

When somebody learns to use a computer...
will be able to use a computer to learn.

newsletter

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Moving Forward with Technology

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



Several people have successfully completed **MIGH's** Basic Computer Literacy course and received their Certificate of Completion this year. People are displaying a proactive approach facing some challenging circumstances and are taking advantage of the very affordable opportunities **MIGH** offers them to learn necessary workforce skills to prosper in life while preparing to provide a good role model to their children and/or grandchildren. We have been informed by our graduates that when they now apply for better paying jobs they do it with more confidence and have been able to land jobs paying anywhere from 21 to 50% more than they were making.

In addition to the in the classroom instructor **MIGH** provides its adult students with a very comprehensive program and online tutors so that they really get the maximum possible benefit from their experience attending our courses anywhere they are offered. Currently even to be able to apply for a job you are required to do it using a computer.



MIGH instructor Ms. Martha Silvia Garza with a recent group of graduates who attended classes during the weekends at the **MIGH** computer lab.

Our graduates are so enthusiastic to complete our first course convinced they were able to reach that goal that become interested in taking **MIGH** 2nd Level courses. They do it to develop a more in depth command of a particular software, such as Word for Windows, Excel, PowerPoint or Basic Financial



A group of **MIGH** graduates who attended classes sponsored by the **Stafford Municipal School District**. **MIGH** President and Executive Director Mr. Carlos J. López and the group's instructor Ms. Martho Silvia Garza were present to hand them their Certificates of Completion. There was a celebration reunion after the ceremony. Several family members attended and some of the graduates children expressed their satisfaction to see their parents graduating.

Literacy for the Home, where they learn about interest rates, the financial difference between a credit and a debit card, the importance of having a good credit history, how to create a family budget, etc. We do this in partnership with Wells Fargo Bank.

In order to continue our Educational Mission using our own Educational Platform at very affordable cost to our students investing in themselves we have continued receiving financial support from CHEVRON, COMCAST, Wells Fargo Bank, Strake Foundation, The Lewis and Joan Lowenstein Foundation, IHS-Markit, East-West Bank, CITGO, AmegyBank, ExxonMobil, Walmart and other companies and foundations.

We have also developed or strengthened strategic partnerships with HISD, Alief ISD, Literacy Advance, Spring Branch ISD, Stafford MSD, Houston Area Women's Center, and other excellent organizations.

Among our students we have and have had small business owners or persons interested in starting their own business. Depending on their requests and specific needs we refer them to organizations like the University of Houston Small Business Development Centers of Harris and Ft. Bend County so that they can obtain free help to start or expand their businesses. Those **MIGH** students who have acted on the information we have given them have already received business information and counseling at no cost to start or expand their business. UH SBDC is funded annually by state and federal tax dollars. The centers and their advisers provide counseling services

Monday thru Friday during business hours and also provide training courses in business at no cost or at minimal charge to provide the necessary tools for the business owner to operate their businesses effectively. The centers also work very closely with the SBA (Small Business Administration) and SCORE as well as Chambers-of-Commerce and Economic Development Corporations (EDC's) to help their clients move forward with business contacts. For further information please call (281) 717-1140.

At **MIGH** we also communicate our students and graduates about job opportunities that sometimes if not for them could be good for a family member or friend. Call a friend or a relative and help her/him change his/her life for a better future. If you want to give a gift that will keep on giving offer the best possible present to that person you care about, pay her/him a course at **MIGH**. Do you want to form a group to take our courses at a certain time or place? Give us a call and let us talk about that. Do you want to volunteer your time to **MIGH**? Give us a call.

LEARN TO USE A COMPUTER WITH MIGH AND THEN USE IT TO LEARN MORE.

Act now call us at (713) 988-6699. If your company wants to support our 501 C3 operation send us your donation or do it when you visit our website. Use our Donation Certificate to meet your company's goals and/or requirements as a supporter of social advancement.



A group of graduates also received their Certificates of Completion at HISD's Bellaire Highschool that sponsored the course for parents. Ms. Silvia Luna the **MIGH** Instructor, Mr. David Thornhill, HISD Coordinator at Bellaire HS and **MIGH**'s President and E.D. Mr. Carlos J. López were present during the ceremony and a very warm and nice get together took place afterwards.



SVETAN Photography™



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TMCO performing at MIGH's LUNADA in 2016, alongside with Mariachi Los Gallitos.



As you surely remember the Texas Medical Center Orchestra performed at **MIGH's** free concert **LUNADA** in October 2016 at Miller Outdoor Theatre.

We congratulate them for having just won The American Prize in Orchestral Performance, 2016-17 – community orchestra division. This is a very prestigious award as the competition was open to orchestras throughout the United States. Recently, TMCO won Third Place in The American Prize ERNST BACON MEMORIAL AWARD in the Performance of American Music, community division 2016. This award was for their performances of Bernstein - Candide Overture, Ron Nelson – Savannah River Holiday and Grofe – Mississippi Suite.

