		Teachin	g Guide			
	Identifying	Data			2022/23	
Subject (*)	Architectural Graphic Expression I			Code	670G01103	
Study programme	Grao en Arquitectura Técnica				'	
		Desci	riptors			
Cycle	Period	Ye	ear	Туре	Credits	
Graduate	1st four-month period	Fi	rst	Basic training	6	
Language	Spanish					
Teaching method	Face-to-face					
Prerequisites						
Department	Expresión Gráfica Arquitectónica					
Coordinador	Gonzalez Sarceda, Manuel		E-mail	manuel.gsarced	a@udc.es	
Lecturers	Gonzalez Sarceda, Manuel		E-mail	manuel.gsarced	manuel.gsarceda@udc.es	
Web						
General description	The drawing of croquis, as all the to	echnical draw	vings, has to fulfil wit	th two fundamental air	ms: The expression and the	
	communication of ideas, indispense	able conditior	ns for the correct foll	ow-up of the that this	capacitado to read it or interpret	
	it. The student purchases the necessary knowledges to be able to communicate with other professionals relate					
	constructive process. It is the tool of	or instrument	by means of which	go to express the kno	wledges purchased in the rest of	
	disciplines given in this degree. On the other hand, the analysis and the knowledge of the different systems of representation will allow to select the					
	convenient to resolve the problem	of the step of	the three dimension	ns of the space to the	two dimensions of the paper, and	
	vice versa, deepening in the repre	sentative pra	gmatism of the tech	nical architect.		
	When being an asignatura essentia	ally practical,	based in the acquisi	ition of skills and skills	s, is necessary that the student	
	work of way continued along the co	ourse. Thus, i	t is recommended th	ne realisation of all the	e works proposed by the	
professor.						

	Study programme competences
Code	Study programme competences
A38	A0.3 Ability to use spatial representation systems, sketching, dimensioning, and graphical representation language and techniques for
	building elements and processes.
B31	B1 Students will demonstrate knowledge and understanding of subjects that build upon the foundation of a general secondary education
	using advanced textbooks and ideas and analyses from the cutting edge of their field.
B32	B2 Students will be able to use their knowledge professionally and will possess the skills required to formulate and defend arguments and
	solve problems within their area of study.
B33	B3 Students will have the ability to gather and interpret relevant data (especially within their field of study) in order to make decisions and
	reflect on social, scientific and ethical matters.
B34	B4 Students will be able to communicate information, ideas, problems and solutions to specialist and non-specialist audiences alike.
B35	B5 Students will develop the learning skills and autonomy they need to continue their studies at postgraduate level.
C1	Adequate oral and written expression in the official languages.
C3	Using ICT in working contexts and lifelong learning.
C4	Acting as a respectful citizen according to democratic cultures and human rights and with a gender perspective.
C5	Understanding the importance of entrepreneurial culture and the useful means for enterprising people.
C6	Acquiring skills for healthy lifestyles, and healthy habits and routines.
C7	Developing the ability to work in interdisciplinary or transdisciplinary teams in order to offer proposals that can contribute to a sustainable
	environmental, economic, political and social development.
C8	Valuing the importance of research, innovation and technological development for the socioeconomic and cultural progress of society.
C9	Ability to manage times and resources: developing plans, prioritizing activities, identifying critical points, establishing goals and
	accomplishing them.

