##### 1.1 THE HISTORY OF SIWES

##### The student industrial work experience scheme (SIWES) commended in 1974 with 748 students from 11 institutions of higher learning by 1978, the scope of participation in the scheme had increased to about 5,000 students from 32 institutions. The industrial training fund however,withdrew from the management of the scheme in 1979 owing to problems of organization logistics and the increased financial burden association with the rapid expansion of SIWES. Consequently, the Federal Government funded the scheme through the national universities commission (NUC) and the national board for technical education (NBTE) who managed SIWES for five years (1979-1984). The supervising agencies (NUC and NBTE) operated the scheme in conjunction with their respective institution during the period.

##### The scheme was subsequently reviewed by federal Government resulting in Decree No. 16 of august, 1985 which require that “All students enrolled in specialized engineering, technical, business, applied sciences and applied arts should have supervised industrial attachment as part of their studies”. In the same vein, the ITF was directed by the federal Government to take charge and resume responsibility of the manager of SIWES in collaboration with the supervising agencies i.e. National University Commission (NUC), the national board for technical education (NBTE) and the national commission for college of education (NCCE).

##### Following the resumption of management of SIWES by the ITF in 1984, the scheme has witnessed rapid expansion. Between 1985 and 1996, the number of institutions and students participation in

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##### SIWES rose to 141 and 57,433 respectively. Between 1995and 2003, a total of 176 institution and 533,210 students participated in the scheme. In 2008 alone, the number of institutions which participated in SIWES rose to 204 while the number of students from these institutions who participated in the scheme was 210,390.

##### Presently, participated in the scheme is limited to science engineering and technology programmed in universities and polytechnics while in the colleges of education, NCE programs in technical education, agriculture, business and creative arts & design, computer studies ,home economics and eligible.

##### 1.2 OBJECTIVES OF SIWES

##### The industrial training fund's policy No. 1 of 1973 which establish SIWES outlined the objectives of the scheme.

##### The objectives are to:

##### Provide an avenue for students in institution of higher learning to acquire industrial skills and experience during their courses of study.

##### Prepare students for industrial work situation that they are likely to meet after graduation.

##### Expose students to work methods and techniques in handling equipment and machinery that may not available in their institutions.

##### Make the transition from school to the world of work easier and enhance students' contacts for later job placements.

##### 1.3 THE NEED AND BENEFIT OF SIWES

##### Speaking and classifying student in terms of knowledge, the society at large is made of three groups of students whom are these processing

##### Theoretical knowledge

##### Practical skills

##### Both theoretical knowledge and practical skill.

##### It is observed that, the most successful of them all are those possessing both practical and theoretical knowledge. These set of student are greatly needed in today’s society. The need of industrial training today is to increase the population of student possessing both practical skill and theoretical knowledge.

##### Theoretical knowledge alone is not all what a student needs to be successful. The things in the four corners of the classroom are quite different from what is thought in practical world. A student needs to combine both practice skill and theoretical knowledge to maintain a balance. This is the one great need for industrial training. It inculcates both practical skill and theoretical knowledge into students.

##### The benefits are much during the program, students observe and learn new things related to their course, find out things that has not been taught at school and putting them into practice which prepares them for the future.

##### 1.4 BENEFITS OF INDUSTRIAL TRAINING STUDENTS

##### The major benefits attached to participating conscientiously in industrial training are skills competencies acquire by students. These relevant production skills remain a part of the recipients of industrial training as life-long assets which cannot be taken away from them. This is because the knowledge and skills acquired through training are internalized and become relevant when required to perform jobs or functions. Several other benefits can accrue to students who participated in industrial training. These include the following:-

##### Opportunity for students to blend theoretical knowledge acquired

##### In the classroom with practical hands-on application knowledge required to perform work in industry.

##### Enabling SIWES students appreciate work methods and gain in handling equipment and machinery which may not be available in their institutions.

##### Preparing students to contribute to the productivity of their employers and national development immediately after graduation.

MONDAY: Introduction to members of staff

TUESDAY: Familarization with the establishment and department of attachment

WEDNESDAY: Arrangement of computer system and cleaning

THURSDAY: Introduction to graphics packages(application)

FRIDAY: Introduction to corel draw graphics suitex3

WEEK2

MONDAY: Introduction of computer

TUESDAY: Types of computer

WEDNESDAY: Importance of computer

THURSDAY: Classification and generation of computer

FRIDAY: Introduction to computer software and hardware component

WEEK3

MONDAY: Booting and shutting down process

Booting Process: This is the process of giving life to the computer after which electricity is available.

**Shutting down**: This is the process of killing the life of the computer system either willingly or due to electricity failure.

TUESDAY: Introduction to windows environment

The windows environment is the interface where the computer go to after booting from the operating system. It consist of applications icon, folders and files.

WEDNESDAY: Keyboard and mouse techniques

DAY 1: Keyboard techniques: Correct keyboarding technique requires proper hand positioning at the computer keyboard and learning to key by touch, thus enabling eyes to remain on the copy rather than watching fingers.

