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**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION**

Federal State Autonomous Educational Institution of Higher Education

**"Moscow Polytechnic University"**

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"16" 02 2023

Dean of the Faculty
of Economics and Management
_____ /A.V. Nazarenko/
"16" 02 2023

# WORKING PROGRAM OF THE DISCIPLINE

# "Introduction to Professional Activity"

Field of study
**38.03.02 Management**

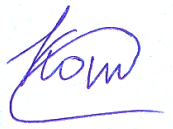
Educational program (profile)
**"Business Process Management"**

Qualification (degree)
**Bachelor**

Form of study
**Half-time**

Moscow 2023

**Developer(s):**

Senior lecturer of the Department "Management"  / I.S. Koshel/

**Agreed:**
Head of the Department "Management",
Candidate of Economics, Associate Professor  /E.E. Alenina/

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# 1. Goals, objectives and planned learning outcomes in the discipline

The main purpose of the discipline is to prepare students for educational activities in educational program disciplines. This discipline allows the student to make a choice regarding further specialization in relation to his specialty, taking into account his personal, individual abilities and needs. The main blocks of economic sciences are considered in order to understand the student's future development within the framework of this specialty. The discipline will allow students to begin to independently determine their own further development, both within the framework of the individual and within the framework of separately formed groups united by interests and needs.

The main tasks of mastering the discipline "Introduction to Professional Activity" include:

- development of the student's personal qualities in terms of adaptation to the social environment;
- education and formation of highly moral and ethical principles that will form a comprehensively developed specialist ready to interact with the outside world;
- mastering the base of methodological knowledge in preparation for various types of classes, which will help the student in a more complete and comprehensive study of the proposed disciplines.

Training in the discipline "Introduction to Professional Activity" is aimed at developing the following competencies in students:

| **Code and name of competencies** | **Competence achievement indicators** |
|---|---|
| OPK-1. Able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory | IOPK-1.1. Knows ways to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory.<br>IOPK-1.2. Able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory.<br>IOPK-1.3. Has the skills to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. |

# 2. The place of discipline in the structure of the educational program

The discipline refers to the mandatory part of block B1 "Disciplines (modules)".

The discipline "Introduction to Project Activity" is interconnected logically and content-methodically with the following disciplines and practices of the OP:

- Project activity
- Basic Management
- Art of Presentation Skills in Professional Sphere
- Economic theory

# 3. Structure and content of the discipline

The total labor intensity of the discipline is 3 credit(s) unit(s) (108 hours).

## 3.1 Types of educational work and labor intensity

(according to the forms of education)

3.1.1. Half-time education

| **No. p / p** | **Type of study work** | **Quantity hours** | **Semesters** | |
|---|---|---|---|---|
| | | | **3** | |

| | | | | |
|---|---|---|---|---|
| **1** | **Auditory lessons** | **18** | 18 | |
| | Including: | | | |
| 1.1 | Lectures | 8 | 8 | |
| 1.2 | Seminars/practical classes | 10 | 10 | |
| **2** | **Independent work** | **90** | 90 | |
| **3** | **Intermediate certification** | | | |
| | Pass/Differential Pass/Exam | **Exam** | Exam | |
| | **Total** | **108** | 108 | |

## 3.2 Thematic plan for studying the discipline

(according to the forms of education)