Learning outcomes

Learning outcomes			Study programme		
	CO	competence			
Capacity to apply the development of the croquis, the proporcionalidad, the language and the technicians of the graphic	A38				
representation of the elements and constructive processes.					
Interpretation, preparation, normative and normalisation of the graphic document.	A38				
Capacity to realise taking of data, lifting of planes and the verification of measures that can be of interest for the project, the	A38				
direction and materialisation of the edificación, as well as, the conception, design, definition and technical and technological					
solution of elements, processes and constructive systems.					
Basic rule of application.	A38				
Que los estudiantes hayan demostrado poseer y comprender conocimientos en un área de estudio que parte de la base de la		B31			
educación secundaria general, y se suele encontrar a un nivel que, si bien se apoya en libros de texto avanzados, incluye					
también algunos aspectos que implican conocimientos procedentes de la vanguardia de su campo de estudio.					
Que los estudiantes sepan aplicar sus conocimientos a su trabajo o vocación de una forma profesional y posean las		B32			
competencias que suelen demostrarse por medio de la elaboración y defensa de argumentos y la resolución de problemas					
dentro de su área de estudio.					
Que los estudiantes tengan la capacidad de reunir e interpretar datos relevantes (normalmente dentro de su área de estudio)		B33			
para emitir juicios que incluyan una reflexión sobre temas relevantes de índole social, científica o ética.					
Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no		B34			
especializado.					
Que los estudiantes hayan desarrollado aquellas habilidades de aprendizaje necesarias para emprender estudios posteriores		B35			
con un alto grado de autonomía.					
Expresarse correctamente, tanto de forma oral como escrita, en las lenguas oficiales de la comunidad autónoma.			C1		
Use the basic tools of the technologies of the information and the communications (TIC) necessary for the exercise of his			СЗ		
profession and for the learning along his life					
Express properly, so much of oral form as written, in the official tongues of the autonomous community.			C4		
Entender la importancia de la cultura emprendedora y conocer los medios al alcance de las personas emprendedoras.			C5		
Adquirir habilidades para la vida y hábitos, rutinas y estilos de vida saludables.			C6		
Assume like professional and citizen the importance of the learning along the life.			C7		
Value criticamente the knowledge, the technology and the available information to resolve the problems with which have to			C8		
confront.					
Ability to manage times and resources: developing plans, prioritizing activities, identifying critical points, establishing goals and			C9		
accomplishing them.					

Contents					
Topic	Sub-topic Sub-topic				
Systems of representation. Application.	Analyse and learn to perceive simple three-dimensional objects and represent them,				
	already was by his seen in the system diédrico as in volume in the axonometric				
	Learn to use the system of representation more adapted for each case Capacitar To				
	the student with the end to transmit and define objectively the volumetry of an object,				
	as well as his constructive sequence (despieces) by means of the systems				
	perspectivos isometric, military, cavalier or conical Know the procedures to				
	represent curves in the distinct systems Learn to use the system of representation				
	adapted to define a constructive detail.				
Concept of architectural drawing. Graphic language.	Learn to communicate through the architectural graphic language - Learn, practising,				
	the processes of graphic representation in the architecture and his materialisation, so				
	much to general level as in his details - Learn to interpret by means of the thought and				
	the geometrical syntax-constructive Learn the codes of architectural graphic				
	representation.				
Instruments of drawing.	Achieve that the student develop in the handle of the instrumental and in the				
	knowledge and use of the material of support for the graphic representation				

Normalisation. Formats, cajetín.	Know, learn and use the different formats of paper normalised and the election of the
	most adapted for the graphic product to realise Identify the element represented, as
	well as the author and other data of interest of an architectural drawing by means of a
	cajetín normalised.
Systems of presentation: grafismo, rotulación.	Know and learn to trace and value the lines with quality, incidiendo in the tone and the
	weight according to the intentionality.
	- Know the classification of the lines and his correct utilisation in each case.
	- Purchase skills and skills by means of a synchronisation psico-manual that conclude
	in a precision and a rigour in the traced.
	- Know the conventional symbols of the architectural representation.
	- Purchase a discipline and some habits by means of the traced of the form of the
	letters and know and use his normalisation. The rotulación, letters and figures.
The geometry in the classical orders.	Know and learn to trace and value the classical orders Geometry and modulation
	Graphic and geometrical precision Geometrical study of the forms Geometrical
	constructions of the molduras.
Analysis of the form. Geometrical analysis. Proportional	Learn to perceive the architectural fact by means of the geometrical analysis
analysis. Concept of module.	- Learn to perceive the form and the proportion of the objects
	- Reach a fast perception of the volume of the object to represent.
	- Learn to read the diagram of traced of an architectural fact controlling the process of
	preparation.
	- Learn to decompose geometrically each one of the seen diédricas. Establish
	modules of comparison to determine the proportional laws that determine a sight
	diédrica.
Concept of croquis. Methodology.	- Establish the complete definition of an object by means of his seen diédricas
	Comprise and practise the orthogonal cylindrical projection (the plant, the heaved and
	the profile) and the oblicua - Learn the codes of architectural graphic representation
	Learn to deliver the seen in the paper so that the drawing maintain a balance between
	spaces graficados and spaces in white.
Concept of section. Types. Criteria of election.	Learn to represent the unseen parts in the objects with complex internal composition
	realising ace necessary sections to define them Differentiate the multiple types of
	sections that can employ in the definition of the object Use the number of necessary
	sections to define an object situating them in the appropriate place Represent
	properly the sections differentiating the lines of section of the lines of projection.
Concept of detail. Criteria of selection and seen minimum.	Learn to perceive an object in all his details, transmitting the exact form and his
	dimensions - Learn to classify the different types of details and represent them
	properly Learn to use the system of representation adapted to define a constructive
	detail.
Acotación. Types. Rule. Utensilios Of measure. Taking of	Learn to perceive the dimensions of the object by means of the taking of data
measures. Methodology. Errors.	- Differentiate between taking of measures and acotación.
	- Learn to choose the most adapted sights to have the distinct heights.
	- Learn to have the heights in the distinct seen, according to these find or no
	contained in the parallel planes to the ones of projection.
	- Apply the general principles of the acotación.
	- Learn to choose the elements that define the origin for referenciar objects and parts
	to measure and limit.
	- Learn to have determinate types of height that, by singularity, require a particular
	attention.
	- Learn to situate points by the systems of coordinates and triangulation to determine
	angles and radios.

