

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

newsletter

1st Edition 2018 Vol. 18 Issue 41

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A Year in Review

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



Your **MIGH** has had a 2018 in which your commitment to prosper in life has met our firm dedication to continue responding to Texas minority communities interested in "Learning to use a computer to be able to use a computer to learn more".

The now more than 18,000 **MIGH** graduates have attended one or more of the courses we offer. They learned or strengthened their workforce skills to qualify for better paying jobs in the today's marketplace of today. Some of them are now capable to more efficiently manage their own small businesses.

Computer literacy is an essential knowledge to have in today's world, for family matters, and for work/

business purposes. Most of the new jobs in our region, in almost any industry, even in manufacturing, require practical knowledge in using a computer. A person is expected to perform the responsibilities of a modern office and even to actually operate cutting-edge machinery in different factories or distribution centers, as well as in retail and other businesses.

At almost any employment level, including basic, employers are looking for individuals who are already efficient computer users because companies are everyday more dependent on computers. Therefore it is indispensable today to know how to work with an office/factory/business computer and to have internet skills.

First and Second Level **MIGH's** Basic Computer Literacy courses were designed for adults and to provide an easy way to acquire the required familiarity with and to develop the ability to use computers in an efficient manner.

Our graduates can move up to better paying jobs and start communicating with their children's teachers while also helping at home with homework to guide them to do internet research.

After just the first few classes our students start feeling more confident about their abilities and capable to better supervise their children's internet use. Some of **MIGH** students have told us they feel very happy to help their children in a variety of new ways. Our students regain or strengthen their stature as parents capable to understand their children's school world and their own self-esteem goes up.

Of course the definition of "computer literacy" can be slightly different from one individual to another depending on their own dedication, expectations, goals, environment in which they want to interact, etc., but paired with the word "basic" usually means the ability to work with some widely used programs required in many current jobs. To apply for better paying positions nowadays you have to do it via internet and the employer expects you to know how to use Microsoft Word, Excel and PowerPoint and how to navigate the internet using a PC or a Laptop at work.

The level of personal confidence grows quickly among **MIGH** adult students and it is common to see our graduates qualifying for positions paying anywhere from 21 to 50% more than they were making before.

In the U.S. and other countries, for wealth producing activities computer literacy is an important skill to possess in order to Move Forward in Life.

More companies in the U.S. and other countries want to find new employees with those abilities and expect that their current employees learn the new skills to progress with the modernization of the company's processes.

Any company that wants to remain competitive needs to use computers to do everything faster and in a more productive way.

Those who learn to use a computer will be able to use a computer to learn.

Nowadays a person who can use a computer is similar to those who learned in the fifties how to use a typewriter and to write using shorthand. It is the shape of the business world of today. Even to take the GED exam you now have do it using a computer.

At **MIGH** we provide our students and graduates with information about job openings. They also can purchase

through us remanufactured laptops already loaded with the Microsoft Office programs, and to advance their workforce skills level to a higher performance capacity.

A better future for the U.S. and our countries of origin will depend on the availability of a higher number of individuals capable to work using a computer for almost any area of any industry.

Our bilingual students and graduates are positioning themselves to be more valuable in the current business-world environment. Those committed to succeed dedicate time and effort today to soon enjoy the fruits of their new abilities applied to their own business or as members of the workforce. YES there will be more better paying jobs in the near future and we have to be capable to do them.

To know how to work with a computer is a basic requirement to learn how to use more complex software which is used to operate modern machinery at the factories. New manufacturing jobs will be available as companies are bringing back to the U.S. their investments and will require people able to work using new computer technology which you can only learn if you know the basics.

Nowadays families communicate using a computer, and supervise their children or grandchildren also using a computer. If we came to the U.S. to find opportunities to generate more revenue from our work, to create our own wealth, we have to have an appropriate command of the most widely used computer software and **MIGH** courses provide you with that opportunity.

CALL US NOW AT (713) 988-6699

Get ready to qualifying for a good job. Learn well at **MIGH** with the help of a dedicated instructor plus the assistance of an online tutor and be ready for your next job. Start today and bring your relatives and friends with you. The need for computer skills increases every day. Give yourself the chance to succeed, attend **MIGH** Basic Computer Courses. Be glad and feel confident to apply for better paying jobs. Today you can give yourself or a person you truly care for the best gift ever, one that will continue giving forever, an **MIGH** computer course.