The American Prize is a series of new, non-profit national competitions in the performing arts providing cash awards,

professional adjudication and regional, national and international recognition for the best recorded performances by ensembles and individuals each year in the United States at the professional, college/university, church, community and secondary school levels. Administered by Hat City Music Theater, Inc., a nonprofit organization based in Danbury, Connecticut, The American Prize was founded in 2009 and is awarded annually. The competitions of The American Prize are open to all U.S. citizens, whether living in this country or abroad, and to others currently living, working and/or studying in the United States of America, its protectorates and territories.

MIGH congratulates them while recognizing the special dedication of Mr. Ken Sebek, TMCO President and Ms. Libi Lebel TMCO musical founder and orchestra conductor.

Cursos de computación impartidos en el Instituto Mexicano

cursos 2017-2018

CURSO	DIA	HORA	INICIO	COSTO DEL REGISTRO, CURSO Y MATERIAL DE TRABAJO
BÁSICO DE PÁGINA WEB	Domingo	3:30 pm-8:30 pm	Dic. 3 2017	Curso y Registro incluyendo Material de Trabajo \$350.00
COMPUTACION BÁSICA	Sábados	3:30 pm-8:30 pm	Enero 20 2018	Curso y Registro incluyendo Material de Trabajo \$350.00
COMPUTACION BÁSICA	Lunes, Martes, Miércoles	6:00 pm-9:00 pm	Enero 22 2018	Curso y Registro incluyendo Material de Trabajo \$350.00
COMPUTACION BÁSICA	Miércoles, Jueves, Viernes	9:00 am-12:00 pm	Enero 24 2018	Curso y Registro incluyendo Material de Trabajo \$350.00
WORD II	Domingo	9:00 am-3:00 pm	Feb. 11 2018	Curso y Registro incluyendo Material de Trabajo \$350.00

Cursos que se ofrecen: **Aplicaciones (para Celulares y Redes Sociales) BÁSICO • NIVEL II WORD • NIVEL II EXCEL • NIVEL II POWERPOINT FINANZAS (Básicas para el Hogar) - HTML (Básico de Página WEB) Muy Pronto QUICKBOOKS**

Formas de Pago: Tarjeta de Crédito, Efectivo, Cheque Personal o Money Order

¡Inscríbese Ya! ¡Cupo Limitado!

Registros de lunes a viernes de 8:30 am a 2:00 pm

(713)988-6699

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



ExxonMobil

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At ExxonMobil, we believe in the power of diversity. Every day, from all over the world, we see the immense value of varied cultures, experiences, and perspectives. As our industry faces the formidable challenge of meeting the world's growing energy need, we know it will be met only through the shared intellect, skill, and dedication of us all.

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Strake Foundation
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WHY AND WHAT BASIC COMPUTER SKILLS I NEED TO HAVE?

In today's world computers are used for almost everything. According to a 2012 US Census report almost 79% of households use a computer at home. This represents an increase of close to 20% in three and a half decades.

This makes it very evident that knowing how to use a computer is a basic need at the school, at home and also to find a better paying job. If as responsible adults we want to supervise our children or grandchildren use of the home computer we need to know at the very least the basics so that in our modern world we continue to closely observe how they are developing and what influence their minds. At the **Mexican Institute of Greater Houston (MIGH)** we say that *"When you learn to use a computer you will be able to use a computer to learn more"*.

In the U.S. we keep statistics related to almost everything. They are indicating us that in the not too distant future there will be at least one computer at almost every home in our country. At **MIGH** we offer our current and former students the opportunity to purchase a refurbished laptop computer at a very affordable price and in some areas in our metropolitan area there are very reasonable opportunities offered by one of our supporters, **COMCAST**, to have internet connectivity at home.

MIGH's Basic Computer Literacy course is a 100 hour in the classroom program that has been designed for adults interested in learning the elementary skills necessary to keep important family information well filed and easy to find in your computer or to submit an application for a job, or to start or better manage an existing small business among many other things. You will surely learn how to navigate the internet, how to set up and manage an e-mail account, how to send and receive documents and pictures, etc.

We also have second level courses so that you learn enhanced skills in working with Word, Excel, PowerPoint or to understand how to create the family budget. These are 50 classroom hour courses that will prepare you to create business letters, invoices, to keep control of purchase orders, inventory, etc., for you or an employer.

Knowing how to use a computer has become essential. You can learn with us about the basics functions and capabilities of a computer and the many uses of the programs. It is possible that a good number of people may have gotten frustrated, at one point or another, in one or more situations, when we realize our lack of knowledge. This is very common when we see our children or grandchildren learning very quickly to use computers and other modern devices and do it with such ease. **MIGH's** more than 17,000 graduates is one of our successful accomplishments and you can comfortably take us as your dependable computer help source to gain the necessary knowledge to *"Change your Life for a Better Tomorrow"*.