3.2.1. Half-time education

| No. p/p | Sections/topics disciplines | Labor intensity, hour | | | | | |
|---|---|---|---|---|---|---|---|
| | | Total | Classroom work | | | | Independent work |
| | | | Lectures | Seminar / practical training | Laboratory studies | Practical training | |
| 1.1 | Topic 1. Basic requirements for students studying the discipline "Management" | | 1 | | | | 5 |
| 1.2 | Topic 2. Fundamentals of working with theoretical material | | 1 | | | | 5 |
| 1.3 | Topic 3. Features of job search in accordance with the acquired knowledge and skills | | 1 | | | | 5 |
| 1.4 | Topic 4. Preparing for an interview | | 1 | | | | 5 |
| 1.5 | Topic 5. Fundamentals of organizational behavior | | 1 | | | | 5 |
| 1.6 | Topic 6. Rules for interaction with team members | | 1 | | | | 5 |
| 1.7 | Topic 7. Choosing the direction of development | | 1 | | | | 5 |
| 1.8 | Topic 8. Features of the work of a manager and marketer. Basic Marketing Approaches | | 1 | | | | 5 |
| 1.9 | Topic 9. Practical skills of a manager and marketer | | | 1 | | | 5 |
| 1.10 | Topic 10. Management and its role in the development of society | | | 1 | | | 5 |
| 1.11 | Topic 11. Professional and personal qualities of a manager | | | 1 | | | 5 |
| 1.12 | Topic 12. Student self-management | | | 1 | | | 5 |
| 1.13 | Topic 13. Comparative analysis of management models | | | 1 | | | 5 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1.14 | Topic 14. Methods and mechanisms of modern Russian management | | | 1 | | | 5 |
| 1.15 | Topic 15. Modern forms of business organization | | | 1 | | | 5 |
| 1.16 | Topic 16. Organization and development of your own business | | | 1 | | | 5 |
| 1.17 | Topic 17. Personnel management | | | 1 | | | 5 |
| 1.18 | Topic 18. Research work in the field of management | | | 1 | | | 5 |
| **Total** | | | **8** | **10** | | | **90** |

## 3.3 The content of the discipline

**Topic 1. Basic requirements for students studying the discipline "Management"**

The importance of the profession of a manager. Main directions of activity. The importance of the work performed within the framework of the activities of an individual enterprise and the economy as a whole. Application of management skills in everyday life and in various fields of activity. Career prospects for managers: requirements and limitations.

**Topic 2. Fundamentals of working with theoretical material**

Norms of behavior at a lecture for optimal interaction between the teacher and students. Methods of motivation for learning and completing tasks. Rules for communication in lectures. Rules for keeping notes. Fundamentals of practical exercises.

Fundamentals of rational reading. Analysis of the material read and interpretation for optimal memorization. The choice of educational literature. Fundamentals of preparation for the final certification. Rules for the design of term papers, abstracts, graduation qualification papers, practice reports.

**Topic 3. Features of job search in accordance with the acquired knowledge and skills**

The choice of the most interesting job, the industry of application of their knowledge and skills, the location of the desired occupation. job search phases. Job search methods, the basics of using additional information. The basics of writing a resume.

**Topic 4. Preparing for an interview**

Requirements for the selection of clothes for the interview. Rules of conduct in an interview. Psychological preparation for interviewing. Formation of a package of documents for employment. Paperwork. Standards of communication with a potential employer by phone. Business correspondence via the Internet.

**Topic 5. Fundamentals of organizational behavior**

The concept and directions of development of organizational behavior. The history of the formation of organizational behavior. The concept and types of organization. individual behavior. The effectiveness of the organization.

**Topic 6. Rules for interaction with team members**

Types of relationships in the team. organizational conflicts. Socio-psychological groups. Leadership in the organization.

**Topic 7. Choosing the direction of development**

Choosing the direction of the company's development. Formation of a strategic vision. Goal setting. Strategy Development. Consolidation of efforts to develop a strategy. Factors influencing the company's strategy. Criteria for a successful strategy.

**Topic 8. Features of the work of a manager and marketer. Basic Marketing Approaches**

Features of the work of a manager. Features of the work of a marketer. Basic marketing approaches in management.

**Topic 9. Practical skills of a manager and marketer**

Managerial Effectiveness Skills. Practical skills of qualified marketers.

**Topic 10. Management and its role in the development of society**

Concept and essence of management. Content and functions of management. The role of management in the development of society.

**Topic 11. Professional and personal qualities of a manager**

Personal qualities of a modern manager. manager's professional qualities. Professional ethics of the manager.

**Topic 12. Student self-management**

The concept and goals of self-management. Time planning: time management. Working time planning. Time absorbers (chronophages). Chronophages in the modern world. Organization of students' studies during the semester. Rules for preparing for exams.

**Topic 13. Comparative analysis of management models**

Characteristics of national management models (American, Japanese, European). Comparison of American and Japanese models of management.