An End of Year Valuable Gift

Obsequie esta Navidad un regalo duradero, no se quema, ni se moja, ni se pierde...Un regalo que le puede producir ingresos a quien lo reciba, además de muchas satisfacciones.

Sea diferente y obsequie un Curso de MIGH. Educación práctica en Computación Básica para ese adulto a quien usted quiere ayudar. Siempre le recordará pues es un regalo que continuará dando por toda la vida a quien usted se lo dé. Llámenos ahora al **(713) 988-6699** y pregunte por Socorro Yanes o Sandra Guzmán.

You can give a lifetime lasting gift this Christmas. It does not get on fire or wet, it cannot be lost...and when put it to good use it is a gift that may produce an income for that adult person, in addition to many other benefits. This is a great opportunity to give that special person an MIGH Course and you will always be remembered. Call us now at **(713) 988-6699** and ask for Socorro Yanes or Sandra Guzmán. Be different and give the gift that continues giving for a lifetime.

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Cursos de computación impartidos en el Instituto Mexicano

courses 2019

CURSO	DIA	HORA	INICIO	COSTO DEL REGISTRO, CURSO Y MATERIAL DE TRABAJO
COMPUTACION BÁSICA	Sábados	8:45 am- 2:45 pm	Enero 12 2019	Curso y Registro incluyendo Material de Trabajo \$350.00
COMPUTACION BÁSICA	Lunes, Martes, Miércoles	5:30 pm- 8:30 pm	Enero 21 2019	Curso y Registro incluyendo Material de Trabajo \$350.00
COMPUTACION BÁSICA	Miércoles, Jueves, Viernes	9:00 am- 12:00 pm	Enero 23 2019	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

¡Inscribase Ya! ¡Cupo Limitado!

Registros de lunes a viernes de 8:30 am a 2:00 pm
(713)988-6699

El que aprende a usar una computadora podrá usarla para aprender más!

Al completar exitosamente su curso le daremos un Certificado de MIGH

INVITATION BY MR. JOSEPH DECKER JR., DIRECTOR OF THE UH-SBDC OFFICE IN ROSENBERG, TX

Dear reader of the **MIGH** newsletter. I am very pleased to write this short piece inviting you and through you to all those people you know to make the important decision to improve your workforce skills by taking **MIGH** courses focused on Basic Computer Literacy.

MIGH has graduated more than 18,000 people to prosper in life and uses its own Educational Platform designed to teach adults how to work with efficiency. Many people are now practical computer users for at home applications and/or at the workplace. This 501 C3 non-profit organization works in partnership with School Districts and Community Development focused Organizations offering adults the opportunity to learn necessary skills to help their children, to work from home and/or to find good paying jobs in the area.

I am the Director of the **UH-SBDC** consulting and assistance office located in Rosenberg, Texas, providing help to the small and mid-size companies and to individuals interested in starting a small business. We offer them assistance in the preparation of Business Plans, Marketing Plans, Loan Applications, and other critical factors that are needed to solidify their businesses or to start a new one on firmer grounds.

In the past we have offered our free professional advice to some of those who have attended **MIGH** courses and are interested in starting their own business or in expanding an existing one. At the **UH-SBDC** Rosenberg office we are always ready to assist them and **MIGH** refers them to us. It is very important that more persons in the general Houston Metropolitan area learn and/or solidify their knowledge of the widely used software in business so that they can improve their abilities to run their business. Having the Basic Computer Technology skills that **MIGH** teaches increases your chances to succeed in your entrepreneurial purpose.

For 20 years I have been involved in the important work of assisting entrepreneurs to strengthen their abilities and processes to grow their businesses. Some of them have attended **MIGH** second level courses and have also recommended their employees to develop the Basic Computer Literacy skills to become more efficient at work.

A person can easily learn from **MIGH** instructors and online tutors how to navigate the internet, manage files stored in the computer, how to combine documents, how to communicate with vendors and clients, how to prepare a resume, an estimate, a letter, a proposal, an invoice, how to keep control of accounts payables and receivables using Excel, how to keep updated a database of clients with practical information such as e-mail address, office telephone numbers, cellular number, etc.

If you already know the Basics you can benefit by attending the Second Level courses **MIGH** offers such as Word, Excel and PowerPoint, which are excellent tools to develop a sales presentation, to prepare and send a marketing letter, to control costs, etc. At **UH-SBDC** Rosenberg office we know how much easier it is for an entrepreneur to prepare a Business Plan or to develop a Marketing Strategy document when they can work with a computer.

