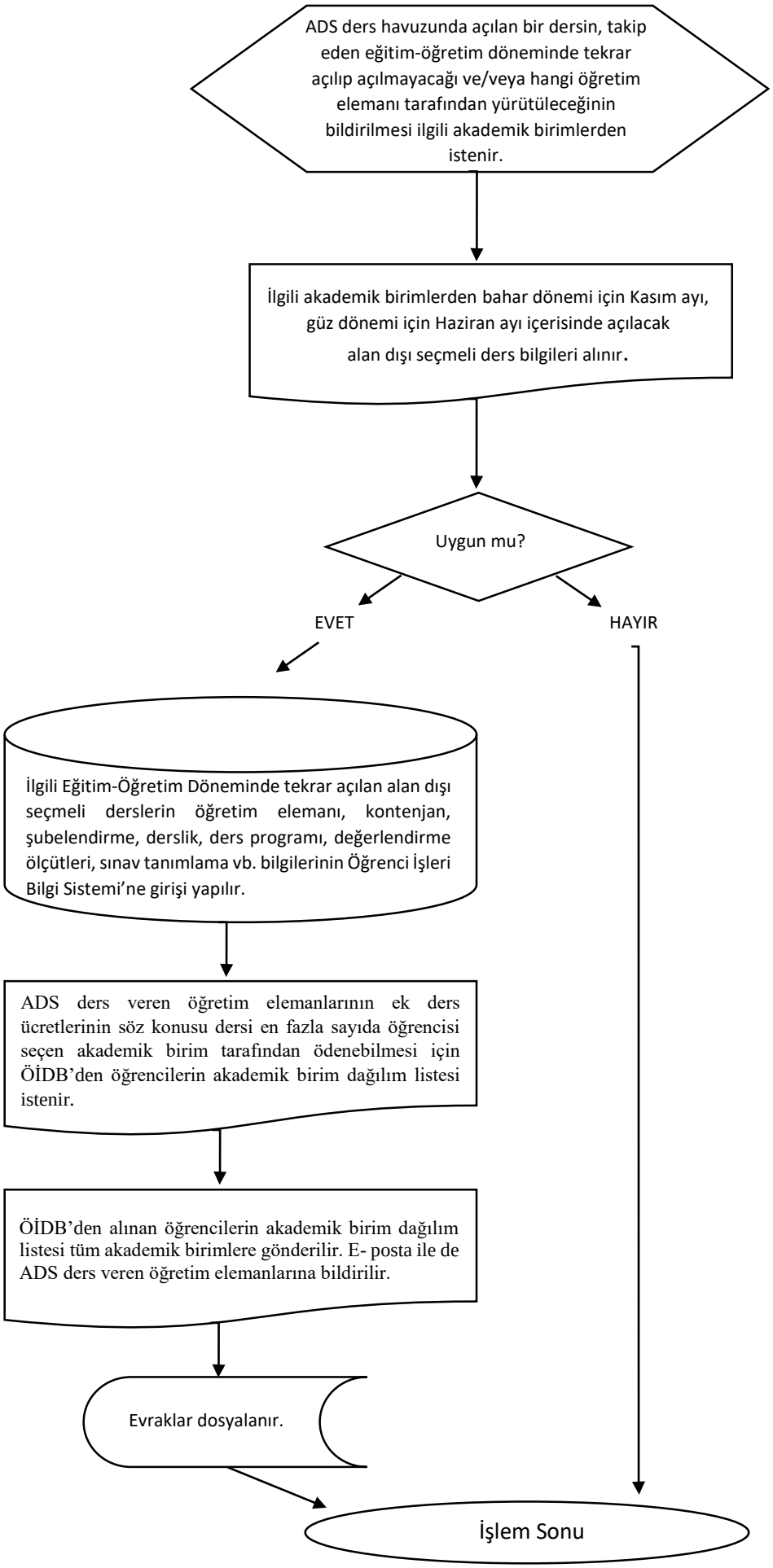ALAN DIŞI SEÇMELİ DERS HAVUZUNDA BULUNAN DERSİ AÇMA İŞ AKIŞ SÜRECİ