



# Jiban kin Melele Burokraam in Katak



## Kajineet ilo Kōmman Bebe ikijen Jelālokjen ilo Middle School im Elikin

Burokraam in katak in, kobalok ibben men ko kōbwebwein jermal in kōmman bebe ej kwalok kilen im wāwein ko ñan jibañ rijikiul ro ilo Jikuul in Bukōn in Auburn kōmane juōn bebe an rijikiul in middle school etal ñan high school im enaaj kebooje er ilo wōnmaanlok ilo jelālokjen im/ak jermal ko iloan Jikin Katak im Kaminene ko wōj. Burokraam in katak in emōj laajraki itulal emāroñ in oktak im jenolok ekkar ñan katak im kōttōbar ko an kajojo rijikiul. Ej kōtlak an rijikiul ro ebbōk kuretīt in high school ilo aer kamōji katak ko aer ilo middle school, ebbōk kuretīt ko jen kalōj ilo aer kamōji katak ko ilo high school, im kōjberali kuretīt kein ñan jibadōk juōn tiploma ak tikiri jen kalōj. Aurōk bwe kwōn kwalok im etale bebe in ibben jinōm ak jemōm/rikejbarok ak koonjelor an jikuul.

Kōbwebwein Burokraam in Katak Ko an Auburn SD	Kilaaaj Jete	Kilaaaj in Kajin Belle ak English	Kilaaaj in Social Studies	Kilaaaj in Science	Kilaaaj in Math	Kilaaaj in Health/Fitness	Kilaaaj in Jiña ak Arts	Kilaaaj in Career im Technical	Mōttan Kilaaaj in Kauñuñ Ko	Aikuj ko Ñan Kadivōjlok Jen Jikuul ilo Bukōn in Auburn
Middle School	Kadedelok aoleb katak ko aikuji ñan kilaaaj 6, 7, im 8 im kilaaaj in kauñuñ kein →							Katak ko jinoin tata ikijen kambuutōr ak STEM Fundamentals of IT		<b>Aikuj ko ikijen Kuretīt (aoleben iōñan kuretīt 24.0):</b> 4.0 kuretīt - Kilaaaj in Kajin Belle ak English 3.0 kuretīt - Kilaaaj in Social Studies 3.0 kuretīt - Kilaaaj in Math 3.0 kuretīt - Kilaaaj in Science 1.5 kuretīt - Kilaaaj in Exercise ak Fitness 0.5 kuretīt - Kilaaaj in Ejmour ak Health 2.0 kuretīt - Kilaaaj in Jiña ak Arts ** 2.0 kuretīt - Kilaaaj in Kajin ko ilo Belakin Laliin ak World Language ** 1.0 kuretīt - Kilaaaj in Career im Technical 4.0 kuretīt - Kilaaaj in kauñuñ ak Electives <b>Men ko jet rej aikuj in tōbrak:</b> • Kōttōbar ko ilo High School im Ālikin • Burojāak/Beba eo Eliktata mokta jen Kadivōjlok • Beba in Kile ak Tiploma ikijen Tōbrak in Katak ak Bar juōn wāwein emōj kamelimi ñan bōk jenkwan
9	Kilaaaj in Language Arts	Kilaaaj in World Studies (.5) ak AP Human Geography	Kilaaaj in Science (1.0) Next Gen ak Biology	Kilaaaj in Algebra I			2.0 Kuretīt jen Fine Arts ak Kilaaaj ko joñan wōt juōn	Digitools*	len Kajineet ñe ejab Jermal in Ekāleel ko	
10	Kilaaaj in Language Arts	Kilaaaj in Global Issues (.5) ak AP Euro	Kilaaaj in Science (1.0) Next Gen ak Chemistry	Kilaaaj in Geometry	Kilaaaj 10 Kilaaaj in Health (.5)			Rijerbal in Microsoft Office 1*	Rijikiul ro rej aikujin bōk juōn wōt kajin ilo lal in ak world language en jab diik jen ruō yid ñe rej lemna in dreloñ ilo juōn kalōj ak university emen yid aitokin	
11	Kilaaaj in American Literature 1,2	U. S. History Kilaaaj ak AP U.S. History	Kilaaaj in Chemistry	Kilaaaj in Advanced Algebra im Trig	1.5 Kuretīt Jen Exercise ak Fitness Kilaaaj ko			Rijerbal in Microsoft Office 1, 2*		
12	Kilaaaj in Kauñuñ ko an English an Kilaaaj 12 ro	Kilaaaj in Civics (.5) im Kilaaaj in kauñuñ (.5) ak AP American Government (1.0)	Kilaaaj in Physics ak AP Biology ak AP Chemistry	Kilaaaj in AP Statistics ak Pre-Calculus				Rijerbal in Microsoft Office 3*		

\*Rijikiul ro renaaj "B" kureet ko aer im lōñlak ilo kilaaaj kein remāroñ naaj tōbrak ñan kuretīt in kalōj. Lale bejj 2 ñan melele ko relablok.

