PREPARE YOURSELF FOR THE CHANGING BUSINESS LANDSCAPE

May – August 2010
As a businessperson, you’re constantly moving. You’ve got things to do, places to go, people to meet, and numbers to crunch. So, while we know that time is money, we’d like you to pause before you read any further and give yourself a pat on the back. Why? Because you truly are a difference-maker at work. How do we know this fact? Because you opened this catalog.

Your interest in improving yourself by continuing your professional education shows that you take pride in your work, and that you have lofty goals. You know that you must transform yourself and your organization to best meet the ever-changing needs of today’s marketplace and to become more productive, efficient, and profitable.

Professional Education at The University of Utah is here to provide you with the knowledge and abilities it takes to continue to make a difference. Our instructors have all found a high level of success in their respective fields and offer real-world examples and insight to each subject. Our classes are targeted, hard-hitting, and updated each semester to provide the most current information and to teach the most in-demand skills. As you flip through the catalog, please give careful consideration to our certificate programs as they have been carefully designed to help master a subject and advance in your career.

Do what it takes to make a difference in your career and for your organization, enroll today!
ALL YOU NEED TO SUCCEED

Academies and Institutes
Professional Education will collaborate with you to design specialized programs for your industry or discipline.

Certificate Programs
These structured in-person and online programs give students an intense, comprehensive coverage of a particular field with numerous subjects to choose from. All the courses that make up the certificate programs are fully accredited and upon completion are posted on the student’s official university transcript.

Consulting Services
Professional Education allows organizations to leverage proven professional brainpower to tackle challenges or pursue new opportunities.

Custom Training
Professional Education can modify any existing program to meet the needs of an organization. Custom training can take place at the University or onsite at the business being trained. A full range of programs beyond those listed in this catalog can be developed. Please call for more information, (801) 585-1780.

On-Demand
If we’re not currently offering a class that you’re interested in taking, simply fill out the online form or call our office to let us know that you’d like to be notified when we run the class of your choice.

Public Courses
Competitive tuition rates, online classes, expert instructors, convenient class times, accessible locations, and relevant topics – all designed with the working professional in mind.
PUT INispensable KNOWLEDGE & RESOURCES INTO THE PALM OF YOUR HAND
HUMAN RESOURCES MANAGEMENT

Skills for Workplace Trainers
This highly interactive class provides the skills and tools needed to deliver quality training programs within the framework of a business environment. This program introduces training methods and techniques to help you understand how adults learn, how to facilitate discussions, what presentation skills work best, and what methods of delivery are most effective in various situations. At the conclusion of this program, students will leave with the competencies needed to be an effective trainer. This is a core class for the Workplace Trainer certificate.*
722-005 • Th, Jun 10 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Laura L. Arellano

Advanced Skills for Workplace Trainers
In this class, designed for workplace trainers, participants will learn to identify, develop and modify their individual teaching styles. They will understand the steps involved in effective training preparation. Participants will gain insight into advanced instructional methodologies and classroom management techniques, such as adjusting training to audience dynamics and handling challenging situations. In addition, participants will learn the components of a quality training program, including the development and utilization of pre-assessment and post-evaluation instruments.
723-005 • Th, Jun 17 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Laura L. Arellano

Effective Curriculum Design
In this class, we’ll discuss tools and techniques to enhance the curriculum design process. You’ll be introduced to the theoretical and practical components of curriculum design including instructional design and instructional strategies. We’ll discuss how to analyze the training need, how to develop clear learning objectives, how to translate these objectives into applicable topics, how to determine the best course structure and content for optimal learning, and how to determine the appropriate training aids and handouts. We’ll also discuss the evaluation process and to best use technology as part of the learning process.
769-005 • T, Jun 22 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Erik D. Hjorten

See also:
Leading from a Position of Limited Power, page 5
Emotional Intelligence, page 5

*Proed 722, 723 and 769 have all been preapproved for credit through HRCI.
LEADERSHIP & MANAGEMENT

Effective Presentations
At all levels of management, in all types of organizations, individuals are expected to make effective presentations. The key to success is thinking ahead, organizing your thoughts and information, and making the presentation valuable and memorable for the audience. Learn what makes a great presenter. This workshop will provide you with the planning strategies, preparation guidelines, and delivery techniques to become a more dynamic and persuasive presenter. It will employ presentation practice along with individualized coaching to provide feedback on your content development and your delivery style. This course will also cover issues related to co-presenting, handling Q&A, and using PowerPoint.

