**TECHNICAL REPORT ON STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**

**AT**

**ZAIBADARI GSS,**

**MICHIKA, ADAMAWA STATE**

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**BY**

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**DEDICATION**

I dedicate this technical report to my lovely parents who gave me all the support and care throughout my SIWES program.

# ACKNOWLEDGMENTS

I thank God Almighty for making me to undergo students industrial work experience scheme (SIWES) successfully.

My gratitude goes to my parent for their prayers, financial and moral support during my attachment.

I also appreciate the kind gesture of my brothers and sisters and those who supports me in prayers and contribution during my industrial attachment.

I whole heartedly thank my Head of department Mallam Adamu Garba Mubi, SIWES coordinator and all lectures of Computer Science for their effort to ensure my success as their students.

I am greatly indebted to my co-SIWES students to mention, may God strengthen our relationship together and grant us academic excellence.

I sincerely thank you all for your contribution and support.

**ABSTRACT**

*The report summarises the result of work done during my SIWES experience, the technical report consists of four chapters, which comprises of introduction, history and criteria’s of SIWES in chapter one followed by their aims and objectives, historical background, organizational structure of the organization in chapter two, while chapter three consist of the work actually carried out during the SIWES programme and lastly chapter four consist of the summary, conclusions and recommendation.*

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**CHAPTER ONE**

1. **INTRODUCTION.**

The acronym (SIWES) stands “student industrial work experience Scheme” is a practical training program designed to offer students the example opportunity to use the best equipment with the Practical aspect of their development knowledge. The training Which lasted for four (4) month was necessity to all student in institutions of higher learning most importantly to those in Polytechnic, universities of technology as it forms part of higher National diploma, bachelor degree in science and technology. It Familiar in handling equipment, curial work methods of end of the Training so that upon graduation he/she is practically fit for jobs Relevant to his/her discipline.

**1.1 THE NEED FOR SIWES**

The Federal Government designed this program as a result of Wide range gap that has existed between the theory and practical of All practical gifted courses in Science and Technology, Engineering Management and other professional education program in Nigerian institution of higher leading, it is for this reason that Federal Government in collaboration with the national board for technical education (NABTE) and Nigeria board of universities commission(NUO) made it necessary for all student in Nigeria institutions to Undergo the training for some period with reputable organization that match their disciplines so to satisfy the polytechnic or universities required standard from the student.

**1.2 DEFINATION OF SIWES**

The student’s industrial work experience scheme (SIWES): is a skill training program designed to expose and prepare student in the institution of higher learning for industrial working station that they may likely meet or face after graduation. The scheme is also meet to expose student to work methods and give them the needed experience in handling equipment and machinery they may not be available in high institution.

**1.3 AIM AND OBJECTIVE OF SIWES**

1. To developed student practical knowledge in the perspective field of studies
2. To create job opportunity for student after their graduation or after the completion of their school.
3. To create an avenue for student to shared their idea and skills with other people in the society.
4. It is mean of destiny, career, goals and provision of work experience prior graduation.
5. To create the gap between skills and unskilled people in the society.
6. To expose and prepare student situation outside the academic environment.

**1.4 BRIEF HISTORY OF SIWES.**

Under the leadership of Gen Yakubu Gowon the industrial training fund (I.T.F) was established under the decree No 14 in October 1971. The major objectives of establishing this program is to promote good number of indigenous trained of man power that is sufficient to meet up with Nigeria three years of programmer and made to equip student with practical of what has been taught theoretically in school. The shame is meant to equip student with method of handling equipment and facilities that may not be available in the institution. This programmer being funded by government of Nigeria was made effective through the industrial training fund (I.T.F) board started in 1974 with their headquarters in Jos plateau state.

**1.5 THE SIGNFICANT OF SIWES TO STUDENT**

1. Principles taught in class room are vein forced and given concert application on industrial assignment and student are able to see the relevant of their studies which increase their motivation.
2. It make a student to have a clear picture of their career prospect and better understanding of the word work as socio-economic system and wading to horizon and adjustment of social of passage of time but due part of the excursion into a largely adult environment.
3. Student gain confidence as a result of successful assignment with profitable feedback to their academic student to enhance reliance of their attachment.
4. It cause student to add value, and assist in developing skills in the application of theory, the principle concepts to the real problem and period of technical training vocabulary.

