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| **Artifact Name** | Computer and Internet Policies |
| **Course Subject** | Demonstrate Use of Technology in the Office Environment |
| **Last Update** | June 8, 2009 |
| **Rationale** | I included this because it shows that I knew what the rules for using the internet were and that I didn’t misuse the computer. |
| **Knowledge** | I learned that in a business environment you need to stay on track and not mess around on the internet or playing computer games like some people do. |
| **Skills** | I just needed to keep myself on track (like playing music to keep me focused). |
| **Growth and Improvement** | I would probably try and stay more focused if I had to do it over again. I did pretty well this year though. |