720-005 • Th, Jul 22 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Kimberly Kniveton

Leading from a Position of Limited Power
How can you lead collaborative initiatives with those above, below and beside you? How do you lead from a position of no power? Successfully leading from any position is based on collaboration and integrity. Learn how to guide your leaders and others to effectively support your team’s efforts instead of impeding them. Whether you want to engage other individuals, departments or organizations in supporting your team or need to find a way to keep leaders from micro-managing, you’ll leave this class with tools to use immediately.

404-005 • T, Jul 20 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Pollyanna Pixton

Emotional Intelligence
If you are a current or aspiring leader and searching for that one ingredient that will distinguish your management and leadership effectiveness and performance, Emotional Intelligence (EQ) is it! EQ is at the heart of performance. It is the ability to use emotions effectively and is the foundation of any high-performing relationship. Using the Six Seconds model of “Know Yourself, Choose Yourself, Give Yourself”, this session will introduce you to the EQ competencies, increase your self-awareness of your own and others’ emotions, improve your ability to walk your talk and unlock your full capacity to inspire and motivate others. Using case studies and real management examples, you will practice the concepts and tools in order to experience the power of EQ firsthand. Taught by a certified member of the Six Seconds network, you will have a high-quality and engaging experience in this course.

427-005 • Th, Jul 15 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Kimberly Kniveton
Collaborative Communication
This three-part webinar series focuses on creating an organizational environment that fosters collaborative communication. Session One addresses the basic principles of effective communication. Session Two looks at how to move from conflict management to agreement management, and Session Three defines performance feedback goals and why we often fail to reach these goals.

435-030 • TW, Aug 10, 11, & 17 • 11:00 AM-1:00 PM
LOCATION: TBA
FEE: $159.00
INSTRUCTOR: Pam Gardiol

See also:
Effective Presentations, page 5
Agile Project Management, see page 8

NONPROFIT MANAGEMENT & FUND DEVELOPMENT

Grant Writing
Grantsmanship is part of a process that identifies and cultivates partnerships between your nonprofit organization and potential donors. Learn different ways to present a compelling needs statement. Practice writing goals and objectives that create a foundation for the other major components of the proposal: the program plan, the evaluation plan, and the budget. Finally, learn how to work with the prospective funder prior to presenting the proposal.

504-005 • T, Jun 29 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $179 + $10 special fee
INSTRUCTOR: Tiffany Hall

Grant Writing II
A logic model is a tool used to clarify and depict a program within an organization. It serves as a foundation for program planning and evaluation. Many federal, state, and foundation grants request applicants to submit a logic model as part of a grant application. The logic model is a way of capturing a program in a graphic format, making it possible to clarify the program activities and outcomes and communicate the anticipated results to the funder. Building on principles from Grant Writing I, participants will develop a complete logic model for their program that will support both grant writing and grant implementation efforts.

508-005 • Th, Aug 5 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $179 + $10 special fee
INSTRUCTOR: Tiffany Hall

Major Gifts
This class is designed for development professionals who have several years experience with agency work or who are building a major gift program. Learn the role that major gifts play in an overall development program as well as how a major gifts program provides the backbone for a focused capital, endowment, or planned gift campaign. Learn how to identify, cultivate, solicit and honor your major gift donors. The fundamentals of a capital campaign, endowment and planned gift efforts will also be covered.

