

# Bookmark File The 30 Day Mba Your Fast Track Guide To Business Success Read Pdf Free

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The same critical information top business schools teach Based on Professor Stralser's popular seminar series, MBA in a Day? is specifically designed for the busy professional (physician, attorney, architect, nonprofit executive, etc.) or entrepreneur/small business owner, who needs to know about the "business-side" of their practice, organization or business. With comprehensive coverage of vital business topics, important concepts and proven strategies taught at top graduate schools, this handy book offers a complete business education without the hassle of enrolling in an MBA program. Divided into four sections covering management and policy; economics, finance, and accounting; marketing; and systems and processes; this straightforward guide is easy to navigate and simple to use. Packed with illustrative examples, helpful anecdotes, and real-world case studies, this commonsense guide covers everything busy professionals would learn at the very best business schools-if they only had the time. Steven Stralser, PhD (Phoenix, AZ), is Clinical Professor and Managing Director, The Global Entrepreneurship Center at Thunderbird: The American Graduate School of International Management and founder and CEO of The Center for Professional Development, Inc., an organization dedicated to post-graduate training and education of today's professionals. Dies ist der Nachfolgetitel des erfolgreichen "The Fast Forward MBA in Project Management", von dem bislang über 70.000 Exemplare verkauft wurden. "The Portable MBA in Project Management" diskutiert die aktuellsten Themen im Projektmanagement und enthält Beiträge von allen führenden Autoritäten auf diesem Gebiet. Die Beiträge dieser Experten verknüpfen wichtige Ideen mit Originalmaterial und decken alle Trends, alle Themen und alle Aspekte des modernen Projektmanagement ab. Autor Eric Verzuh präsentiert eine Vielzahl von erprobten Techniken für das Managen einzelner Projekte und projektbasierter Unternehmen. Hier erfahren Projektmanager, wie sie die Kraft einzelner Projekterfolge miteinander verbinden können, um das Unternehmen so zu einem höheren Maß an Produktivität und Reaktionsfreudigkeit im Kundenkontakt anzuspornen. "The Portable MBA in Project Management" - der umfassende Ratgeber für erfolgreiches Projektmanagement und ein Muss für jeden ambitionierten Projektmanager. Eric Verzuh ist als Consultant für führende internationale Unternehmen tätig, darunter u.a. Adobe, Boeing, GE und Nordstrom. Packed with info on today's hottest business trends Boost your management skills and put yourself on the fast track to success A graduate MBA programme gives you the business expertise you need for success. But what if you don't have the time or money to take a full

MBA course? That's where this friendly guide comes in. Packed with UK and global examples of best practice in finance, marketing, entrepreneurship, e-commerce, and other business school topics, it's just what you need to turbocharge your career. \* Motivate employees and build great teams \* Understand financial fundamentals \* Create effective marketing plans \* Come out ahead in negotiations \* Make the Internet work for you Instant MBA contains top tips for rapid career advancement minus the academic jargon and waffle - taking you straight to the important bits. If you are thinking of doing an MBA but are time-poor, if you can't afford to do an MBA or if you are currently doing an MBA and can't see the wood for the trees, Instant MBA is essential reading. The authors give the most comprehensive, authoritative and compelling account yet of the troubled state of business education today and go well beyond this to provide a blueprint for the future. The 10th anniversary edition of the bestselling foundational business training manual for ambitious readers, featuring new concepts and mental models: updated, expanded, and revised. Many people assume they need to attend business school to learn how to build a successful business or advance in their career. That's not true. The vast majority of modern business practice requires little more than common sense, simple arithmetic, and knowledge of a few very important ideas and principles. The Personal MBA 10th Anniversary Edition provides a clear overview of the essentials of every major business topic: entrepreneurship, product development, marketing, sales, negotiation, accounting, finance, productivity, communication, psychology, leadership, systems design, analysis, and operations management...all in one comprehensive volume. Inside you'll learn concepts such as: The 5 Parts of Every Business: You can understand and improve any business, large or small, by focusing on five fundamental topics. The 12 Forms of Value: Products and services are only two of the twelve ways you can create value for your customers. 4 Methods to Increase Revenue: There are only four ways for a business to bring in more money. Do you know what they are? Business degrees are often a poor investment, but business skills are always useful, no matter how you acquire them. The Personal MBA will help you do great work, make good decisions, and take full advantage of your skills, abilities, and available opportunities--no matter what you do (or would like to do) for a living. Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In The First 20 Hours, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of

smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, *The First 20 Hours* will help you pick up the basics of any skill in record time . . . and have more fun along the way. *The Fast Forward MBA Pocket Reference Second Edition* -more comprehensive and convenient than ever! When the success of your business hangs in the balance, you need reliable, authoritative information immediately. You need a resource that covers all the corporate bases-communications, management, economics, strategy, accounting, finance, marketing, and more. You need *The Fast Forward MBA Pocket Reference, Second Edition*. Packed with information designed to serve all your business needs, this handy, highly readable book is the ultimate companion for those moments when you need to put your finger on the right advice at the right time-now. This updated and revised Second Edition offers clear, concise coverage of the complete range of essential business topics in a handy format. You'll find all the latest cutting-edge ideas, including new developments in technology, strategy, and branding, as well as key terms, tools, and topics in short, lively entries that give you all the information you need. *The Portable MBA The Fast Forward MBA--* the compact business companion you'll use every day! Keep up with the newest ideas in business Brush up on the basics you can't do without Find direct, practical answers to complicated problems Updates strategic thinking by delivering a wide assortment of empowering tools that not only work but have also been site-tested in more than 50 companies. Also shows members of self-directed teams how to use these tools together to improvise operational strategies. Uses an inside-out and outside-in approach to strategic thinking by paying coincident and equal attention to both organizational capabilities and opportunities in the business environment. *The 30 Day MBA in Business Finance* provides a complete 'course' in business finance, covering 13 key topics which fall under three main headings - the Fundamentals of Business Finance, Corporate Capital Structures and Financial Strategies and Special Topics. Learn what they teach you at the world's top accountancy firms and Business Schools and why it matters to you. With guidance on understanding financial reports, assessing the credit worthiness of business partners, determining profitable strategies, raising finance and ensuring proper records, this book contains everything you need to eliminate gaps in your financial knowledge, think like a financial strategist and become a top manager. A totally revised new edition of the bestselling guide to business school basics *The bestselling book that invented the "MBA in a book" category, The Portable MBA Fifth Edition* is a reliable and information-packed guide to the business school curriculum and experience. For years, professionals who need MBA-level information and insight-but don't need the hassle of business school-have turned to the Portable MBA series for the very best, most up-to-date coverage of the business basics. This new revised and expanded edition continues that long tradition with practical, real-world business insight from faculty members from the prestigious Darden School at the University of Virginia. With 50 percent new material, including new chapters on such topics as emerging economies, enterprise risk management, consumer behavior, managing teams, and up-to-date career advice, this is the best Portable MBA ever. Covers all the core topics you'd learn in business school, including finance, accounting, marketing, economics, ethics, operations management, management and leadership, and strategy. Every chapter is totally updated and seven new chapters have been added on vital business topics Includes case studies and interactive web-based examples Whether you own your own small business or work in a

major corporate office, The Portable MBA gives you the comprehensive information and rich understanding of the business world that you need. The 30 Day MBA in Marketing provides a complete marketing 'course' spanning twelve disciplinary areas, and including hot topics such as: buyer behaviour, marketing strategy, promotion and advertising, pricing, managing the marketing organization and marketing and the law. Each chapter includes at least one practical real life example to illustrate how marketing concepts apply to business decision making. Learn what they teach you on professional marketing courses and at the world's top Business Schools and why it matters to you; eliminate gaps in your marketing knowledge and take part in business decision making on an equal footing with MBA graduates or your company marketing director. The 30 Day MBA in Marketing includes detailed information on how to find and analyse market data on any business or market anywhere and online resources that enable you to test your own knowledge. It also provides an invaluable guide to finding further information and free resources on each topic covered. Online supporting resources for this book include a bonus chapter on business communication, self-test question and answers and appendices. This revised and expanded edition of the bestselling book, The Personal MBA by Josh Kaufman, gives you everything you need to transform your business, your career or your working life forever. An MBA at a top school is an enormous investment in time, effort and cold, hard cash. And if you don't want to work for a consulting firm or an investment bank, the chances are it simply isn't worth it. Josh Kaufman is the rogue professor of modern business education. Feted by everyone from the business media to Seth Godin and David Allen, he's torn up the rulebook and given thousands of people worldwide the tools to teach themselves everything they need to know. The Personal MBA teaches simple mental models for every subject that's key to commercial success. From the basics of products, sales & marketing and finance to the nuances of human psychology, teamwork and creating systems, this book distils everything you need to know to take on the MBA graduates and win. 'File this book under: NO EXCUSES' Seth Godin, author of Purple Cow and Linchpin 'Well on its way to becoming a business classic. You're pretty much guaranteed to get your money's worth - if not much, much more' Jason Hesse, Real Business 'Josh Kaufman has synthesized the most important topics in business into a book that truly lives up to its title. It's rare to find complicated concepts explained with such clarity. Highly recommended' Ben Casnocha, author of My Start-Up Life Josh Kaufman is an acclaimed blogger and consultant who helps people improve their business skills. He previously worked at Proctor & Gamble. Since 2005 Josh has been helping people learn about business without remortgaging their lives through his website, [www.PersonalMBA.co](http://www.PersonalMBA.co) The most comprehensive and authoritative review of B-School fundamentals—from top accounting and finance professors For years, the Portable MBA series has tracked the core curricula of leading business schools to teach you the fundamentals you need to know about business-without the extreme costs of earning an MBA degree. The Portable MBA in Finance and Accounting covers all the core methods and techniques you would learn in business school, using real-life examples to deliver clear, practical guidance on finance and accounting. The new edition also includes free downloadable spreadsheets and web resources. If you're in charge of making decisions at your own or someone else's business, you need the best information and insight on modern finance and accounting practice. This reliable, information-packed resource shows you how to understand the numbers, plan and forecast for the future, and make key strategic decisions. Plus, this new edition covers the effects of Sarbanes-Oxley, applying ethical accounting standards, and offers career advice. • Completely updated with new examples, new topics, and full coverage of topical issues in finance and accounting—fifty percent new material • The most comprehensive and authoritative book in its category • Teaches you virtually everything you'd learn about finance and

