



**MEXICAN
INSTITUTE**
of Greater Houston

Mexican Institute Newsletter



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MIGH Basic Computer Literacy: A for Life Benefit that Generates Revenue

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

Computers are at the center of almost every better paying job opportunity. In consequence workers need to be computer literate. At least all jobseekers are expected to have basic keyboarding skills, know how to use a word-processor (usually Word for Windows) and a spreadsheet (usually Excel), and be able to use e-mail and the Internet.

All of those skills can be learned when you take the Mexican Institute of Greater Houston's Basic Computer Course (100 classroom hours). To find a good paying job the person needs to know how to work fast and effectively with a computer, they are everywhere - in offices, the medical field, manufacturing companies, all kind of stores, restaurants, etc. Electricians, inventory managers, nurses, waiters, all need to know not only the basic software but specialized programs for the industry they are working in.

Computer literacy is a relevant factor when looking for a job. Job seekers with word-processing skills can put together good-looking and influential résumés. Those who can navigate the Internet have access to online resources like job postings and employers information. Additionally, even if you go in person to a company to inquire about possible job openings a growing number of companies now require people to complete online applications.

MIGH Basic Computer Literacy Course teach you those necessary skills

Considering that some people have not learned yet how to use both hands to work the keyboard we have now developed a 15 classroom hour preliminary course that teaches you to develop keyboarding skills. If you can type 35-40 words per minute and know how to use the mouse, you will be more attractive as an applicant for a job than those others who take a lot of time just to find the next letter to hit using only one finger. As you acquire experience you will develop the accuracy and speed to write 50 or more words per minute.

Our low-cost classes taught in Spanish or in English for some groups, help you develop those skills, from how to use the keyboard and mouse, to conceive, design, create and save documents, and to be an effective online navigator. Our instructors are ready to assist you so that you can move forward to a better tomorrow.

Those who want to further improve their typing skills can practice online after having taken our very elementary class. You can also go to Google "typing speed test" to find sites that allow users to assess their speed and accuracy. To help our students MIGH also offers remanufactured computers at very affordable prices and they come already loaded with the Microsoft Office software you learn to work with in our courses.

Preparing for better paying positions

The persons interested in finding jobs as administrative assistants in good size corporations, government agencies or small businesses can certainly attend MIGH courses and then present with their applications, copies of our Certificate of Accomplishment. We only extend our certificate to those who have successfully completed with our Graduation Requirements.

In addition to our Basic 100 hour in the classroom Course we have 4 Second Level Courses (50 classroom hours each), and our graduates go back to the workplace with valuable new skills that qualify them to land better paying jobs. They learn a very comprehensive curriculum that includes Microsoft Word, Excel, and PowerPoint, how to use an e-mail account, how to navigate the internet and during the hands-on process they learn about avoiding domestic violence, how to be better parents establishing a good role model for their children, good nutrition and healthy eating practices,

Despite the still difficult economic recovery we are going through, there are always a good number of 1st world class job vacancies for the qualified individuals. Let us assist you in Moving Forward with Technology and to Change your Life for a Better Tomorrow. **m**

Call us today (713) 988-6699 and get registered for the next MIGH class.

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.



Cursos de computación impartidos en el Instituto Mexicano cursos 2014 - Precio Especial

(En enero 2015 vuelven los precios regulares)

CURSO	DIA	HORA	INICIO	COSTO DEL REGISTRO, CURSO Y MATERIAL DE TRABAJO
BÁSICO 100 Horas	Sábado	9:00 am- 3:00 pm	06 Dic 2014	\$250.00
BÁSICO 100 Horas	Martes y Jueves	5:00 pm- 8:00 pm	09 Dic 2014	\$250.00

Formas de Pago:

- ✓ **Un solo pago: \$250.00 al registrarse (efectivo).**
- ✓ **Dos pagos: \$150.00 al registrarse y \$100.00 en cualquier momento o una semana antes de iniciar el curso. (ambos en efectivo)**
- ✓ **Tarjeta de Crédito: \$250.00 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



Chevron, once again the **Grand Underwriter** of the Mexican Institute of Greater Houston's anual *"Gala de la Independencia™"*



< GM's Ms. Gloria Tostado and her husband Mr. Christian Hann

For several years CHEVRON has shown their unwavering support for the Mexican Institute's Basic Computer Literacy Program. We are very pleased to recognize their trusting us with a portion of their community reinvestment funds to further develop our region's workforce while impacting the children's future.



