



FREQUENTLY ASKED QUESTIONS

- 1. If I complete this program, does this mean I'll be eligible to become a Supervisor at Digi-Key?**
 - Participants who obtain their Certificate through Digi-Key University and then go on to complete the Business Associate of Science degree through NCTC would obtain valuable knowledge that will better position them to be eligible to apply and be considered for roles with elevated experience and education requirements.
- 2. What level of commitment is expected of me within Digi-Key University?**
 - 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, the Supervisory Leadership Certificate or take any Digi-Key Electives.
 - Those who enroll in Digi-Key General Education Courses and/or Business Electives must complete the course with a "B" average or better in order to receive tuition reimbursement.
 - Participants who enroll in General Elective courses only or Business courses have no obligation to enroll in the degree programs.
- 3. How do I register?**
 - Prior to registering for any parts of the program (Digi-Key Technology I, Digi-Key Technology II, Specified/Gen Ed classes, or either degree program), approval must be received from the participant's department management by completing the Digi-Key University Registration and Student Agreement forms. Please contact Diane Wagner in Human Resources to ensure your name is on the waiting list.
- 4. Do I have to work toward the Business Associate of Science degree to be able to take classes from the Digi-Key's specified list of courses?**
 - No, you can take as many courses as you wish from the Digi-Key specified course list without committing to a Business Degree.
- 5. Does the Supervisor Leadership Certification need to be completed prior to beginning the business required courses?**
 - No, students will complete the Supervisory Leadership Certificate in the process of obtaining their Business Associate of Science degree, but it is not required to begin taking business 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's Specified Courses without completing the Business Associate of Science degree?**
 - Yes. General Education courses may be taken prior to completion of the degree although reimbursement for the cost of tuition and books for non-specified courses will be deferred until completion of the degree.



PROGRAM LOGISTICS Tech I:

- 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)
- Time: 6:00 - 9:00 PM
- A light evening meal will be provided by Digi-Key at the college before each class begins (5:45 PM - 6:00 PM)
- Location - Northland Community & Technical College - Thief River Falls campus
- Classes will focus on the electronics industry, increasing product line knowledge

PROGRAM LOGISTICS for Supervisory Leadership, General Electives and Business Courses:

- Check course schedule on-line at: www.northlandcollege.edu/schedules
- New courses may be 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, at ext. 1315, to obtain a Digi-Key University Registration form or registration forms can be found on-line at: https://inside.digikey.com/sites/HR/DK_University/Forms/Registration.pdf which can be completed and sent to Diane Wagner.

TUITION AND BOOKS:

- Costs reimbursed by Digi-Key

TUITION REIMBURSEMENT:

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

SMS- 8/2015



Business Leadership Program

Mission Statement:

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

Digi-Key Electronics
Thief River Falls, MN 1-800-DIGI-KEY
www.digikey.com

In partnership with

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Center for Outreach & Innovation
East Grand Forks, MN • Thief River Falls, MN
1-800-959-6282
www.northlandcollege.edu/coi

A Member of the Minnesota State Colleges & Universities

Center for Outreach & Innovation

An Educational Leader in Incumbent Workforce Training, Education, and Development

www.northlandcollege.edu/coi



Northland's Center for Outreach & Innovation and Digi-Key Electronics have partnered in the development of company-funded, credit-based, Certificate, Diploma, and A.S. Degree programs in Electronics Technology Marketing and Business. The goal of these programs is to improve employee productivity through increased knowledge of the company's products and how that relates to the sales process and increase business skills.

GOALS:

- Gain product and general business knowledge
- Develop technically competent employees
- Speak the industry 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 the 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)

DIGI-KEY TECHNOLOGY I
Electronics Technology Marketing I
9 Credit Certificate

- Electronic Components I (3 cr) ELTR 2311
- Electronic Components II (3 cr) ELTR 2313
- Applied Marketing for Electronic Components (3 cr) ELTR 2315

* Cost of tuition and books will be paid by Digi-Key.