accounting in today's best business schools Whether you're thinking of starting your own business or you already have and just need to brush up on finance and accounting basics, this is the only guide you need. This book covers everything that the sophisticated entrepreneur needs to know to start and run an entrepreneurial venture effectively. The updated, second edition includes a chapter on entrepreneurship and the Internet. Revised edition of the author's *The 30 day MBA*, 2016. Business schools have long enticed students into their MBA programs with the promise that, after a short stint spent studying the ins and outs of the business world, they will be able to step right into the upper echelons of management or launch a business that soon has them flitting about the world in a private jet. "Sounds great," you say. "Sign me up!" Not so fast. Sure, business school might prove a necessary prerequisite for those aiming to gain employment at a large financial institution, land a job with a consultancy, or accelerate their journey to managerial superstardom at a Fortune 500 company. But for aspiring entrepreneurs and established business owners alike, the truth of the matter is this: The ability to get a business off the ground and running successfully is not the byproduct of toiling away in a classroom, learning esoteric subjects like the economics of competition. Rather, all it takes to start and run a truly successful business are a few sensible, time-proven techniques that have been needlessly forgotten in business innovators' haste to reinvent the wheel. That's why, in *The Street Smart MBA*, Steve Babitsky and James J. Mangraviti, Jr., encourage you to ditch class—or, better yet, ditch b-school altogether—and go back to the business basics with a series of ten simple steps that will do more for your company than the letters M, B, and A ever will. There are no forays into game theory in *The Street Smart MBA*, no parables, and no intellectualizing. Instead what you will find is a practical, easy-to-understand, step-by-step business strategy guide that encourages you to revive a handful of basic yet essential practices that many business owners have lost sight of, such as: Building a brand that is so synonymous with quality that you'll be able to maximize your company's profits in no time; Turning your company's products and services into profits by finding your company a niche, working with deadlines, and honoring your company's image above all else; Dealing with customer complaints head-on so that you can turn gripes into opportunities; Doing favors, mentoring, and sending gifts, in order to grow your business network; And much more. With its emphasis on ten simple yet time-honored principles that lead to business success, *The Street Smart MBA* is all the business education that entrepreneurs with great ideas and business owners with the drive to succeed will ever need. 'This is an invaluable guide for any manager looking to apply MBA thinking in the real world. Strongly recommended.' Gordon Seabright, Director of the Eden Project 'Packed with insights, tools, tips, cases and know-how, this easy-to-read book will accelerate your ability to deal with challenging management issues. A must for every manager.' Jessica Pryce-Jones, Joint CEO, iOpener Institute for People and Performance 'This fantastic book will help you to challenge the mental barriers of the status quo.' Peter Meier, CEO, Kuoni Travel Holding Ltd Transform your career and revolutionise how you work with the very best learning from the world's leading business schools. Delivering many of the key benefits of a top-notch business education, without the hefty price tag and big time investment, *The Every Day MBA* will guide, challenge and inspire you to better results, wherever you are in your career. Use the powerful combination of the best business models with your own experience and awareness to quickly develop the same game-changing thinking, tactical behaviours and dynamic strategies that MBA graduates know really work. Find out what it really takes to be a leader in business and use MBA thinking to take your business knowledge and practice to a brilliant new level - today, tomorrow and every day. This new edition retains its practical emphasis, taking theory at its simplest and translating it into real-world situations. The book outlines the nature of

