2.0 SIWES WORKPLACE**

My SIWES program was undertaken at **KAN’ANS COMPUTERS INSTITUTE.** Located at shopping Centre One Man Village Karu L.G.A, Nasarawa State.

**2.1 BRIEF HISTORY OF KAN’ANS COMPUTER INSTITUTE**

Kan’ans Computer Institute was established in 2016 as an authorized Information and Communication Technology training institute. We have continued to offer quality training, serving corporate organizations, students and individuals nationwide. The Institute is dedicated to providing the highest quality technical training for the Business market. BCTI has experienced, organ­ized and highly motivated team who are focused on meeting the high expectations of cooperate organizations and individuals. The staff are well trained and have met the national criteria for computer Certifications and offers a standard training.

**2.2 SERVICE RENDERED BY KAN’NAS COMPUTER INSUTITUTE**

The services rendered in KAN’ANS COMPUTER INSTITUTE are: -

**Computer Training:**

1. Computer Maintenance
2. Online Registration
3. General Printing
4. Sales of Computer Accessories

**2.3 DEPARTMENT IN KAN’ANS COMPUTERS INSTITUTE**

The departments in **KAN’ANS COMPUTER INSTITUTE** are:

1. Graphic Designing Department
2. Internet and Networking Department
3. Business Centre Department
4. Computer Training Department

**2.4 ORGANIZATIONAL STRUCTURE**

MANAGER

OPERATOR

STAFF

TRAINERS

TRAINEES

Figure 2.1: Organizational Chart

**CHAPTER THREE**

**3.1 EXPERIENCE FROM VARIOUS DEPARTMENTS**

In the course of my **SIWES,** I was exposed to a lot of things about computer from some of the department **KAN’ANS COMPUTER INSTITUTE.** The experience and training which I receive from these departments are as follow;

**3.1.1 GRAPHIC DESIGN DEPARTMENT**

This Department are in charge of Graphic design, they make use of high-class software such as, Photoshop, CorelDraw, which designs are been made. With the help of this SIWES program, I have been exposed to all this software and how to use them in carrying out graphic design such as: Flex Banners, Booklet cover pages, weeding cards etc.

**3.1.2 INTERNET AND NETWORKING DEPARTMENT**

This department is responsible for the inter-connection of two or more work station together for the purpose of easy sharing of message from one computer to anther and a printer can use by two different computer systems to minimize scarce resources.

**3.1.3 BUSINESS CENTER DEPARTMENT**

This department involve in doing photocopy, Printing of hard copy, filling of online form e.g. Air force, Navy, and other force branches, creating of letter heading paper, installation of software application, typing text document and computer repair. Also designing of; banner, business card, cash receipt e.t.c.

**3.1.4 COMPUTER TRAINING DEPARTMENT**

This department is the one for the training of student about the computer aspect concerning the software, and how to make use of some application to accomplish specific task which serve as the act of impacting knowledge to those who are interested to learn about the computer. This department helps to educate the trainers or leaner’s in to the present technology of the system and also been self-reliance.

**3.1.5 INFORMATION 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 tolls like camcorders, mobile or cell phone etc.

**3.1.6 COMPUTER SEQUENCE**

The computer sequence is a ways computer perform operation of a computer system.

INPUT -----------------PROCESSING ---------------OUTPUT

STORAGE

**INPUT AND OUTPUT DEVICES**

Some of the Input Devices include:

1. Keyboard
2. Scanner
3. Joystick
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 computer, hardware and software

**HARDWARE:** are all part of computer the computer you can see and touch or visible part of a computer which means is the physical device one can see and touch the rang from the smallest of chips to the total unite called computer system.

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

**COMMON TERMINOLOGIES OF THE COMPUTER**

1. **INPUT DEVICE:** The input this is the process involve in taking raw fact in to the computer system.
2. **PROCESSING:** This is where data are been processing into meaningful information.
3. **STORAGE:** This is referred to the place where information is been kept.
4. **DATA:** This is raw fact that are not been process in to designed information
5. **OUTPUT:** This is said to be the hard copy that the user has on the result of the information been process which can be feel, tough.
6. **SOFTWARE:** This is said to be the information which it cannot be touch and it said to be soft.
7. **HARDWARE:** This is the inverse of the software which it can be seeing, feel and also be touch.

**3.2 INTRODUCTION TO MICROSOFT WORD**

Microsoft word is the typing, editing, storing, and printing of texts through an electrochemical device called computer. It can also be defined as the act of manipulation characters to create a professional looking document through the computer.