The drawing by heart.	Learn to represent, trace and value the drawing of implicit ideas in the mind of the
	author The virtual drawing like a half to discover and express the creative or
	constructive intentions The drawing like a basic element of the representation and
	the reinterpretación of the architectural work-constructive.
The put to scale. Types	Learn to comprise and establish the length of the segment drawn and the length of the
	object represented.
	- Learn to decide the size of the object to represent, in function of the intentions that
	govern the traced of the drawing: the far surroundings (vision of group) and the
	immediate surroundings (the details) with the complete definition of the form.
	- Learn to make graphic scales.
Concept of lifting of planes. The taking of data. Methodology.	Learn to perceive and characterise the different materials that take part in the
Systems of measurement. The drawing of cabinet.	construction of the object
	- Learn to value the rigour in the procedure and the accuracy in the work of lifting of
	planes.
	- Analyse an architectural group, splitting of the globalidad and developing it through
	the detail.
	- Learn to decompose in spaces more reduced a building of some complexity.
	- Learn to use instruments advanced of taking of data based in the photographic
	restitution.
	- Learn to establish methods of work in accordance with the architecture that goes to
	be raised gráficamente.

	Planning			
Methodologies / tests	Competencies	Ordinary class	Student?s personal	Total hours
		hours	work hours	
ntroductory activities	A38 B31 C3 C7	0	40	40
Document analysis	A38 B31 C1 C3 C4	0	5	5
	C5 C6 C7 C8			
_aboratory practice	A38 B32 B33 B34	40	5	45
	B35 C1 C4 C6 C7 C9			
Field trip	A38 B32 B33 B34	0	40	40
	B35 C1 C4 C6 C7 C9			
Objective test	A38 B32 B33 B34	4	0	4
	B35 C1 C4 C6 C7 C9			
Student portfolio	A38 B32 B33 C1 C4	4	0	4
	C7 C8			
Guest lecture / keynote speech	A38 B31 B32 B33 C1	8	0	8
	C3 C4 C5 C6 C7 C8			
Personalized attention		4	0	4

Methodologies				
Methodologies	Description			
Introductory activities	Weekly realisation of drawings manually heaved, in plates DIN A-3, on board, copying and expanding leaves with graphic			
	outlines, facilitated in DIN A-4, using hours no face-to-face in classroom.			
	Weekly realisation of a practice of rotulación in leaf DIN A-4, using hours no face-to-face in classroom.			
Document analysis	Utilisation of the corresponding bibliography, basic and complementary, facilitated.			
Laboratory practice	Weekly realisation, using the face-to-face hours in classroom, of croquis manually heaved, in direct, of the university academic			
	surroundings, specifically centred in diverse zones of the interior of the E.U. Of Technical Architecture and his external outline,			
	square, parkings etc.			

