



The Mexican Institute of Greater Houston (MIGH) offers educational programs in Spanish that benefit Hispanic families of this region. Our programs are well-established and are known for promoting parental participation in schools. Classes are designed to help parents understand the educational system in the United States so that they are better equipped with the knowledge necessary for supervising their children's academic progress. Through our Community Learning Centers (CLCs), which are set up in schools and community organizations, MIGH is able to reach out to the underserved Hispanic population.

Our courses are offered on our own educational platform, a result of our collaboration and partnership with the University of Houston's Texas Learning and Computation Center (TLC²).

BASIC COMPUTER TECHNOLOGY AND APPLICATION

Students who register for the 100 hour course - Basic Computer Technology and Application (HBI 101) will use the user ID and Password issued by the MIGH portal to enter the educational platform.

COURSE CONTENT (100 HOURS)

Chapter 1- What is a Computer, and How is it Used?

- Section 1. What is a Computer?
- Section 2. Parts of the Computer
- Section 3. How is a Computer Used?

At the end of Chapter 1 student will be able to:

- Describe what a computer is.
- Identify the parts of the computer.
- Explain how a computer can help a person with one's daily activities.
- Identify the most important considerations to take into account when buying a computer.

Chapter 2- How does a Computer work?

- Section 1. What is the Windows Operating System?
- Section 2. How Does One Use the Windows Computer Operating System?
- Section 3. How to Open and Close Windows
- Section 4. The Basics of Windows
- Section 5. Windows Explorer

At the end of Chapter 2 student will be able to:

- Explain what the Windows Operating System is.
- Use the mouse and the keyboard to use the Windows Operating System.
- Open and close Windows.
- Identify the Windows components.
- Use Windows Explorer
- Create, move, erase, and modify folders and documents.

Chapter 3- How to Search for Information on the Internet.

- Section 1. What is the Internet?
- Section 2. Navigating the Internet
- Section 3. Searching for Information on the Internet
- Section 4. Resources for Sharing Information
- Section 5. Internet Security
- Section 6. Printing and Downloading Information from the Internet.



At the end of Chapter 3 student will be able to:

- Explain what the Internet is and how it works.
- Identify an Internet page and its features and elements
- Save and use favorites.
- Block and unblock pop-ups.
- Navigate the Internet using a search engine.
- Use some of the functions of the search engine to find information quickly.
- Create Internet chat groups and blogs and learn about wikis and RadioChat.
- Understand what a virus is, as well as the function of an antivirus and a firewall.
- Download and print information from the Internet.

Chapter 4- Communicating Electronically

Section 1. What is Email, and Why is it Important?

Section 2. Elements of Email.

Section 3. Creating an Email Account and Starting a Session

Section 4. Managing Email Messages

Section 5. Sharing Electronic Documents Using Email

Section 6. Personalizing Your Email Account

At the end of Chapter 4 student will be able to:

- Explain what email is.
- Identify the advantages of using email.
- List the requirements for creating an email account
- Identify the elements of an email account.
- Create an email account on Hotmail or Gmail.
- Read, write, and respond to a new message.
- Print, erase, or resend an email from Hotmail or Gmail.
- Read and attach documents to a message.
- Organize and move folders (in Hotmail) or labels (in Gmail).
- Personalize emails and the user account.

Getting to Know Microsoft Office 2003 & 2007

Section 1. Basic Concepts to Know about Microsoft Office

Section 2. Opening and Closing an Application

Section 3. Microsoft Office Workspace

Section 4. Menus and Tool Bars

Section 5. General Tools for Managing Documents

Section 6. Tools for Formatting and Editing Documents

At the end of the chapter student will be able to:

- Understand what the Microsoft Office package is.
- Open and close a Microsoft Office application.
- Use the Microsoft Office workspace.
- Differentiate between the menu items and the tools used in Microsoft Office.
- Experiment with tools used for managing and formatting documents in Microsoft Office.
- Create and format a document in Microsoft Word, check spelling, insert tables, and manage predesigned templates.
- Create a PowerPoint presentation, insert slides and objects, modify objects, and animate the presentation.
- Create a spreadsheet in Microsoft Excel, modify a workbook, work with data, design graphs, and transfer data from one spreadsheet to another.