< Dr. Julio C. Aráuz, M.D. (Clínica Familiar), MIGH's Mr. Carlos J. López, and Mr. Timo Soria

CHEVRON was once again the Grand Underwriter of the Institute's Annual Fundraising Event. This year took place on Friday September 12, 2014 at Hotel ZAZA. The Honorary Gala Chair was Ms. Gloria Tostado who is native of Texas, grew up in Houston and currently lives in Dallas with her husband Mr. Christian Hann. Ms. Tostado joined General Motors Communications team in April 2005 and is a shining example for Hispanic women. In 2013 General Motors appointed her to the newly created position of National Communications Manager – Hispanic Markets. Her very moving and motivational speech touching on several important family matters mentioning her parents and how she achieved her academic goals received a long and warm applause of all those present at MIGH's **"Gala de la Independencia™"**.




< Mrs. Sylvia F. López, Mr. Carlos J. López, Ms. Gloria Tostado and Mr. Christian Hann

We thank Ms. Tostado for her participation as Honorary Gala Chair and applaud her for what she has done and continue to do with her life, a real successful model to follow by any woman who wants to prosper. She invited all to send their financial contributions to MIGH and to encourage others to take the practical courses offered by the Institute. She said that companies like



will always seek individuals who have the type of skills MIGH teaches.

Through Ms. Gloria Tostado MIGH received a good sponsorship for its Gala from GM, as well as special gifts for the MIGH Community Commitment Award winners of the year: Judge Manuel D. Leal and the Houston Food Bank.

The net proceeds of the MIGH's **"Gala de la Independencia™"** go to Institute's operating fund. 



^ Mrs. Norma Alvarez, Mr. René Yanes and MIGH's Mrs. Socorro Yanes at the Gala's reception desk



^ Dr. Carlos Moreno, M.D., Mrs. Rosanna Moreno (MIGH Board Vice Chair), and MIGH's Ms. Patricia Urbiola, who manages the Institute's Ancillary Services Department, always in charge of the Gala's reception desk



Mr. José Barrera and Mrs. Martha Araujo-Barrera ^ (MIGH Board Member) looking at the Silent Auction items



^ Mrs. Lupina McMains long-time Member of Board of the Mexican Institute and Gala Committee Chair, Mr. Carlos J. López, Pdt. and Exec. Dir. of the Institute and his wife Mrs. Sylvia F. López



MIGH's Mr. Carlos J. López and Mr. Vince Ryan, Harris County Attorney who has been attending our Gala de la Independencia for many years. ^



^ Mr. Rafael J. Rengifo, Facilities Integrity Manager at Phillips 66, Mr. Francisco Rivero, Executive VP and TX Regional Manager at Mercantil Commerce Bank Houston, and Member of the Board of MIGH, and Mr. Carlos J. López, President/Executive Director of MIGH



MIGH's Mr. Carlos J. López and the Consul General of Mexico in Houston Dr. Luis Malpica y de Lamadrid ^



^ City of Houston Council Member David Robinson reading the City of Houston Proclamation by Mayor Parker pronouncing September 12, 2014 as the Mexican Institute of Greater Houston's Gala de la Independencia Day. He pronounced some of his remarks in an excellent Spanish.