**CHAPTER TWO**

**2.1 BRIEF HISTORY OF ZABAIDARI COMPUTER SCHOOL**

In the year 2004, a visionary group of individuals with a passion for technology and education came together to establish Zabaidari Computer School. Their aim was to bridge the digital divide and empower individuals with essential computer skills in their local community. computer technology training instituted offer practical knowledge of computing ranging from hardware maintenance, networking, Web technology including HTML, CSS, PHP, and general computer application including Microsoft office suit which comprise of Microsoft office word, Microsoft Excel, Microsoft power point, Microsoft access database and a lot more, it also offer Diploma and certificate in course mentioned above.

**2.2 ORGANIZATIONAL CHART**

Figure1: Organizational Chart

**CHAPTER THREE**

**EXPERIENCE GAINED DURING THE STUDENT INDUSTRIAL WORKING EXPERIENCE (SIWES)**

**3.1 INTRODUCTION TO Computer System**

Computer system is a group of components that work together to enable a computer to do it works well. A computer system is essentially made up of various individual components. A computer thus loses its name without these components. The process of integrating clearly and explicitly the various components of a computer system are thus referred to as “Computer Assembly”.

**3.1.1 Software**

Software is a program that enables a computer to perform a specific task, as opposed to the physical components of the system (hardware). A program is a sequence of instructions written to solve a particular problem.

There are two types of software −

1. System Software
2. Application Software

## **3.1.2 System software**

The system software is a collection of programs designed to operate, control, and extend the processing capabilities of the computer itself. System software is generally prepared by the computer manufacturers. These software products comprise of programs written in low-level languages, which interact with the hardware at a very basic level. System software serves as the interface between the hardware and the end users.

Some examples of system software are Operating System, Compilers, Interpreter, Assemblers, etc.

## **3.1.3 Application software**

Application software products are designed to satisfy a particular need of a particular environment. All software applications prepared in the computer lab can come under the category of Application software. Application software may consist of a single program, such as Microsoft's notepad for writing and editing a simple text.

Examples of Application software are the following −

1. Payroll Software
2. Student Record Software
3. Inventory Management Software
4. Income Tax Software
5. Railways Reservation Software
6. Microsoft Office Suite Software
7. Microsoft Word
8. Microsoft Excel
9. Microsoft PowerPoint

**3.1.4 Characteristics of software**

As we know that software is any computer program which can also be defined as a set of instructions which are responsible for guiding the computer to perform certain tasks. The following are the characteristics of software:

1. Software does not wear out
2. Software is not manufacture
3. Usability of Software
4. Reusability of components
5. Flexibility of software
6. Maintainability of software
7. Portability of software
8. Reliability of Software

**3.1.5 Computer Hardware**

Hardware is the physical components that a computer system requires to function. It encompasses everything with a circuit board that operates within a PC or laptop; including the motherboard, graphics card, CPU (Central Processing Unit), ventilation fans, webcam, power supply, and so on.

**3.1.6 Components of a Personal Computer**

1. **System Case**: The system case or System Unit, sometimes called the chassis or enclosure, is the metal and plastic box that houses the main components of the computer.

2. **Monitor** - Your monitor is the component that displays the visual output from your computer as generated by the video card.

3. **Keyboard** - This is the input device to enter the text data in to the computer.

4. **Mouse** - A point and click interface for entering commands which works well in graphical environments.

**3.2 INTRODUCTION TO MICROSOFT WORD**

Microsoft word is a word processing package was designed initially for document. Microsoft word (MS-Word) is an application package which designed and created to solve problem. Or Microsoft word is a word processing package designed to make work easy, Microsoft word is designed purposely for typing of document, report, memos, and letter etc.

**Types of document that can be processed include:**

1. Letter
2. Memo
3. Books
4. Magazine

It help us to create document that can be up load online

**3.2.1 USES OF MICROSOFT WORD.**

Microsoft word is referred to as word processing package. The Uses of Microsoft are:

1. Edit
2. Arrange
3. Types---etc.

**3.2.2 HOW TO LAUNCH MICROSOFT WORD.**

1. Click on start button on the task bar window 7)
2. Move the mouse pointer to programs or select all programs
3. Click on Microsoft word

