



## Board of Directors

James E. Soto  
Chairman

Rosanna Moreno  
Vice-Chairman

J. Michael Treviño  
Past Chairman

Martha Araujo-Barrera

Craig Bland

Luis Carranza

Lupina McMains

Walter Rimbau

Francisco Rivero

## Advisory Committee

Dr. Dorothy Caram

Félix Fraga

Silvia Graves

Dr. Stephen L. Klineberg

Dr. Tatcho Mindiola

James D. Prapps

Dr. Guadalupe Quintanilla

## Executive

Carlos J. López  
President and Executive  
Director

## Newsletter Editor

Ruberman Aldana  
Director  
Finance and Development  
aldana@mexicaninstitute.org



**By: Carlos J. López**  
**MIGH President and**  
**Executive Director.**

Dear friends and benefactors:

We have finished the second month of 2014 and at MIGH we are glad to continue opening new classes to serve **new students** interested in progressing via education. We welcome all of them now studying our Basic Computer Literacy Course at different MIGH's Community Learning Centers (CLCs), a specialized HTML course being conducted in our computer lab and a Second Level Microsoft Word.

We also have **new graduates**, more than 300. Most of them came to the **Graduation Ceremony** to receive their certificates at the **Spring Branch Memorial High School Auditorium on February 17, 2014. CONGRATULATIONS** because successfully completing our courses you opened new opportunities for you and the future will be



## NEW PEOPLE

brighter. We now have close to 13,500 graduates and feel confident that in 2014 we will add many more to the ever growing list of successful individuals who are preparing themselves for the expanding opportunities the job market will continue to offer those who have the required skills to efficiently work with computers.

Please read inside this edition of MIGH Newsletter the excellent article published by the Houston Chronicle about the importance of learning how to work with computers. I have to add though that the great majority of our graduates are bilingual and therefore can easily find better and higher paying jobs. They can certainly be **new employees** or using their newly acquired abilities at a new position within the same company.

Every now and then we learn about job openings that we inform our students and graduates so that they or a family member or friend can consider applying.

The Mexican Institute of Greater Houston is deeply committed to respond to those adult winners who are determined to succeed in their lives while providing an excellent role

To our supporters  
Thanks!



Human Energy®



TransCanada



#### FOUNDATIONS:

Herzstein

Houston Endowment

Lowestein

Mendenhall

Simmons

Strake

model to their children or grandchildren. Our community is called to take the responsibility to continue taking this country to even higher levels of accomplishments. We can perform as reliable employees or as small business owners, showing at all times our conviction that being bilingual, honest, with a high sense of responsibility and a firm desire to learn and contribute more to society is what it takes to get ahead in life.

We also welcome **two new members** of the MIGH Board of Directors. They are **Ms. Martha Araujo-Barrera, a Public Affairs Specialist, representing H-E-B, and Mr. Francisco Rivero, Executive Vice President Texas Regional Manager of Mercantil Commercebank Houston.** As it happens every few years we also have now **a new Vice Chair of our Board, Mrs. Rosanna Moreno** who has been a very enthusiastic member at different times during the life of the Institute. Mrs. Moreno has international banking experience, is an attorney, and owns now her own company developing a leading edge area that involves the health service industry inside and outside the U.S.

I am pleased to thank our long time benefactor **Marathon Oil Corporation** for having given MIGH a higher donation this year which we received in February. Theirs and other donors' contributions help us continue Changing Lives for a Better Tomorrow, and we reassure the MIGH team commitment to perform our work with honesty and transparency, while thanking all our donors for trusting us with part of their Community Development Funds.

#### Graduation at Spring Branch Memorial High School Auditorium on Feb. 17, 2014.



### The Advantages of Being Computer Literate in the Workforce by Laura Latzko, Demand Media

*This is an interesting article published by the Houston Chronicle that strengthens the message MIGH has been expressing for more than 11 years. We need to invest in the education of the adult members of our minority communities.*

Link: <http://smallbusiness.chron.com/advantages-being-computer-literate-workforce-27703.html>

Computer literacy refers to the ability to use computer programs in an effective manner. Computer skills have become increasingly important as companies have started to depend upon computerized technology to get work done. Computer skills can mean that you can perform tasks that others in the work force aren't able

to, and you are familiar with and able to work with programs that businesses use. You will have a better chance of being successful in a workplace if you are able to navigate computers and use common or specialized computer programs.

### **Profitable Skills**

The ability to use more common programs such as Microsoft Word or Excel or specialized programs, such as the bookkeeping program Intuit QuickBooks, can mean that you have advanced computer skills that other candidates do not, and you may get hired into the company because you are able to use those programs at an intermediate or advanced level. You could make more money or get hired for a high-level job because you are able to use a program. Basic computer literacy allows you to take classes in school or college or get training the workplace on how to use certain basic or specialized software.