**Topic 14. Methods and mechanisms of modern Russian management**

General information about modern management. The structure of the management mechanism. Intraorganizational management. Principles, functions and methods of intraorganizational management.

**Topic 15. Modern forms of business organization**

The concept, main features and areas of entrepreneurial activity. Infrastructure of modern business. Typology of organizational forms of business. Basic forms of business organization.

**Topic 16. Organization and development of your own business**

The procedure for creating a new enterprise. Feasibility study and business plan. Risk in the activity of an entrepreneur.

State registration of the enterprise. The composition of the founders, and the development of constituent documents. Project justification indicators. Discounting of miscellaneous incomes and expenses. Characteristic features of risk. The main types of risk. Risk losses and risk accounting. Project financing risks. Ways and methods to reduce risk in the activities of the enterprise.

**Topic 17. Personnel management**

Essence, content and methods of personnel management. Leadership. Leadership styles. Theories of personnel motivation. Techniques and methods for motivating and stimulating the organization's personnel (general review).

**Topic 18. Research work in the field of management**

General concept of science. Features of individual scientific activity. Features of collective scientific activity. Scientific ethics.

Model of the research process. Stages of research work (R&D). The modern concept of research management. Research project management. Research activity in management: problems, approaches, directions.

## 3.4 Topics of seminars / practical and laboratory classes

3.4.1. Seminars/practical classes

| | |
|---|---|
| Topic 1. Basic requirements for students studying the discipline "Management" | Workshop 1 |
| Topic 2. Fundamentals of working with theoretical material | Workshop 2 |
| Topic 3. Features of job search in accordance with the acquired knowledge and skills | Workshop 3 |
| Topic 4. Preparing for an interview | Workshop 4 |
| Topic 5. Fundamentals of organizational behavior | Workshop 5 |

| | |
|---|---|
| Topic 6. Rules for interaction with team members | Workshop 6 |
| Topic 7. Choosing the direction of development | Workshop 7 |
| Topic 8. Features of the work of a manager and marketer. Basic Marketing Approaches | Workshop 8 |
| Topic 9. Practical skills of a manager and marketer | Workshop 9 |
| Topic 10. Management and its role in the development of society | Workshop 10 |
| Topic 11. Professional and personal qualities of a manager | Workshop 11 |
| Topic 12. Student self-management | Workshop 12 |
| Topic 13. Comparative analysis of management models | Workshop 13 |
| Topic 14. Methods and mechanisms of modern Russian management | Workshop 14 |
| Topic 15. Modern forms of business organization | Workshop 15 |
| Topic 16. Organization and development of your own business | Workshop 16 |
| Topic 17. Personnel management | Workshop 17 |
| Topic 18. Research work in the field of management | Workshop 18 |

## 4. Educational, methodological and information support

### 4.1 Main literature

1. Odintsov, A. A. Fundamentals of management: a textbook for universities / A. A. Odintsov. — 2nd ed., corrected. and additional - Moscow: Yurayt Publishing House, 2022. - 210 p. - (Higher education). - ISBN 978-5-534-04814-8. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/491931.

### 4.2 Additional literature

1. Frolov, Yu. V. Theory of organization and organizational behavior. Methodology of organization: textbook for universities / Yu. V. Frolov. — 2nd ed., corrected. and additional - Moscow: Yurayt Publishing House, 2022. - 116 p. - (Higher education). - ISBN 978-5-534-09522-7. — Text: electronic // Educational platform Urayt [website]. - url:https://urait.ru/bcode/491862

2. Mardas, A. N. Fundamentals of management. Practical course: textbook for secondary vocational education / A. N. Mardas, O. A. Gulyaeva. — 2nd ed., corrected. and additional - Moscow: Yurayt Publishing House, 2022. - 175 p. - (Professional education). - ISBN 978-5-534-08328-6. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/492505.

### 4.3 Electronic educational resources

Electronic educational resource for the discipline is being developed.

## 5. Logistics

Audience for lectures and seminars of the general fund. Training tables with benches, classroom board, portable multimedia complex (projector, projection screen, laptop). Teacher's workplace: table, chair.

