DIGI-KEY UNIVERSITY

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 level of commitment is expected of me within Digi-Key University?
- Participants who enroll in Electronics Technology Marketing I (Tech I) are asked 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 asked to complete all 4 courses within their cohort. There is not an obligation to take 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 Business 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 of 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 courses, (Electronic Components II or Applied Marketing) within Tech I?
- No. 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 complete Tech I before Tech II or before enrolling in any Digi-Key Electives?
- Tech I is required prior to enrolling in Tech II.
- 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 employee's personal bank of available time is not affected.

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

DIGI-KEY UNIVERSITY

PROGRAM LOGISTICS Tech I and Tech II:

- 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 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 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

Center for Outreach & Innovation
An Educational Leader in Incumbent Workforce Training, Education, and Development
www.northlandcollege.edu/coi

DIGI-KEY UNIVERSITY

Electronics Technology Marketing 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

Electronics Technology Marketing Program

DIGI-KEY UNIVERSITY

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
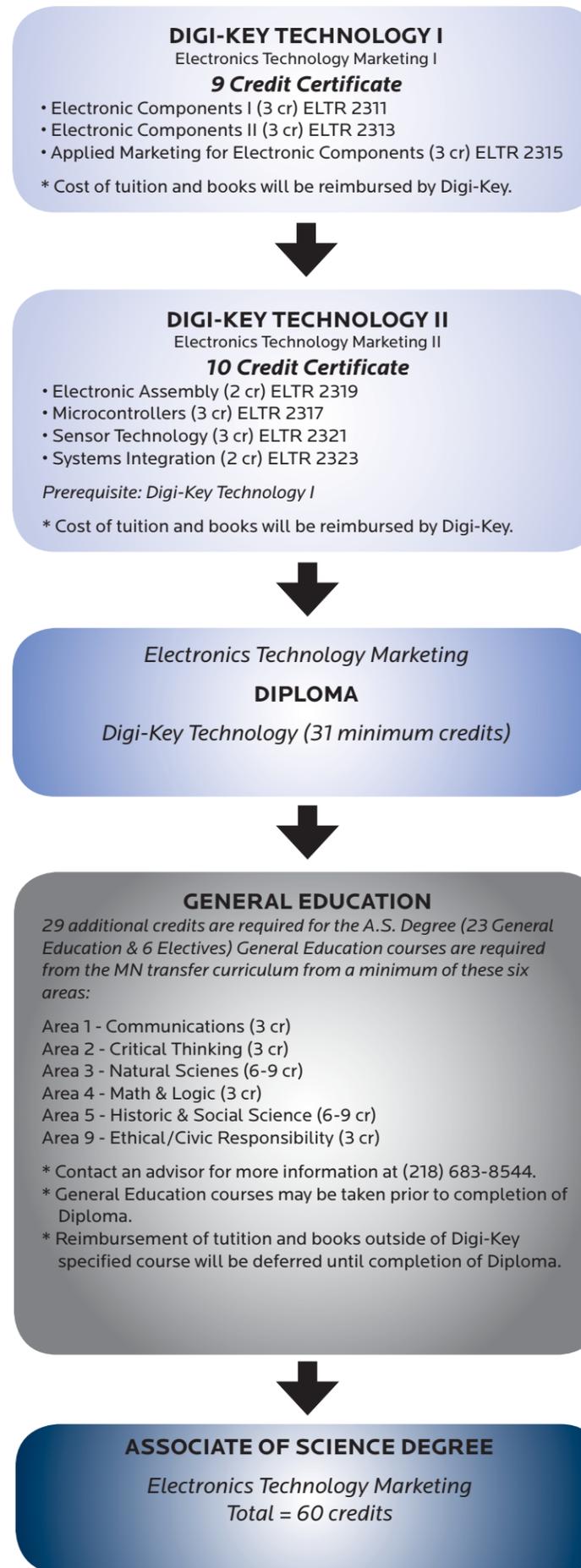
WHO'S ELIGIBLE:
• All Digi-Key employees who have been employed at Digi-Key for more than 3 months (Introductory Period)

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 reimbursed by Digi-Key.

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DIGI-KEY TECHNOLOGY II
Electronics Technology Marketing II
10 Credit Certificate
• Electronic Assembly (2 cr) ELTR 2319
• Microcontrollers (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 reimbursed by Digi-Key.

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Electronics Technology Marketing
DIPLOMA
Digi-Key Technology (31 minimum credits)

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GENERAL EDUCATION
29 additional credits are required for the A.S. Degree (23 General Education & 6 Electives) General Education courses are required from the MN transfer curriculum from a minimum of these six areas:

Area 1 - Communications (3 cr)
Area 2 - Critical Thinking (3 cr)
Area 3 - Natural Scienes (6-9 cr)
Area 4 - Math & Logic (3 cr)
Area 5 - Historic & Social Science (6-9 cr)
Area 9 - Ethical/Civic Responsibility (3 cr)

* Contact an advisor for more information at (218) 683-8544.
* General Education courses may be taken prior to completion of Diploma.
* Reimbursement of tutition and books outside of Digi-Key specified course will be deferred until completion of Diploma.

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ASSOCIATE OF SCIENCE DEGREE
Electronics Technology Marketing
Total = 60 credits

CERTIFICATE PROGRAMS ⬇ **DIPLOMA** ⬇ **ASSOCIATE DEGREE**

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.

Digi-Key Electronics
Thief River Falls, MN 1-800-DIGI-KEY
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