Ms. Amalia Sancho, Ms. Ivonne Lescale, Mr. Héctor Aspuru and MIGH's Mrs. Patricia Urbiola ^





“SIEMPRE
SADELANTE
CON LA TECNOLOGÍA!”

“Ayudando Hispanos a aprender la tecnología con la que hoy en día nos encontramos.”

Curso Básico de Computación



Nuestros alumnos pueden adquirir computadoras reconstruidas a muy bajo costo, y ya vienen con los programas de Microsoft Office.

CONTRIBUCIONES

Para los adultos en el mundo suyo, sus padres, tíos o abuelos, u otros, tenga la satisfacción de darles el mejor obsequio en cualquier época del año: “EDUCACIÓN”, no se gasta, no se pierde, no se moja, no se quema, no se lo pueden robar y les puede producir dinero.

A usted le recordarán siempre. Uno o más cursos de computación en el Instituto Mexicano de Houston capacitarán a esos adultos para lograr un mejor empleo, para asegurar el que ya tienen, para iniciar un pequeño negocio o para mejorar la administración de un negocio actual.

Inscríbalos HOY!

Visítenos en

4601 Caroline St., Houston, TX 77004

o llámenos

al (713) 988-6699



Thank you


PayPal link: <http://www.mexicaninstitute.org/include/donate/donate.html>



Q: Why is computer literacy important?

A: Computer literacy simply refers to the ability to quickly and easily navigate a computer workspace. Familiarity with office programs, such as Microsoft Word, PowerPoint, Outlook and Quickbooks used to be the standard skill set for most business operations. True computer literacy today is demonstrated through exceptional knowledge of Internet search engines, social media expertise, and in some cases, website building and management. Computer literacy has value in other areas of life outside of professional development. Computer literacy is helpful for researching important topics or personal concerns. Knowing how to properly


use a computer and navigate the digital terrain helps to keep life organized and streamlined. Mobile media devices are becoming increasingly popular, reinforcing the need for computer illiterates to consider taking a skill course. Computers have changed almost every facet of daily life, and one can be sure that their presence is to become even more ubiquitous. Thus, gaining computer literacy helps one to prepare for the future.

Computer literacy is important because most companies perform daily duties in an increasingly digitized manner. Employees that are comfortably and confidently able to master many computer programs are highly desired. To develop computer literacy or enhance skill-sets, basic computer courses and software tutorials are key to bolstering marketable skills. 

Tenth Consecutive MIGH - LUNADA



The Mexican Institute of Greater Houston (MIGH) produced its 10th LUNADA at the Miller Outdoor Theatre. This is an annual free for the public Houston Symphony Concert which this year was attended by more people than in previous years. It is organized to celebrate the Discovery of America in 1492 by Christopher Columbus (Columbus Day is Oct. 12). This year LUNADA was held on October 11 at 7:30 p.m. and the Symphony's Guest Conductor was Maestro Alejandro Gutiérrez, a native of Costa Rica who studied in Texas and now lives in California. For the first time this year LUNADA presented professional Tango Dancers Susana

Collins and Richie Hubsher from Luna Tango Productions. It was indeed a very remarkable cultural evening event made possible by the partial sponsorship of the City of Houston through the Miller Theatre Advisory Board and the Cultural Division of MIGH. Those present were delighted to have attended a truly first class event where Houston's Symphony performed "La Boda de Luis Alonso", "El Sombrero de Tres Picos", "Sensemayá", Danzón No. 2", "Oblivion", "Danzas del Ballet Estancia", "Inspiraciones Costrarricenses" (Costa Rican Inspirations), "Huapango" and "Tico – Tico". 