# 6. Guidelines

## 6.1 Methodological recommendations for the teacher on the organization of training

A presentation (from the English word - presentation) is a set of color slide pictures on a specific topic, which is stored in a special format file with the PP extension. The term "presentation" (sometimes called "slide film") is associated primarily with the information and advertising functions of pictures that are designed for a certain category of viewers (users).

In order for the presentation to be well perceived by the audience and not cause negative emotions (subconscious or completely conscious), it is necessary to follow the rules for its design.

The presentation involves a combination of information of various types: text, graphics, musical and sound effects, animation and video clips. Therefore, it is necessary to take into account the specifics of combining fragments of information of various types. In addition, the design and demonstration of each of the listed types of information is also subject to certain rules. So, for example, for textual information, the choice of font is important, for graphic information - brightness and color saturation, for their best joint perception, optimal relative position on the slide is necessary.

In addition to the correct arrangement of text blocks, one must not forget about their content - the text. In no case should it contain spelling errors. You should also take into account the general rules for formatting the text.

After creating a presentation and its design, you need to rehearse its presentation and your performance, check how the presentation will look like as a whole (on a computer screen or projection screen), how quickly and adequately it is perceived from different audience locations, under different lighting conditions, noise accompaniment, in an environment as close as possible to the real conditions of the performance.

## 6.2 Guidelines for students on mastering the discipline

Lecture - a systematic, consistent, monologue presentation by the teacher of educational material, as a rule, of a theoretical nature. When preparing a lecture, the teacher is guided by the working program of the discipline. In the course of lectures, it is recommended to take notes, which will later allow you to recall the studied educational material, supplement the content during independent work with literature, and prepare for the exam.

You should also pay attention to categories, formulations that reveal the content of certain phenomena and processes, scientific conclusions and practical recommendations, positive experience in oratory. It is advisable to leave fields in the working notes on which to make notes from the recommended literature, supplementing the material of the lecture heard, as well as emphasizing the particular importance of certain theoretical positions.

Lecture conclusions summarize the teacher's reflections on educational issues. The teacher provides a list of used and recommended sources for studying a particular topic. At the end of the lecture, students have the opportunity to ask questions to the teacher on the topic of the lecture. When lecturing on the discipline, electronic multimedia presentations can be used.

Guidelines for students when working at the seminar

Seminars are implemented in accordance with the working curriculum with consistent study of the topics of the discipline. In preparation for the seminars, the student is recommended to study the basic literature, get acquainted with additional literature, new publications in periodicals: magazines, newspapers, etc. In this case, the recommendations of the teacher and the requirements of the curriculum should be taken into account. It is also recommended to refine your lecture notes by making appropriate entries in it from the literature recommended by the teacher and provided by

the curriculum. Abstracts should be prepared for presentations on all educational issues submitted to the seminar.

Since the student's activity in seminars is the subject of monitoring his progress in mastering the course, preparation for seminars requires a responsible attitude. In interactive classes, students should be active.

Guidelines for students on the organization of independent work

Independent work of students is aimed at independent study of a separate topic of the academic discipline. Independent work is mandatory for each student, its volume is determined by the curriculum. During independent work, the student interacts with the recommended materials with the participation of the teacher in the form of consultations. To perform independent work, methodological support is provided. The electronic library system (electronic library) of the university provides the possibility of individual access for each student from any point where there is access to the Internet.

# 7. Evaluation fund

## 7.1 Methods for monitoring and evaluating learning outcomes

**Competence level indicator**

| **Introduction to Project Activity** | | | | | |
|---|---|---|---|---|---|
| FGOS VO 38.03.02 "MANAGEMENT" | | | | | |
| In the process of mastering this discipline, the student forms and demonstrates the following **competencies**: | | | | | |
| **COMPETENCES** | | **List of components** | **Competence formation technology** | **Assessment Tool Form**** | **Degrees of levels of development of competencies** |
| **INDEX** | **FORMULATION** | | | | |
| **OPK-1** | The ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory | IOPK-1.1. Knows ways to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory.<br>IOPK-1.2. Able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory.<br>IOPK-1.3. Has the skills to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. | lecture, independent work, seminars | DS, E | **A basic level of**<br>- is able to analyze, apply skills and functions of competence in training and prepared situations<br>**Enhanced level**<br>-able to analyze, apply the skills and functions of competence in practice and in non-standard situations |