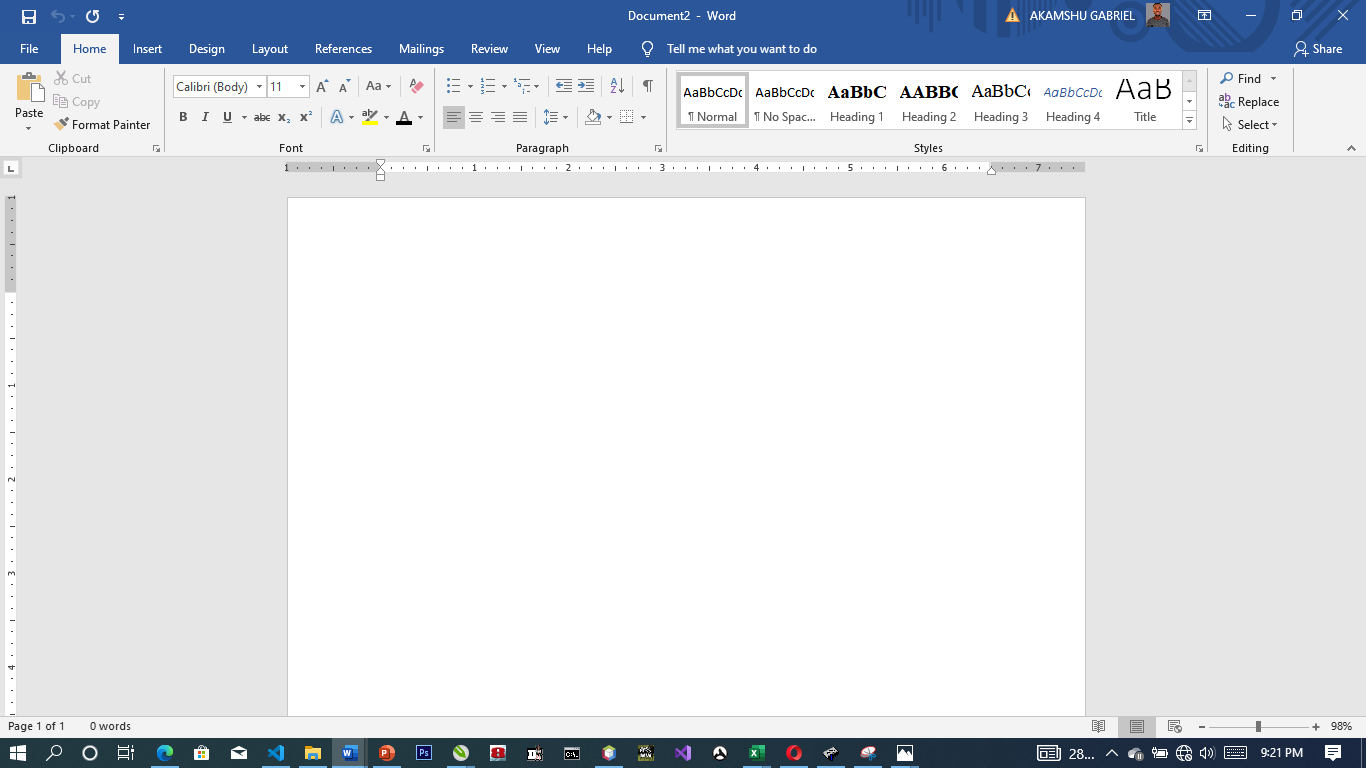
**3.2.3 HOW TO SAVE WORK IN MICROSOFT WORD (MS-WORD).**

1. Click on file
2. Select save as if you are saving the work for the first time
3. A dialog box will appear
4. Type the file name and click on save.

**3.2.4 HOW TO INSERT TABLE IN MS- WORD.**

1. Click on insert on the menu bar
2. Click on table
3. Click table
4. Click insert table on the drop down menu.
5. Select the number of Columns and Rows
6. Click ok

**3.2.5** **MICROSOFT WORD ENVIRONMENT.**



**Microsoft Word Viewed Screen.**

1. The title bar: wherever you saved any work, the file name and reside on the title bar
2. The menu bar: menu bar is made up of (file, edit, view, insert, format, tools, table, and window help).
3. The standard tool bar: consist of spelling and grammar icon, help.
4. The formatting tools bar: contain **(Bold (B), *(I), Italic* underline (U).**
5. **The drawing tools bar:** consist of any thin like auto shape, square, circle, text, word art pie chart, and bar chart etc.
6. **The insertion point:** or cursor is a place where you can insert table, row column etc.
7. **The ruler:** rule is mean for adjusting the MS-word environment etc.

**3.3 COREL DRAW**

**CORELDRAW:** is a software application package used mostly for graphic system designed. It is written by CorelDraw system cooperation and runs on Microsoft windows. It is known to be one of the best design graphic software. It uses mean to carry out most task operation need to created design and pattern.

