



**MEXICAN
INSTITUTE**
of Greater Houston

Mexican Institute Newsletter



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All human beings are created from the same clay but not cast in the same mold

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

This is a widely used Mexican proverb that certainly helps define that those who excel and make significant progress in life do it because of the strong inner matter they are made of. It means that any human being with a strong determination and purpose to reach levels above the rest by acquiring new skills, overall good education, good manners, and who decides to be honest, responsible and trustworthy will certainly develop into a not so common human being.

In other countries we can also hear: "that person is from a higher lot" meaning that an individual is clearly an outstanding person. We have to conclude that in any place or time, the best investment in ourselves is to acquire a better education and new abilities because they will enhance our potential and will forever be in us. It is our decision to excel in life and to take our family up the ladder. While our students are learning new skills, our very comprehensive courses also cover topics such as Nutrition, Health, Avoiding Domestic Violence, Encouraging our children to seek higher education, How to be in touch with their teachers, How to prepare a Résumé, Importance of learning English and many more.

Every year the Mexican Institute of Greater Houston (MIGH) is selected by a number of companies, foundations and other organizations to partner with in a variety of ways. We receive financial donations and/or we are allowed to use some facilities in different parts of our region to offer our courses. In

practical terms we become like one of their outreach arms to respond to those interested in Moving Forward with Technology. Through MIGH some of the community development funds of these socially conscious corporations and foundations are helping those who truly want to prosper in life by educating themselves while being a formidable role model for their children and grandchildren.

We thank them all and encourage others to follow the excellent example they represent. As for the individuals who are interested in Changing their Lives for a Better Tomorrow we invite them to take our practical courses that enable them to move to better paying jobs. Just as we have done for more than 14,300 others MIGH can help them qualify to bring home a higher income.

Let us realize that we may have a long life and the more we postpone learning new skills the lesser the chances we will have to bring in the necessary income to take our families to a better overall financial situation.

The character of every human being is made of a strong inner determination to find and honestly make the right circumstances to move up as quickly as possible learning from our experiences. In our place of work we can distinguish ourselves by showing an inclination to help and learn from others, those who know more or are more experienced than us.

We all have basically the same components as human beings, but our nurtured intellect can take us to different places. Let us decide to be better every day. We can make things happen based on our willingness to study, to help others, to spread the word about the very affordable opportunities available to all of us to learn and strengthen our capacity to earn more. If we encourage others in our family or our circle of friends to go with us to take the courses MIGH has developed, our community, our city will become wealthier and prosperous.

You can make today that important decision about your future, call MIGH (713) 988-6699 and register to attend one or more of our practical and successful courses that continue transforming the lives of many people in our region. Proudly join all those who have taken advantage of our presence to assist you in preparing for that brilliant future you envision for yourself and your loved ones. It is now when the courses are being offered at very affordable levels because of the donations we receive. Do not hesitate and call now. It is your decision to make a very important decision for your future.

Prove to yourself that you belong to a higher lot, that you were cast from a different mold. Let us set a good example for others to follow. Let us give the gift of a new and practical education to others so they can create their own wealth with dignity. Give them a scholarship to attend our practical courses. We let our students and graduates know about work openings every time an employer informs us. The employer knows that our Certificates are not just given away they have to be earned by a minimum level of attendance to a course, according to our computerized system and a minimum level of accomplishments proving the required activities have been presented and graded by our online tutors.



Ms. Denise Báez, one of MIGH online tutors

There is a Swiss proverb: Words are small, but examples are giants. Our students are actually setting a good example to follow. They truly set a very valuable pattern to follow by the children and grandchildren at home. It is up to each one of us to elevate our spiritual and emotional components in building our identity which is being perceived by our bosses, our family and friends.

On the following page you will find the courses we will be starting in our office in the near future.



MIGH Basic Course students following instructions from MIGH instructor Jersey Blanco.



MIGH instructors and online tutors attending a continuing education session at MIGH office

Two New MIGH Board Members



Mr. Francisco Rivero, EVP and Texas Regional Manager of Mercantil Commercebank, and H-E-B's Ms. Martha Araujo-Barrera recently received from Mr. James E. Soto, Chairman of the Board of the Mexican Institute, their respective MIGH emblem, when they attended their first Board meeting.

