



## Frequently Asked Questions

### 1. If I complete this program, does this mean I'll be eligible to become a Technical Support Specialist (Technician) at Digi-Key?

#### Support Specialist (Technician) at Digi-Key?

● Participants who obtain their diploma through Digi-Key University and then go on to complete the Electronics Technology Marketing Associate of Science degree through NCTC would not have the same technical qualifications as those who would graduate from the Electronics Technology program (AAS degree) at NCTC. A degree of this nature (Electronics Technology program) would provide the baseline qualifications needed for someone to be considered for a Digi-Key Technician position.

### 2. What's my commitment level to the entire program?

● Participants who enroll in Electronics Technology Marketing I (Tech I) are requested to complete all three courses with their cohort. There is not an obligation to sign up for/complete Electronics Technology Marketing II (Tech II) or take Digi-Key Electives.

● Participants who enroll in Electronics Technology Marketing II are requested to complete all 4 courses with their cohort. There is not an obligation to take Digi-Key Electives.

● Those who enroll in Digi-Key Electives must complete the course with a "B" average or better in order to receive Tuition Reimbursement.

### 3. How do I register?

● Prior to registering for any parts of the program (Digi-Key Technology I, Digi-Key Technology II, or Specified/Gen Ed classes), approval must be received from the participant's department management by completing the Digi-Key University Registration and Student Agreement. Please contact Diane Wagner in Human Resources to ensure your name is on the waiting list for Tech I or Tech II.

### 4. If I register for Tech I (Electronic Components I is the first course), do I have to register for the next classes, Electronic Components II, or Applied Marketing for Electronic Components?

● When the participant registers for Tech I, he/she automatically belongs to the cohort that will move from course 1 to course 2 and to course 3 until completion of the certificate program. There is no need to "register" again for course 2 within Tech I. This process works the same for Tech II.

### 5. Do I have to take Tech I before Tech II or before enrolling in any Digi-Key Electives?

● At this time there are no prerequisites required to enroll in the Specified/Gen Ed courses.

### 6. If my class time falls during my scheduled work time, do I time stamp out for the time missed?

● Yes. When leaving for class, participants must time stamp out and back in when returning. Also, participants must submit the NCTC Req paycode for supervisor approval. This code must be used instead of personal time or school time so the personal bank of available time is not affected.

### 7. Can I take General Education courses not listed under Digi-Key Specified Courses prior to completing the Electronics Technology Marketing Diploma?

● Yes. Effective August 2007, General Education courses may be taken prior to completion of the Diploma. Reimbursement for cost of tuition/books will be deferred until completion of the Diploma.

#### PROGRAM LOGISTICS:

- Classes will be offered one evening per week (15 weeks per session for a total of 45 weeks)
- Certificate I: New co-horts will start each semester (January & September)
- Certificate II: New co-horts will start once per year (January)
- Time: 6:00-9:00 p.m.
- A light evening meal will be provided by Digi-Key at the college before each class begins (5:45 p.m. - 6:00 p.m.)
- Location - Northland Community & Technical College- Thief River Falls campus
- Classes will focus on the electronics industry, increasing product line knowledge
- The Digi-Key catalog will be used in addition to a textbook

#### PROGRAM LOGISTICS:

- Check course schedule on-line at [www.northlandcollege.edu/schedules](http://www.northlandcollege.edu/schedules)
- New courses offered each semester
- Courses may not be offered every semester
- On-line and on-campus options available
- Prior to registration please contact Diane Wagner, Digi-Key Human Resources, @ ext.1315, to obtain a Digi-Key University Registration form or check Digi-Key's online registration.

#### TUITION & BOOKS:

- Costs paid by Digi-Key

#### TUITION REIMBURSEMENT:

- Please refer to Digi-Key's tuition reimbursement policy for payment information
- See Digi-Key Human Resources website

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### Center for Outreach & Innovation

An Educational Leader in Incumbent Workforce Training, Education, and Development  
[www.northlandcollege.edu/coi](http://www.northlandcollege.edu/coi)

## Electronics Technology Marketing Program

### Mission Statement:

To provide education that will improve productivity through personal development and increased knowledge of Digi-Key's market, products, and applications.



In partnership with  
Northland Community & Technical College

A Member of the Minnesota State Colleges & Universities

# Electronics Technology Marketing Program



Northland's Center for Outreach & Innovation and Digi-Key Corporation have partnered in the development of company-funded, credit-based Certificate, Diploma, and A.S. Degree programs in Electronics Technology Marketing. These programs will improve employee productivity with increased knowledge of the company's products, applications, and how that relates to the end-user and the sales process.