\*\*Kuretīt ko remāroñ jermal ñan juōn burokraam eo ekkar ñan jermal eo ekōnaan ak career pathway

Burokraam in Katak Ālikin-High School	Jermal ko rebellok ñan am juōn rikatak ak apprenticeship	Bōk juōn Beba in kile ak Tiploma im Kateruru ilo jikin jermal ko	Bōk juōn am Associate tikiri innem wōnmaanlok ñan juōn university emen yid aetokin ñe ejab kateruru ilo jikin jermal ko	Bōk juōn am tikiri jen juōn kalōj emen yid aetokin, innem kateruru ñan jikin jermal
	Ñan melele ko jet ikijen burokraam in katak kilen jermal in, etal ñan: <a href="#">Jikin kanne im lolorjake burokraam in katak ilo jikin jermal (Apprenticeship)</a> Jermal einwōt Rijeje ñan lolorjake im kōkōmanmanlok jikuul ak Professional Educational Secretary Rijeje ak Secretary ilo obij an jikuul Rijeje ak Secretary Rijerbal in kanne im kakkwōn beba	<a href="#">Renton Technical College</a> Jermal in Mānija in lolorjake kanne im kakkwōn beba Juōn eo eutie jaaan rijerbal in kanne im kakkwōn beba ak Executive Assistant Secretary an ritale kien ak jikin ekajet ak Legal Secretary Riuaak talbon im rikenono ilo obij in taktō ko Burokraam in Kambuutōr ko <a href="#">Green River Community College</a> Jermal in jibañ iloan obij eo Rijerbal eo emelele kin makitkit ko an Bijnij <a href="#">Highline Community College</a> Rijerbal in Kanne im Kakkwōn beba ak Administrative Assistant Jermal in Kakobaba Rijerbal ñan lolorjake Burojāak	<a href="#">Renton Technical College</a> Jermal in Mānija in lolorjake kanne im kakkwōn beba Burokraam in Kambuutōr ko Lale rijerbal ro im Mānija <a href="#">Green River Community College</a> Rijerbal in Kanne im Kakkwōn beba ak Administrative Assistant Rijerbal eo emelele kin makitkit ko an Bijnij <a href="#">Highline Community College</a> Menija in lolorjake in kanne im kakkwōn beba Associate ilo Bijnij	<a href="#">University eo an Washington</a> Jermal in Lale Makitkit in Bijnij ak Business Administration <a href="#">Washington State University</a> Jermal in Lale Makitkit in Bijnij ak Business Administration <a href="#">Central Washington University</a> Jermal in lolorjake Rimadmōd Kambuutōr ak IT im Jermal in Obij <a href="#">Western Washington University</a> Jermal in Lale Makitkit in Bijnij ak Business Administration—Wāwein Kakkwōn Melele ko ilo Kambuutōr ak Management Information Systems

Burokraam ko ālikin High School, einwōt emōj kwaloki ijin lōñ an Burokraam in Katak in, rej jet waanjoñok in ekāleel ko ewōr ilo Puget Sound, koba ibben burokraam ko emōj kamelimi bwe en wōr ruo kuretīt kōtaan kalōj im bukōn in jikuul eo. Kwomāroñ bebaak lok obij eo ej bōk eddo in jermal ko ñe ejab website ko an kalōj ko iturim ñan am bōk melele ko jet kōn Burokraam in ekatak in.



# Burokraam in Katak eo an Information Support

## Kajineet ilo Kōmman Bebe ikijen Jelālokjen ilo Middle School im Elikin

Burokraam in Katak eo an Information Support ej kebooj armij ro ñan kōmman jermal ko ilo obijj einwōt administrative assistant, secretary, im transcriptionist ro. Rijikuul ro renaaj ebbōk aer jelālokjen im melele bwe ren jelā jermal kake word processing, spreadsheet, database, publishing, im presentation software. Rej kōjberbal kambūtōr ñan aer lolorjaki enaan im melele ko, jermal kin bōnbōn, im jeje ripoot im mārōñ melele kin wāwein makitkit ko ilo bijnij.