Chapter 5- Microsoft Word (Word Processing)

- Section 1. Creating a Word Document
- Section 2. Formatting Text
- Section 3. Template Themes
- Section 4. Inserting Objects
- Section 5. Checking Spelling and Grammar
- Section 6. Carrying Out Specific Functions
- Section 7. Inserting a Table

At the end of Chapter 5 student will be able to:

- Create a document using Microsoft Word.
- Format text.
- Create lists using bullets and numbering.
- Cut, copy, paste, erase, and move text.
- Undo and redo changes.
- Add a header or footer.
- Insert page numbers and objects to a document.
- Insert Microsoft Office templates and create a résumé.
- Check spelling and grammar.
- Work with line and paragraph spacing, search and find text, and insert a page break.
- Insert and format a table.

Chapter 6- Microsoft PowerPoint (Electronic Presentations)

- Section 1. Creating a Presentation
- Section 2. Inserting Slides
- Section 3. Inserting Objects
- Section 4. Modifying Objects
- Section 5. Animating a Presentation
- Section 6. Finishing a Presentation

At the end of Chapter 6 student will be able to:

- Create a presentation using PowerPoint.
- Insert different types of slides using themes and colors.
- Insert different styles of text.
- Insert images and photographs.
- Insert auto shapes, diagrams, and video.
- Copy, move, paste, erase, align, rotate, and modify objects.
- Animate a presentation.

Chapter 7- Microsoft Excel (Spreadsheet)

- Section 1. Beginning to Work with Excel
- Section 2. Modifying a Workbook
- Section 3. Working with Spreadsheet Data
- Section 4. Designing Graphs/Diagrams Using Spreadsheet Data

At the end of Chapter 7 student will be able to:

- Work with Excel.
- Enter data, move data from cell to cell, select cells, and auto adjust cells.
- Modify the workbook by merging cells, put borders on the cells, select and insert rows/columns, add color to the labels, erase a spreadsheet, etc.
- Work with data on a spreadsheet by formatting, using auto sum, and sorting and filtering information.



During the 100-hour **Basic Computer Technology and Application Course (HBI 101)** students have the opportunity to learn about several various topics, via presentations, that are beneficial and applicable to daily life in the U.S. The 10 talks include information, discussions and resources for each specific topic.

10 TOPICS

1. Domestic Violence

Domestic Violence is a problem that affects many families regardless of race, age, religion, and economic status.

Objectives:

- Understand and identify conduct and patterns within a family environment that could indicate a domestic violence situation.
- Find out how to avoid it and protect yourself and your children.
- Get to know the rights and services available in the community for victims of domestic violence.

2. City of Houston

Objectives:

- Raise awareness about the structure of municipal government.
- Offer orientation about services the city offers to its residents.
- Cover the rights and responsibilities of residents in the city of Houston.

Note: During this presentation the word “resident” is used for people who live in the city of Houston, indifferent to migratory status.

Note: For courses offered in other cities, this topic will change specifically for that area.

3. Parent Rights and Responsibilities, with Respect to your Child’s Education

Objectives:

- Know what those rights and responsibilities are and understand how to use them for the overall academic success of your child.
- Understand the importance of parent involvement in your child’s education.
- Become aware of existing resources in schools.
- Learn how to solve problems that pertain to your child’s education.

4. No Child Left Behind

All parents with school aged children should understand this act, as it outlines some changes in school curriculum made by the U.S. Department of Education. The purpose is to ensure that all children in this country- regardless of ethnic origin, economic status, or nationality- have a fair, equal, and significant opportunity to obtain a high-quality education.

5. Leadership in Action

Objectives:

Get to know the diverse opportunities that exist in the school system for parents to:

- Participate.
- Become involved in groups and consulting committees.
- Make important decisions that pertain to educational politics within your child’s school and community.

6. Structure and Function of School Districts and Schools in Texas

Objectives:

- Acquire an overall understanding of the school system in the state of Texas.
- Get to know the functions of schools.
- Draw parents closer to their child’s school.



7. Nutrition- The Benefits of Eating Fruits and Vegetables

Objectives:

- Know the benefits of including fruits and vegetables into your daily diet.
- Raise awareness of some major health problems caused by bad nutrition.
- Provide suggestions to achieve good nutrition.

8. Parent-Teacher Interviews

Objective:

To adequately prepare parents for a successful interview with their child's teacher/ instructor.

9. University Bound

Objectives:

- Increase parent awareness of university requirements for their children to be better prepared for higher education.
- Prepare parents to play an active role and encourage their children to be university bound.

10. Financial Education

Objectives:

- Get to know the advantages of developing a good credit history and how to achieve it.
- Get to know some various options for managing and protecting your money.
- Understand the functions and services provided by banks.