**Some important keywords in the definition**

**Typing:** This is done by using the keyboard. The keyboard is it is known as input device. It has about 108 keys on it. There are five part of the keyboard namely: function keys e.g. f1-f12, computer keys e.g. Esc, ctrl, shift, etc. Typing keys A-Z, Dedicating keys e.g. page up, page down, Arrow keys and Numeric keypad.

**Editing:** This is type act of correcting error (s) in a document. It is also involves rearranging the document so as to give a perfect, desire, and professional.

**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. This should always be done frequently so as to guide against frequently power failure which can shut down the computer and erase any file that has not been saved.

**Printing:** This is the act of getting the hard copy or the soft copy of the document through a device called a printer using paper.

**Loading (Starting Microsoft Word)**

1. Put on the computer and allow it to boot up and display the windows environment or desktop.
2. After booting, click on the start button.
3. Move the mouse to all programs
4. Click on Microsoft Office
5. Select Microsoft Word
6. Wait for the loading.

**How to View MS Word Using Keyboard**

1. Press start button from the keyboard
2. Press ‘P’ key
3. Press down arrow key to highlight MS-Word.
4. Press enter key.

**Screen Element of Microsoft Word**

1. **Title Bar:** A place where application name of the user appears.
2. **Ribbon:** A place where all news name that is use to perform different task appear e.g. Office button, Home, Page layout, View, 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.

**3.3 DESCRIBING MICROSOFT EXCEL ENVIRONMENT**

When Microsoft Excel is fully loaded into the computer memory, the following will be seen.

1. The spreadsheet/worksheet
2. Rows, Columns and cells
3. The mouse pointer and cursor
4. Working menu and bars

**PLOTTING OF CHART**

Charts are graphical representation of the data in a worksheet. They are appealing and make it easy for users to set comparisons patterns and trends in data. For instance, rather than having to analyze several columns of worksheet you can see at a glance whatever the student in a given class actually make the required average to pass.

Steps in plotting chart:

1. Select the whole data you want to produce its chart graph
2. Click on insert on the menu bar
3. On the submenu that appear, click on chart
4. Another dialogue box will appear where you have to select the type of chart you want
5. Locate and click on finish to complete the process. So, the chart will be displayed.

**HOW TO CACULATE SUM**

We use sum when calculating addition in excel. And before spreadsheet can respond to any mathematical command. It must be entered as an equation. Therefore, to enter a function as an equation. We must firstly start with ‘‘equals to’’ (=) sign.

Steps in calculating sum:

1. Firstly, the data must be entered correctly as shown below
2. Then keep your cursor on the location you want sum to be displayed by clicking the mouse there
3. Type =sum and open bracket ‘‘(then, click the mouse on the first cell you want to sum now type: click mouse on the last cell containing the data to be sum
4. Then close the bracket)
5. Press enters on the keyboard.

**FONT FORMATING**

Font refers to ever typed letter in the computer, while the formatting simply implies beautifying e.g. coloring, bolding, italic, underline etc.

Steps in formatting text:

1. Select the data by simply clicking on the cell
2. Click on format on the menu bar
3. click on the cells on the submenu displayed
4. on another box that appears, locate and click on font
5. Use the mouse to scroll through the fonts dialogue box and click the mouse on the desired fonts size, color, type etc.

**INSERTING PERCENTAGE**

One can choose insert percentage to replace a given data.

Steps in inserting percentage:

1. Select the data to be replaced
2. Click on format from the menu bar
3. Click on cell on the submenu displayed
4. On the dialogue box that appears, click on Number
5. Then, locate and click on percentage
6. Click OK

**INSERTING ROWS AND COLUMN**

In case you need to type a given line of data in a given rows and column, but discover it has been occupied by another data not worry, you can simply insert another row or column in the same place.

Step in inserting rows and column:

1. Keep your cursor where you want the row or column
2. Click on insert on the menu bar
3. On the submenu displayed, click on either row or column depending on your choice.

**TEXT ALIGNMENT**

One can choose to rotate their text to a given angle when working in MS-Excel.

Step in apply text alignment:

1. Select/highlight the text to be aligned
2. Click on format on the menu bar
3. On the submenu displayed, click on cells
4. Locate and click on alignment on the dialogue box displayed
5. Locate degree under orientation, click on the degree type in the rotating angle you want e.g. 150,300,500,900
6. Click on OK.

