

6.1 European Documentation Centre

Located in the Department of Government and International Studies (GIS) is the European Documentation Centre (EDC), sponsored by the European Commission of the European Union since 1997. It is a specialist library open for public use which receives, on a regular basis, all the official publications of the institutions of the European Union as well as the bulletins, reports, policy statements, statistical materials, records of debates, etc., that emerge from the various bodies of the Union. The EDC also has privileged access to the European Union's databases and other European information networks; among such networks, the EDC is a member of EURODOC, an international network linking various EDCs which provides an efficient help line for all enquiries concerning the European Union.

The EDC maintains its own homepage - <http://www.hkbu.edu.hk/~europe/edc/> - together with the European Studies Homepage, which provides additional information on all aspects dealing with Europe. The EDC Homepage also carries a regular newsletter.

The EDC is open from Monday to Friday, 9:30 a.m. to 1:00 p.m. and 2:00 p.m. to 6:30 p.m., and on Saturday by appointment only. The Centre is committed to bringing Europe closer to the public of Hong Kong. Its current location is Room DLB 803A, David C. Lam Building.

6.2 Information Technology Services Centre



User Computer Centre

The ITSC provides and supports the following IT facilities for staff and students:

1. A high-speed Gigabit Ethernet network backbone across three campuses.
2. Wireless LAN access for Library, lecture theatres and designated classrooms and public areas.
3. ITSC-installed public phones for common areas, student residence halls, classrooms and student/staff common rooms.
4. Linking the campus network with the remote Shatin Staff Quarters and the HARNET (Hong Kong Academic and Research Network).
5. Every user is provided with at least one computer account for accessing Internet services and facilities.
6. VoIP (Voice over Internet Protocol) telephone system is serving the users across three campuses.
7. Every user in the student residence hall is provided with a data port connecting to the campus network.
8. Viewing of VoD (Video on Demand), video conferencing and TV re-broadcasting is made available on desktop PC's connected to the campus network.
9. A modem-pool for remote dial-in.
10. A standard TV studio and audio studio for multimedia productions.
11. A self-service room for producing high quality teaching materials.
12. Three ITSC-managed User Computing Centres comprising 278 networked PC's and laser printers.
13. A0-sized plotter, OMR (Optical Mark Reader) and color laser printing services.

6.3 Jockey Club Centre for the Advancement of English for Professionals

The Jockey Club Centre for the Advancement of English for Professionals (CAEP) is the English Language Centre at Hong Kong Baptist University, located on the first two floors of SCE Tower. Since opening in May 2000, CAEP has rapidly established itself as a leading provider of high quality English language courses for adults.

CAEP provides an effective and stimulating learning environment for its students, both in the classroom and

ACADEMIC SUPPORT 6 SERVICES

through its self-access multimedia facilities and social activities programme.



CAEP offers:

- a wide range of courses
- highly-qualified and experienced instructors
- small class sizes (average class size 12, maximum 20)
- modern, well-equipped classrooms
- extensive multimedia self-study facilities and free lending library
- social activities

CAEP's courses:

1. Business Correspondence
2. Grammar and Communication
3. Pronunciation in Focus
4. IELTS Preparation
5. First Certificate in English (FCE) Preparation

Courses approved for reimbursement through the **Continuing Education Fund**

1. Continuing Education Foundation Certificate/ Certificate/Higher Certificate/Diploma in **Business English**
2. Continuing Education Foundation Certificate/ Certificate/Higher Certificate/Diploma in **General English Communication**



Courses for **Teachers**

1. LPATE Preparation: Listening and Reading
2. LPATE Preparation: Speaking
3. LPATE Preparation: Writing
4. Teaching Phonics

Courses for **Companies**

1. Tailor-made corporate language training

6.4 Language Centre

The Language Centre offers subjects in English, Chinese, Putonghua and foreign languages to all students.

The emphasis in all classes is on using language rather than learning linguistic systems. A variety of specially designed learning materials and packages in the form of course books, videos, audio tapes, CD-ROMs and other multimedia interactive software are used.

The Language Centre also designs and delivers courses for the MA in Language Studies programme.



In addition to its main credit-bearing language programme, the Language Centre also offers a **Language Enhancement Programme**, which consists of the following components.

Writing Enhancement Service

On a group as well as individual basis, the Writing Enhancement Service helps both undergraduate and postgraduate students improve their writing skills.

Supplementary Language Subjects

They offer students additional opportunities for learning