The center has five main functions:

- In cooperation with the Departments of English and Education, it sponsors a program leading to an MA degree in the Teaching of English as a Foreign Language (TEFL).
- It maintains a state-of-the-art computer-assisted language learning facility and a Materials Center comprising a collection of textbooks, journals, reports, and visual aids.
- In cooperation with the Office of the Vice President for Regional and External Programs (REP), it offers consultation services and assistance in Lebanon and the region in all aspects of English language teaching, curriculum design, materials development, assessment, and teacher training.
- It engages in research in language learning problems and produces materials for specialized English language programs.
- In cooperation with the Department of Education it sponsors TEFL workshops for elementary and secondary school teachers.