

## Sample Average Salaries

Administrative Assistant \$18.05/hr
Sales Representative \$24.07/hr
Billing Clerk \$14.04/hr
Customer Service Representative \$15.83/hr
Marketing Manager \$42.27/hr
Human Resource Assistant \$11.03/hr
Account Clerk \$15.68
Tax Examiner/Collector \$25.42/hr

## Industry Partners

Redwood Credit Union	Empire College
Pacific Management	AcCounting OnComputers, Inc.
The Personnel Perspective	Investors Trust Mortgage
Sonoma State University	Agilent Technologies
Exchange Bank	Sonoma National Bank
Professional Staffing Resources	Nelson Staffing Solutions
City of Santa Rosa	North Coast Bank
Manpower	Investors Trust
Macys	Investors Trust

## Post-Secondary Training Options

### Empire College

Accounting with Computer Applications,  
Bookkeeping with Computer Applications

### Santa Rosa Junior College

*Certificates:*

Account Clerk, Accountant Assistant, Administrative  
Assistant, Bookkeeper Assistant, Bookkeeper,  
International Business, Small Business Management

*Areas of Study:*

Business Administration/Management, Business  
Marketing, Business Office Technology

### Sonoma State University

*Bachelor Degrees:*

Business Administration, emphasizing  
Accounting, Management & Marketing

Economics, emphasizing Business Economics &  
International Economics

### University of California

*Bachelor Degrees:*

Business Administration



**Sonoma County Office of Education  
Career Development/ROP  
5340 Skylane Boulevard  
Santa Rosa, CA 95403**

Phone: 707-524-2720  
Fax: 707-524-2789  
Email: [swood@scoe.org](mailto:swood@scoe.org)



LEARN A SKILL, BEGIN A CAREER.



**Take ROP classes in  
high school to learn skills  
and prepare for a career in**

**Business &  
Finance**



ROP is a Sonoma County  
Office of Education program

# Business, Finance and Accounting Career Preparation

## Why prepare for a career in Business, Finance or Accounting?

If you're good at "running the show" and making decisions, have good leadership and communication skills, want to work in an office or see yourself in a supervisory position, and have an aptitude for numbers, then a career in business may be for you.

Business in Sonoma County crosses many industries. In fact, all industries are made up of distinct businesses and employ business professionals. What do business professionals do? They make decisions about marketing, sales, production, and personnel, or they support the day-to-day workings of those decisions.

Students who take ROP business courses may want to become administrative assistants, work in sales or marketing, supervise line staff, run companies or departments, or enter into sales, accounting, financial or marketing professions. Other students want to start their own businesses or just know they see a high-powered "office job" in their future. Students with interests in other industries may also want to take these courses to familiarize themselves with the day-to-day business decisions that impact companies in these sectors.

ROP offers several education and training opportunities to help you prepare for a career in business. You can obtain some types of entry-level positions after completing these high school courses, while other jobs require additional training and education at a community college, trade school, or four-year college/university.

## Program Offerings

### Petaluma High School 201 Fair Street, Petaluma

- Entrepreneurship
- Marketing
- The Law

### Montgomery High School 1250 Hahman Drive, Santa Rosa

- Business Co-op\*

### Rancho Cotate High School 5450 Snyder Lane, Rohnert Park

- Accounting I, 2
- Marketing
- Business Co-op\*

### Santa Rosa High School 1235 Mendocino Avenue, Santa Rosa

- Business Management

### Sonoma Valley High School 20000 Broadway, Sonoma

- Entrepreneurship
- Financial Services

To enroll in an ROP course,  
please contact your  
high school counselor

## Types of Jobs

Human Resources Assistant  
Sales Representative  
Bill & Account Collector  
Customer Service Representative  
Marketing Assistant  
Administrative Assistant  
Purchasing Manager  
Department Director  
Venture Capitalist  
Business Owner  
Office Supervisor

## What you can learn in these ROP courses

- Management Techniques
- Organizational Skills
- Human Resource Management Skills
- International Business Principles
- Production Management
- Operations Management
- Marketing and Sales Basics
- Business Simulation
- Business Planning
- Office Communication Skills
- Conflict Resolution Skills
- Business Financial Principles
- Small Business Operations
- Job Seeking Skills

\*Cooperative Vocational Education, or Co-op is a work-based learning opportunity. Students have jobs in the field and meet once a week at school for related instruction. Each participating student has a training plan with specific educational goals. The instructor and job site supervisors jointly oversee students' progress.