**CIS 330 Notes**

***01/15/19***

We go over, *Toolkits A and Toolkits B,* and go more in depth. “A” was mostly about communication. Basically, what’s important, how to, cultural factors, time management, etc. on the guidelines for successful communications. Must understand Corporate Culture. The do’s and don’ts to communication. Know the subject of what you’re talking about and be honest if you don’t know. How to write good: 1. Avoid Alliteration. 2. Avoid Propositions. 3. Avoid Clichés. 4. Avoid Comparisons. 5. Be less specific. 6. Be general… Know the audience. Know what you’re talking about. Don’t forget to tell the recipient who you are, what you do, and reasons for contacting them. 7 by 7 rule- no more then 7 topics per slide and 7 words per topic. Find a pace when giving a presentation. Read both toolkits a and b again. \*Read pg. 486-488.\*

***2019/01/24***

We talked about CH. 1. You’ve already read the chapter and you can study the chapter power point and quizlet. Components of IS: Hardware, Software, Application, Process, People

Bruh righteously just read. Office sytems-Operational ppl.

***2019/01/31***

We talked about chapter 2. Reread chapter. Remember Feasibility and its components. Remember the types of questions are related to the components (Economic, Schedule, ,). Remember Discretionary and Nondiscretionary. Study page 56. Study the quizlet and chapter quizzes.

***2019/02/19***

Chapter4

Software tools

* Graphic modeling
* Personal info managers
* Project data management