**3.3.1 ADVANTAGE OF CORELDRAW.**

* + - 1. is easy to create graphics and design.
      2. In the CorelDraw there is room for text entry and design.
      3. In CorelDraw these enhancement tool for measuring and object.
      4. It allowed us to manipulate graphics more than one.

**3.3.2 WAYS OF LODING CORELDRAW.**

There are two basic ways which is mentioned below:

1. Click on start on the task bar (i.e. windows 7)
2. Click on all program.
3. Select CorelDraw. OR
4. Double click the icon on the desktop environment.

**3.3.3 DIFFERENT VERSION OF CORELDRAW.**

There are many tools in CorelDraw and here are few of them listed below.

1. Version 8
2. Version 9
3. Version 10
4. Version 11
5. Version 12
6. Version 13
7. Version 14
8. Version 17…e.t.c

**3.3.4 CORELDRAW TOOLS.**

There are many tools in CorelDraw and here are few of them listed below.

1. Pick tool
2. Shape tool
3. Eraser tool
4. Knife tool
5. Zoo tool
6. Hand tool
7. Free hand tool
8. Rectangle tool
9. Polygon tool
10. Eclipse tool
11. Artistic media
12. Basic tool.

**3.3.5 HOW TO FIT TEXT TO PATH**

Fit text to path means making text to be in a circle or round from or any shape of your choice.

Below are steps of how to do it. Create the text and the shape style you want to use for your fit text path.

1. Highlight the destination path.
2. Select text
3. Go to text menu
4. Click on fit text to path command
5. Move your mouse pointer to hit destination path and click ok button.

**3.3.6 HOW POWERCLIP OBJECT**

An object created by placing object (contents objects) inside other (container objects).

**TO CREATE A POWERCLIP OBJCT**

1. Click pick tool
2. Click the object
3. Click Effect on the menu bar
4. Click PowerClip.
5. Click place inside container

**CHAPTER FOUR**

**SUMMARY, CONCLUSION, PROBLEMS AND RECOMMENDATIONS**

# 4.1 SUMMARY

The relevance of the SIWES program cannot be over emphasized considering the fact that it has significantly reduced the gap between my theoretical and practical knowledge about computer hardware and software, installations, maintenance and networking. The processes of communication which include data and telecommunication the use of switch in the networking and what networking is all about.

The program is indeed a commendable one in that it affords students ample opportunities of being exposed to good working relationship with colleagues and the field experience with customers. This little exposure has widened my knowledge about my course of study, not only that it has automatically changed my views about lift in general. The firm at large has taught me how to be independent of my own how to be conscious of my health and safety at its peak relating to the environment where I carried out my SIWES program. It was indeed a highly rewarding experience to be with Zabaidari Computer School, Michika, Adamawa State.

**4.2 CONCLUSION**

In conclusion, I thank ITF in general for their effort towards the Student Industrial Training Scheme. The contribution that the industrial training offered to student will not be over emphasized. It has exposed me seriously to a certain depth and length of practical capability on Computer Knowledge and practical Know how.

It has also acquainted me with the working condition, which I am expected to encounter in the near future. I will say that SIWES has a greater advantage on me, it has greatly exposed me to the practical application of all that I have been through in the school, SIWES is an experience that all student must pass through this is because it gives a full practical knowledge of what has been through in classroom.

Finally, I have a strong believe that this comprehensive based on the experience, I acquired during the industrial training scheme will convince every user training is not difficult.

I therefore strong conclude that the continuous existence of SIWES programme as it is very necessary since it plays a dominant role in the development of student of Computer Science in the acquisition of practical experience.

# 4.3 PROBLEMS OBSERVED DURING MY PROGRAM

1. The time frame set for the program is too short as some of the aspects of the program where not completed.
2. Lack of Financial support from the company to aid transportation to and from training.
3. Attentions are not given to the IT students by the workers it is learn if you want to learn or ask if you want to know.
4. Cost of Training: The Student has to be registered as a student of a particular organization in order to carry out the program.

**4.4 RECOMMENDATIONS**

Below are the recommendations that should be given serious consideration so as alleviate the suffering of students undergoing SIWES.

Firstly, the Federal Government of Nigerian should make a positive effort in reducing the overall cost of production so that companies should be producing to fill capacity and accommodate SIWES populaces. Also, certain monthly allowance may be given to the student by company accepted then (student to ease transportation problem).

Secondly, the Industrial Training Fund (ITF), should try and increase the money paid at the end of SIWES to the student so as to justify the Cost of Living we experienced.

Finally, the ITF official should please continue visiting the students, to ensure that what they are learning is in line with the ITF requirement.

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