



Academic Signature  
Course Template

Course: OADM 1245 – EMPLOYABILITY SKILLS FOR OFFICE PERSONNEL

**Competency**

**Level**  
**1    2    3**

INQUIRY

Information Literacy			√
Technological Literacy	√		

REASONING

Quantitative Reasoning			
Analytical Reasoning		√	

COMMUNICATION

Spoken Communication			√
Written Communication			√
Intercultural Communication		√	

CITIZENSHIP

Teamwork			√
Social Responsibility	√		

Dean: \_\_\_\_\_ Date: \_\_\_\_\_