



## Course Specification

Course Code FIN2701 Course Title English for Finance and Banking

Major: Business Administration Faculty of Management Science Suan Sunandha Rajabhat University

Semester 2 Academic Year 2568

### Section 1: General Information

#### 1. Course Code and Course Title

Course Code FIN2701

Course Title (Thai) ภาษาอังกฤษสำหรับสาขาการเงินและการธนาคาร

Course Title (English) English for Finance and Banking

2. Number of Credits 3 Credits (3-0-6)

#### 3. Degree and Major

3.1 Degree Bachelor

3.2 Type of Course Title Specific Course (Selection)

#### 4. Responsible Faculty Member

4.1 Responsible Faculty Instructor Mr. Hassan Raza

4.2 Instructor Mr. Hassan Raza

#### 5. Contact Address

Faculty of Management Science

Email [hassan.ra@ssru.ac.th](mailto:hassan.ra@ssru.ac.th)

#### 6. Semester / Academic Year

6.1 Semester 2/2568

6.2 Expected students 38 persons

7. Pre-requisites (If any) -

8. Co-requisites (If any) -

9. Venue of Study Faculty of Management Science

10. Date of Latest Course Revision Date: 25 Month: November Year: 2025

## Section 2: Goals and Objectives

### 1. Course Goals

- 1.1 Build students' foundational proficiency in English for financial and banking communication across listening, speaking, reading, and writing skills.
- 1.2 Strengthen learners' command of essential financial and banking vocabulary, grammar, and communication structures used in professional financial environments.
- 1.3 Enable students to engage confidently and accurately in customer-facing and internal banking interactions, including inquiries, consultations, and service communication.
- 1.4 Equip learners with the ability to interpret key financial documents and produce clear written outputs such as emails, reports, and internal memos.
- 1.5 Develop students' competence in explaining financial products and services and delivering structured presentations related to banking operations and financial solutions.

### 2. Objectives of Course Development/Revision

- 2.1 Development of English skills to reflect contemporary banking communication practices, financial terminology, and real-world operational scenarios relevant to current industry needs.
- 2.2 Enhance instructional activities by integrating practical tasks such as simulated customer interactions, financial document analysis, product explanation exercises, and group case presentations.
- 2.3 Improve assessment and learning materials to ensure alignment with professional banking communication standards, focusing on accuracy, clarity, and situational appropriateness across all language skills.

## Section 3: Course Management

### 1. Course Description

This course develops English proficiency in financial and banking communication. Students learn essential vocabulary, grammar structures, and communication strategies used in financial institutions, corporate finance, investment environments, and customer-facing banking contexts. The course emphasizes accuracy, professionalism, and clarity in spoken and written communication, including financial inquiries, product explanations, report writing, and service interaction aligned with real-world banking operations.

### 2. Number of Hours per Semester

Lecture (Hours)	Additional Class (Hours)	Laboratory/ Field Trip/ Internship (Hours)	Self-Study (Hours)
45	-	-	90

### 3. Individual Counseling and Guidance Hours

(Please describe Ex. 1 hour / week)

3.1 By appointment at Faculty : 5<sup>th</sup> Floor, 57 Building Faculty of Management Science

3.2 By Mobile phone 0800-105275

3.3 By E-Mail hassan.ra@ssru.ac.th

3.4 By Line: (Private) Group

## Section 4: Student Development

### 1. Morality and Ethics

#### 1.1 Expected Moral and Ethical Development

- (1) Gain knowledge of professional value, ethics with good attitude of business professions
- (2) Be honest, disciple and follow rules & regulations of university and society
- (3) Time management and be creatively adjustable to society
- (4) Be conscious and concern to public interest than individual interest

#### 1.2 Teaching Methods

- (1) Lecture with case studies
- (2) Project group assignments
- (3) Lecture emphasized on disciple and punctuality of project hand over within timeline
- (4) Emphasize on honesty, non-cheating or copy any jobs from others for reports or project assignments

#### 1.3 Evaluation Methods

- (1) Class participation including dressing, punctual and assignment hand over promptly
- (2) Working group participation
- (3) Assignment of projects, homework and examination

### 2. Knowledge Achievement

#### 2.1 Expected Achievement of Knowledge

- (1) Gain knowledge in business concepts, key terms and practices
- (2) Gain knowledge that arises from integrating a variety of disciplines by apply English for Finance and Banking as one of tools for problem solving and effective decision making
- (3) Gain business communication techniques for finance and banking and practices by learning experiences