### **Leadership and Promotions**

If you have certain computer knowledge, you may get promoted to a higher position within your workplace, which in turn could give you an opportunity to work on more challenging projects or tasks. Even if you start out in a lower-level job, acquiring or having advanced computer skills likely will help you to get a better job more quickly than you would if you didn't have computer skills. If you have advanced knowledge of how to use computers, you could be put in a leadership position in which you teach others how to use computers or certain computer programs. You may also be called upon to serve as a computer technician, assisting others in fixing and using computerized technology more effectively, if you have advanced computer skills.

### **Work Performance**

Knowing how to use a computer often allows you to get work done in a more organized, efficient and timely manner, especially if you perform a job that requires you to use a computer on a frequent or regular basis. Computers feature programs such spreadsheet, word-processing or presentation programs that help you to organize your thoughts, but you need to know how to manipulate these programs to be able to use their features, such as their text or imaging features. If you work with a database at work, you won't be able to complete important tasks without computer knowledge. Even if you do manual labor, such a construction or food service job, you may need to use a computer to conduct research on industry or company trends, regulations or news; run a cash register or complete training before starting work.

### **Communication**

Knowledge of how to access the Internet on a computer opens up different possibilities for you to communicate with coworkers or supervisors. Within the workplace, you can use instant messaging programs, social media websites or email to communicate about work-related topics. When you use email or social media websites, such as Twitter or Facebook, you are able to leave messages for others to view at a later time and can email messages or documents to large groups of people. Computer knowledge means that you can communicate with others using multimedia, such as sound or video presentations, especially during speeches. If you have a job that requires you to travel, it is important for you to know how to use a computer because you likely will need to use a computer to communicate with others from another location.

YOUR DONATION  
WILL HELP US  
CONTINUE  
“CHANGING  
LIVES,  
FOR A BETTER TOMORROW”

## The Latest News for Our Community Partners



MIGH is proud to inform this good news from one of our significant donors.



### Comcast extends Internet Essentials program **COMCAST**

We are very pleased to announce that we will be extending Internet Essentials beyond our three-year commitment. We want low-income families to have the same opportunities as higher-income families. We want their children to succeed in school because they can go home and use the same digital tools that their classmates are using. This program is a part of who we are, what we do, and our commitment to the communities we serve. We can't imagine operating without it, and we want to see it continue into the future.

Statistics also tell a story. Dr. John B. Horrigan, head of research for the F.C.C.'s National Broadband Plan and a former research director with Pew Research Center's Internet and American Life Project, has released today a new study of Internet Essentials customers. The study reflects that Internet Essentials service is widely used by participants to do school work, that home users report it helps "a lot", and that in addition to schools, full-on participation by institutions such as libraries, banks, government agencies, and employers, plays an important role in increasing broadband adoption and utilization. The full research report of Dr. Horrigan's findings is available [here](#).

#### Top research findings include:

##### **Institutions are important drivers in encouraging non-broadband users to adopt broadband.**

- 98% of families said they signed up for Internet Essentials because their kids needed it for school.
- 83% said their child's school expected that students have online access at home.

##### **Training makes a difference in how people engage with the Internet.**

- 48% say the most helpful way to learn new things is to teach themselves through reading or online videos.
- 29% took advantage of in-person or online training resources and these users are more likely to say the Internet helps their kids with school work, how they access government services, and look for or apply for jobs.

Moving Forward with Technology!

**M** MEXICAN  
INSTITUTE  
of Greater Houston

**Broadband adoption programs are an important resource for economic advancement.**

- 62% said they needed Internet service to look for or apply for jobs.
- 57% said the Internet helped them “a lot” or “somewhat” for job searches.

In 1997, just 18 percent of American households had Internet service. We have come a long way. Now, about 72 percent of American households have broadband Internet at home. As gratifying as this is and our results are, we recognize we still have a long way to go. We knew this was not going to be an easy task, but by extending the program and continuing to make enhancements, we remain firmly committed to the important cause of helping low-income families get online at home and take advantage of all the Internet has to offer.

**Introducing Internet Essentials from Comcast**

Internet Essentials bring the power of the Internet to more students and families across the country. That's why we created Internet Essentials to offer home Internet service for **only \$9.95 a month**.

- You get fast home Internet service for only \$9.95 a month, plus tax.
- You never have any price increases or pay any activation or equipment rental fees.
- If one or more of your children are eligible to participate in the National School Lunch Program, your household may qualify for Internet Essentials.
- Not have an overdue Comcast bill or unreturned equipment.

**How to apply**

- Call **1-855-8-INTERNET (1-855-846-8376)** to request an application.
- Comcast will mail you an application. Complete and return it, along with lunch program documents from your child's school.
- Comcast will notify you by mail about the status of your application. Allow 7-10 days for a response.



Partnering with the  
Mexican Institute of Greater Houston



**“ENCOURAGING PARENTAL INVOLVEMENT AT SCHOOL”**

*“Helping parents become effective leaders of their families.”*

**Computer Literacy Course**





## **NEW CLASSES**

### **Basic Computer Course**

#### **100-hour**

27 March - Tuesdays & Thursdays  
5:00 p.m. - 8:00 p.m.

29 March - Saturdays  
9:00 a.m. - 3:00 p.m.

### **PowerPoint II Course 50-hour**

14 April - Mondays & Wednesdays  
5:00 p.m. - 8:00 p.m.

### **Excel II Course 50-hour**

20 April - Sundays  
3:30 p.m. - 8:30 p.m.

Cost: \$300.00 - includes registration, course and class material.

