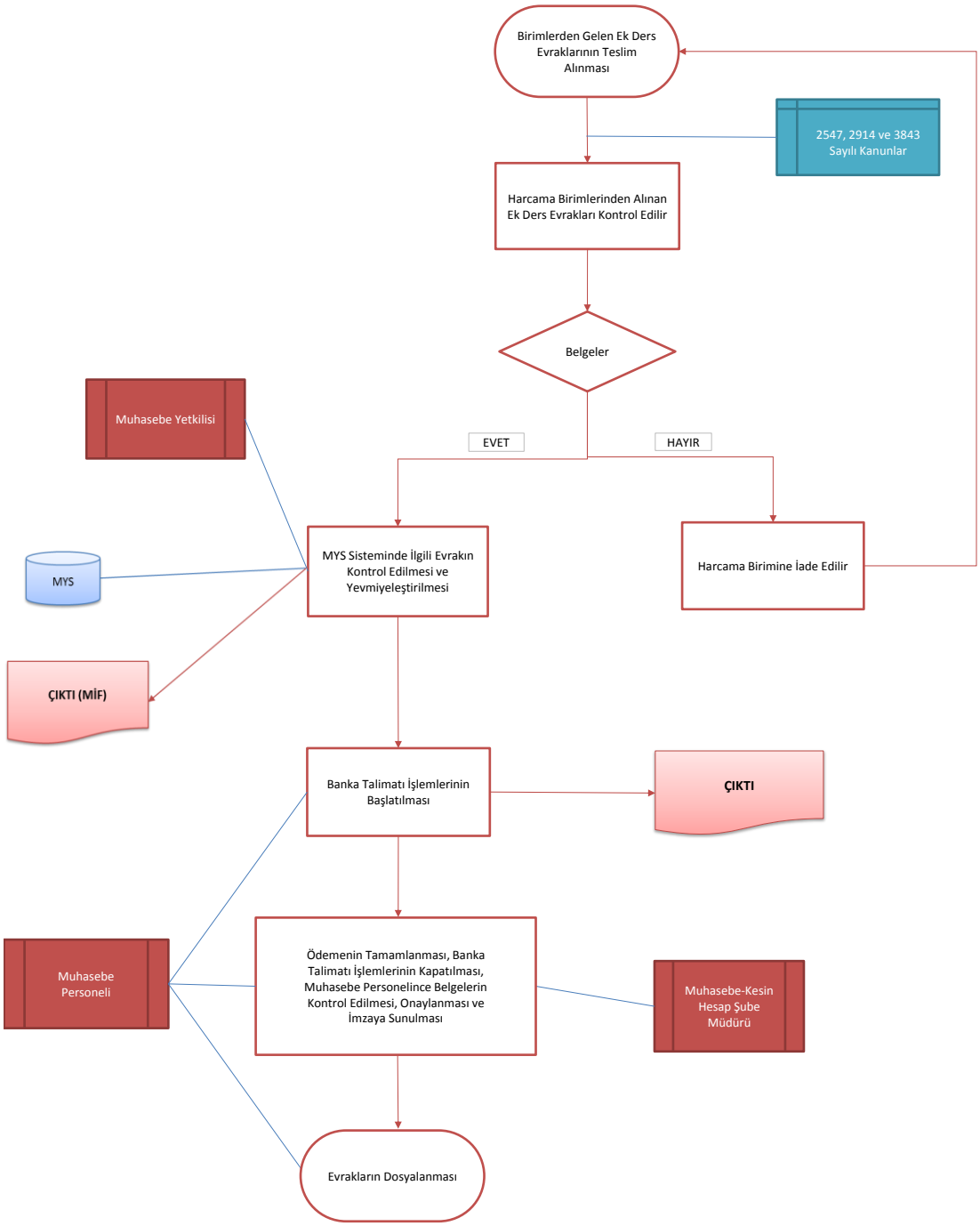Ek Ders İşlemleri İş Akış Süreci