organizations in terms of how they are constructed and analyzed, showing how they are affected by the behaviour of individuals and groups. The 30 Day MBA in Marketing provides a complete marketing 'course' spanning twelve disciplinary areas, and including hot topics such as: buyer behaviour, marketing strategy, promotion and advertising, pricing, managing the marketing organization and marketing and the law. Each chapter includes at least one practical real life example to illustrate how marketing concepts apply to business decision making. Learn what they teach you on professional marketing courses and at the world's top Business Schools and why it matters to you; eliminate gaps in your marketing knowledge and take part in business decision making on an equal footing with MBA graduates or your company marketing director. This book includes detailed information on how to find and analyse market data on any business or market anywhere and online resources that enable you to test your own knowledge. It also provides an invaluable guide to finding further information and free resources on each topic covered.

MBA In A Week is a simple and straightforward way to get the edge in business, giving you everything you really need to know in just seven short chapters. Every day it focuses on one area of MBA study, from global business, finance and accounting, to strategy, marketing and operations management. This book distils the most practical business insights of an MBA into easy-to-digest bite-sized chunks, giving you a basic knowledge and understanding of the key concepts, together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a single sitting, MBA In A Week is your fastest route to success: - Sunday: Global business pressures and change - Monday: Finance, economics and accounting - Tuesday: Entrepreneurship, ethics and social responsibility - Wednesday: Strategy and marketing - Thursday: Operations management - Friday: Organizational behaviour and human resources management - Saturday: Research and change management

ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social media, the In A Week series covers the business topics that really matter and that will help you make a difference today. Written in straightforward English, each book is structured as a seven-day course so that with just a little work each day, you will quickly master the subject. In a fast-changing world, this series enables readers not just to get up to speed, but to get ahead.

25 Need-to-Know MBA Models provides easy access to the most useful models, tools and concepts that are covered on MBA programmes. Whether you are a student about to embark on an MBA or a manager who wants to understand the ideas taught, this guide will help you to get ahead. Covering 25 key models that have been picked from programmes around the world, 25 Need-to-Know MBA Models cuts through the jargon to give you the core information on each model: what it is, when to use it, how to use it with key practical tips. Want new ways of looking at old problems? Need a range of management decision-making tools at your fingertips? Only want what you need to know, rather than reams of theory? Includes 10 handy dos and don'ts of using MBA models

With indispensable models that will help you make the most out of every business opportunity, this book tells you what you need to know, fast. The average debt load for graduates of the top business schools has now exceeded \$100,000! For most young professionals, this means spending the first half of their career in the red and feeling pressure to take the first position offered to them so that they can start paying off their debt. But it doesn't have to be that way! Author and businesswoman Laurie Pickard discovered a way to get the business education she needed to land her dream job while avoiding the massive school loans that plague so many. And in Don't Pay for Your MBA, she shares all that she learned so that others can benefit as well. Pickard discovered that the same prestigious business schools that offer the MBAs so many covet also offer MOOCs (massive online open courses) for low or even no cost. By

picking the right classes from the best schools, she gained the skills she needed and avoided the debt she could not afford to take on. The most difficult part was knowing how to begin and where to look. So she has provided this resource for other self-starters, career changers, and budding entrepreneurs so that they can best learn how to navigate the expanding universe of online education. Within these pages, learn how to:

- Define your goals and tailor a curriculum that is geared toward your dream job
- Master the language of business
- Build a strong network
- Choose a concentration and deepen your expertise
- Showcase your nontraditional education in a way that attracts companies