Field trip	Weekly realisation of croquis manually heaved, in direct, in an external context to the university academic surroundings,
	sobretodo in the urban zones of Widen, Fishmonger and Ancient Helmet, using hours no face-to-face in classroom, in where
	they developed the capacities related with the direct and systematic observation, collected of information and desarrolo of
	outlines, etc.
a.	Group of practical proofs, and works: Croquizaciones of architectural elements, of the natural, manually height; Used in the
Objective test	Group of practical proofs, and works. Croquizaciones of architectural elements, of the natural, manually height, osed in the
· 1	evaluation and progress, of the student, of his learning of knowledges, capacities, skills, performances, aptitudes, attitudes,
· 1	
· 1	evaluation and progress, of the student, of his learning of knowledges, capacities, skills, performances, aptitudes, attitudes,
,	evaluation and progress, of the student, of his learning of knowledges, capacities, skills, performances, aptitudes, attitudes, etc.
,	evaluation and progress, of the student, of his learning of knowledges, capacities, skills, performances, aptitudes, attitudes, etc. In the folder or archivador of the student iran classifying his practical works: Plates of croquizaciones and rotulaciones, by
,	evaluation and progress, of the student, of his learning of knowledges, capacities, skills, performances, aptitudes, attitudes, etc. In the folder or archivador of the student iran classifying his practical works: Plates of croquizaciones and rotulaciones, by dates. And regularly they will have personal sessions, tutorias personalised, with each one for realisations of autoevaluación

Personalized attention				
Methodologies	Description			
Student portfolio	In the folder or archivador of the student iran classifying his practical works: Plates of croquizaciones and rotulaciones, by			
	dates. And regularly they will have personal sessions, tutorias personalised, with each one for realisations of autoevaluación			
	and comments of the professor on his progress.			
	The "Alumnado with recognition of dedication part time and dispenses academician of exemption of			
	assistance", will have to put in knowledge of the corresponding professor, said circumstance, to be able to			
	concretise the development of this activity as it consider more suitable.			

		Assessment	
Methodologies	Competencies	Description	Qualification
Field trip	A38 B32 B33 B34	Weekly realisation of croquis manually heaved, in direct, in an external context to the	15
	B35 C1 C4 C6 C7 C9	university academic surroundings, sobretodo in the urban zones of Widen,	
		Fishmonger and Ancient Helmet, using hours no face-to-face in classroom, in where	
		they developed the capacities related with the direct and systematic observation,	
		collected of information and desarrolo of outlines, etc.	
Student portfolio	A38 B32 B33 C1 C4	In the folder or archivador of the student iran classifying his practical works: Plates of	2
	C7 C8	croquizaciones and rotulaciones, by dates. And regularly they will have personal	
		sessions, tutorias personalised, with each one for realisations of autoevaluación and	
		comments of the professor on his progress.	
Guest lecture /	A38 B31 B32 B33 C1	Weekly, before or at the same time that they expose the practical exercises, will	2
keynote speech	C3 C4 C5 C6 C7 C8	realise a presentation or oral explanation and in blackboard of contents by part of a	
		professor, that will treat the subjects that tackle the practice.	
Objective test	A38 B32 B33 B34	Group of practical proofs, and works: Croquizaciones of architectural elements, of the	15
	B35 C1 C4 C6 C7 C9	natural, manually height; Used in the evaluation and progress, of the student, of his	
		learning of knowledges, capacities, skills, performances, aptitudes, attitudes, etc.	
Document analysis	A38 B31 C1 C3 C4	Utilisation of the corresponding bibliography, basic and complementary, facilitated.	2
	C5 C6 C7 C8		
Laboratory practice	A38 B32 B33 B34	Weekly realisation, using the face-to-face hours in classroom, of croquis manually	51
	B35 C1 C4 C6 C7 C9	heaved, in direct, of the university academic surroundings, specifically centred in	
		diverse zones of the interior of the E.U. Of Technical Architecture and his external	
		outline, square, parkings etc.	