**SHADING THE CELLS**

You can choose to add pattern or color to your worksheet to emphasize some certain point or to enhance it appearance.

Step in shading the cell:

1. Select the cells to be shaded
2. Click on format on the menu bar
3. Click on cells on the submenu displayed
4. On another dialogue box displayed, click on patterns
5. Then, click on the color you want
6. Locate the arrow in front of pattern and click on it, where you will choose the pattern
7. Click on OK.

**SORTING**

Sorting means arrangement of data either in ascending or descending order. When ascending it implies that the data will be arrange alphabetically while descending start with the last alphabet coming first.

Steps in sorting:

1. Select all the data to be sorted
2. Click on start on the menu bar
3. Click on sort on the submenu displayed
4. On another dialogue box that appears, select the heading field you want to sort from the available one under sort by
5. Select either ascending or descending depending on your operation
6. Click on OK.

**AUTO FILL**

If you have lines of text that need to be numbered, you don’t actually need to waste much time numbering it one after the other while you can use automatic filling to fill the numbering to any destination of your choice in the worksheet.

Steps to auto fill;

1. Keep your cursor on the cell numbering will start
2. Click on edit on the main menu
3. Select fill from the submenu displayed
4. On another submenu that appear, click on series
5. On another dialogue box that appears, click inside the step value box to type where numbering should start
6. Click inside the stop value box, type where the numbering should stop
7. Select where is a software it should be filled in row or columns under series in box
8. Click on ok complete the process.

**3.5 INTRODUCTTION TO MICROSOFT ACCESS**

Microsoft access is software used to create or manage database

Others software used to create database are; ORACLE, MYSQL NEWSOQL, QSLITE AND SOQL SERVER etc.

A database is a collection of information that’s related. Access allows you to manage your information in one database file. Within Access there are four major areas; (Object) **Tables, Queries Forms** and **Reports.**

**Tables:** are object that is used to define and store data. When you create a new table, access asks you to define fields which are all so known as column headings. Tables contain fields or column that store different kinds of data such as a name or an address, and records or rows that collect all the information about a particular instance of the subject, such as all the information about a customer or employee etc.

**Queries:** ask questions about information stored in your tables. Queries are object that provides a custom view of data from one of more tables. Queries are a way of searching for and compiling data from one or more tables.

**Forms:** allow you to view data stored in your tables. Form is able for a desktop database designed primarily for data input or display or for control of application execution. You use forms to customize the presentation of data that your application extracts form queries or tables.

**Reports:** allow you to print data based on queries/tables that you have created. Report is object in desktop databases designed for formatting, calculating, printing, and summarizing selected data.

**Terms:**

**Record:** A group of information about a given person, product, or event.

**Field:** The field are the “placeholders” for the actual data to be stored within the database. Every record has the same fields, but the fields store different data.

**Field names:** Unique names given to each field in the database can be up to 64 characters long, can contain letters, digits, spaces and most punctuation symbols, cannot contain periods, exclamation point or square brackets.

**Data Type:** Tells Access the type of data the field will contain.

**Keys**

The keys are unique identifiers in database.

**Types of keys**

**Primary key:** it is most appropriate to be the main reference the table. It is used throughout the database to help establish relationship with others tables.

**Foreign Key:** is a primary key from one table that appears as a field in another table where the first table has a relationship to the second table.

**Secondary Key:** they are all other keys or field not selected as primary keys.

**Relationship**

Relationship is an association between common field in two table. A relationship will normally be between the primary key in one table and the foreign key in another table.

**Creating a Database**

1. Start Access
2. Select **Blank Database**
3. In the file Name field enter a name for the database
4. Click **Create**

**3.6 INTRODUCTTION TO MICROSOFT POWERPOINT**

Microsoft PowerPoint is software which is included in the Microsoft Office suite that is very commonly used to create presentations for business settings. PowerPoint can make presentation easier to understand and more interesting, it can also be misused bad PowerPoint presentations can make people dread meetings.

**DEFINITION OF MICROSOFT POWERPOINT**

Microsoft PowerPoint is software designed to integrate grouping text into striking high impact presentations. Presentation are projected onto a screen for viewing by several people within a room by using an overhead projector connected to a computer PowerPoint. Stores its files format, with each file being comprised of what is known as presentation. Each presentation includes notes which are not display on the projec5tion screen, but which can serve as prompts for the presenter.

