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MIGH-Helping those who are truly interested in Moving Forward with Technology

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

The new-year is already about to finish its first quarter. Those who have kept their resolutions have started to take the right steps into the bright future they want for themselves and their families.

At MIGH we have developed new and very interesting partnerships with other organizations to strengthen our presence in the region and to diversify the course offering. We have continued the expansion of our Basic Computer Literacy program being taught in English for those Hispanics that prefer to take the classes in English as well as for those members of other minority groups like the African and Asian Americans who want to acquire the necessary computer skills to qualify for better paying jobs.

Among other projects this year we have started to work with Literacy Advance, offering our classes at their brand new computer lab. We have students from several different countries, such as Iran, Venezuela, Pakistan and Russia. We have also enhanced our working relationship with the Houston Center for Literacy and are actively participating in a project to solidify Adult Education in Texas in a number of different ways.

At the Mexican Institute of Greater Houston (MIGH) we are glad to see graduates from years past who are coming back to take our Second Level courses. They have experienced the good results of having taken our Basic Computer Technology Course (100 classroom hours) and more members of the minority

communities are now registering for the classes we offer all over the region, in English and of course in Spanish. Please see some of the testimonials we have recently received, as well as pictures taken with students and graduates and at certain events or special activities.

We are committed to our mission to help those who want to help themselves, who are interested in moving to a higher stage in life for themselves and their families via education. Nowadays without knowing how to effectively use a computer an individual will have problems in filling out a job application or to pass the GED test.

In 2015 we are also responding to several requests from our graduates who have been asking us to offer some specialty courses. We are in the process of identifying the level of interest to offer again the HTML class and also a new ESL course.

At the Mexican Institute of Greater Houston (MIGH) we are determined to continue presenting opportunities to study for adults interested in learning how to use a computer. Some of them during the registration period let us know that they usually feel frustrated for not being able to apply for jobs that offer a higher pay. Our students get a sense of real accomplishment when they learn to control inventories using Excel. One of the most important motivators to take our courses is their desire to earn more money to produce family progress and to assist their children with homework and

supervise their internet use.

With that attitude our students become good role models for their children.

There may be one of our Community Learning Centers (CLCs) close to you. Our courses may be for someone you know, encourage them to register today. It is a Great Opportunity to get ahead in life.

MIGH is for those interested in Moving Forward with Technology. For those adults who have the very clear purpose to get ahead in life via Education while becoming excellent role models for their children or grandchildren. Call us today and consider starting an important new benefit your employees.

MIGH is for those who have decided to invest in themselves as the solid route to prepare to be more successful.

The Mexican Institute of Greater Houston is now not only for Spanish speaking adults but also for other members of the workforce who prefer to learn in English (some of them are Hispanics). MIGH is the pioneer in teaching these classes in the U.S. We can proudly say that since 2002 we

have already graduated more than 15,500 persons, the largest portion of them during the past 5 years.

We know what it takes to solidly teach an adult how to work with those programs at a level that qualifies them to get a better paying job. It is not a small/quick seminar that would provide the student a solid foundation to get ahead in life. MIGH is firmly committed to continue providing the basic training required by the employers. Every year we review and upgrade our courses content.

Yes, there is a New Opportunity through MIGH. Your dedication and strong willingness to study and learn can Change your Life for a Better Tomorrow.

Call us now at (713) 988-6699 and register for one or more courses. Get one or two family members or friends, or co-workers to join you attending our courses and be prosperous. The future is yours! Learn the Basic Computer Technology skills you need, or better your current abilities. Let us help you win. **m**

SAVE THE DATE

MEXICAN INSTITUTE OF GREATER HOUSTON

Gala de la **2015**
Independencia

FRIDAY SEPTEMBER 11

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



Cursos de computación impartidos en el Instituto Mexicano

cursos 2015

CURSO	DIA	HORA	INICIO	COSTO DEL REGISTRO, CURSO Y MATERIAL DE TRABAJO
BÁSICO 100 Horas	Lunes, Martes y Miércoles	5:00 pm-8:00 pm	30 Mar 2015	\$300.00
BÁSICO 100 Horas	Sábado	3:30 pm-8:30 pm	11 Abr 2015	\$300.00
2DO NIVEL WORD 50 Horas	Domingo	9:00 am-3:00 pm	29 Mar 2015	\$300.00
Excel	Viernes	5:30 pm-8:30 pm	10 Abr 2015	\$300.00
HTML (Básico- Página Web) 50 Horas	Domingo	3:30 pm-8:30 pm	29 Mar 2015	\$300.00
Inglés 50 Horas +	Lunes y Miércoles	9:00 am-12:00 pm	20 Abr 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)**
- ✓ **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 MICH course.

