



**MEXICAN
INSTITUTE**
of Greater Houston

Mexican Institute Newsletter



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Aim at the Impossible, it is the secure way to reach the Maximum Possible

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

Many times we limit ourselves by our own thoughts and preconceived notions that are holding us back when we basically have limitless possibilities. The inner strength we all have can only be unleashed by us. It is our decision to move forward in life by learning new skills, investing in our minds and applying the best of our efforts to reach higher echelons in life.

We are pioneers in Basic Computer Literacy classes in Spanish in the U.S. for the Hispanic adult community. At the **Mexican Institute of Greater Houston (MIGH)** we are committed to our mission: **“Enrich the Lives of Hispanics through Education”**

We have graduated close to 14,000 persons interested in moving forward with technology. They have attended our different courses helping themselves to get better paying jobs and/or to better manage their own business.

We are in charge of our own future. We can construct it with dedication, perseverance, and our firm determination to ***Change our Lives for a Better Tomorrow***. We have to set high goals and work relentlessly and strong faith to visualize what seems to be impossible to achieve because that is the only way to reach the maximum possible.


Let us not accept to be discouraged by temporary situations, let us start studying to increase our skills, those that qualify us to seek employment at higher levels, because we can decide to be winners and the Mexican Institute is ready to assist all those who are pursuing success. If we want to influence others or feel encouraged by having another member of our family or our circle of friends by our side, let us invite them to follow together the affordable process offered by MIGH to move up to new levels of income and wellbeing.

Yes, it can be done! MIGH courses are being taught in Spanish and are also available in English in

different parts of the Houston Metropolitan area and in other cities. For the benefit of our students we are indeed fortunate to count with the decisive financial contributions of several companies, foundations, organizations and individuals, such as: CHEVRON, COMCAST, Mercantil CommerceBank, Marathon Oil Corporation, CITGO, Bank of America, Blue Cross and Blue Shield, TransCanada, Valero, Penumbra Energy, Houston International Group, Albert & Ethel Herzstein Charitable Foundation, Strake Foundation, The Houston Endowment and The Simmons Foundation. We also work in strategic partnership with AAMA, AVANCE, Neighborhoods in Action, HISD, Katy ISD, Northside ISD in

San Antonio and several other ISDs.

We have grown to offer our services to members of other minority groups, African Americans and Asians, and are already developing new agreements that will allow many other persons to have access to our successful educational program that uses modern technology as the structure of our Educational Platform.

We are continuously preparing new instructors and holding meetings to refresh and update the existing instructors and online tutors so that we always offer the best possible service to those that entrust us with their valuable time to upgrade their abilities as members of the workforce and as leaders of their own families. 

Cursos de computación impartidos en el Instituto Mexicano

cursos 2014

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. Here is the schedule of the courses that will be starting soon.

| CURSO | DIA | HORA | INICIO | COSTO DEL REGISTRO, CURSO Y MATERIAL DE TRABAJO |
|----------------------------------|-------------------|----------------------|-------------|---|
| BÁSICO 100 Horas | Martes y Jueves | 5:00 pm- 8:00 pm | 20 May 2014 | \$300.00 |
| 2DO NIVEL WORD 50 Horas | Lunes y Miércoles | 9:00 am- 12:00 pm | 04 Jun 2014 | \$300.00 |
| 2DO NIVEL EXCEL 50 Horas | Domingo | 3:30 pm- 8:30 pm | 18 May 2014 | \$300.00 |
| 2DO NIVEL POWERPOINT 50 Horas | Domingo | 3:30 pm- 8:30 pm | 27 Jul 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

Let us build together the Human Capital that the Houston needs, to create prosperity for all.
Let us reach the Maximum Possible!

Graduation at Katy ISD

April 23, 2014



At a recent ceremony at Katy ISD our President Mr. Carlos J. López addresses the audience and the Instructors and Educational Programs Coordinator, Mr. Juan Eduardo Jimenez appears with some graduates.



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



Strake Foundation
Lowenstein Foundation

Be part of our 2014 Independence Gala!