### Melele Ko ikijen Jermal

Laajrak in ej kwalok jermal ko iloan drouluul in im joñan wōnāñ ko ekkā iumwin juōn yiō koba jermal ko rebellok ekkar ñan melele ko jen Ra eo an Employment Security ilo State eo an Washington. Ñan bōk melele ko relablok kin men kein im jermal ko jet iloan drouluul in, etal ñan <https://esd.wa.gov/labormarketinfo>

<u>Jermal eo</u>	<u>State eo an Washington Bellok in jermal ko rej antoone lok 2016-2026</u>	<u>Joñan wōnāñ ko</u>
Jermal in obijj ko einwōt Executive Secretary im Administrative Assistant	372	\$53,591 juōn yiō
Jermal ko ilo jikin kejbārok rekoot im melele ikijen ejmour einwōt		
Medical Record im Health Information Technician	207	\$39,690 juōn yiō
Rijjermal in Jibañ Madmōd in Obijj	344	\$36,479 juōn yiō
Rilale im rikakkwōn beba im file ko	92	\$31,241 juōn yiō
Riuuak talbon im Ribbōk Melele	1,070	\$29,962 juōn yiō
Rijjermal in Jeje ikijen Ejmour	616	\$39,680 juōn yiō

### Kakobaba Ko Ālikin High School

Laajrak in kilaaj kein iloan Burokraam in Katak in remārōñ erom kuretīt in kalōj ilo elōñ kalōj ko ilo bukōn eo ñe rijikuul ro renaaj "B" ak emmanlok kureet ko aer:

<u>Kilaaj in High School</u>	<u>Kuretīt ko remārōñ tōbrak</u>	<u>Kalōj</u>	<u>Kilaaj in Kalōj</u>
Digitools	5	Green River Community College	BUS E 101
	1	Renton Technical College	APP 105
MOS, 1, 2, 3	13	Green River Community College	BUS E 100, BUS E 111, BUS E 112
	20	Highline Community College	BTECH 106, BTECH 111, BTECH 208, BTECH 217
	20	Renton Technical College	ACCT 132, APP 115, APP 116, APP 117, APP 120, APP 121, APP 125, APP 126, APP 145, APP 146

### Kālet ko ikijen Bōk beba in Kile Kabeel ilo Jermal eo

Beba in kile kabeel ilo jermal ej kwalok juōn rekoot emōj jeiki kin tōbrak ikijen joñan melele eo am ilo kadedelok jermal ko emōj karōki iloan juōn burokraam. Ebellok katak ñan bōk beba in kile Microsoft Office Specialist (MOS) ñan aoleb rijikuul ro rej katak kōn jabdewōt kein jermal ko ikijen kambūtōr kain kan an Word, Excel, PowerPoint, im Access. Jibadrek rikaki in Career im Technical Education ñan bōk melele.

### Katakin Rijikuul Kilen Tel



Technology Student Organization ej juraake wōnmaanlok in katak ko kin kilen kōjberbal kambūtōr ak IT. Burokraam im makitkit ko rej kōmman bwe ren ebaake kajojo jermal in kōnaan eo an rijikuul ro im ekoba kabeel ko an, jelālokjen eo an im wāwein leto-letak melele ko, wāwein an makitkit ibben ro jet im kabeel in jermal, im elab aikuj ko ilo kein jermal ko rekabeel.

Ñan bōk melele ko jet ikijen bellok ko kōn katak kilen tel armij ilo high school eo am, juj im kirlak rikaki in Career im Technical Education.

### Bellok Ñan Jāñ in Jibañ Kōllā Wōnāñ Jikuul

Ñan jibañ ko rej itok jen bukōn eo, state eo, im national, juj im kebaak lok obijj ko an ro rej rejañ im/ak jikin jibañ kabok jermal eo, Career Cruising [www.CareerCruising.com](http://www.CareerCruising.com), WOIS [www.wois.org](http://www.wois.org), [thecareermap.org](http://thecareermap.org) ak Fast Web [www.FastWeb.com](http://www.FastWeb.com).

Ñan bōk melele ko relablok kin Burokraam in Katak in, kebaak juōn rikaki, juōn koonjelor an jikuul, ñe ejab rijjermal eo ej bōk eddo in jermal.