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| Artifact Name | Memo |
| Course Subject | Using Copier for Business Administration 2007-2009  |
| Last Update | June 9, 2009 |
| Rationale | I am including this piece because this is proof that I have run a copier in the last two years.  |
| Knowledge | I learned how to use a copier and it was very simple once I was shown.  |
| Skills | The skill that I developed in the process of copying I learned that it doesn’t take a certain person to copy things. You just have to be shown by the right person the first time.  |
| Growth & Improvement Statement | I wouldn’t change anything because I’m glad that I learned as fast as a day.  |