Introductory activities	A38 B31 C3 C7	Realisation of drawings manually heaved, in plates DIN A-3, on board, copying and	13
		expanding leaves with graphic outlines, facilitated in DIN A-4, using hours no	
		face-to-face in classroom.	
		Weekly realisation of a practice of rotulación in leaf DIN A-4, using hours no	
		face-to-face in classroom.	
Others			

Assessment comments



The students will have to show, to be evaluated positively, that have reached the necessary knowledges in the contents, mentioned previously, to dominate this matter, and that they would be the following:

- 1 -Analyse and learn to perceive simple three-dimensional objects and represent them, already was by his seen in the system diédrico as in volume in the axonometric. -Learn to use the system of representation more adapted for each case. -Capacitar To the student with the end to transmit and define objectively the volumetry of an object, as well as his constructive sequence (despieces) by means of the systems perspectivos isometric, military, cavalier or conical. -Know the procedures to represent curves in the distinct systems. -Learn to use the system of representation adapted to define a constructive detail.
- 2 -Learn to communicate through the architectural graphic language. -Learn, practising, the processes of graphic representation in the architecture and his materialisation, so much to general level as in his details. -Learn to interpret by means of the thought and the geometrical syntax-constructive. -Learn the codes of architectural graphic representation.
- 3 -Achieve that the student develop in the handle of the instrumental and in the knowledge and use of the material of support for the graphic representation.
- 4 -Know, learn and use the different formats of paper normalised and the election of the most adapted for the graphic product to realise. -Identify the element represented, as well as the author and other data of interest of an architectural drawing by means of a cajetín normalised.
- 5 -Know and learn to trace and value the lines with quality, incidiendo in the tone and the weight according to the intentionality. -Know the classification of the lines and his correct utilisation in each case. -Purchase skills and skills by means of a synchronisation psico-manual that conclude in a precision and a rigour in the traced. -Know the conventional symbols of the architectural representation. -Purchase a discipline and some habits by means of the traced of the form of the letters and know and use his normalisation. The rotulación, letters and figures.
- 6 -Know and learn to trace and value the classical orders. -Geometry and modulation. -Graphic and geometrical precision. -Geometrical study of the forms. -Geometrical constructions of the molduras.
- 7 -Learn to perceive the architectural fact by means of the geometrical analysis. -Learn to perceive the form and the proportion of the objects. -Reach a fast perception of the volume of the object to represent. -Learn to read the diagram of traced of an architectural fact controlling the process of preparation. -Learn to decompose geometrically each one of the seen diédricas. Establish modules of comparison to determine the proportional laws that determine a sight diédrica.
- 8 -Establish the complete definition of an object by means of his seen diédricas. -Comprise and practise the orthogonal cylindrical projection (the plant, the heaved and the profile) and the oblicua. -Learn the codes of architectural graphic representation. -Learn to deliver the seen in the paper so that the drawing maintain a balance between spaces graficados and spaces in white.
- 9 -Learn to represent the unseen parts in the objects with complex internal composition realising ace necessary sections to define them. -Differentiate the multiple types of sections that can employ in the definition of the object. -Use the number of necessary sections to define an object situating them in the appropriate place. -Represent properly the sections differentiating the lines of section of the lines of projection.
- 10 -Learn to perceive an object in all his details, transmitting the exact form and his dimensions. -Learn to classify the different types of details and represent them properly. -Learn to use the system of representation adapted to define a constructive detail.
- 11 -Learn to perceive the dimensions of the object by means of the taking of data. -Differentiate between taking of measures and acotación. -Learn to choose the most adapted sights to have the distinct heights. -Learn to have the heights in the distinct seen, according to these find or no contained in the parallel planes to the ones of projection. -Apply the general principles of the acotación. -Learn to choose the elements that define the origin for referenciar objects and parts to measure and limit. -Learn to have determinate types of height that, by singularity, require a particular attention. -Learn to situate points by the systems of coordinates and triangulation to determine angles and radios.
- 12 -Learn to represent, trace and value the drawing of implicit ideas in the mind of the author. -The virtual drawing like a half to discover and express



the creative or constructive intentions. -The drawing like a basic element of the representation and the reinterpretación of the architectural work-constructive.

13 -Learn to comprise and establish the length of the segment drawn and the length of the object represented. -Learn to decide the size of the object to represent, in function of the intentions that govern the traced of the drawing: the far surroundings (vision of group) and the immediate surroundings (the details) with the complete definition of the form. -Learn to make graphic scales.

14 -Learn to perceive and characterise the different materials that take part in the construction of the object. -Learn to value the rigour in the procedure and the accuracy in the work of lifting of planes. -Analyse an architectural group, splitting of the globalidad and developing it through the detail. -Learn to decompose in spaces more reduced a building of some complexity. -Learn to use instruments advanced of taking of data based in the photographic restitution. -Learn to establish methods of work in accordance with the architecture that goes to be raised gráficamente.

