



**MEXICAN
INSTITUTE**
of Greater Houston

Mexican Institute Newsletter



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Mexican Institute of Greater Houston's Basic Computer Literacy

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

MIGH Basic Computer Literacy Program is designed to provide practical and comprehensive knowledge and ability to use computers and peripherals, as well as related basic technology efficiently. This 100 classroom-hour course is for those who are at the starting point and do not know anything or very little about using a

computer in the workplace environment. Some of our students have been individuals who have already taught themselves how to use some programs but preferred to start from the very beginning in order to become good users of this modern and necessary tool for family communications and to find better paying jobs. Please visit our website or call our office for information about the classes that are about to start.

Our second level courses offer a more in depth coverage to prepare our students to have a better command of certain software that has become the standard in the business world, such as Word for Windows, Excel, and PowerPoint. Additionally we offer a course on Basic Financial Literacy for the Home we developed and paired it with some existing material developed by Wells Fargo Bank. For second level students we also have an excellent course on HTML (Hyper Text Markup Language) which is the standard markup language used to create web pages. Our students learn to design and create web pages to be used on the Wide World Web.

Our 100 hour in the classroom Basic Computer Literacy course (offered in English and in Spanish) has helped many people among our more than 14,500 graduates to establish their knowledge on a solid ground for a better income new reality.

The Mexican Institute is the Pioneer in the U.S. offering in Spanish the 100 hour Basic Course and we have done it in close collaboration with many School Districts, such as Houston ISD, Alief, Katy, Spring Branch and many more.

If you or somebody you know could benefit from learning how to use a computer just give us a call today, start the process to invest small in yourself because it will produce excellent results with many benefits, and having a better income is only one of them. Nowadays knowing how to work with computers is considered to be a very important skill to possess, especially if we live in a developed country. We came to this Great Country to succeed and among the first things we need to do is to invest in ourselves, **call us today (713) 988-6699 and get registered for the next MIGH class.**

Currently the employers want to hire people who have basic computer skills because more and more their companies are dependent on computers. Many companies try to use computers to help run their day to day business faster and cheaper, and for that they need well trained and reliable employees. Many MIGH graduates are now enjoying a higher income after having successfully passed our Basic Course and more so after having attended our second level ones.

Personal computers (desktop) as well as laptops, tablets and other new products such as intelligent phones are nowadays more popular. They are also becoming more powerful, therefore being Computer Literate is not only convenient but a must if we want to live and prosper in the U.S. At the workplace more powerful applications are found and those who can work with them can certainly move faster to better paying positions.

Our strategic partner since 2002, HISD, is very quickly implementing a very modern and leading program in our region to provide computers to their students. This is making it more important that the parents learn how to work with computers to better supervise their children and to guide them with their homework in addition to being able to generate more income for

the family.

Among our students we have had some professionals who came from other countries and do not want to continue relying solely on the help of an assistant or a secretary. They have attended our second level courses to acquire the skills to create the type of templates they need to be more productive at work.

We encourage you and please also encourage others to register to attend one or more MIGH practical and very affordable courses. The future becomes the present faster than we think and computer technology is present in almost every aspect of our lives.

As computer technology continues to advance and develop for both home and the workplace use, there will be an ever growing need for those who really know how to work with computers, who can use the keyboard with all their fingers, producing needed documents very fast.

We need to realize that as more people become computer literate we will have an attractive pool of potential employees and that is an excellent factor to attract new companies to our area. When we all make more money we will surely spend a good portion of it here, therefore strengthening our local economy and that is positive for all. **m**

If you want to become active with us as an instructor, online tutor, volunteer, student or benefactor please give us a call to set up an appointment. Also, if you know of someone who could benefit by attending our classes please suggest them to give us a call. On the next page is the schedule of the courses that will be starting soon.



A group of graduates at HISD's Bellaire High School. MIGH President Mr. Carlos J. López and the School Coordinator and winner of last year's MIGH Community Commitment Award for an individual Mr. David Thornhill are with them.