## GOALS:

- Gain product and general business knowledge
- Develop technically competent employees
- Speak the language utilizing an in-depth understanding of Digi-Key
- Increase employee job satisfaction and retention through a company paid education program

## WHO'S ELIGIBLE:

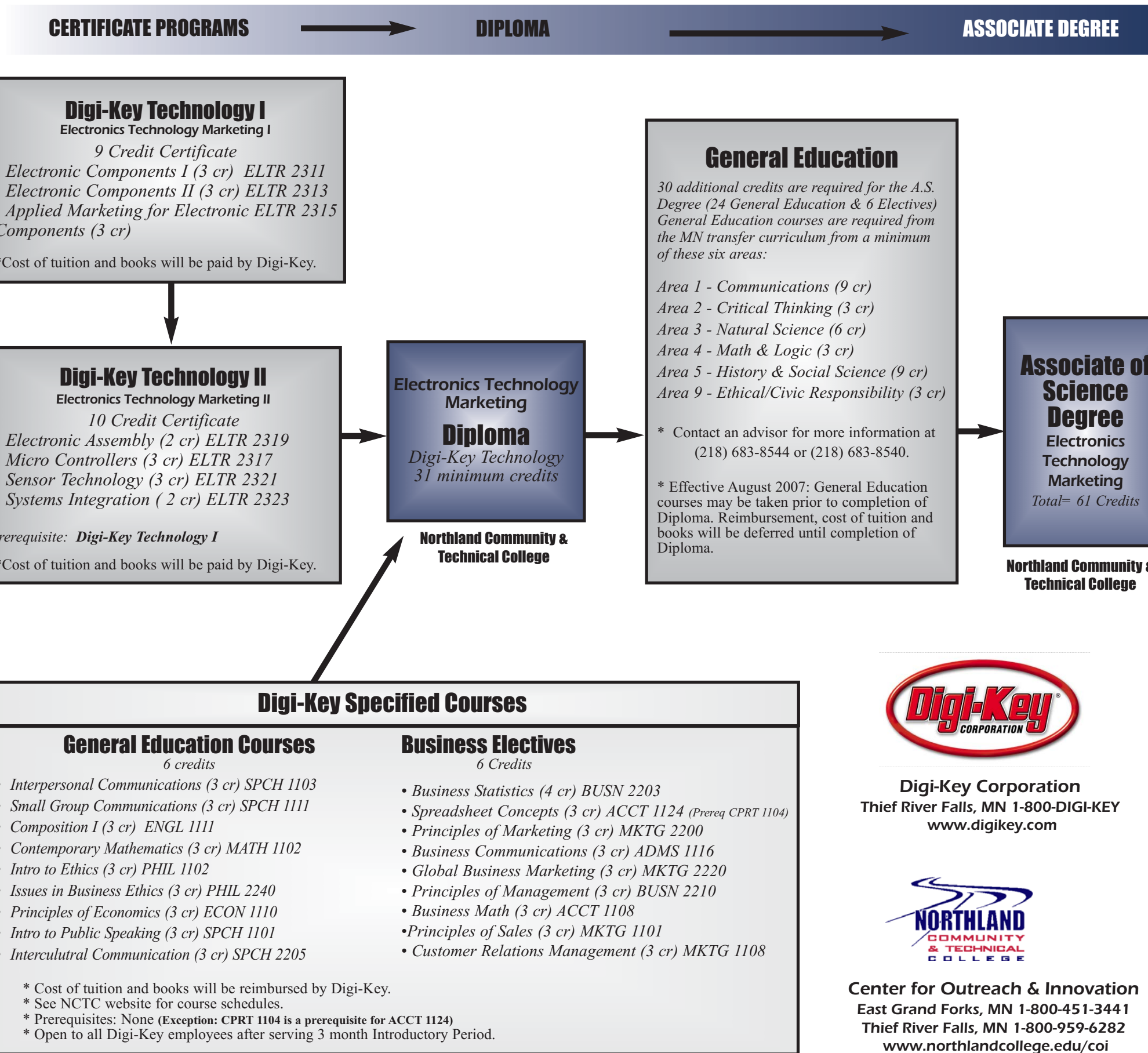
- All Digi-Key employees who have been employed at Digi-Key for more than 3 months (Introductory Period)

## WHAT'S IN IT FOR ME:

- Courses will provide a simple understanding of electronics and general business concepts, and course structure will make learning meaningful and fun
- Courses will incorporate real-life experience into your learning experience
- Cost of tuition and books will be paid or reimbursed by Digi-Key

## WHAT'S REQUIRED OF ME:

- Complete all courses in the program
- Exceptional class attendance for the duration of program
- Participate in and complete all coursework
- Earn a grade of "B" or better in the Digi-Key General Education and Business Elective courses (for Digi-Key to sponsor these course costs)



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