**Correct Technique Criteria:**

1. Position feet on floor for balance (don't cross).
2. Center body to the "H" key with elbows at sides.
3. Sit up straight.
4. Adjust chair so you are a "hand span" away from edge of keyboard.
5. Curve fingers over the home keys.
6. Keep wrists off the keyboard.
7. Keep eyes on printed copy.
8. Key by touch.
9. Key with a smooth rhythm.

THURSDAY: Introduction to marvis beacons

FRIDAY: Marvis beacons continue

WEEK4

MONDAY: Marvis beacons continue

TUESDAY: Marvis beacons continue

WEDNESDAY: Self test on marvis beacons

THURSDAY: Installation of operating system

Steps in installing windows 7.

* Enter your computer's BIOS.
* Find your BIOS's boot options menu.
* Select the CD-ROM drive as the first boot device of your computer.
* Save the changes of the settings.
* Shut off your computer.
* Power on the PC and the insert the Windows 7 disc into your CD/DVD drive.
* Start your computer from the disc.
* Choose your Windows Setup options.
* Click the *Install Now* button.
* Accept the License Terms.
* Select the *Custom* installation.
* Decide on which hard drive and partition you want to install Windows on.
* Install Windows on your preferred hard drive and partition.

FRIDAY: Installation of application system

WEEK5

MONDAY: Introduction to Microsoft word (opening, retrieving,and saving of document)

Microsoft word is an application package designed by Microsoft corporation for the purpose of creating documents.

TUESDAY: Setting of page layout and paper orientation

Page set up and paper orientation was done.

WEDNESDAY: Tying of document and saving to an external storage

THURSDAY: Adding of page borders, page number, headers, footer

FRIDAY: Tying of document

WEEK6

MONDAY: Using of shapes and grouping them together

There are a lot of shapes in Microsoft word used for designing different types of diagram

Examples:

TUESDAY: Adding of colour, watermark, columns, drop cap and word cap

WEDNESDAY: Designing of letter headed in Microsoft word

THURSDAY: Designing of simple greeting cards in Microsoft word

FRIDAY: Drawing of table in Microsoft word

WEEK7

MONDAY: Introduction to corel draw graphics suitex3

Corel draw can be explain as a graphic packages use for designing purpose, it is one of the desktop packages. The usefulness of corel draw, it is use to design business card, letter headed paper, invitation card, certificates, id card, calendar etc. It can also be use to manipulate colors.

TUESDAY: Learning of properties bar, tools box, and menu bar in corel draw

WEDNESDAY: Learning of more items in corel draw

THURSDAY: Designing of birthday cards

FRIDAY: Learning of keyboard short cut in corel draw

Example:

Shortcut Meaning

Ctrl+ O Open

Ctrl+ S Save

Ctrl+ Z Undo

Ctrl+ D Duplicate

Alt + F7 Position

Alt + F8 Rotate

Ctrl+ Page Up Forward One

Shift + Page Up To Front etc

WEEK8

MONDAY: Learning of tools box from(pick tool to smart foll tool and their function)

TUESDAY: Learning of tools from zoom tools to shapes tools and their function

WEDNESDAY: Learning of foot from text tools to interactive tool and their functions

THURSDAY: Designing of a simple greeting cards using corel draw

FRIDAY: Introduction to property bar and file menu

WEEK9

MONDAY: Designing of a simple business card

TUESDAY: Learning on business card continue

WEDNESDAY: learning on business card continue

THURSDAY: Learning of tools and intearactive tool to complex star tools

FRIDAY: Learning of tools from interactive continue

WEEK10

MONDAY: Learning how to use some tool in corel draw from smart fill tool to shape tool

TUESDAY: Learning how to use some tools in corel draw from select tool to crop tool

WEDNESDAY: Learning how to import and export in corel draw

THURSDAY: Designing of a letter heading and printing of document in corel draw

FRIDAY: Creating of background in corel draw

WEEK11

MONDAY: Learning how to use the colour ballet and how to use colour

TUESDAY: Learning on using colour ballet continue

WEDNESDAY: Learning paper orientation In corel draw and how to print

THURSDAY: Learning on paper orientation in corel draw continue

FRIDAY: Revision on how to use tool in corel draw

WEEK12

MONDAY: Learning on how to insert picture in corel draw

TUESDAY: Learning continue

WEDNESDAY: Learning continue

THURSDAY: Learning short cut in corel draw

FRIDAY: Learning continue

WEEK13

MONDAY: Learning on how to bitmap text and special effect

TUESDAY: Learning continue

WEDNESDAY: Learning continue

THURSDAY: Learning on putting work to size and pages

FRIDAY: Learning continue

WEEK14

MONDAY: Revision on how corel draw so far

TUESDAY: Revision continue

WEDNESDAY: Revision on ms-word

THURSDAY: Revision continue

FRIDAY: Revision continue