Cursos de computación impartidos en el Instituto Mexicano

cursos 2014

CURSO	DIA	HORA	INICIO	COSTO DEL REGISTRO, CURSO Y MATERIAL DE TRABAJO
2DO NIVEL POWERPOINT 50 Horas	Domingo	3:30 pm- 8:30 pm	7 Sep 2014	\$300.00
PRINCIPIOS ELEMENTALES	Martes, Jueves y Viernes (5 días)	9:00 am- 12:00 pm	9,11,12,16 y 18 Sep 2014	\$100.00
BÁSICO 100 Horas	Martes y Jueves	9:00 am- 12:00 pm	22 Sep 2014	\$300.00
2DO NIVEL EXCEL 50 Horas	Lunes y Miércoles	9:00 am- 12:00 pm	22 Oct 2014	\$300.00
BASICO PARA DISEÑO Y CREACION DE PAGINA WEB - 50 Horas	Domingo	3:30 pm- 8:30 pm	25 Ene 2015	\$300.00

Formas de Pago:

- ✓ Un solo pago: **\$300.00** al registrarse (efectivo).
- ✓ Dos pagos: **\$150.00** al registrarse y **\$150.00** en cualquier momento o una semana antes de iniciar el curso. (ambos en efectivo)
- ✓ Tres pagos: **\$100.00** al registrarse, **\$100.00** en cualquier momento antes de iniciar el curso, **\$100.00** una semana antes de iniciar el curso (todos en efectivo).
- ✓ Tarjeta de Crédito: **\$300.00** al registrarse (un solo pago).

¡Inscríbete Ya! ¡Cupo Limitado!
Registros de lunes a viernes de 8:30 am a 2:00 pm
(713)988-6699

Call now (713) 988-6699 or tell someone that could benefit from attending our courses. We will gladly take your call. Instead of giving money to a person give him/her the gift to solid prosperity, education, an MIGH course

We would like to recognize the following corporations and foundations for their continuous support to our educational computer literacy programs.



Strake Foundation



Lowenstein Foundation

Support our efforts and
join our **Greatest Annual Event**

Gala de la **2014**
Independencia

Friday, September 12
6:30 PM
ZAZA Hotel

For more information on tickets, tables or becoming an underwriter,
please contact MIGH.gala@mexicaninstitute.org
or call us at (713) 988 6699



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Gala de la Independencia

2014

Grand Underwriter \$25,000

- Table in prominent area
- Logo on all printed materials
- Recognition during the ceremony
- Mention of company in evening's program
- Mention of company in media releases
- Continuous recognition on the big screen at the event
- Logo recognition as Event Grand Underwriter in lobby
- Three minute participation from the podium

Platinum \$15,000

- Table in central area
- Logo on all printed materials
- Recognition during the ceremony
- Mention of company in evening's program
- Mention of company in media releases
- Continuous recognition on the big screen at the event

Silver \$7,500

- Logo of company in evening's program
- Mention of company from the podium
- Continuous recognition on the big screen at the event

Benefactor's Table \$3,000

- Table for ten

Computer Education Underwriter \$20,000

- Table in central area
- Logo on all printed materials
- Recognition during the ceremony
- Mention of company in evening's program
- Mention of company in media releases
- Continuous recognition on the big screen at the event

Gold \$10,000

- Logo of company in evening's program
- Recognition during the ceremony
- Mention of company from the podium
- Continuous recognition on the big screen at the event

Bronze \$5,000

- Continuous recognition on the big screen at the event

Individual Ticket \$195

- Seats will be randomly assigned

SPONSORS TABLES FOR 10 PEOPLE: Tables will be assigned on a FIRST COME basis. We invite you to please act promptly! Each table will have signage. To include your company/organization's name in the program, please use reservation form provided. Please submit the names of your guests by August 11, 2014. The Mexican Institute of Greater Houston Inc. is a tax-exempt 501(c)(3) non-profit, educational organization. Contributions are tax deductible (limited only by IRS regulations).



Sheriff García shown here with some of the graduates of the first group.

MIGH – Once again a pioneer in the U.S.

This year Mr. Carlos J. López, President and Executive Director of the Mexican Institute of Greater Houston approached Harris County Sheriff Adrián García and presented him with a proposal that then became a very special milestone for HCSO and MIGH.

