

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

specific language skills in English, Chinese, Putonghua and other languages.

Self-Access Language Learning

The Language Centre offers a wide range of facilities for self-access language learning in its Multimedia Laboratory (OEW705) and websites (<http://www.hkbu.edu.hk/~sall/> (for English, French and German) and <http://www.hkbu.edu.hk/~sall/chinese/index.html> (for Chinese)), with teacher guidance where necessary.

Putonghua Computer Room

Learners of Putonghua can make use of self-access computer software in the Putonghua Computer Laboratory.



6.5 Library

Main Library

Located in the Au Shue Hung Memorial Library Building on the Shaw Campus, the Main Library has a total floor area of 7,806 square metres with a seating capacity of over 1,000. It has a comprehensive collection of Chinese and Western books, periodicals, non-print materials, and newspaper clippings. As of June 2005, the Library has a collection of 887,901 volumes of printed materials with 3,814 titles of active journal subscriptions. There are also 114,673 items of materials in other formats.



News Books and Popular Books Area

The Library currently subscribes to 151 electronic databases such as *Web of Science*, *ABI/Inform Global*, *JSTOR*, *WiseNews*, altogether with access to 18,347 electronic journals on a broad range of subjects. These electronic resources and other library services are available to our users via the Library's homepage at <http://www.hkbu.edu.hk/lib>.

The Multimedia Learning Centre (MLC) is equipped with PCs and a variety of audio-visual facilities to enable students to make use of multimedia materials and self-learning resources such as *TOEFL*, *GRE Prep Course*, *GMAT Prep Course* and *English-to-go* to become active and independent learners. Other special collections include the Contemporary China Research Collection, the Archives on the History of Christianity in China, Elsie Tu Collection and the European Documentation Centre.

The Library maintains close connections with other major libraries in Hong Kong and overseas. Through respective computer networks, their catalogues can be searched via the Library's homepage. Interlibrary loan (ILL) is a research-support service through which materials not held by the Library may be obtained from other libraries. The ILL system allows eligible users to track their requests' status and retrieve journal articles in PDF format online from anywhere at any time. Postgraduate degree and final year students of the University may apply to use the facilities of the libraries of other participating UGC granted institutions.

Hong Kong Academic Library Link (HKALL) is a project in accelerated resource sharing among eight local university libraries. With HKALL, eligible HKBU users can request materials from other UGC-funded libraries directly. The requested materials will be delivered to our Library for further checkout. Users' access to the materials they need is improved as it does not involve intermediary manual processing.

The Library has developed an online library tutorial at <http://www.hkbu.edu.hk/lib/support/tutorials.html> as a self-paced and self-learning programme for users to acquire library competency without physical or time limits.