



RADIO BROADCASTING CLASS SYLLABUS

JANUARY 2026

Welcome to KANW's Radio Broadcasting Class!

This course is a four-week, self-paced introduction to terrestrial radio broadcasting, concentrating on the fundamentals of the programming aspects including the equipment, rules and regulations, and voice performance techniques. Graduates of the class will have the opportunity to volunteer at KANW and will gain essential knowledge and skills utilized in the broadcast industry.

The class is open to the general public and at no cost to APS high school students and New Mexico Highlands University students. For general public students, the fee of \$200 is due prior to class beginning on January 5, 2026. General public students can pay online at www.kanw.org (Visa, MasterCard, or Discover). Attendees range from aspiring broadcasters in high school and college to curious retirees wanting to learn about radio.

Students are expected to attend and complete each session. Upon successful completion of the online class portion, students will have the opportunity to train in person at the KANW broadcast facility. While at the facility, students are required to comply with KANW's Station Policy and Student Conduct Policy.

KANW Station Policy: Alcohol, drugs, tobacco, e-cigarettes, firearms, and weapons of any kind are strictly prohibited on the premises. Food and drinks are not allowed near the broadcast equipment. Students are allowed in the KANW studio during approved class time only.

Student Conduct Policy: Mobile phones and other electronic devices must be turned off or silenced during in person training. Raise hands for questions, maintain silence and do not offer critique of fellow students during training exercises. Fighting, bullying, and harassment of any kind will not be tolerated. Please show common courtesy to fellow classmates, instructor, and KANW staff.

There are corresponding quizzes with each session's topic. Students must score an 80% or higher on each quiz to advance to the next session. A comprehensive grade of 80% or higher is required to pass the course and have the opportunity to train in person and ultimately volunteer on the air at KANW. There will also be various radio listening assignments that are required to be completed before advancing through the course.

The table below contains the schedule and due dates for the course. Good luck and have fun!

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KANW Program Director & Class Instructor

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RADIO BROADCASTING CLASS SCHEDULE

JANUARY 2026

SESSION 1: JANUARY 5 – JANUARY 10, 2026

KANW, Instructor & Student Introductions
Organizational Structure & Programming Formats

SESSION 2: JANUARY 5 – JANUARY 10, 2026

FCC Rules & Regulations

SESSION 3: JANUARY 5 – JANUARY 10, 2026

Transitional Elements: Recorded & Live
Radio Listening Assignment #1 due by 1/16/2026

SESSION 4: JANUARY 11 – JANUARY 17, 2026

Radio Broadcast Console & Equipment

SESSION 5: JANUARY 11 – JANUARY 17, 2026

Music Programming & Ratings
Perform & Record a Live Break Assignment due by 1/23/2026

IN PERSON TRAINING SESSION: SATURDAY, JANUARY 17, 2026, 10:00 a.m. – 2:00 p.m.

Tour of KANW Facility & Console Training

SESSION 6: JANUARY 18 – JANUARY 24, 2026

Transmission System & HD Radio

SESSION 7: JANUARY 18 – JANUARY 24, 2026

Emergency Alert System

SESSION 8: JANUARY 25 – JANUARY 31, 2026

Voice Technique

SESSION 9: JANUARY 25 – JANUARY 31, 2026

Voice Technique, Continued

SESSION 10: JANUARY 25 – JANUARY 31, 2026

Phone Etiquette, Weather Forecast & Dedications
Radio Listening Assignment #2 due by 1/30/2026

IN PERSON TRAINING SESSION: SATURDAY, JANUARY 31, 2026, 10:00 a.m. – 2:00 p.m.

Live Break Training