Don't fall for the lies that pressure countless graduates every year into MBA programs and insurmountable debt. Self-directed online learning can fill gaps in your training, position you for promotions, and open up new opportunities--at a fraction of the cost! Learn an entire MBA course without spending thousands and waving goodbye to two years of your life. If you want to succeed in business then an MBA programme is the best way to build expertise, knowledge and experience. But an MBA programme at any top school is an enormous investment in time, effort and money. In *The Visual MBA*, Jason Barron offers a radical solution, explaining all key business school concepts through illustrations. When Barron started his MBA course, he decided to draw all his notes so that other people could benefit from them. And it's a good thing he did, because research shows that more than 65% of us are visual learners and that our brains process illustrations 60,000 times faster than text. From Marketing, Ethics and Accounting to Organisational Behaviour, Finance, Operations and Strategy, *The Visual MBA* distils the most important principles of an MBA into an accessible, informative and easily-digestible guide. Jason Barron is a product manager and illustrator who helps people realise their creative ideas through visual learning. He spent 516 hours in class and countless hours studying at home completing his MBA. Along the way, rather than taking notes that he would never read again, Jason created sketchnotes for each class and has turned them into an interesting and engaging resource so that you don't have to sit through another class again! It's a fact that companies so far have only scratched the surface of what can be achieved with social media. Whatever continent, industry, company size, current degree of social media adoption or your job title, the purpose of this book is to inspire you to see how you can raise the bar further to reap new rewards. It will give you the tools to make a difference to your organisation's social media strategy development and delivery going forward. In addition it will also give you more intellectual support and confidence to discuss social media on a higher level with peers, inspire colleagues or negotiate and create support for increased investments from your leadership team. In *The Social Media MBA* editor Christer Holloman has crowd sourced 15 thought leaders from 4 continents to offer an exceptional educational programme written for experienced social media professionals just like you. In addition, learn through cases studies produced by the social leaders at these brands: ARM by Kerry McGuire Balanza - Director of Strategic Marketing Aviva by Jan Gooding - Global Brand Director Dell by Stuart Handley - Communications Director Evans Cycles by Will Lockie - Head of Social Media GlaxoSmithKlein (Ribena) by Verity Clifton - Brand Marketing Manager Kodak by Madlen Nicolaus - Social Media Manager Phillips by Hans Notenboom - Global Director B2B Online Sage by Cath Sheldon - Online PR Specialist There is more, connect with the co-authors and other readers by joining *The Social Media MBA Alumni* group, visit <http://www.socialmedia-mba.com> or search or the group on LinkedIn to stay updated on the latest, ask questions or join the discussions. Your guide to understanding the basics of an MBA *Want to get an MBA? The Complete MBA For Dummies, 2nd Edition*, is the practical, plain-English guide that covers all the basics of a top-notch MBA program, helping you to navigate today's most innovative business strategies. From management to entrepreneurship to strategic planning, you'll understand the hottest trends and get the



latest techniques for motivating employees, building global partnerships, managing risk, and manufacturing. This fun, easy-to-access guide is full of useful information, tips, and checklists that will help you lead, manage, or participate in any business at a high level of competence. You'll find out how to use databases to your advantage, recognize and reward your employees, analyze financial statements, and understand the challenges of strategic planning in a global business environment. You'll also learn the basic principals of accounting, get a grip on the concepts behind stocks and bonds, and find out how technology has revolutionized everything from manufacturing to marketing. Discover how to: Know and respond to your customers' needs Handle budgets and forecasts Recruit and retain top people Establish and run employee teams Use Sarbanes-Oxley to your company's advantage Negotiate with the best of them Build long-term relationships with clients Avoid common managerial mistakes Improve cash flow Market your products and services Make the most of your advertising dollar Once you know what an MBA knows, the sky's the limit. Read *The Complete MBA For Dummies, 2nd Edition*, and watch your career take off! The all-inclusive guide to exceptional project management *The Fast Forward MBA in Project Management* is the comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. *The Fast Forward MBA in Project Management* shows you what you need to know, the best way to do it, and what to watch out for along the way. As business becomes increasingly reliant on succeeding in export markets, the need for specialist knowledge in international trade is at its highest. With thorough explanations to describe the current international business environment as well as international case studies which include IKEA, J.D. Wetherspoon, Dell, Amazon and Indian car brand Tata Nano, *The 30 Day MBA in International Business* will boost your knowledge and help you play a more rounded role in shaping the direction of your organization. It covers all the essential elements of international trade and business, including international marketing strategy, managing international organizations and selecting global strategic partners as well as finance, accounting and human resource management. *The 30 Day MBA in International Business* is packed with links to free resources from the top business schools as well an online list of sources to keep you informed on all the key business issues. The author is well-renowned and highly successful. Figures and examples are revised and spreadsheet readytemplates are provided. Offers quick tips and cutting-edge ideas. Totally revised new edition of a highly successful book. Fast-track your way into the Ivy League & other top colleges # MBA aspirants globally > 2,50,000 # Seats at a top business school

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