**POWERPOINT IN BUSINESS**

PowerPoint has been become a staple in business presentation. The program is widely used both for live meetings and for creating graphically rich presentation which are distributed and in a file form by email or post in the internet. PowerPoint presentation are commonly used to present the results of research project, surveys and to provide a visual means of communicating the mission or strategic plans of a company

**VIEWING POWERPIONT FILEEA WITHOUT POERPOINT**

It is possible to view PowerPoint files without having PowerPoint installed on a computer. If the creator of the presentation has a PDF converter installed on her computer, the file can be converted to PDF format, which can easily be viewed in Adobe Reader which is a free download. Another option for computer user who do not have PowerPoint or Microsoft Office is to download Microsoft PowerPoint viewer free program which is available from the Microsoft website. This program allows PowerPoint presentations to be viewed in their original format

**IMPORTANCE OF MICROSOFT POWERPOINT**

PowerPoint presentations are a way of attracting audience towards your views and arguments. It is one of the most helping factors behind success of every meeting. There is various user of PowerPoint presentations are in modern days learning, corporal training sessions, business and marketing meetings, and sales gatherings.

**LEARNING SOLUTIONS**

PowerPoint presentation combines audio and visual both aspects making it easier to understand for audience. Even the normal teaching or training becomes interactive by just using presentations in lectures. These days selecting colleges and institutions are providing tailor made presentations to students for different topics ion syllabus of study. That makes learning easier and interactive for Student.

**CORPORATE TRAINING SESSION**

Power Point is an essential ingredient of every corporate training session. Top executives and manger (marketing and sales) use less time consuming for corporate training. It’s always beneficial and in their sessions, it generates more results.

**MARKETING STRATEGY**

Powerful tolls and options present in Micro PowerPoint make it easier for people in marketing presentations for motivation of their subordinates. Inclusion of different types of charts, clip-arts graphical structures, makes a presentation eye catchy. Animation and sound effects add extra emphasis on these presentations making them interactive.

**GUIDELINES FOR AN EFFECTIVE SESSION:**

1. Your presentation should be point and focusing your over actual purpose.
2. There should be a professional look deciding your organizations identity.
3. You need to properly before delivering a presentation in any seminars.
4. There should be less text, user’s positive graphics in presentations.
5. Take care of your time, user positive responses, and their ease, don’t make people bored with longer duration, and presentations
6. There should be uniform colors and font appearance throughput the presentation to avoid in-convenience.

**CHAPTER FOUR**

**4.1 PROBLEMS ENCOUNTERED**

In the course of my industrial training, I encountered some difficulties such as, insufficient fund to use as transportations feeding.

**4.2 SUMMARY**

The whole experience gained during the attachment at KAN’ANS COMPUTER INTITUTE CONCEPT was very enlightening. The practical skills we were exposed to the opportunity to relate with typical situation relating to computer services. These experiences have successfully broadened my understanding and interest in computer service as profession especially in the field of computer Engineering. the training was worth willed, has it accorded me the privilege of gaining insight into job preparation as well as what it means to carry out proper injection and also working condition under stress which is prepares undergraduates for the outside world after school.

The program gave me the privilege to relate with senior professionals and other students from different institutions and the experience made appreciate the nature, benefits, and intricacies of my chosen field of study both in the classroom and in the society at large while also give me the opportunity to put into practice the theoretical knowledge acquired throughout my stay in school.

**4.3 CONCULSION**

The scheme has impacted knowledge in the at KAN’ANS COMPUTER INSTITUTE, I have experienced what it feels to practice the hardware and software part of the computer as a profession and I have achieved the aim of objective of this scheme. I seize this medium to advice any situation to take this four (4) month training serious.

The aim of objective of this scheme. I seize this medium to advice any situation to take this four (4) month training serious.

**4.4 RECOMMEDATIONS**

1. I like to use this medium to explore the Federal Government at all stage to take SIWES program more seriously seen by the students of applied science as virtual improvement in future of technology in our nature.
2. Government should also ensure a proper supervision of SIWES student so that purpose of the program will achieve.
3. The Federal Government should make adequate provision in the annual budget for funding of SIWES in the view of the potential of scheme to contribute to enhancing the quality of the technical skill available to the economy.
4. A comprehensive and detail directory of employer who accept student in industry.
5. In order to guarantee quality assurance of institution and the ITF, the ITF should that backlog in payment student allowance is cleared urgently to remove the negative image being created for SIWES.

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