

**Macao Polytechnic Institute**  
**School of Applied Sciences**  
**Bachelor of Science in Computing**

**Module Outline**

<b>Learning Module</b>	Interpersonal Relations		<b>Class Code</b>	MSEL108
<b>Pre-requisite(s)</b>	NIL			
<b>Medium of Instruction</b>	English		<b>Credit</b>	3
<b>Lecture Hours</b>	45 hrs	<b>Lab/Practice Hours</b>	---	<b>Total Hours</b> 45 hrs

**Description**

In today's service-oriented, information-based global economy, strong interpersonal skills are essential. This course focuses on various topics of interpersonal communications. Its goal is to introduce theories and practices to help understand and develop one's intrapersonal and interpersonal effectiveness. Group dynamics theory and leadership skills are introduced to develop clear and effective team communications.

**Learning Outcomes**

After completing the learning module, students will be able to:

1. Understand self in relation to others. (D1p, D2p, D6p, ET1p)
2. Listen and communicate more effectively. (D1p, D2p, D3p, D6p, ET1p, ET2p, ET3p)
3. Improve understanding and working relationships in group situations. (D1p, D2p, D3p, D6p, ET1p, ET2p, ET3p)
4. Strengthen team leadership skills. (D1p, D2p, D3p, D6p, ET1p, ET2p, ET3p)

**Content**

1. Intrapersonal Effectiveness: Understanding Yourself (9 hours)
  - 1.1. Self-awareness and Self-disclosure
  - 1.2. Establishing goals consistent with your values and ethics

- 1.3. Self-management
2. Interpersonal Effectiveness: Understanding Others (15 hours)
  - 2.1. Understanding and working with diverse others
  - 2.2. Listening and Nonverbal Communications
  - 2.3. Communicating effectively
  - 2.4. Business Communications; Influencing audiences
3. Working in Teams (12 hours)
  - 3.1. Negotiations
  - 3.2. Building teams and work groups; Managing conflicts
  - 3.3. Achieving results and team success
  - 3.4. Making decisions and problem solving
4. Leading Individuals and Groups (9 hours)
  - 4.1. Effective use of Power and Influence
  - 4.2. Networking and Mentoring
  - 4.3. Coaching; Empowering self and others

### **Teaching Method**

Lectures, videos, case studies, group discussion and class and home exercises.

### **Attendance**

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic Institute”. Students who do not meet the attendance requirements for the course will not be permitted to sit for the final and re-sit examination and shall be awarded an ‘F’ grade.

### **Assessment**

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score.

<b>Item</b>	<b>Description</b>	<b>AHEP3 LO</b>	<b>Percentage</b>
Assignments	Class and home exercises	D1p, D2p, D3p, D6p, ET1p, ET2p, ET3p	40%
Test	Understanding of class material	D1p, D2p, D3p, D6p, ET1p, ET2p, ET3p	20%
Examination	3-hour written examination	D1p, D2p, D3p, D6p, ET1p, ET2p, ET3p	40%
<b>Total Percentage:</b>			<b>100%</b>

Students with an overall score of less than 35 in the coursework must take the re-sit examination even if the overall score for the course is 50 or above.

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the course is 50 or above.

Students with an overall final grade of less than 35 are **NOT** allowed to take the re-sit examination.

### **Teaching Material(s)**

#### **Textbook(s)**

1. De Janasz, Dowd, and Schneider. (2022). *Interpersonal Skills in Organizations* (7<sup>th</sup> edition). McGraw-Hill.

### **Reference**

#### **Reference book(s)**

1. Robbins and Judge. (2016). *Essentials of Organizational Behavior* (13<sup>th</sup> edition). Pearson.