Cursos de computación impartidos en el Instituto Mexicano

courses 2014

CURSO	DIA	HORA	INICIO	COSTO DEL REGISTRO, CURSO Y MATERIAL DE TRABAJO
PRINCIPIOS ELEMENTALES	Martes a Lunes (5 días)	9:00 am-12:00 pm	del 15 al 21 de Jul 2014	\$100.00
BÁSICO 100 Horas	Domingo	9:00 am-3:00 pm	13 Jul 2014	\$300.00
BÁSICO 100 Horas	Martes y Jueves	9:00 am-12:00 pm	22 Jul 2014	\$300.00
2DO NIVEL WORD 50 Horas	Lunes y Miércoles	9:00 am-12:00 pm	21 Jul 2014	\$300.00
2DO NIVEL POWERPOINT 50 Horas	Domingo	3:30 pm-8:30 pm	27 Jul 2014	\$300.00
HTML (Página Web) 50 Horas	Sábado	3:30 pm-8:30 pm	02 Ago 2014	\$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



Computer Literacy and its Importance

by Saira Latif (allvoices.com)

Computer literacy is defined as the knowledge and ability to use computers and related technology efficiently, with a range of skills covering levels from elementary use to programming and advanced problem solving.

Computer literacy is significant because it is considered to be a very important skill to possess while in the first world. Employers want their workers to have basic computer skills because their company becomes ever more dependent on computers. Many companies try to use computers to help run their company faster and cheaper.

As personal computers become common place and they become more powerful, the concept of computer literacy is moving beyond basic functionality to more powerful applications under the heading of literacy.

One of the best methods for teaching computers is that our Government should encourage the use of computers in schools and college so that our younger generation gets adapted to the use and basic knowledge regarding computer.

For the working professionals, there should be some refresher courses about the basic computer skills so that the hesitation with computer usage gets minimized.

Computers have kept an upward trend in terms of usage. Back in 1960s, people wondered who would want a computer for their homes! Predicting what lies in the future is virtually impossible, but we do know that whatever it brings, computer technology will be right in the center of it. As computer technology continues to advance and develop for both home and industry, there will be an ever growing need for computer professionals to fill the resulting job openings. Career opportunities in the computer field remain strong, and knowledge of computer technology will continue to become more and more important to workers in every field.

So, regarding the future of computers one is spell bound. It is expected that the reliance on computers would increase to the extent that the world of commerce would break up to a sudden stop if computers were removed. **m**

Graduation at Northside ISD - Ms. Lydia Martínez, Principal San Antonio, TX | May 12, 2014



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In San Antonio the Mexican Institute has been working in close collaboration for many years with the Mexican Consulate General. Ms. Ofelia González who works there has been an excellent promoter of the classes that many Hispanics in San Antonio have been attending over the years.

Be part of our 2014 Gala de la Independencia!

Support our efforts and join our greatest annual event: Please contact us for more information on tickets, reserved tables and sponsorships.

SAVE THE DATE

MEXICAN INSTITUTE OF GREATER HOUSTON

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



Mrs. Lupina McMains, Chair of the Institute's Gala de la Independencia™ Organizing Committee and Mrs. Rosanna Moreno, Vice-Chair of the Institute during a working session with MIGH's President Mr. Carlos J. López, making decisions related to our non-profit organization's annual major fundraising event. If you have not bought your table yet, please do so soon in support of our excellent educational mission that has graduated more than 14,300 individuals.



At the Mexican Institute of Greater Houston more than 14,300 persons have graduated becoming qualified to work using the widely used Microsoft Office software and to better understand a number of very important topics such as Family Budget, Mortgage and Interest Rates, Credit and Debit Cards, Nutrition, Health, How to avoid Domestic Violence and many more. Most of our graduates usually keep working for the same company but making more money, while others move to accept challenging new and better paying opportunities, or start a new business, setting an appropriate role model for their children or grandchildren.

You or a loved one can also prepare to Move Upward with Technology. Call today at (713) 988-6699 and start Changing your Life for a Better Tomorrow!! The extra income generated by your new knowledge will take you and your loved ones to higher levels.

Ms. Lucía Díaz one of our several graduates that have achieved a successful completion of more than one MIGH courses

The Advantages of Being Computer Literate in the Workforce

by Laura Latzko, Demand Media



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 manipulative 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. ■■

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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