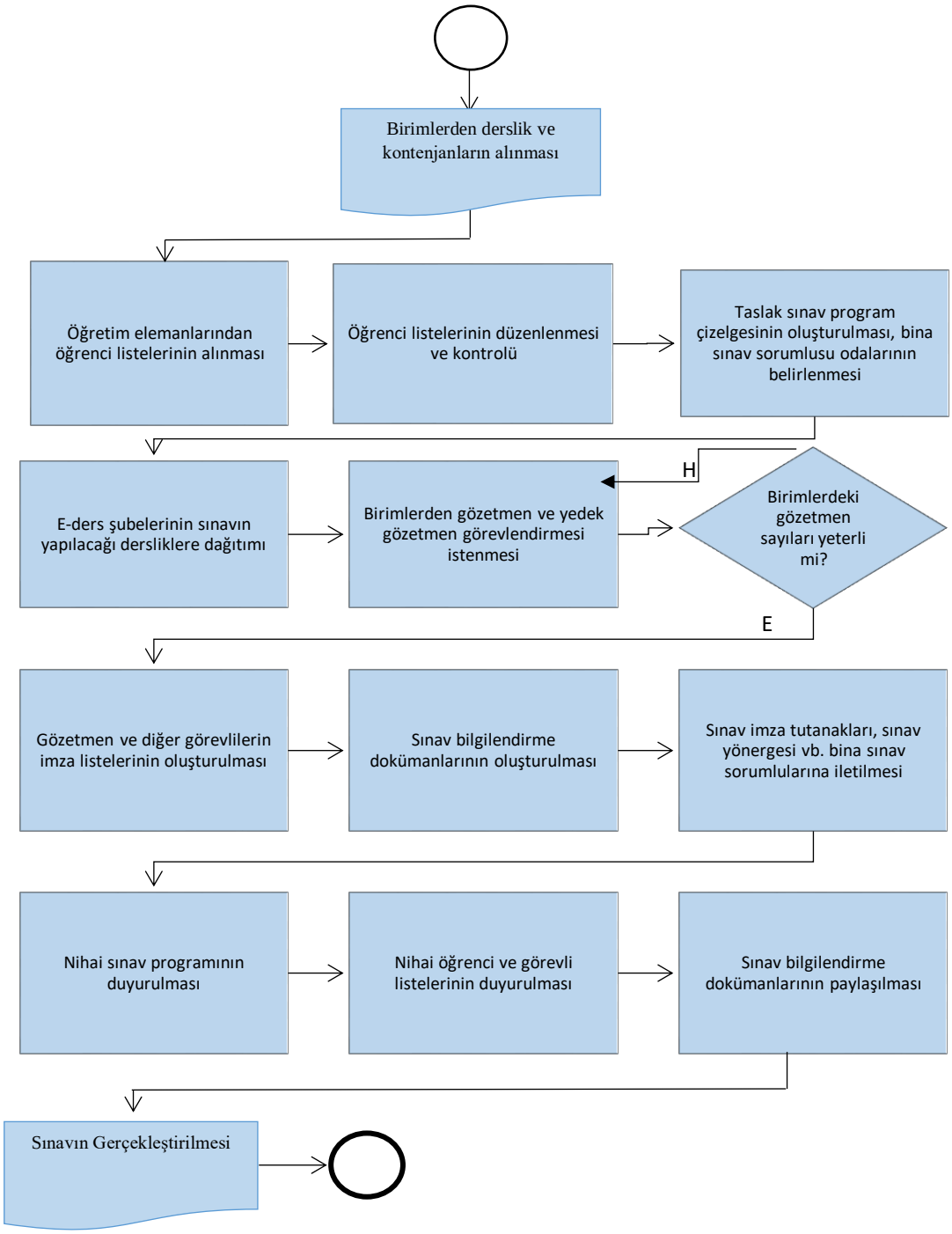ORTAK DERSLER SINAV PROGRAMI HAZIRLAMA İŞ AKIŞI