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BHC announces new Virtual Assistant online program

Experienced administrative professionals looking for a new challenge can become their own bosses by investing two semesters in the NEW Black Hawk College online Virtual Assistant certificate program.

Black Hawk College is the **first** college or university in the region to offer this kind of college-credit program.

An administrative virtual assistant, or virtual office assistant, is an independent contractor who specializes in providing administrative support services or technical assistance to clients. They contract on an hourly or retainer basis and fees can vary, but virtual assistants can earn \$30 or more an hour.

All courses in the new Black Hawk College program can be completed online so current administrative assistants do not have to take time off work to attend classes. If students take a full load, the program will take two semesters at 16 credit hours per semester.

The program is designed for students who either have an associate of applied science degree in administrative assisting or who have worked in an office setting as an administrative assistant or similar capacity. This kind of career is ideal for people who are organized, self-motivated, flexible and adaptable.

For more information about the program, contact Amy Smith, assistant professor of business information technology, at (309) 796-5329. To RSVP for one of the information sessions, contact Angela Heckman at (800) 233-5671, ext. 1724, or at heckmana@bhc.edu.



“Being a virtual assistant is very hard work, but rewarding and I truly love what I do,” said Monica Poe of Rock Island (right). “There are no geographical limitations. I can live and work here in the Quad Cities and complete an assignment for a client in California or any other part of the world.”

Poe is a member of the International Virtual Assistants Association and operates MoPoe & Associates, a virtual assistance practice that provides administrative and business support. Her company specializes in the support of small, start-up/early stage and home based businesses.

Also pictured, from left, are Carole Podlashes, professor of business education; Jan Davison who earned an associate degree in administrative assisting from Black Hawk College in 1999 and is past president of the Rock River Chapter of the International Association of Administrative Professionals; and Dr. Keith Miller, president of Black Hawk College.

Open house attracts potential students to see agriculture, auto mechanics, equine and horticulture programs

More than 100 high school students, their parents and instructors got a close look at the Black Hawk College – East Campus agriculture, auto mechanics, equine, and horticulture programs April 10. The students attended an orientation session, took tours of the campus and met one-on-one with current college students and faculty.

BHC students opened the day in the auditorium by briefly explaining the different offerings of the college. The students then took smaller groups on tours.

BHC instructors emphasized the advantages of a two-year degree in starting salaries plus how easy it is to fully transfer all credits to four a four-year college or university.



Pictured is a group of students touring the auto and ag mechanics garage. Instructor Gary Werkheiser talked with the group as instructor Roger Grundstrom (right) worked with current BHC students on a small tractor.

Vlahos shares unique perspective of the history of East Campus

One of the founders of the East Campus of Black Hawk College recently treated about 100 people to his rare insights into the early days of the campus. Ted Vlahos' presentation on March 20th followed the unveiling of a commemorative plaque that will eventually be set at the entrance following renovations.

Vlahos recounted the history of the founding of the East Campus in 1967. He remembered the initial skepticism and how it was overcome with the dedicated involvement of a core group of founders. One of the driving factors that convinced Vlahos of the need of a college in the community was the fact that only 17 percent of high school graduates were going on to college, far below the average. Other notable attendees at the event included another founding father, Jim Golby.

A reception sponsored by the Black Hawk East College Foundation followed the Lunch and Learn.



Ted Vlahos, left, shares some history about the establishment of the East Campus of Black Hawk College 40 years ago.