

UNIVERSITY OF HOUSTON

Monthly Report for October 1973

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Area: Curriculum Center

Problems

1. Typists are not easily available now since the opening of school. The student typists do not have enough time after the school level of school at 1:30 p.m. It seems that Saturdays and holidays are the only times when they are able to work. Tried it last Saturday eve. 8:30 to 11:00.
2. Need good English to Lao language area. Not easy to find anyone who can do this. Hope to find someone soon through the help of the field. There are on up two prospects.

Activities/Accomplishments

1. Textbook production
  - a. Texts submitted for the printers:
    - Science Ungraded Introductory
    - Lao Cultural Reader
    - Chemistry, Vol. II, 1973
  - b. To be submitted and printed:
    - Spelling Book
    - Ten-key Adding Machine
    - Electricity Workbook

Note: See attachment for typeset and printed to date.

- c. Corrections being made:
  - Secretarial Handbook
  - Thailand
  - Electricity Workbook
2. A new manual for the operation soon.
3. Custodial and office help.

Summary

The activities at the Curriculum Center. However, textbook production is due mainly to visits to university translators.