## 7.2 Scale and criteria for evaluating learning outcomes

Scales for assessing the results of intermediate certification and their description:

***Form of intermediate certification: exam.***

Intermediate certification of students in the form of an exam is carried out based on the results of all types of educational work provided for by the curriculum for a given discipline (module), while taking into account the results of current monitoring of progress during the semester. The assessment of the degree of achievement by students of the planned learning outcomes in the discipline (module) is carried out by the teacher conducting classes in the discipline (module) by the method of expert assessment. Based on the results of the intermediate attestation for the discipline (module), the mark "excellent", "good", "satisfactory" or "unsatisfactory" is given.

*Only students who have completed all types of educational work provided for by the work program in the discipline "Introduction to the Profession" are allowed to the intermediate certification (passed the intermediate control)*

| Evaluation scale | Description |
|---|---|
| Great | All types of educational work provided for by the curriculum were completed. The student demonstrates the correspondence of knowledge, skills and abilities given in the tables of indicators, operates with the acquired knowledge, skills, skills, applies them in situations of increased complexity. In this case, minor errors, inaccuracies, difficulties in analytical operations, transferring knowledge and skills to new, non-standard situations can be made. |
| Fine | All types of educational work provided for by the curriculum were completed. The student demonstrates incomplete, correct correspondence of knowledge, skills, and abilities given in the tables of indicators, or if 2-3 minor errors were made at the same time. |
| Satisfactorily | All types of educational work provided for by the curriculum were completed. The student demonstrates the conformity of knowledge, which covers the main, most important part of the material, but at the same time one significant error or inaccuracy was made. |
| Unsatisfactory | One or more types of educational work provided for by the curriculum have not been completed. The student demonstrates incomplete correspondence of knowledge, skills and abilities given in the tables of indicators, significant errors are made, the lack of knowledge, skills and abilities is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations. |

## 7.3 Evaluation tools

**List of assessment tools by discipline**
**"Introduction to Project Activity"**

| OS number | Name of the evaluation tool | Brief description of the evaluation tool | Presentation of the evaluation tool in the FOS |
|---|---|---|---|
| 1 | Report, message (DS) | The product of the student's independent work, which is a public performance on the presentation of the results of solving a specific educational, practical, educational, research or scientific topic | Topics of reports, messages |
| 2 | Exam (E) | The final form of knowledge assessment. In higher education institutions are held during the session. | Questions for the exam |

7.3.1. Current control

**Topics of reports by discipline**
**"Introduction to Project Activity"**
**(formation of competence OPK-1)**

1. The role and necessity of management in human activity. Types of human activity.
2. The concept of management. The main characteristics of management as a type of management.
3. Goal of management, requirements for goals of management, methodology for its development.
4. The essence and content of management functions. management cycle.
5. Management process, management process operations. The main stages of the implementation of the management process.
6. Typology of management processes.
7. Control mechanism. Analysis of its main components. Principles formations.
9. Control method. Characteristics of the main methods of management.
10. Characteristics of the main approaches to management.
11. Features of corporate governance.
12. Distribution and optimal combination of powers in the management system.
13. The role of the human factor in modern management.
14. Sociology of management.
15. Conflict and conflict management.
16. Types of managerial communication.
17. Questions of the manager's activity in typical job and qualification characteristics.
18. Delegation in management and types of delegation.
19. Delegation as a type of managerial action and its specificity.
20. Communication barriers in management activities and their overcoming.
21. Control in the system of managerial actions.
22. The concept of domestic management.
23. Leader's personality: psychological features and qualities.
24. Management, manager: the content and meaning of the basic concepts.
25. Motivational factors and regulators of motivation.
26. Motivation in the system of managerial actions. Motives and incentives.

