

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



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Career Development/ROP
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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.