MIGH students receive a Student Manual and USB with information, and there are classes in English, in addition to the classes being taught in Spanish but all the material learned (software) is in English.

Today's digital working world is very demanding and those who do not have the Basic Skills in using a computer with efficiency are at a disadvantage. For 17 years **MIGH** has been successfully teaching computer technology at the Basic and the Second Level. Those who already know how to work with a computer can certainly benefit from attending the second level courses in order to develop a thorough and stronger ability to work faster and with accuracy. That helps the person find better paying jobs and/or to better manage her/his own small business.

As **MIGH** continues its valuable educational mission for minorities and others, our region becomes better equipped to attract investors willing to start a new business in our area.

One of the distinctive elements in the process is that in addition to the in the classroom instructor, **MIGH** students have the support of **MIGH** online tutors who provide feedback to each student about their learning process evidenced by their hands-on practice when

completing the required activities. A student may be advised by the online tutor to go back and review a specific chapter in order to repeat an activity which will help her/him solidify the learning process. It may be that the command of a technique or procedure can certainly be improved by the student.

During the Basic Course (100 classroom hours) the adult student also learn how to navigate the internet, how to use the Microsoft Office programs, the importance of keeping their children or grandchildren going to school and aspiring to attain a higher level education, things related to health, nutrition, how to avoid domestic violence and other very important topics like preparing a sales focused PowerPoint or a personal résumé. If a person does not have the minimal employer expected computer skills she/he will probably not be hired for a good paying position.

At the **UH-SBDC** Rosenberg office we find it advantageous that an existing entrepreneur or somebody who is seriously thinking about starting one is already capable to use a computer in her/his business for business purposes.

Some companies could consider offering through **MIGH** Basic Computer Literacy or II Level courses in Excel, PowerPoint or Word to their employees or at the very least would be very happy to see members of their staff learning those new skills.

With the advancement of technology in the workplace there will be more opportunities for those who take the time and make the effort to invest in themselves improving their workforce skills. They will be paid more and job security will be higher for them. At the **UH-SBDC** we certainly see that small businesses with a staff that knows how to use the basic business software have more chances to succeed than otherwise. On this edition you can find information about the upcoming courses at **MIGH**.

As business advisors we are we see that the curriculum developed by **MIGH** is practical, taught in Spanish or English, depending on the group composition, affordable, interesting, and in about six months the student will be ready for success.

Each class is composed by a maximum of 30 students and usually the majority of them are women. **MIGH** staff also derives a deep sense of "mission accomplished" with each graduation ceremony, generally attended by almost all of the members of the family of each one of the graduates.

Learning Basic Computer Skills gives a person the inspiration to continue investing in their own education while becoming a good role model for their children and/or grandchildren. We are frequently being invited by **MIGH** to visit with their students encouraging them to consider opening a business and to assure them they can count with the **UH-SBDC** assistance.

Make your decision today and call **MIGH** at (713) 988-6699 to improve your life. If you are ready to start your business or to strengthen your current business you can call me at 281-499-9787 of the Ft. Bend County SBDC Office, 117 Lane Drive, Suite 29, Rosenberg, Texas 77479 Our hours of operation are M-F, 8:30 a.m. to 12:00 noon, and 1:00 p.m. to 5:00 p.m., we will be glad to assist you.

Learn to use a computer so that you can use it to learn more and to better manage your own business.

THE BEST CHRISTMAS GIFT IS AN MIGH COURSE. IT WILL BE A "FOREVER PRESENT".



▲ Picture taken during a recent working session of Consul General of Mexico Mr. Oscar Rodríguez C. and **MIGH** President and Executive Director Mr. Carlos J. López C. at the Consul General's office.



▲ Mr. Paul Cheong, FVP-Senior Relationship Manager, SBA-Texas Eastern Region of EastWest Bank and Member of the **MIGH** Board of Directors giving **MIGH** President, Mr. López, the second donation of his bank's support for the Educational Basic Computer Literacy mission of **MIGH** for adults.



Graduations at different
Community Learning Centers of
the **Mexican Institute**
in collaboration with
School Districts



NEEDED WORKFORCE SKILLS IN TODAY'S WORLD

By Mr. Luis Carranza, member of the MIGH Board of Directors

For almost a decade I was the Consul General of El Salvador in Houston, and the Consulate General territory covers a very wide area of the State of Texas. Only behind the size of the Mexican nationals, the Salvadoran community is certainly one of the big and active Hispanic groups in the region, although in much lower absolute numbers than the Mexicans.

