



Building Tailored Courses to Your Program

Have you ever wished your incoming students could have taken an introductory course before starting your program? Or perhaps they have taken courses in the subject area but were taught differently and you had to reteach them?

COHS understands your frustration and that is why we have developed a simple and quick process where career colleges; in conjunction with COHS, can develop online courses in the subject areas of their choosing.

The tailored course program is a great benefit for career colleges because...

- Develop online high school courses for students interested in programs offered by the career college
- Increase the ability for faculty to earn more money
- Create greater exposure for the career college by serving students across the U.S. and internationally
- Ability to offer dual credit for current high school students
- No worries for the career college from an accreditation, state, or association approval. No costs to the college, and no administrative work.

Now that we have shown you all the benefits of tailoring your courses to your career college program, let us show you how easy the process is to get started.

Step 1: Become a COHS Partner.

Simply go to http://www.citizenshighschool.com/career-college_solutions and complete the form post to become a partner. You will then receive co-branded marketing materials. One of which is a flyer you can send out to your faculty with the information below.

Step 2: Submit Your Course Title and Description with credentials

The interested faculty members then submit the course name, a brief description of the course with their credentials i.e. resume/CV, teaching credentials, etc. to academics@citizenshighschool.com. When the course is approved the faculty member(s) will receive a link to their new course, which will include a training module and show them how to develop their new course.

Step 3: Development of the Course

The faculty member will then go through and add the content to the course. This includes but is not limited to: videos, graphics, text, presentations, quizzes, and project-based assignments. Most courses at COHS are designed to be completed on average between 16-18 weeks by the average student.

Step 4: Submit for Review

Once the faculty member has added all of the content including assignments, they will notify our academic team that the course is ready for review. The course will then be reviewed by our Academic team using a Quality Control checklist.

Step 5: Start Teaching

Once the course is completed and reviewed, it will be published on the website and the faculty member will be ready to start teaching students. During the course development process the faculty will complete their onboarding and training concurrently so that they are ready to go once the course is published.