A strategic partnership started and MIGH began teaching at HCSO facilities the first program in the country delivering practical and important Basic Computer Literacy for female inmates. The Mexican Institute of Greater Houston is once again a pioneer in the U.S. in another area of critical positive impact to society.

The IT Department of MIGH is headed by Ms. Ligia Gramajo, a double Master's Degree in Project Management Technology and Human Resource Development from UH College of Technology. MIGH developed several applications to use each computer of its mobile lab as a local server, to fit an environment that does not have internet connection.

Two groups have graduated and a third intensive class is underway. Sheriff García's decision to partner with MIGH in offering this educational opportunity at HCSO's facilities to those interested in successfully Moving Forward with Technology is already attracting the attention of local and far away observers. It is certainly a step in the right direction and effective/creative leadership is producing positive results for our region. **M**



MIGH President Mr. Carlos J. López and Harris County Sheriff Adrián García seeing some of the final works prepared by the graduates. Ms. Ligia Gramajo, MIGH Instructor for the group proudly presented PowerPoint and Excel prepared by the students. PowerPoint and Excel documents prepared by the students.



< Ms. Ella Duncan, MEd, Inmate Education Special Operations & Crime Prevention Bureau of the Harris County Sheriff Office, has been a key element in the implementation of the program. Here with MIGH President and Executive Director Mr. Carlos J. López.



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< Pictures taken during the first Graduation Ceremony at HCSO.



The computer is a central part of every job, so workers need to be computer literate. At a minimum, all jobseekers should have basic keyboarding skills, know how to use a word-processor and a spreadsheet, and be able to use e-mail and the Internet.

Education for Life: Computer Literacy Required in the Workplace

by NANCY GIGUERE, Star Tribune Sales and Marketing

Computers are everywhere - in offices, medical facilities, manufacturing companies, stores, etc. The plumber installing your new water heater carries a laptop along with his tools. And the server in your favorite restaurant enters your order into a point-of-sale terminal.

"The computer is the central piece of every job, so workers need to be computer literate," said Brian Mogren, career and placement director at Saint Paul College (saintpaul.edu). He notes that computer literacy is a big plus when it comes to looking for a job. Job seekers with word-processing skills are able to put together good-looking résumés and cover letters. Those who are Internet savvy can access online resources like job postings and company information. In addition, many employers now require people to complete online applications.

At a minimum, said Mogren, all jobseekers should have basic keyboarding skills, know how to use a word-processor and a spreadsheet, and be able to use e-mail and the Internet.

Learning basic skills: Mogren recommends that people begin by learning keyboarding skills. *"If you can type 40-45 words per minute and know how to use the mouse, you'll seem more competent than someone who can only hunt and peck,"* he said.

Free and low-cost classes in basic skills are offered by public libraries and local community education programs. Students typically learn how to use the keyboard and mouse, create and save documents, and online navigation.

Those who want to improve their typing skills can practice online. Jobseekers can Google "typing speed test" to find sites that allow users to assess their speed and accuracy.

In addition, many local community colleges offer short-term courses in computer literacy.

Focused career preparation: Individuals preparing for careers as administrative assistants in settings such as corporations, government agencies or small businesses may choose to earn a certificate or a two-year degree.

Those interested in working in a medical setting may want to consider a college's two-year degree in health information technology. In addition to current software applications, students in these programs take courses in computerized health information, health records systems and coding.

Many community and technical colleges around the state offer similar programs.

Despite the tough economy, Mogren said he's receiving an increasing number of requests for people with the knowledge and training to work in business and medical office settings. *"At the beginning of 2010, we heard mostly from staffing agencies,"* he said. *"But now we're getting a lot of calls from the employers themselves, and that's always a good sign."* **m**

MIGH Team

For our CLCs at schools and other organizations:

Class registration:

Tel: (713) 988-6699

Contact: Socorro Yanes
syanes@mexicaninstitute.org

Instructors and Educational Programs Coordinator

Juan Eduardo Jiménez

j.jimenez@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.



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4601 Caroline Street
Houston TX 77004
Phone (713) 988-6699
Fax (713) 988-6336
Toll Free (866) 960-0184
www.mexicaninstitute.org