IMPORTANT NOTE:

For the evaluation of the asignatura demands an assistance regulate so much to the classes expositivas as to the interactive, with a minimum of 80% of assistance in each one of them.

The teaching of the asignatura of Graphic Expression I bases in a methodology of learning, subject to a system of continuous evaluation.

To surpass the asignatura, by course will owe to fulfil the following condition:

1.-Have been delivered all the practices and individual works and each one/or of them/will have to have you been considered/or how apt/or.

The students that do not surpass the asignatura by course will have to present to the examination, in the date fixed for the First Opportunity of evaluation (MAY/JUNE) or, in his case, in the date fixed for the Second Opportunity of evaluation (JUNE/JULIO)

IMPORTANT: it will have the condition of NO PRESENTED (BY COURSE) the student that find in any of the following circumstances:

- Not fulfilling with the minimum of assistance demanded.
- Not delivering any of the works proposed.

It will not allow complete or modify the works out of the dates of distinguished delivery.

	Sources of information
Basic	- Porter, T.; Goodman, S (1986). Manual de técnicas gráficas para arquitectos, diseñadores y artistas (4 volumenes).
	Barcelona. Ed. Gustavo Gili
	- Sainz, J. (1990). El dibujo de arquitectura teoría e historia de un lenguaje gráfico. Madrid. Ed. Nerea
	- Revilla Blanco, A. (1993). Acotación. San Sebastián. Ed. Donostiarra
	- Marin Hote, Llerie, J.L. (1982). Introducción al dibujo técnico arquitectónico. México. Ed. Trillas
	- Laprada, A. (). Croquis de arquitectura. Barcelona. Ed. Gustavo Gili
	- Rodríguez de Abajo, F.J.; Álvarez Bengoa, V. (1992). Curso de dibujo geométrico y de croquización. San Sebastián
	Ed. Donostiarra
	- Iranzo, A (1992). Croquización arquitectónica. Barcelona. Ediciones Rey
	- Llorens, S. (1989). Iniciación al croquis arquitectónico. Madrid. Escuela Universitaria Arquitectura Técnica
Complementary	- Ghyka Matila, C. (1983). Estética de las proporciones en la naturaleza y en las artes. Barcelona. Ed. Poseidón
	- Ghyka Matila, C. (1992). El número de oro ritos y ritmos pitagóricos en el desarrollo de la civilización occidental.
	Barcelona. Ed. Poseidón
	- Giacomo Barozzio de VIGNOLA (1981). El vignolas de los propietarios. Regla de los cinco ordenes de arquitectura.
	Murcia. C.O.A. Y A.T.
	- Ching, F. (1977). Manual de dibujo arquitectónico . Barcelona. Ed. Gustavo Gili
	- Ching, F. (1995). Diccionario visual de arquitectura. México. Ed. Gustavo Gili
	- Hansmann, Christine-Ruth (1994). Las escaleras en la arquitectura. Barcelona. Ed. Gustavo Gili
	- Chithan, R. (1982). La arquitectura histórica acotada y dibujada. Barcelona. Ed. Gustavo Gili
	- Panero, J. (1983). Las dimensiones humanas en los espacios interiores estándares antropométricos. Barcelona. Ed
	Gustavo Gili
	- Ching, F. (2002). Arquitectura: forma, espacio y orden. Barcelona. Ed. Gustavo Gili

Recommendations

Subjects that it is recommended to have taken before

Descriptive Geometry [Extinct]/670G01004

Descriptive and Representation Geometry/670G01102

Subjects that are recommended to be taken simultaneously

Descriptive and Representation Geometry/670G01102

Digital Graphic Tools for Building/670G01109

Subjects that continue the syllabus

Interior Design, Gardening and Landscaping/670G01135

Technical Projects II/670G01128

Technical Projects I/670G01124

Architectural Graphic Expression II/670G01117

Other comments

It could be convenient, but no necessary, have approved the asignatura of descriptive geometry. It could also be recommended to have realised some course/you of graphic design. Necessary knowledges: -flat Geometry. -System diédrico to basic level: plant, heaved and profile/section.

-Normalisation: rotulación and acotación. -Scales

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.