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?
   - 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, Digi-Key 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.
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)

**WHAT'S REQUIRED OF ME:**

**Diploma**
- **Digi-Key Technology I**
  - 9 Credit Certificate
  - Electronic Components I (3 cr) ELTR 2311
  - Electronic Components II (3 cr) ELTR 2313
  - Applied Marketing for Electronic ELTR 2315 Components (3 cr)
  - Cost of tuition and books will be paid by Digi-Key.

**Digi-Key Technology II**
- 10 Credit Certificate
- Electronic Assembly (2 cr) ELTR 2319
- Micro Controllers (3 cr) ELTR 2317
- Sensor Technology (3 cr) ELTR 2321
- Systems Integration (2 cr) ELTR 2323
- Prerequisite: Digi-Key Technology I
- Cost of tuition and books will be paid by Digi-Key.

**General Education**
- 30 additional credits are required for the A.S. Degree (24 General Education & 6 Electives)
- General Education courses are required from the MN transfer curriculum from a minimum of these six areas:
  - Area 1 - Communications (9 cr)
  - Area 2 - Critical Thinking (3 cr)
  - Area 3 - Natural Science (6 cr)
  - Area 4 - Math & Logic (3 cr)
  - Area 5 - History & Social Science (9 cr)
  - Area 6 - Ethical/Civic Responsibility (3 cr)

* Contact an advisor for more information at (218) 683-8544 or (218) 683-8540.
* Effective August 2007: General Education courses may be taken prior to completion of Diploma. Reimbursement, cost of tuition and books will be deferred until completion of Diploma.

**Certificate Programs**
- Northland Community & Technical College

**Diploma**
- Northland Community & Technical College

**Associate of Science Degree**
- Northland Community & Technical College

**Digi-Key Specified Courses**

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Business Electives</th>
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<tbody>
<tr>
<td>6 credits</td>
<td>6 credits</td>
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<tr>
<td>Interpersonal Communications (3 cr) SPCH 1103</td>
<td>Business Statistics (4 cr) BUSN 2203</td>
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<tr>
<td>Small Group Communications (3 cr) SPCH 1111</td>
<td>Spreadsheet Concepts (3 cr) ACCT 1124 (Prereq CPTR 1104)</td>
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<tr>
<td>Composition I (3 cr) ENGL 1111</td>
<td>Principles of Marketing (3 cr) MKTG 2200</td>
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<tr>
<td>Contemporary Mathematics (3 cr) MATH 1102</td>
<td>Business Communications (3 cr) ADMIS 1116</td>
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<td>Intro to Ethics (3 cr) PHIL 1102</td>
<td>Global Business Marketing (3 cr) MKTG 2220</td>
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<tr>
<td>Issues in Business Ethics (3 cr) PHIL 2240</td>
<td>Principles of Management (3 cr) BUSN 2210</td>
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<tr>
<td>Principles of Economics (3 cr) ECON 1101</td>
<td>Business Math (3 cr) ACCT 1108</td>
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<tr>
<td>Intro to Public Speaking (3 cr) SPCH 1101</td>
<td>Principles of Sales (3 cr) MKTG 1101</td>
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<tr>
<td>Intercultural Communication (3 cr) SPCH 2205</td>
<td>Customer Relations Management (3 cr) MKTG 1108</td>
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* Cost of tuition and books will be reimbursed by Digi-Key.
* See NTC website for course schedules.
* Prerequisites: None (Exception: CPTR 1104 is a prerequisite for ACCT 1124)
* Open to all Digi-Key employees after serving 3 month Introductory Period.