507-005 • W, Jun 16 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $179 + $10 special fee
INSTRUCTOR: Phyllis B. Hockett
ENJOY THE RIDE!

Our **CERTIFICATE PROGRAMS**
give you the skills you need to avoid a career wipeout.

*Certificate Program Information, page 12*
Managing Your Federal Grants and the Single Audit
This course will provide guidance for any organization that receives significant amounts of federal and other governmental funds. It will cover the basics of effective grant management. The course will review the requirements for single audits, yellow book audits, and audits of state legal compliance. The course will introduce you to the requirements for grant management as documented in the federal publications OMB Circular A-133, A-110, and A-122, which are applicable to all organizations that receive federal funds.

527-005 • Th, Jun 24 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $179 + $10 special fee
INSTRUCTOR: Kristy Chambers

Creating Your Nonprofit Fundraising Plan
Plan your work. Work your plan! This class will help you create a personalized development plan for your organization. It will take the strategic organization plan or goals and craft a fund raising strategy that will support those goals. We will discuss Marketing/Communications, Donors, Suspects, Prospects and Friends, Tracking and Evaluating Donors, Board Responsibilities, and Volunteer recruitment. You will be given a specific structure to work with and step-by-step guidance on creating the plan.

509-005 • W, Aug 4 • 9:00 AM-1:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $109 + $10 special fee
INSTRUCTOR: Phyllis B. Hockett

PROJECT MANAGEMENT

Agile Project Management: Methods for Success in Changing Environments
In changing environments, where requirements are never complete, where projects must start knowing that new features will be added and some dropped, where market demands will alter the goals and outcomes – how do we successfully manage projects and deliver results? Using collaboration models and the delivery of business value, go/no-go decisions and corrections can be made early and swiftly – thus placing successful products in your customer’s hands exactly as they want. In this class you will learn the latest and proven methods to deliver precisely what meets market needs or improves internal operations. Project managers will learn how to prepare for and embrace change in all types of projects, for customers both internal and external. This class is great for those who are project managers by title or for those who are not, but find themselves managing individual or multiple projects.

602-005 • T, Aug 3 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Pollyanna Pixton

PMP Exam Preparation
The Project Management Professional (PMP) certification is an internationally acclaimed professional credential which will open many doors for those who obtain it. This course is a thirty-six hour, 4.5 day training seminar based upon project management principles approved by the Project Management Institute (PMI). This course fulfills the PMI training prerequisite outlined in the PMP exam application. Students attending this course will be instructed in important project management principles, along with techniques for preparing the application and passing the certification exam required to earn this credential. This course will be taught by PMI Registered Education Providers who hold the PMP certification and have attained at least a master’s degree from an accredited institution. Please note: this class provides you with an additional tool in your arsenal of study vehicles. It should augment and not replace other forms of study. This course provides Continuing Education Units (CEU) and Professional Development Units (PDU). Check with your industry association for approval requirements.

610-005 • MTWThF, Aug 9-13 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $1,299 + $125 special fee
INSTRUCTORS: Daniel Anderson, Zigmund K. Peacock, Denis R. Petersen
NOTE: Friday’s class is only half-day. To ensure we have materials for all students, please register for this class three business days prior to the start of the class. PM-BOK book included with course materials.

More Course info on page 9
Project Scheduling
No single variable can influence the cost of a project more than time. Time is precious. Speed to market is crucial. This course provides hands-on training in the use of project scheduling techniques. Attendees will use Microsoft Project scheduling software to enhance their ability to develop and manage schedules. Students will create Work Breakdown Structures, Network Diagrams, Gannt Charts and Cost and Resource Loaded Baselines Schedules. They will also learn effective techniques for controlling change, updating schedules and managing schedule risk. This course is targeted for an audience with basic and intermediate level project scheduling skills. This course also offers 7 Continuing Education Units (CEUs) or 7 Professional Development Units (PDUs). Check with your industry association for approval requirements.