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

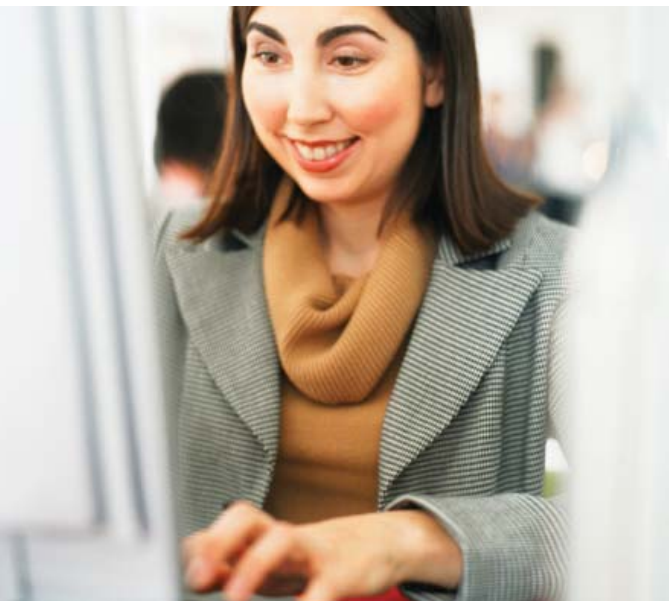
Gala de la 2014 *Independencia*

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



“Our attitude should be based on what we wish the most for our future.”

Carlos J. López - MIGH
President & Executive Director

Computer Literacy in the Workforce

by the Education Portal



Our world has undergone a technological revolution over the past few decades that has affected virtually every aspect of life, not least how we work. With these changes has emerged the need for evolving computer skills. Find out how being tech savvy can set you up for professional success in the Information Age.

A Digital Revolution

The technological landscape has changed dramatically since computers were first developed in the middle of the 20th century. Significant improvements in the efficiency and practicality of these once-rudimentary machines have made their presence in our lives essential.

Advances in computer equipment have been accompanied by other technological innovations like the Internet, changing the nature of how we communicate and collaborate with one another. Nowhere is this more evident than in the workforce. It's now more important than ever for you to have computer skills that are up to par.

Baseline Knowledge Important

In today's workforce, virtually all job functions require that employees know how to use computers and the Internet. From the secretary responsible for conducting correspondence to the physician referencing computer data to make diagnoses, professionals of all kinds are supported in their work by computers.

So if you're looking for a job, what exactly do you need to know? At the very least you'll need to be able to skillfully navigate the Web, send email and use a word processing program (like Microsoft Word). Having a good working knowledge of current operating systems for both Windows and Mac is also a good idea.

Getting Specific

Beyond the basics, the computer skills you'll need to pursue a job can vary widely depending upon what industry or role you want to work in. Office positions will often require that you know how to input and analyze information in databases, spreadsheets, presentations and other formats.

Specialized tasks within a particular career field can require additional knowledge. For example, graphic designers must be able to use programs like Photoshop, InDesign and Illustrator to create print and electronic media. Accountants may need to be proficient in Bookkeeper, QuickBooks, DacEasy or another financial management program.

Staying Ahead of the Curve

With continual improvements in computing equipment, today's professionals must always look to enhance their technological skills. Staying fresh with updated software is important, as is becoming acquainted with any new electronic professional tools that may be developed.

Whether you're looking to get a handle on computer basics or train in the use of profession-specific software, you can check out libraries, community colleges and technical schools for classes. These locations often also provide sessions on using computers in your job search. **m**

*At the Mexican Institute of Greater Houston we provide an unparalleled educational service. In addition to our well qualified instructor our students are assigned an online tutor who supervises their progress and guide them so they can absorb the maximum possible new knowledge. As pioneers in the U.S. we have always kept several critical elements in the mix to produce the best service available in the regions we cover. Those elements are: a) Our adult students are parents or grandparents interested in providing the best role model to their children/grandchildren to motivate them to pursue higher education. b) As members of the workforce our students want to prosper in life acquiring the relevant education in using computers to find better paying jobs. c) MIGH is also responding to the business community that is always looking for properly skilled potential employees. **We are Changing Lives for a Better Tomorrow!***

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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