SUPERVISORY LEADERSHIP
18 Credit Certificate

- Business Communications (3 cr) ADMS 1116
- Principles of Management (3 cr) BUSN 2210
- Supervisor Leadership (3 cr) MKTG 2120
- Interpersonal Communications (3 cr) SPCH 1103

6 Credits of Electives

- Intro to Business (3 cr) BUSN 1110 *
- Legal Environment of Business (3 cr) BUSN 2218
- Principles of Marketing (3 cr) MKTG 2200 *
- Human Relations (3 cr) SSCI 1101

* Digi-Key preferred course electives.
Digi-Key specified pre-coursework: Digi-Key Technology I Certificate
** General Education courses may be taken prior to completion of Supervisory Leadership Certificate. Reimbursement of tuition and books outside of Digi-Key's specified courses will be deferred until completion of Certificate.



BUSINESS ASSOCIATE OF SCIENCE DEGREE
60 credits

• Business Communications (3 cr) ADMS 1116	• Supervisory Leadership (3 cr) MKTG 2120
• Intro to Business (3 cr) BUSN 1110	• Principles of Marketing (3 cr) MKTG 2200
• Principles of Management (3 cr) BUSN 2210	• Microeconomics (3 cr) ECON 2201
• Legal Environment Business (3 cr) BUSN 2218	• Macroeconomics (3 cr) ECON 2202
• Principles of Accounting I (4 cr) BUSN 2221	• Composition I (3 cr) ENGL 1111
• Principles of Accounting II (4 cr) BUSN 2222	• Composition II (3 cr) ENGL 1112
• Intro to Computer Tech (3 cr) CPTR 1104	• Statistics (4 cr) MATH 2203
• Contemporary Math (3 cr) MATH 1102	• Intro to Ethics (3 cr) PHIL 1102
Or	
• College Algebra (3 cr) MATH 1110	

9 Credits of MN Transfer Electives

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Digi-Key specified pre-coursework: Digi-Key Supervisory Leadership Certificate

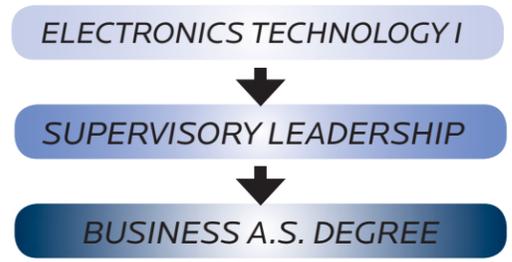


DIGI-KEY SPECIFIED COURSES

GENERAL EDUCATION COURSES 6 credits	BUSINESS ELECTIVE COURSES 6 credits
• Interpersonal Communications (3 cr) SPCH 1103	• Business Math (3 cr) ACCT 1108
• Composition I (3 cr) ENGL 1111	• Spreadsheet Concepts (3 cr) ACCT 1124
• Composition II (3 cr) ENGL 1112	• Business Communications (3 cr) ADMS 1116
• Intro to Ethics (3 cr) PHIL 1102	• Introduction to Business (3 cr) BUSN 1110
• Microeconomics (3 cr) ECON 2201	• Business Statistics (4 cr) BUSN 2203
• Macroeconomics (3 cr) ECON 2202	• Principles of Management (3 cr) BUSN 2210
• Intro to Public Speaking (3 cr) SPCH 1101	• Introduction to Computer Tech (3 cr) CPTR 1104
• Intercultural Communication (3 cr) SPCH 2205	• Customer Relations Management (3 cr) MKTG 1108
.....	• Principles of Marketing (3 cr) MKTG 2200
	• Principles of Sales (3 cr) MKTG 2201

* Cost of tuition and books will be reimbursed by Digi-Key.
* See NCTC website for course schedules.
* Open to all Digi-Key employees after 3 month Introductory Period.

Business Program



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