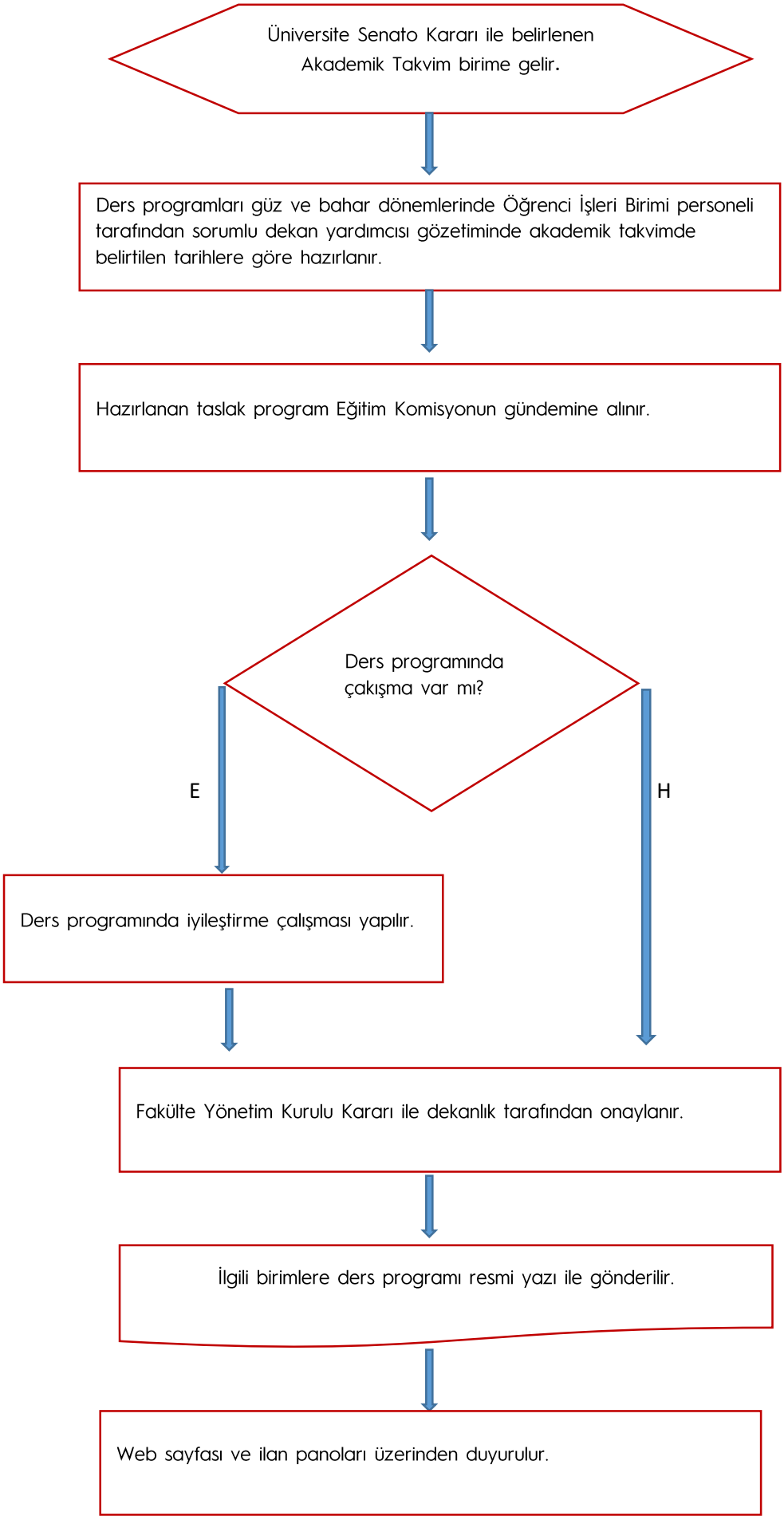DERS PROGRAMLARININ HAZIRLANMASI İŞ AKIŞI