

THE FISHER VALLEY COLLEGE, INC.
College of Business Administration and Accountancy
Bachelor of Science in Business Administration/Business Information Management

**PRELIM REQUIREMENT IN
OFFICE AND RECORDS MANAGEMENT
Saturday, 4:00-7:00**

Dr. Anthony Greg F. Alonzo, LPT
Professor

RESEARCH PAPER EVALUATION

This requirement shall be accomplished in **three (3) weeks.**

The major purpose of this requirement is intended to enable the student to do an in-depth reading of a research paper and analyze it thoroughly.

Select any research paper that discusses any aspect on office and records management. This research paper must be a journal article, i.e., a research article that is published in online journals that can be found in different online sources.

The evaluation paper should consist of four parts.

Part I Introduction (2 pages)

Provide a brief summary of the research paper. State the research problems and analyze the methodology used.

Part II Literature Review (2 pages)

Evaluate the literature used in the study. Identify its strengths and weaknesses and provide the conclusions about the results of each literature.

Part III Results and Discussion (4 pages)

Discuss the results of the research. Evaluate how the findings are relevant to key principles in office and records management.

Part IV Conclusions and Recommendations (2 pages)

Based on the results of the study, write your own conclusions and provide recommendations to possibly enhance the study.

Print research paper and attach it to your evaluation paper. These must be printed in short bond papers and use a sliding folder. Use Arial, 12-point font size, double space. One inch in all margins must be observed. Use the standard Title Page used by the College of Business Administration and Accountancy.

Submission shall be on **February 3, 2018.**