607-005 • W, Jul 14 • 9:00 AM-5:00 PM
LOCATION: 5282 S 320 W Ste D110 • Murray
FEE: $189 + $10 special fee
INSTRUCTOR: Denis R. Petersen

Six Sigma Black Belt
The Certified Six Sigma Black Belt is a professional who can explain Six Sigma philosophies and principles, including supporting systems and tools. A Black Belt should demonstrate team leadership, understand team dynamics and assign team member roles and responsibilities. Black Belts have a thorough understanding of all aspects of the DMAIC model in accordance with Six Sigma principles. They have basic knowledge of Lean enterprise concepts, are able to identify non-value-added elements and activities and are able to use specific tools. In this course the student will gain useful guidance for preparing to take the Certified Six Sigma Black Belt exam. This course prepares the Student for the American Society for Quality (ASQ) certification exam.

260-030 • TBA, May 19-Sep 29 • TBA
LOCATION: TBA
FEE: $2,800
INSTRUCTOR: John L. Lee

Project Management Fundamentals Online Course
Project Management Fundamentals teaches hands-on, immediately applicable skills for connecting team performance with customer satisfaction by leading, defining, planning, and executing projects. Participants learn and practice techniques for clearly defining success, planning for performance and performing. This On-Demand course, worth 24 Professional Development Units (PDUs) provides guidelines for managing projects of any size using the following project processes: leadership vs. management, clearly defining success, planning for performance, and performing to plan. During this self-paced online course participants learn and apply fundamental project management skills and processes. During each module of the course, a participant learns specific principles of project management. Participant education is reinforced at the end of each module through module email assignments that are performed using one of the participants own projects. Finally, participants must complete the end of module quiz and score 100% before you can move on to the next module. This course incorporates some of the Project Management Institute’s PMBOK (Project Management Body of Knowledge) guidelines and is beneficial in the preparation for and maintenance of the Project Management Professional (PMP) certification.
Project Risk Management Online Course

Project Risk Management is vital to the success or failure of a project. Risks, or unknowns, can have a significant positive or negative impact on a project. During this online course project managers learn how to identify risk, quantify its impact and respond to the occurrence of risk events. This On-Demand course, worth 12 Professional Development Units (PDU) provides participants the critical skills to: prepare a risk management plan, identify risks to your project, quantify the effect of risks to your project objectives, plan your risk response, and monitor and control risks. During this self-paced online course participants learn the vital steps of risk management. At the end of each learning module, your learning is reinforced through the use of email assignments and a quiz. A participant can move to the next module when the quiz has been answered 100% correct.

Nonprofit Academy for Excellence

Solutions-based certificate programs offered in Leadership/Management, Fund Development, HR, and Financial Management. Gain skills and knowledge specific to nonprofits and share ideas and strategies with peers in the nonprofit community. Financial assistance available.

Fall 2010 applications due August 20, 2010. Apply online at: proed.utah.edu or call (801) 585-1780 for more information.

Utah Municipal Clerks Academy

The Utah Municipal Clerks Academy is a three day, intensive, professional educational program recognized by the International Institute of Municipal Clerks, and is designed to meet advanced educational requirements for the Master Municipal Clerk Program.

Utah Municipal Clerks Institute

The Utah Municipal Clerks Institute is a five day, intensive, professional educational program recognized by the International Institute of Municipal Clerks, and is designed to meet educational requirements for the Certified Municipal Clerk Program.

ACADEMIES & INSTITUTES

nonprofit Academy for Excellence

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Law Enforcement Leadership Certificate Program

This comprehensive leadership program, developed in partnership with The University of Utah’s Professional Education and Utah’s premier law enforcement leaders, is designed to improve the capabilities of current and emerging law enforcement leaders. Participants will learn principles of successful leadership, how to lead and motivate teams, how to effectively solve problems, and the principles and application of a strategic plan. The program will culminate in a collaborative project that will allow students to apply their new skills to real-world situations.

