

IT Higher Diploma

The Cooking For A Cow Project

Unit 2: Exploring Organisations

Incorporating elements of

Unit 7: Managing Projects

An introduction to this IT Diploma specimen internally assessed coursework

For the attention of assessors of candidates' coursework: before your candidates submit coursework electronically to the Moderator, please ensure that it is saved in such a way that it is presented to the Moderator in the order in which it is to be read and which makes navigation between files in the coursework as simple as possible.

For example, each document should be saved with a consecutive number prefix of 1, 2, 3 etc. or aaa1, aaa2, aaa3, etc. Where several projects cover a unit, or several units are covered by a project, it may be more appropriate to ensure that there is clear signposting by way of a hyperlinked contents page or summary list of documents at the start of the coursework.

In all cases, please ensure that candidates' work is presented in such a way as to enable the moderator to view all the material easily. Please discuss the format with your allocated Moderator well in advance of the Stage 2 visit if you are in any doubt as to what is appropriate.

From the
AQA Principal Moderator

Units 2 and 7 Exemplar

Contents List

The exemplar is made up of a number of documents and electronic files.

The following list indicates what files are referred to in the commentary. Where a prefix is shown this is how the page numbers in that document are referenced.

Document or file	Type of file (or page number prefix)
<i>In folder 'Organisations'</i>	
The impact of business cultures.doc	IBC
Using technology to support the business.doc	UT
<i>In folder 'Organisations web pages'</i>	
Index.html	(web page)
page1.html to page11.html	(web pages)
<i>In folder 'Mini-enterprise'</i>	
Poster for meeting 2.doc	MP2
Meeting 3 poster.doc	MP3
Minutes of meeting 1.doc	MM1
Brainstorm notes.doc	BS
Business plan.doc	BP
Send A Cow Project Time Plan.doc	TP
Minutes of meeting 2.doc	MM2
Logo.doc	
Minutes of meeting 3.doc	MM3
Send A Cow Charity Fun Run.doc	FR
Minutes of meeting 4.doc	MM4
Minutes of meeting 5.doc	MM5
Survey.xls	(spreadsheet)
Minutes of meeting 6.doc	MM6
Minutes of meeting 7.doc	MM7
Minutes of meeting 8.doc	MM8
Minutes of final meeting doc	MMF
Mini Enterprise Presentation.ppt	MEP
Project Evaluation.doc	PE
Teacher Witness Testimony 1.doc	TWT1
Teacher Witness Testimony 2.doc	TWT2
Cooking For A Cow Accounts.xls	CFAC
Memorandum 2.doc	

These documents are referred to in the Commentary and Mark Grids for the two units assessed.