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

Albert Herzstein
& Ethel Charitable Foundation



Strake Foundation

Lowenstein Foundation

MIGH Board of Directors Meeting

The most recent one took place at MIGH on February 18, 2015 and three new Board Members attended their first session. Below are some pictures taken on that day.



Long time MIGH Board member and entrepreneur Mrs. Lupina McMains adjusting MIGH lapel pin to new Board member Ms. Leslie C. Friedrich, entrepreneur, owner of FSR Inc.

The three new Board members of the Mexican Institute of Greater Houston (MIGH) with Chairman James E. Soto and Vice-Chair Ms. Rosanna Moreno.



Chairman of the MIGH Board Mr. James E. Soto, Attorney at Law, shaking hands with new Board member Mr. Joseph A. Decker Jr., CGBP, Director, Business Advisors, Fort Bend County SBDC of the University of Houston Small Business Development Center Network.



Not in the picture but present Ms. Martha Araujo Barrera, H-E-B Public Affairs.



MIGH Board member Mr. Francisco Rivero, Executive Vice President – Texas Regional Manager of Mercantil Commercebank Houston after having given new Board member, Mr. Joel S. Garza, his lapel MIGH pin. Mr. Garza is an entrepreneur owner of several SONIC restaurants in the Houston area.

Importance of Computer Literacy in Job Hunting

By Dana Hinders, Google Search Engine



In today's economic climate, don't underestimate the importance of computer literacy in job hunting. Even if you're not planning to work in a traditional office environment, basic computer skills will still be a tremendous asset.

What is Computer Literacy?

Typically, the term "computer literacy" is used to describe the ability to understand how to use a computer effectively. On a practical level, computer literacy often includes the ability to perform the following tasks:

- Opening, saving, and printing files
- Reading and sending email messages, including those with attachments
- Using the Internet to find information
- Formatting simple documents using Microsoft Word or other word processing software
- Creating tables and databases using software such as Microsoft Word or Microsoft Access
- Editing digital photographs
- Building basic Web pages


In some industries, the term "computer literacy" may be used to describe proficiency in specific types of software related to the duties of a particular position.

Understanding the Importance of Computer Literacy in Job Hunting

The importance of computer literacy in job hunting can't be overestimated. For example:

- There are thousands of different Web sites available to provide information on topics such as writing your resume and answering common interview questions.
- If you're interested in changing careers, you can use the Internet to take career assessment tests and research how your current skills may translate to a new industry.
- Salary surveys can help you know how much money someone with your skills and experience can expect in a new position.
- Since many companies now advertise open positions on their Web sites or through online databases, someone with strong computer skills is better able to access listings that match their qualifications and career goals.
- If you're interested in relocating, the Internet is often the best available resource for finding information about employment and housing in the community of your choice.
- Using your computer to apply for jobs is convenient. Sending resumes and cover letters via email only takes a few minutes and ensures instant delivery. You'll also save a bundle on postage costs!

Computer Literacy in the Workplace

Even if you manage to find your dream job without a firm grasp of the essential aspects of computer literacy, technological skills are becoming increasingly valued by employers. In fact, one recent survey placed computer literacy just below communication skills and analytical ability on an employer's "wish list" for new hires. Even jobs that once required no computer skills at all, such as truck driving or food service, now commonly involve using a computer to communicate with other employees, file progress reports with a supervisor, or submit timecard information for payroll processing. 

Adult Education Advocacy Day: On February 17, 2015 a group of members of the board of the Houston Center for Literacy (HCL) and representatives of a good number of organizations dedicated to provide educational services for the adult population in Texas went to Austin to inform members of the Legislature about the different programs in place and the importance of focusing additional and steady efforts of many kind to strengthen this important mission. Among the organizations represented under the leadership of HCL's Sheri Foreman Elder (President and CEO) and her staff, were: Literacy Advance, Literacy Texas, Literacy Coalition of Central Texas, Tarrant Literacy Coalition and TALAE. It was a very interesting and important activity that took place following a well put together program coordinated by Ms. Megan Schneider of HCL.

This picture was taken during a recession. Our President and Executive Director is with COMCAST's Mr. Ray Purser, a member of the board of HCL. COMCAST is also a significant supporter of the Computer Literacy Programs for adults of the Mexican Institute of Greater Houston.



MEXICAN INSTITUTE OF GREATER HOUSTON

JOIN US IN EDUCATING OUR WORKFORCE

Gala de la 2015 *Independencia*

FRIDAY SEPTEMBER 11

6:30 PM

ZAZA HOTEL

For more information on tickets, tables or becoming an underwriter, please contact MIGH.gala@mexicaninstitute.org



MEXICAN
INSTITUTE

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.



**MEXICAN
INSTITUTE**
of Greater Houston

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