I have been collaborating with **MIGH** for many years in different capacities to assist in the continuous process of providing practical educational opportunities to adults interested in learning how to work with a computer. Most Hispanics are hardworking members of the workforce in the area and recognize that in order to Move Forward in life they need to learn to work with and become proficient in using Basic Computer Technology.

Hispanics have good size families and as parents try to become involved in the school life of their children which requires an effective and quick communication via e-mail with their teachers. Also important is the fact of life that nowadays even to look for a job it is quickly done using a computer. For that and other reasons it is absolutely necessary to know how to navigate the internet, how to be informed about school events, how to communicate with the teachers and how and how to be informed about their children school performance.

At **MIGH** the parents become qualified to better supervise their children internet use and they can guide them about efficiently navigating the world-wide-web to find information of importance for their homework.

As members of the **MIGH** Board we have seen Hispanic parents attending our courses at their children schools or at the **MIGH** computer lab where classes are offered during week days and evenings as well as on weekends.

Over the years I have personally visited with many groups of students who enthusiastically put the effort to become better role models for their children while learning important workforce skills that help them to be ready for better paying jobs. Usually an **MIGH** graduate moves up to a different position making from 21 to 50% more.

Not having the basic computer skills that are required to find a good job is a big roadblock that prevents a person from prospering. Many companies become frustrated for not finding all the bilingual (English/Spanish) candidates they want to hire who know how to work with a computer.

If you do not have a working knowledge of Word, PowerPoint and Excel and/or do not know how to navigate the internet and to send/receive e-mails with attachments, you are limiting your future possible success.

MIGH has more than 18,000 graduates and their Certificate of Completion is recognized and accepted by area employers as proof that they have truly learned. The members of the **MIGH** Board of Directors work closely with the President and the organization's staff to keep responding to the expectations of our students and our donor's trust. We maintain an excellent curriculum, an appropriate and efficient team of instructors and online tutors and a very affordable investment level for the student body.

I am here inviting not only Salvadorans but all Hispanics to

dedicate the time and to invest in themselves to succeed in their desire to reach a better life level for the family. In today's world those who do not have computer literacy skills are severely limiting their chances to succeed in life.

The time is now, the opportunity is at **MIGH, call today at (713) 988-6699**. Start your significant journey to achieve prosperity for all your family. Please inform any person you may know who could immediately benefit from attending **MIGH** courses. I assure you that there is no better alternative than what **MIGH** offers, neither at a lower investment level for an individual to seek a better job or to more efficiently manage a small business.

You can also pay for an **MIGH** course to be attended by a person you care about. That would be a gift of a lifetime because it is new practical knowledge that will continue giving more and better income for the entire life of that person. Can you think of a better Christmas Gift?

For you, a member of your family, or someone else, **today is the day** you can start positively changing the future. It can be done! Make your constructive life-changing decision today. It is easy because **MIGH** instructors and online tutors take the time to guide you. Many students after graduating from the Basic Course go on to take **MIGH** Second Level courses (Word, Excel, PowerPoint, How to Design/Create a Web Page, and Basic Financial Literacy for the Home).

Today is the first day of the rest of your life. Invest your time and money wisely in your education. **Call now: MIGH (713) 988-6699** and register for one of the upcoming courses. See the calendar on this same newsletter.

I would gladly like to attend your Graduation Ceremony.



This year the Greater Houston Hispanic Chamber of Commerce Foundation entered into an agreement with the Mexican Institute of Greater Houston to provide support to MIGH's Basic Computer Literacy Program for Adults. Dr. Laura Murillo, President and CEO of the HHCC has informed the members of the Chamber, through her Radio and TV programs, about the important educational mission of MIGH.

After a few conversations with Mr. Carlos J. López, MIGH President and Executive Director, she introduced an initiative to the Chamber's Foundation to enhance the working relationship of several years between both organizations and it is now a reality. Mr. López was a member of the HHCC Board for eight years and before then and after that has always been very active in several activities of the Chamber. The employees of all the Chamber members are encouraged to take advantage of this excellent opportunity to elevate the workforce skills

of their employees attending MIGH's courses at the Basic and Second Level. The pictures above captured Dr. Murillo and Mr. López during the recent Chamber event about The Economic Impact of Latinos in Houston and when he presented HHCC two laptop computers to be used by interns at the Chamber.



MIGH Team

For our Community Learning Centers (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, 8:00 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)
- Photocopies and Passport Pictures

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



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