Here are some pictures from that marvelous MIGH – LUNADA evening:





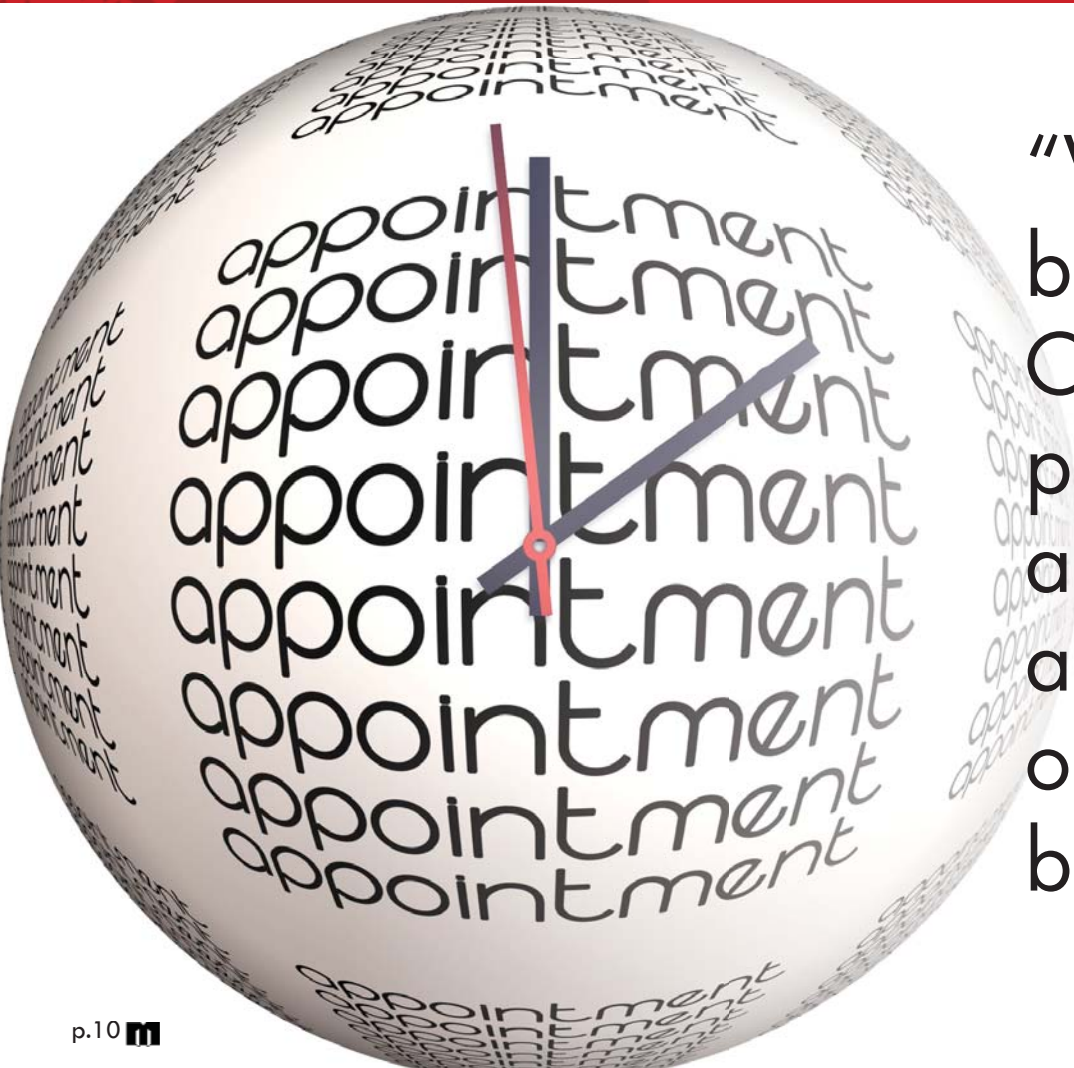
M
MEXICAN
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of Greater Houston

Merry Christmas!

The gift of peace,
The gift of prosperity,
The gift of happiness...
...May all these be yours this
Christmas and stay with you
all year round.



**MEXICAN
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of Greater Houston



“We have to be on time. Cultivating punctuality is a good habit, and it can only produce benefits.”

Sr. Carlos J. López

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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