871-007 • TWTh, Jun 22-24, Sep 14-16, & Dec 7-9 • 9:00 AM-5:00 PM
LOCATION: 9875 S 240 W • Sandy
FEE: $1,500 + $90 special fee
INSTRUCTOR: Staff
NOTE: Cost includes Tuition and Fees for all three semesters. Thursday classes will end at 2:00.

HEALTH & FITNESS

Health & Fitness

Nutrition for Optimal Health, Wellness, and Sports Online Courses

These Online Professional Certificate courses have been designed to meet the growing demand from allied health/medical professionals, Registered Dietitians, fitness professionals, personal trainers, and the general public who want to learn about developing individualized nutritional programs for clients, patients, or for personal improvement. This innovative and comprehensive Web-based certificate program provides an in-depth examination of contemporary nutritional topics such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management.

Module 1:
Jun 14-Jul 18
911-030 Nutrition and You: Functional Foods
912-030 Weight Management and Nutrition in the Lifecycle
FEE: $299 per course

Module 2:
Jul 19-Aug 20
913-030 Introduction to Sports Nutrition and Performance
914-030 Public Nutrition and Wellness Education
FEE: $299 per course

Personal Fitness Training (PFT) Online Courses

These interactive, comprehensive Web-based certificate courses, with an optional field internship elective, will allow students to fit courses into their busy work and home. Content and curriculum within each course in the program is designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. Students will learn how to apply their client’s health history, goals, and abilities into an exercise science curriculum using practical training techniques that move their clients through different training levels and phases.

Module 1:
Jun 14-Jul 25
916-030 Introduction to Exercise Science – Level I (Anatomy and Kinesiology)
917-030 Introduction to Exercise Science – Level II (Exercise Physiology)
FEE: $299 per course

Module 2:
Jul 26-Sep 5
918-030 Health Risk Profiles and Fitness Assessment Techniques
919-030 Business Administration and Management Aspects for Personal Trainers
FEE: $299 per course
PROFESSIONAL CERTIFICATES

Administration Certificate
Enhance your expertise in internal organizational processes in order to build your career and improve the bottom-line.

Advanced Human Resources Management Certificate
Created to meet the evolving needs of the seasoned Human Resources professional.

Finance & Accounting Certificate
Understand the basics of money with a good foundation in the basics of accounting and finance.

Human Resources Management Certificate
Designed to teach and refine the skills one needs to manage human resource operations effectively.

Leadership & Management Certificate
Learn everything you need to know about getting the most out of your employees, and how to lead them to success.

Mastering the Business of Technology Certificate
Address the business challenges confronting managers and technology professionals in high-tech organizations.

Nonprofit Academy for Excellence Certificate
The Academy inspires excellence in nonprofit management and governance. With five certificate choices, select a certificate that’s right for you.

Personal Fitness Trainer Certificate
Provides everything you need to implement a unique medically-based fitness model.

Personal Nutrition, Health, and Wellness Certificate
Take an in-depth examination of contemporary nutritional topics for different ages and populations.

Professional Workplace Trainer Certificate
This program provides a solid foundation of skills needed to be an effective presenter and trainer.

Project Management Excellence Certificate
Learn tools and techniques for effective and agile project management.

Project Management Professional (PMP) Certificate
Project Management Professional (PMP) certification exam preparation.

Student-Directed Study Certificates
Design your own certificate program and increase the specific skills and knowledge needed to benefit your career. Call us at 801-585-1780 to discuss your options.