“**C**HANGING  
LIVES,  
FOR A BETTER TOMORROW”



## Rain or Shine, Cold or Not

At MIGH we are always ready to serve you. Our Special Services Department can help you with (Cartas Poder) Power of Attorney for Mexico (with the needed Apostille), Copies, Passport Photos, Car Insurance needs when going to Mexico, etc.

Since 1991 we have established a prestigious reputation providing much needed services for those doing business with Mexico (companies or individuals) or having special personal needs to satisfy in terms of legal documentation that have to be prepared as required in Mexico. MIGH's work has always been received and successfully accepted by private sector and government offices. We work with a growing number of NOTARIAS all over Mexico. We also enjoy an excellent working relationship with "Notarios y Abogados" in Mexico who also refer to us their own clients.

Being just across the street from the **Consulate General of Mexico** in Houston it is very easy to come to our office to get all of that done at one single, respected and reliable place, your **Mexican Institute of Greater Houston**.

Please see the section of this Newsletter where more detailed information is provided about these special services we offer.

**Lic. Patricia Urbiola Aspuru** is our attorney. Mrs. Urbiola and her assistant on the pictures below Mrs. Socorro Yanes are ready to assist you with your legal documentation needs. Call for an appointment **(713) 541-4558**.



# SUPPORT US



**Dear Friends: We invite you to consider a Donation to your Mexican Institute of Greater Houston (MIGH).**

**Any financial contribution you make will generate an MIGH Certificate of Donation for your use when preparing your Tax Return.**

**As you know being a 501 (c) (3) not-for-profit organization, MIGH can receive tax deductible donations from individuals as well as corporations. Please remember us and send your donations to help us continue offering our computer literacy courses to the Hispanic community and other minorities.**

**Your Support will allow us to continue Changing Lives for a Better Tomorrow!**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_ CSC \_\_\_\_\_

Amount of your donation: \_\_\_\_\_

Link: <http://mexicaninstitute.org/include/donate/donation.html>



YOUR DONATION  
WILL HELP US  
CONTINUE





For our CLCs at schools and other organizations:

**Class registration:**

**Tel: (713) 988-6699**

**Contact: Socorro Yanes**  
[syanes@mexicaninstitute.org](mailto:syanes@mexicaninstitute.org)

**Contact for Tutors and Instructors**

**Juan Eduardo Jiménez**

*General Coordinator/Trainer*

*Educational Programs*

[j.jimenez@mexicaninstitute.org](mailto:j.jimenez@mexicaninstitute.org)

**David Guevara**

*Coordinator of Educational Programs*

[guevara@mexicaninstitute.org](mailto:guevara@mexicaninstitute.org)



## OTHER MIGH SERVICES

**Attorney: Lic. Patricia Urbiola Aspuru**

The following special services are available at MIGH, Monday through Friday, **7:30 a.m to 3:00 p.m.**

For an appointment please call: **(713) 541-4558**

- **Photocopies** and **passport pictures**
- **Carta Poder (Power of Attorney)** to legally authorize an individual or company to represent you in Mexico.

### Different possible uses of a Power of Attorney:

- **Compra o Venta de Propiedades (Buy/ Sell Property)**
- **Escrituración de Propiedades (Property Ownership)**
- **Administración de Bienes (Property Administration)**
- **Préstamos Hipotecarios (Home Mortgage Loans)**
- **Donación de Propiedades (Property Donations)**
- **Demandas (Lawsuits)**
- **Divorcios (Divorces) Adopciones (Adoptions)**
- **Reconocimiento de Hijos (To Acknowledge a Child)**
- **Corrección de Actas de Nacimiento (Birth Certificate Corrections)**
- **Juicios de Intestado y Testamentario (Probate- Intestate or with a Last Will)**
- **Renuncia a Derechos Hereditarios o Repudia de Herencia (Relinquishing Inheritance Rights)**
- **Cesión de Derechos (Ceding Legal Rights) Pensión Alimenticia (Alimony)**
- **Retiro o Cancelación de Cuenta Bancaria (Bank Account Closing)**
- **Programa Pro Campo (Procampo Program)**
- **Concesión de Servicio Público (General Rights Concession)**
- **Firma de Contratos (Contract Signing)**
- **Trámites de Título Profesional (Professional Title Validation Process)**
- **Apertura de Testamentos (Last Will/ Testament Reading)**
- **Testamentos, etc. (Preparation of Last Will & Testament)**

**All Cartas Poder (Power of Attorney) need the "Apostille".** This procedure legally validates the document prepared by our Public Notary before the Texas Secretary of State. **Without the "Apostille" your documents will not be considered legal in Mexico.**