#### 2.2 Teaching Methods

- (1) Lecture with case studies
- (2) Homework, project assignment presentation, analysis of case studies with alternative solutions as well as its presentation

#### 2.3 Evaluation Methods

- (1) Quizzes & Final Exam

- (2) Homework, case study and project assignments
- (3) Class attendance & participation

### 3. Intellectual Development

#### 3.1 Expected Intellectual Development

- (1) Develop the ability to analyze and apply appropriate business vocabulary, grammar structures, and communication strategies across varied professional contexts.
- (2) Strengthen critical thinking skills by evaluating workplace communication scenarios and selecting the most effective language forms for clarity, politeness, and accuracy.
- (3) Enhance problem-solving abilities through the interpretation of finance and banking related information and the formulation of clear, well-reasoned spoken and written responses.

#### 3.2 Teaching Methods

(1) Homework, project-based tasks, and financial case study activities; assignments requiring the use of banking vocabulary and grammar in customer and internal communication scenarios; practice exercises involving the preparation of financial emails, service responses, and short reports; simulated consultations, customer inquiries, and product-explanation role plays to build professional communicative competence; preparation of group presentation materials and analysis summaries; interpreting financial information and presenting it clearly and accurately in both spoken and written formats.

- (2) Individual and group discussions

#### 3.3 Evaluation Methods

- (1) Quizzes & Final Exam
- (2) Homework, case study and project assignment
- (3) Class participation and project discussion & presentation

### 4. Responsibility and Interpersonal Relationship Development

#### 4.1 Expected Responsibility and Interpersonal Relationship Development

- (1) Be able to work and responsible for job assignment effectively
- (2) Good relationship, co-operate with team and be able to adapt with situations as well as organizational culture
- (3) Creativity, help and fully support in problem solving with different situations either a leader or a team member role
- (4) Be able to develop self-learning in dynamic job environments

#### 4.2 Teaching Methods

- (1) Observation of class discussion; participation and other opinions' acceptance
- (2) Both individual and group homework, case studies and project assignments
- (3) Project report presentation and question discussion

#### 4.3 Evaluation Methods

- (1) Individual and group assignments, case studies and projects presentation; and procession of

teamwork

(2) Class attendance & participation

## 5. Mathematical Analysis, Communication and Information Technology Skills

### 5.1 Expected Mathematical Analysis, Communication and Information Technology Skill

#### Development

○ (1) Be able to use essential finance and banking vocabulary and grammar accurately in processing and conveying information in workplace situations.

● (2) Be able to communicate effectively in professional contexts, including introducing oneself, participating in meetings, engaging in discussions, and presenting financial information to different business audiences.

○ (3) Be able to apply appropriate digital communication tools and platforms to prepare business emails, memos, short reports, and presentations in a clear and professional manner.

### 5.2 Teaching Methods

(1) Self-study assignments

(2) Presentations and in class activities

### 5.3 Evaluation Methods

(1) Report & project assignments

(2) Be able to answer and explain any questions as well as participation in discussion

#### Remark

● Major Task

○ Minor Task

Shall be shown on Curriculum Mapping of task responsibility to course title

## Section 5: Teaching and Evaluation Plans

### 1. Teaching Plan

Week	Topic	Amount (hours)	Learning Activities Teaching/ Media used	Evaluation
1	Introduction to English for Finance and Banking - Why English matters in the Industry 4.0 era, Basic Business Vocabulary	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities

Week	Topic	Amount (hours)	Learning Activities Teaching/ Media used	Evaluation
2	Basic finance vocabulary, formal vs. informal language in banking, overview of financial institutions.	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities
3	Banking Transactions & Customer Service – Common banking activities (opening an account, deposits, withdrawals, transfers), customer-teller dialogue practice, polite requests and responses in a bank.	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities
4	Banking Products and Services – Types of bank accounts (savings, checking), loans and interest, credit/debit cards, ATM and online services vocabulary.	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities + Quiz 1
5	Understanding Financial Documents – Reading basic financial documents: bank statements, invoices, receipts. Identifying key sections (dates, amounts, balance), understanding common terms and abbreviations.	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities

Week	Topic	Amount (hours)	Learning Activities Teaching/ Media used	Evaluation
6	Writing Professional Emails – Format and parts of an email, formal greetings and closings, writing simple and clear financial emails (e.g. inquiry to a bank, response to a client).	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities + Assignment 1
7	Job Applications and Interview Basics – Vocabulary for finance job ads and CVs, common interview questions for banking positions, practicing simple interview dialogues (introducing yourself, talking about experience).	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities
8	Meetings and Discussions in Finance – Phrases for meetings (starting a meeting, giving opinions, asking for clarification), basic meeting etiquette, discussing simple financial data (using numbers and trends in conversation).	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities
9	Writing Simple Financial Reports – Understanding the structure of a basic report (introduction, body, conclusion), describing financial information in simple terms, practice writing a short summary or report (e.g. summarizing a monthly expense report).	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities

Week	Topic	Amount (hours)	Learning Activities Teaching/ Media used	Evaluation
10	Telephone and Digital Communication – Handling phone calls in English (identifying oneself, taking messages, polite telephone phrases), basics of digital banking communication (online chat etiquette, mobile banking terms)	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities + Assignment 2
11	Presenting Financial Services – Language for describing financial products/services to an audience, using persuasive but simple language, introduction to presentation skills (voice, body language)	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities + Quiz 2
12	Digital Banking and FinTech – Vocabulary for online banking and financial technology (mobile banking, e-wallets, fintech apps, cryptocurrency basics), discussing how technology is changing banking	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities
13	Course Review and Project Workshop – Review of key course content, Q&A for clarification. In-class time for group project consultation and preparation (instructor available to advise groups).	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/ class activities

Week	Topic	Amount (hours)	Learning Activities Teaching/ Media used	Evaluation
14	Course Review and Project Workshop – Review of key course content, Q&A for clarification. In-class time for group project consultation and preparation (instructor available to advise groups).	3 hours	Students ask questions before the lecture to activate prior knowledge. In class, they engage in discussions and answer guided questions. After each chapter, students complete the end-of-chapter questions to test understanding and summarize the content, followed by brief group sharing as a class activity.	Exercises/Problems/class activities
15	Group Project Report + Presentation	3 hours	Students submit project report and give presentations. Followed by question answer session by students and the lecturer.	Presentations/ Question Answer session
16	Final Exam			Final Exam

## 2. Evaluation Plan

( Please provide detail of evaluation according to Curriculum Mapping in weekly and in percentage)

Expected Learning outcome	Evaluation Methods	Evaluated in Week no.	Percentage
1.2,2.2,3.1,3.2,4.1,4.2,5.2	1. Class attendance /Participation/Homework	Every Week	10
1.2,2.2,3.1,3.2,4.1,4.2,5.2	2. Individual Assignments (02)	Week 6 & Week 10	20
1.2,2.2,3.1,3.2,4.1,4.2,5.2	3. Quiz (02)	Week 4 & Week 11	20
1.2,3.1,3.2	4. Final Project and Presentation	15	20
1.2,3.1,3.2	5. Final Exam	16	30

## Section 6: Teaching Materials and Resources

### Main Texts and Documents

- 1) No fixed textbook is assigned for this course. All learning materials—including lecture slides, class activities, relevant case studies, and instructional videos—will be provided by the instructor throughout the semester.

## Section 7: Evaluation and Improvement of Course Management

### 1. Strategies for Evaluating Course Effectiveness by Students

- Quizzes during the semester
- Final exam
- Homework and assignments
- Lecturer and students discussion
- Class participation
- Lecturer evaluation and Course evaluation form

### 2. Evaluation Strategies of Teaching Methods

- Class participation
- Project presentation
- Students' performance from exams
- Re-evaluation of teaching methods

### 3. Improvement of Teaching Methods

Improvement of teaching methods by discussion with students and course evaluation by students submitted at the end of every semester.

### 4. Verification of Students' Learning Outcomes

- Students' performance from exams and project assignments
- Curriculum committee of Faculty of Management Science reviews students' learning performance through its criteria.

### 5. Review and Plan for Improvement of Course Effectiveness

Courses shall be reviewed and improved their contents by course evaluation and assessment annually.

\*\*\*\*\*

Curriculum Mapping of task responsibility to course title  
From Program Specification (TQF. 2)

Course Title	Morality and Ethics				Knowledge Achievement				Intellectual Development			Responsibility and Interpersonal Relationship Development				Mathematical Analysis, Communication and Information Technology Skills															
	● Major Task																○ Minor Task														
General Course	1	2	3	4	1	2	3	4	1	2	3	1	2	3	4	1	2	3													
Course Code FIN2701																															
Course Title																															
English for Finance and Banking	○	●	○	○	○	●	○	○	○	○	○	●	○	○	○	○	●	○													

Each of task responsibility is adjustable