

Name _____
Date _____
Hour _____

Executive Department PowerPoint Presentations

1. My assigned Executive Department is _____
2. I need to research the following topics for my department...
 - a. Name of the Department Secretary
 - b. Number of employees in the department
 - c. Functions of the department
 - d. Date when the department was established
 - e. A brief history of the department
 - i. Why was it formed?
 - ii. Under what Presidential administration was it formed?
 - f. Divisions within the department
 - i. Name at least three major divisions within the department
 - ii. Function of each of the above-mentioned divisions
3. I will prepare my PowerPoint presentation, which should include the following...
 - a. A picture of the current Department Secretary
 - b. At least two other pictures or graphics that are relevant to the subject matter.
 - c. At least 6 slides in length
4. I will be prepared to present my PowerPoint presentation to the class on Thursday