

Applications

These acronyms relate to applications that you might use at work.

Acronym	Stands For	Meaning
AD	Active Directory	A directory service for Windows servers
CRM	Customer Relationship Management	The process and systems that relate to storing and managing customer information
CVS	Concurrent Versioning System	A source code control system
IIS	Internet Information Services	A Web server created by Microsoft
RTC	Rational Team Concert	A tool by IBM used for issue tracking and project management
SAAS	Software as a Service	Software that is available online and accessed by users as needed. An alternative to software that is downloaded
SAP	Systems Applications & Products	A German software product used by enterprises for many functions
SVN	Subversion	A source code control system
VSS	Visual Source Safe	A source code control system

Email

These acronyms relate to terms you might see and use in emails.

Acronym	Stands For	Meaning
AP	Action Point	Something that needs to be done by someone, often as a result of a meeting
BCC	Blind Carbon Copy	Sending a copy of an email to someone without the original recipient knowing
CC	Carbon Copy	Sending a copy of an email to someone else
COB	Close of Business	The end of a working day. Often used in deadlines, e.g. "COB Thursday"
EOD	End of Day	The end of a working day. Often used in deadlines, e.g. "EOD Tuesday"
EOM	End of Message	Indicates the end of a message
FYI	For Your Information	Used to notify someone of some information
IDK	I Don't Know	Not knowing the answer
IMHO	In My Humble Opinion	Providing your opinion
MOM	Minutes of Meeting	A list of topics that were discussed in a meeting
PFA	Please Find Attached	Indicates that a file has been attached
TBA	To Be Advised, or To Be Announced	The details will be provided at a later date

TBC	To Be Confirmed	The details will be provided at a later date
TBD	To Be Determined	The details will be provided at a later date
WRT	With Respect To/With Regards To	Referring to another topic that was mentioned

General IT

These acronyms relate to general IT industry terms.

Acronym	Stands For	Meaning
CS	Computer Science	The study and discipline of how computers and software work
MIS	Management Information Systems	The study of IT and how it relates to business
MIT	Massachusetts Institute of Technology	A well-known technology university in the United States
MSDN	Microsoft Developer Network	A website by Microsoft that provides resources for developers
SSO	Single Sign On	The ability to sign on to a website in one location and access all of its services