DO I WANT TO FIND A BETTER PAYING JOB?

Nowadays it is unlikely to get a job without having the basics skills to use a computer. You can learn at **MIGH**, at very affordable investment in yourself, with our trained and experienced instructors and online tutors these essentials using our own Educational Platform.

Even small businesses have computers involved in some process of their daily operations. When you can show a potential employer you have earned an **MIGH Certificate of Completion** that will set you apart from the rest of the applicants. Now that computer use has expanded so quickly to unexpected levels (and will grow more) gaining basic skills or increasing your computer use knowledge will immediately improve your ability to perform in our modern world. In consequence you will be able to make more money for your working hours.

You can even find a job that allows you to work from your home every day.

SHOULD I LEARN TO USE A COMPUTER AND USE ONE AT HOME?

A computer is your window to a larger world. *Once you learn to use a computer you will be able to use it to learn a lot more.*

Register today for the upcoming courses at **MIGH**. **Call now at (713) 988-6699.**

Understanding how to operate a computer correctly and efficiently is absolutely necessary for you to guide and help your children or grandchildren with their homework. Having internet connectivity can help you to purchase from the comfort of your home, order medicines, making payments, managing your bank account, visit in a virtual way other countries, etc.

You will be able to access the almost limitless sources of information from universities, organizations, countries, publishers, music creators and artists, etc. It certainly is a wide window to the world. You can even expand your social life or any other area of particular interest for you.

The essential knowledge on how to operate a computer involves these key components:

- Keyboard
- Mouse
- CPU (Central Processing Unit)
- Monitor
- Speakers
- Printer
- Operating System
- USBs
- Internet connectivity
- Wired and Wireless connections
- Etc.

Once you know about these key components you have what you need to begin learning to use one the most important social networking devices of the 21st Century. Whether you are a stay at home person, a member of the workforce or a business owner, you can certainly benefit from learning to use a computer properly and efficiently.

Attending **MIGH** courses is the right decision now! **Call us at (713) 988-6699** to register today and/or tell someone who could benefit from getting these skills.



▲ East-West Bank continues to be an expanding bank in the Houston area and recently came to our office to deliver their first donation for our Basic Computer Literacy program. During the ceremony at **MIGH** receiving \$5,000.00 from East-West Bank we see in this picture: Mr. Paul Cheong, FVP Sr. Relationship Manager, SBA Texas Region of East-West Bank, Mr. Joseph Decker, Director of Ft. Bend County SBDC of the University of Houston, Ms. Sara Pae, VP Marketing Manager, Texas Region of East-West Bank, Mr. Carlos J. López, **MIGH** President and Executive Director, and Mr. Alex Fuentes, VP Branch Manager of East-West Bank at 6730 Capitol St., in Houston. **MIGH** appreciates East-West Bank donation and looks forward to a long-term relationship.



◀ Mr. Ivan Parra, Principal Account Executive – Financial and Capital Markets for IHS Markit during his visit at **MIGH** with Mr. Carlos J. López. IHS Markit is another supporter of the Educational Mission **MIGH** has been delivering for the past 15 years in Texas. Mr. Parra in representation of IHS Markit has been collaborating in various ways with **MIGH**, being the most recent one a \$10,000.00 donation. **MIGH** thanks IHS Markit for partnering with us to benefit those interested in learning the very much needed skills for today's job market.

▶ Ms. Tia Lindell, Community Affairs Representative, Community Relations, of Wells Fargo Bank with our Mr. Carlos J. López, during a very recent visit to **MIGH**. Wells Fargo Bank is a long-time partner of the Institute and shares the valuable goals of teaching new computer literacy skills to members of the workforce in our region. We thank Wells Fargo Bank for their continuous financial backing.



▲ On the last day of class for a group at **MIGH** one of the students, a small business owner, brought one of his meal trucks and invited his classmates, the instructor and **MIGH** staff to enjoy the good food he sells. Several small business owners have attended **MIGH** courses to learn the necessary computer literacy skills to better manage their business. To improve business success **MIGH** refers to UH SBDC (Small Business Development Centers) all those interested in receiving assistance for entrepreneurs at no cost. In the picture: we see some of the members of the group of students, Mr. Arturo Hernández, Mr. Hilario Reyes (the entrepreneur), Mr. Carlos Blanco (**MIGH** instructor), Ms. Patricia Martínez and Ms. Jennifer Freed. Congratulations.

MIGH Team

For our CLCs at schools and other organizations and class registrations please call Tel: (713) 988-6699. Ask for Mrs. Socorro Yanes, Instructor and Educational Programs Coordinator, or send an e-mail to: syanes@mexicaninstitute.org

Other MIGH Services

The following special services are available at MIGH, Monday through Friday, 7:30 a.m to 3:00 p.m.

Attorney: Lic. Patricia Urbiola Aspuru

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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