**Report Evaluation Criteria**

| No. | Criterion | Grade | | | |
|---|---|---|---|---|---|
| | | ex. | choir. | satisfactory | unsatisfactory |
| 1 | Report Structure | The report contains semantic parts, balanced in volume | The report contains three semantic parts, unbalanced in volume | One of the semantic parts of the report is missing | The report does not trace the presence of semantic parts |
| 2 | Content of the report | The content reflects the essence of the problem under consideration and the main results obtained. | The content does not fully reflect the essence of the problem under consideration or the main results obtained. | The content does not fully reflect the essence of the problem under consideration and the main results obtained. | The content does not reflect the essence of the problem under consideration or the main results obtained. |
| 3 | Ownership of the material | The student fully owns the material presented, is oriented in the problem, freely | The student owns the material presented, is oriented in the problem, finds it | The student is not fluent enough in the material presented, poorly oriented in the problem | The student does not own the material presented, poorly oriented in the |

| | | | | | |
|---|---|---|---|---|---|
| | | answers questions | difficult to answer some questions | | problem |
| 4 | Relevance to the theme | The presented material is fully consistent with the stated topic. | The material presented contains elements that are not relevant to the topic. | The material presented contains a large number of elements that are not related to the topic. | The material presented is slightly relevant to the topic. |

7.3.2. Intermediate certification

**Questions for the exam in the discipline**
**"Introduction to Project Activity"**
**(formation of competence OPK-1)**

1. The role and importance of management and managers in the modern world.
2. The role and importance of marketing and marketers in the modern world.
3. Similarities and differences between the work of a manager and a marketer in production and in the service sector.
4. Career growth and staff turnover.
5. Types of management communications.
6. Influence of national mentality on the development of management.
7. Delegation in management: essence, meaning and types of delegation.
8. Historical background of management.
9. .Key skills that a manager needs to effectively manage an organization.
10. Management and manager: the content of the basic concepts.
11. The appointment of organizations in society.
12. The need for personal self-determination and methods of professional self-determination in the activities of a managerial worker.
13. Organization as an open system.
14. Basic elements and components of social systems.
15. Features of Russian management and characteristic features of the Russian mentality.
16. Features of management in the non-production sphere.
17. Features of the manager's professional thinking.
18. Differences between a manager, a businessman, an entrepreneur.
19. The concept of a profession. Profession "manager", its social significance in society.
20. Prerequisites for the need for specialist managers in Russian organizations.
21. .Profession "manager", its characteristics and risks of the profession.
22. The role of the management team in the management of the organization.
23. Leadership and management: correlation of concepts.
24. Self-management: essence, subject of self-management.
25. Management system: essence, content.
26. Specifics of management and social management.
27. Essence and types of management.
28. Typical duties and content of the work of a modern manager.
29. Management team: concept, meaning.
30. Management communication: content, brief description.
31. Management decision: concept, main types of decisions.
32. Management functions: composition, brief description.
33. Goal-setting in management: concept, content of goal-setting.
34. The goals of the organization and the main requirements for them.

35. Goal in management: essence and types of goals.
36. Economic thinking of a manager: content and necessity.
37. The concept of financial management. Pricing.
38. Purpose of business planning. Business planning mistakes.
39. Retraining and concentration of specialists.
40. Management process, management process operations. The main stages of the implementation of the management process.
41. job search phases. Job search methods.
42. Resume rules.
43. Conflict prevention methods. Stress and resilience.
44. Compilation of a career plan.
45. A mechanism for evaluating the organization's marketing capabilities. Basic concepts of marketing.
46. Financial and management accounting at the enterprise.
47. Development of the content of the business plan.

Ticket Form

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION
HIGHER EDUCATION
"MOSCOW POLYTECHNICAL UNIVERSITY"
(MOSCOW POLYTECH)

Faculty of Economics and Management, Department of Management
Discipline: Introduction to Project Activity
Direction of training: 38.03.02 "Management"
Course: 2, group _____, form of education: half-time

TICKET #1.

1. Question assessing the competence of OPK-1
2. Question assessing the competence of OPK-1

Approved at the meeting of the department "___" _____ 2023, protocol No. __.

Head of Department "Management" _____ /Alenina E.E./