ROYAL CANADIAN SEA CADETS

PHASE ONE

INSTRUCTIONAL GUIDE

SECTION 4

EO C123.01 – READ THE 24-HOUR CLOCK

Total Time: 30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-601/PG-001, *Phase One Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Photocopy the 24-hour clock located at Attachment A for each cadet.

Photocopy the time cards located at Attachment B, one set for every two cadets.

PRE-LESSON ASSIGNMENT

Nil.

INTRODUCTION

APPROACH

An interactive lecture was chosen for TP 1 and TP 2 to orient the cadets to the 24-hour clock.

An in-class activity was chosen for TP 3 as it is an interactive way to provoke thought and stimulate interest about the 24-hour clock.

REVIEW

Nil.

OBJECTIVES

By the end of this lesson the cadet shall have converted conventional time into 24-hour time.

IMPORTANCE

It is important that cadets are able to convert conventional time into 24-hour time as it is routinely used at the corps.

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

Teaching point 1 **Describe the 24-hour clock.**

Time: 10 min Method: Interactive Lecture

WHY THE 24-HOUR CLOCK IS USED

Royal Canadian Sea Cadet Corps' use the watches and times based on the traditional system in use today by the Royal Canadian Navy. The 24-hour clock provides distinction between the watches and eliminates the use of am and pm.

HOW THE 24-HOUR CLOCK WORKS

The 24-hour clock uses the numbers 0 – 24. To convert conventional time into 24-hour time in the pm, simply add 12 to the conventional time. For example, if it is 7:00pm, add 12 (7+12), which equals 19, therefore it is 1900 hours.

- 0000 - 12:00 am;
- 0100 – 1:00 am;
- 0200 – 2:00 am;
- 0300 – 3:00 am;
- 0400 – 4:00 am;
- 0500 – 5:00 am;
- 0600 – 6:00 am;
- 0700 – 7:00 am;
- 0800 – 8:00 am;
- 0900 – 9:00 am;
- 1000 – 10:00 am;
- 1100 – 11:00 am;
- 1200 – 12:00 pm;
- 1300 – 1:00 pm;
- 1400 – 2:00 pm;
- 1500 – 3:00 pm;
- 1600 – 4:00 pm;
- 1700 – 5:00 pm;
- 1800 – 6:00 pm;
- 1900 – 7:00 pm;
- 2000 – 8:00 pm;
- 2100 – 9:00 pm;
- 2200 – 10:00 pm; and
- 2300 – 11:00 pm.



http://www.shoplet.com/office/limages/CSET8497.JPG

Figure 1 The 24-Hour Clock

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.



Give the cadets a copy of the 24-hour clock.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS:

Q1. How is conventional time in the pm converted into 24-hour time?

Q2. Convert 1:00 pm into 24-hour time.

Q3. Convert 9:00 pm into 24-hour time.

ANTICIPATED ANSWERS:

A1. Conventional time in the pm is converted into 24-hour time by adding 12.

A2. In 24-hour time, 1:00 pm is 1300.

A3. In 24-hour time, 9:00 pm is 2100.

Teaching point 2 **Conduct an activity on the 24-hour clock.**

Time: 15 min Method: In-Class Activity



Choose either activity one or two. The first one is a group activity that the entire class participates and second requires the cadets to work in pairs.

Time: 15 min

OBJECTIVE

The objective of this activity is to have the cadets convert conventional time into 24-hour time.

RESOURCES

- Time cards (One set per team).

ACTIVITY LAYOUT

Nil.

ACTIVITY INSTRUCTIONS

1. Split the class into two teams.
2. Using the time cards, ask questions to each team, alternating between teams.

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

3. Give one point for each correct answer.

4. The team with the most points wins the game.

SAFETY

Nil.

INSTRUCTOR GUIDELINES

Nil.

Time: 15 min

OBJECTIVE

The objective of this activity is to have the cadets convert conventional time into 24-hour time.

RESOURCES

- Time cards (One set per pair).

ACTIVITY LAYOUT

Nil.

ACTIVITY INSTRUCTIONS

1. Put the cadets into pairs.

2. Give each pair a set of cards.

3. Have the cadets mix up the cards and place them face down on the table.

4. Have the cadets take turns turning up two cards searching for a pair.

5. Continue until all the cards have been matched. The cadet with the most pairs at the end of the game is the winner.

SAFETY

Nil.

INSTRUCTOR GUIDELINES

Nil.

CONFIRMATION OF TEACHING POINT 2

The cadets' participation in the activity will serve as the confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in the activity will serve as the confirmation of this lesson.

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

CONCLUSION

HOMEWORK/READING/PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

CLOSING STATEMENT

At the corps, the ability to convert conventional time into 24-hour time is essential in order for the cadets to read training schedules and meet timings.

INSTRUCTOR NOTES/REMARKS

Nil.

REFERENCES

A1-008 A-CR-CCP-004/PT-001 CCP-1004 D Cdts (1977). *Royal Canadian Sea Cadet Manual*. Ottawa, ON.

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

THIS PAGE INTENTIONALLY LEFT BLANK

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

24-HOUR CLOCK



Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

THIS PAGE INTENTIONALLY LEFT BLANK

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

24-HOUR CLOCK CARDS

0000	**12:00 am**
0100	**1:00 am**
0200	**2:00 am**
0300	**3:00 am**

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

0400	**4:00 am**
0500	**5:00 am**
0600	**6:00 am**
0700	**7:00 am**

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

0800	**8:00 am**
0900	**9:00 am**
1000	**10:00 am**
1100	**11:00 am**

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

1200	**12:00 am**
1300	**1:00 pm**
1400	**2:00 pm**
1500	**3:00 pm**

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

1600	**4:00 pm**
1700	**5:00 pm**
1800	**6:00 pm**
1900	**7:00 pm**

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.

2000	**8:00 pm**
2100	**9:00 pm**
2200	**10:00 pm**
2300	**11:00 pm**

Unofficial convenience copy of A-CR-CCP-601/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-601-PF-001/A-CR-CCP-601-PF-001.pdf.
Verify against the official publication.