Coming Soon, call for details:
Agile Bootcamp
Scrum Certificates
Advanced certificates in Project and Program Management
Fire Service Leadership Academy
Designed in partnership with the Salt Lake Fire Alliance, fire professionals will learn key skills and techniques for exemplary leadership within the fire service industry
Nonprofit Academy for Excellence Certificate
The Academy inspires excellence in nonprofit management and governance. With five certificate choices, select a certificate that’s right for you
Public Treasurers Academy
In partnership with The Utah Association of Public Treasurers (UAPT), this academy offers the necessary education points required for the Certified Public Finance Administrator (CPFA) Certification awarded by APT US&C.
TECHNOLOGY EDUCATION

WEB DEVELOPMENT & DESIGN
Cascading Style Sheets
Levels 1 & 2

Database Driven Websites
Levels 1 & 2

Dreamweaver
Levels 1, 2, and 3

Flash
Levels 1 & 2

Java Programming Language
Levels 1 & 2

JavaScript
Level 1

PHP and MySQL Websites with Wordpress and Drupal

XHTML Coding
Levels 1 & 2

GRAPHICS
Illustrator
Levels 1 & 2

InDesign
Levels 1 & 2

Photoshop
Levels 1, 2, & 3

ADVANCED TECHNICAL TRAINING
Compressor 3

Video Editing Theory & Certification using Final Cut Pro

Final Cut Pro 200 5-day

Linux Fundamentals

Enterprise Linux Systems Admin

Enterprise Linux Network Servers

Linux Troubleshooting

Mac OS X Support Essentials

Mac OS X Server Essentials

Mac OS X 10.5 Advanced System Administration

Motion Graphics & Effects in Final Cut Studio

Motion 3: A Comprehensive Study

MS 2273 Managing and Maintaining a Microsoft Windows Server 2003 Environment

MS 2279 Planning, Implementing, Maintaining 2003 Active Directory

MySQL
Levels 1 & 2

PHP
Levels 1 & 2

Technology Education courses call (801) 581-6061 to register.
Everyone is welcome to register for Professional Education courses.

CEUs/PDUs - Classes are offered noncredit, but many qualify for CEUs/PDUs for license renewals or industry recertification. Contact your industry organization for details.

University of Utah Transcript - Upon completion, all courses will be documented on your official University of Utah student transcript.

Employee Reimbursement - Many employers reimburse participants for their attendance at personal and professional development courses. Ask your employer for approval. Eligible University of Utah employees and spouses receive 50% off tuition.

On-Demand - The time is now to upgrade your skills through Professional Education at The University of Utah! Our on-demand format will make it easy to attend class when it works best for you. If we’re not currently offering a class that you’re interested in taking, simply fill out the form online or call our office to let us know that you’d like to be notified when we have enough people to run the class of your choice.

Certificates - From leadership and management certificates, to nonprofit and human resource certificates, as well as self-directed certificates, you’ll experience well-rounded training to help you gain the credentials you need to reach your career potential. For certificate options, visit www.continue.utah.edu/proed.

Custom Training and Consulting Services - Professional Education can bring the training to your organization and customize it to its unique needs. Any topic, any time. You can also take advantage of consulting services to help with coaching, mentoring, or to gain that added brainpower to develop actionable plans for focus and change.

FINANCE, SPREADSHEETS, & DATABASES
Excel
Levels 1, 2, & 3
Access
Levels 1 & 2
FileMaker Pro
Levels 1 & 2
QuickBooks
Levels 1 & 2

GENERAL COMPUTING
PowerPoint
Levels 1 & 2
Word
Levels 1, 2, & 3
Murray/Cedar Park  
(801-266-5341)  
5282 South 320 West,  
Building D, Suite 110  
Time from exit: 2 minutes

Exit I-15 at 5300 South. Head east to Commerce Drive (the Frontage Road); then turn north. At 320 West, turn west into the Cedar Park Complex. Murray U of U is at the north end of the complex.

Sandy  
(801-561-8638)  
9875 South 240 West  
Time from exit: 5 minutes

Exit I-15 at 90th South. Head east. Make a right onto the frontage road. Continue for about one mile; the Sandy U of U is on the left, just north of the Sandy City Hall.

Downtown Salt Lake City  
175 East 400 South  
Time from exit: 5 minutes

Exit I-15 at 600 South.  
Go east to 200 East; turn left (north) to 200 East; turn left (west) on 400 South. Enter parking lot between State Street and 200 East on the right.